



South East Coastal Communities (SECC) Kent and Medway

Guidelines & Notes for Expression of Interest Form

It is important that you read these Guidelines & Notes before completing your Expression of Interest Form

Who can I talk to about my expression of interest?

As well as your Academic Lead or contacts within any of the Universities at Medway, you can contact either of the below people with any queries:

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What is the South East Coastal Communities (SECC) Project?

The South East Coastal Communities (SECC) Project involves the nine coastal Higher Education Institutions in the South East and a number of financing partners at local and national level. The project aims to create a strategic, well-resourced approach to community knowledge exchange.

The SECC works with local community organisations to develop and put forward bids for approval to the Project Steering Group.

Since the overarching theme of the SECC project is Health and Well-being, bids should centre around promoting the following:

- **Healthy Environment** – supporting communities to plan and develop a health-promoting and safe environment and to develop sustainable ways of using their natural resources;
- **Healthy People** – supporting communities to influence lifestyle and health choices of communities in order to improve the overall health amongst the local population; or
- **Healthy Social Economy** – supporting communities to develop its economic, political and social capital and to improve access to work.

Who can apply?

Any of the following can apply in partnership with one of the Higher Education Institutions (Canterbury Christ Church University, University of Kent and University of Greenwich):

1. A voluntary and community sector organisation
2. Are a not-for-profit organisation;
3. Have a constitution or set of rules, dated and signed as 'adopted' by the Chair, or other senior office holder on behalf of the organisation:
4. What if I don't have a constitution or a bank account?
It is an essential requirement of your application that you are endorsed by one of the Universities at Medway. You can apply if your organisation is supported by a constituted voluntary organisation where it is permissible under their constitution and, where relevant, charity law. In these circumstances your organisation should apply in your own name but provide the bank details, accounts/statement of income and expenditure and a bank statement for the constituted organisation;
5. If you are a business in the Swale area and wish to assist the local community, you can apply together/through a local community group - with the overall aim of improving the health and well-being of the local area
6. Have a bank account, in the name of your organisation, which requires at least two signatures;
7. Can provide a copy of your most recent accounts or statement of income and expenditure and a bank statement. These must be audited or signed as approved by your Chair or other senior office holder;
8. Can spend the funds within one year or return it, or part of it, to the SECC.

For any further queries regarding eligibility please contact the SECC Project Manager.

How much can we apply for?

- There is no minimum amount but applications for over £100,000 will be referred to the Regional Board;
- Organisations are eligible to apply to the SECC if they have an outstanding End of Project Report from a previous SECC grant, however any funds awarded will not be paid until previous funding has been accounted for;

When can we apply?

- Applications can be submitted throughout the year. We are unable to accept faxed or emailed applications

Who can not apply to the SECC?

The rules of the SECC prevent the following organisations/individuals from applying:

- Higher Education Institutions, local community and voluntary organisations on their own;
- Political Organisations;

- Referees, however the organisation the referee is employed by may apply provided they use a different nominated referee;
- National Organisations, unless the organisation is a local branch with local management/accountability arrangements and bank account;
- Town and Community Councils;
- Other Statutory Organisations ;
- Schools – however the PTA/Friends may apply to SECC provided the funding is not to carry out improvements to the building or grounds or is to provide equipment or educational trips, which could reasonably be expected to be provided by the LEA.

Completing the Expression of Interest Form

Question 1

Please state the name of your organisation.

Question 2

Please give details of what your organisation does, including its aims and objectives. For example, sports activities/coaching, music or arts initiatives, mothers and toddlers activities or social activities for people with disabilities. These examples are not exhaustive.

The information you supply in this section will provide the basis for our assessment of your application and it is therefore important that you give a full explanation of your organisation's activities.

Question 3

Please give details of what your organisation wants to do with the funding from SECC and how you will do it. For example:

- What exactly is the project going to do?
- What people/geographic areas will benefit from the project?
- What are the outputs/success factors of the project?

If your project is an event it is important to tell us the proposed date for the event. It should be noted that applications received less than two months before the event date cannot be assured of receiving the funding in time for the event. We would therefore request that you submit your application as early as is practicable.

It is important to note that you cannot make an application to the SECC on behalf of another organisation, and that the project is aimed at meeting the aims and objectives of your organisation.

Applications can not be made on behalf of a project for another organisation. If the organisation is unconstituted but meets all the other criteria the organisation must apply in their own name but ask a constituted organisation to provide their bank account details, constitution and accounts (see 'Who Can Apply' on page 1).

Please give details of which SECC theme your application fits into.

What kind of project/activity could be supported?

Any project/activity that falls under the SECC's three criteria (Healthy People, Healthy Environment, Healthy Social Economy) is eligible for support.

The following types of activities could be included:

Healthy Environment

- Involvement of local HEIs in designing projects to facilitate improved access to green and open space;
- Involvement of local HEIs in developing educational programmes in relation to the natural environment for both young people and adults;
- Involvement of local HEIs in providing recognition for the skills developed by community environmental volunteers;
- Development of pilot projects to encourage healthy lifestyles through better access to the natural environment;

- Evaluation of activities undertaken under this priority, and the development of recommendations for enhancing, modifying or mainstreaming them in the longer term.

Healthy People

- Development and evaluation of healthy eating initiatives;
- Involvement of local HEIs in developing additional services that can be provided locally alongside existing health, community and educational services delivered by the statutory and voluntary sectors;
- Involvement of local HEIs in developing educational programmes relating to healthy lifestyles;
- Evaluation of activities undertaken under this priority, and the development of recommendations for enhancing, modifying or mainstreaming them in the longer term;
- Improving well-being through engagement in sport and the arts.

Healthy Social Economy

- Involvement of HEIs in research into the causes of economic inactivity at Swale level and in communities exhibiting high levels of inactivity (such work could also be of Thames Gateway-wide relevance);
- Involvement of HEIs in development of projects to develop intermediate labour market solutions to problems of economic inactivity caused by physical and mental ill-health;
- Involvement of HEIs in development of projects to re-train/re-engage older workers;
- Development of social enterprises as mechanisms for providing local services and increasing economic activity;
- Development of community based non-monetary trading systems (e.g. time banks) as mechanisms for attaching economic value to community activity and for providing an increased amount of services locally;
- Evaluation of activities funded under this priority, including an evaluation of the impact of initiatives to increase economic activity on health and well-being.

What kind of project/activity could not be supported?

The following list gives you some idea of what the SECC is unable to support:

- An identical project previously having received funding from the SECC. For example, you cannot apply for the organisation's running costs more than once, and if you were awarded for a trip one year your organisation cannot apply for an identical trip in subsequent years. However, the SECC will consider an application for another trip provided you could demonstrate that it involves different people or your organisation (are) going to a different place, or if your organisation has previously received funding for equipment you may apply for the equipment again provided it is clearly different from your previous application;
- Projects that involve improvement works to a building, unless your organisation own the building or have a lease on the property;
- Applications for unspecified items, e.g. contingency money;
- Retrospective applications, for example the SECC would not accept an application for an event that has already taken place;
- The SECC Project Steering Group will not consider applications for CCTV unless it is to protect a community owned building;
- Staff costs for permanent or contracted posts. The SECC will consider costs for sessional workers or non contractual work (i.e. play schemes)

Question 4

Please give details of any projects your organisation has undertaken and completed in the past.

Question 5

Please state exactly how your proposed project or activity will improve the health and well-being of the targeted group or community.

Question 6

It is important that you tell us whether there is anyone you have contact with at the Universities at Medway and who they are. The Universities will be a joint bid partner with your organisation and their knowledge will help your organisation in this process.

Question 7

It would help with the assessment process if you tell us how you see the HEIs (Canterbury Christ Church University, University of Greenwich, University of Kent) assistance and support will enable you to achieve the objectives of your project or activity.

Question 8

Please tell us how much money your organisation will need for carrying out this project.

Question 9

Please indicate whether you have approached any other sources or institutions for funding on your proposed project or activity.

What happens next?

As soon as SECC has received a completed Expression of Interest form the SECC Project Manager will contact you to acknowledge receipt of the form and advise on next stages of the process.