

# Eden Locality - Community Emergency Planning Grant Guidance Notes

## Introduction

This grant fund is managed by ACTion with Communities in Cumbria (ACT) and is funded by Westmorland & Furness Council (WFC) for the Eden Locality.

Community Emergency Planning can help to minimise the impact of an emergency and help communities to recover more quickly. A Community Emergency Plan is a simple document which identifies potential emergency situations that could occur in a community, and sets out what residents and businesses can do before, during and after to: be prepared; know what to do; and bounce back.

The purpose of the grant is to support community groups to engage with the wider community to help inform a Community Emergency Plan. This can include the costs associated with, for example, open community meetings / events, questionnaires, information leaflets, meetings with specific interest groups such as landowners, young people, or businesses.

There will have been incidents in the past which the community responded to by working together and looking out for their neighbours. Learning more about them can help you to identify potential risks and positive actions to encourage in the future. Also consider what resources are available locally, including: skills, equipment, and facilities. Who in the community is willing to help in the event of an emergency, and what can they offer?

Further Community Emergency Planning information, including a template plan and guidance on 'Having the Conversation' in your community, is available on the ACT website here:  
[www.cumbriaaction.org.uk/what-we-do/community-emergency-planning](http://www.cumbriaaction.org.uk/what-we-do/community-emergency-planning)

Groups which are awarded grants will be expected to:

- Apply for your grant at the start of your activity. **Grants won't be made retrospectively.**
- Contact relevant Westmorland and Furness Council officers and councillors, and National Park officers (if applicable) to let them know of your activity.
- Use **at least** three forms of consultation and engagement to gather the views of people in your community. ACT can assist you with this.
- Keep ACT updated with your progress, throughout the process, via your local ACT Officer.
- Provide evidence of grant spend to ACT e.g. copies of receipts.
- Provide a final summary of your activity, learning, and any future plans for Community Emergency Planning activity e.g. to produce a Plan. Template Plans are available.
- Acknowledge the funding support provided by ACT and Westmorland and Furness Council.

## How much can be applied for?

The maximum grant is £150. Grants will be paid up front, with no match funding required.

## Who can apply?

Parish / Town Councils or any appropriate constituted group, with a bank account, can apply. However, only 1 application per community will be considered therefore applicants must be coordinating with other local groups.

## Before you start

1. Please read through all the notes carefully, together with the application form, before making an application.
2. It is important that you contact ACT before filling in your application form, to obtain the latest information and advice. Contact details for ACT are shown below.
3. Once you have completed your application form, please return it to: ACTion with Communities in Cumbria, Room 11, Redhills House, Redhills Business Park, Penrith CA11 0DT. Tel: 01768 425666 or Email: [info@cumbriaaction.org.uk](mailto:info@cumbriaaction.org.uk)

## Notes to help you with your application form

### Section 1 - Contact details

Name of group: The name of the group or Town / Parish Council making the application should be given.

Name of the main contact for this application and position in the group: a main contact is required who can be contacted during office hours and who can talk about this application in detail. This will be the person ACT will correspond with throughout the life of the project.

Data protection: ACT will use the personal data provided on the application form to process your application and to monitor the project.

You should have contacted ACT to discuss your project before proceeding with an application. Please indicate which ACT Development Officer you have been working with and where you heard about Community Emergency Planning.

### Section 2 - Description of your community

This section will help ACT get a picture of the communities applying for grants. Give a brief description of the area you are considering for Community Emergency Planning including: geographical location; number, size and names of settlements; services available etc. The population size of your parish can be found from your local authority or Parish Profile report, available here: [www.cumbriaaction.org.uk/resources/parish-profiles](http://www.cumbriaaction.org.uk/resources/parish-profiles)

We also want to know have there been any recent emergency situations your community has faced, and any work you have already done which is relevant e.g. set up a flood action group, been involved in a Section 19 Report, or any other activity.

### Section 3 – Links with your Local Authority

It is important to have made contact with Westmorland and Furness Council to let them know you're interested in Community Emergency Planning and the activity you have planned. ACT can provide you with contact details for your local Councillors and relevant officers.

## Section 4 – Proposed activity

Please summarise how you intend to inform and involve the wider local community to discuss Community Emergency Planning. Are there any existing events, communications, or activities which you could use to help you do this? It's also important to consider other local groups, organisations, businesses, and land owners who may need to be involved.

ACT can offer advice and guidance on how to involve people in your community.

## Section 5 – How you plan to spend the grant

Tell us about the costs of your activity e.g. events, meetings, information materials, printing costs for leaflets, surveys etc. Please supply supporting evidence for your costs, e.g. prices from a catalogue for items costing under £100 and estimates (at least two) for larger items, where you are realistically able to do so. If estimates are not available, please say why. Do not include VAT if you are able to reclaim this from Customs & Excise.

The maximum grant is £150. There is no requirement for match funding.

## Section 6 - Confirmation

Should you be successful, grant payments will be made by cheque or bank transfer to an authorised group account or the Parish Council. Grants are paid by ACT. Arrangements for grant payments will be set out in your offer letter.

## What happens next?

Once we have considered your application, one of two things will then happen:

1. If your application is approved, you will receive your grant payment with a covering letter reiterating the terms and conditions agreed in your application.
2. If your application is not approved you will be given the reasons for this decision.

ACT expects to get payment to you within two weeks of receiving your application, assuming we receive all the information we need and your application is successful.

## Further information

ACTion with Communities in Cumbria  
Room 11, Redhills House, Redhills Business Park, Penrith CA11 0DT  
Web: [www.cumbriaaction.org.uk](http://www.cumbriaaction.org.uk)  
Email: [info@cumbriaaction.org.uk](mailto:info@cumbriaaction.org.uk)  
Tel: 01768 425666

***ACT champions community and rural issues***

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