

Eden Community Emergency Readiness Grant Guidance Notes

Introduction

This grant fund is managed by ACTion with Communities in Cumbria (ACT) and is funded by Eden District Council.

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 communities which have a Community Emergency Plan, to be better prepared to implement it. This can include the purchase of equipment, materials and training. Groups will be expected to provide a copy of their Community Emergency Plan with their application.

A separate Community Emergency Planning grant exists (also administered by ACT and funded by Eden District Council) to assist groups with the production of their Plan. It is not necessary for groups to have received this in order to be eligible for the Community Emergency Readiness grant. Groups may apply to either or both grant funds.

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/WhatWeDo/CommunityEmergencyPlanning.aspx.

Terms & Conditions

Groups which are awarded grants will be expected to:

- Make contact with their local District and County Councillors, named officers, and Cumbria Community Resilience Network to inform them of their Community Emergency Plan.
- Apply for their grant before any expenditure has been made. **Grants won't be made retrospectively.**
- Provide a copy of their Community Emergency Plan with the application.
- Keep ACT updated with details of their progress.
- Provide evidence of grant spend to ACT e.g. copies of receipts.
- Acknowledge the funding support provided by ACT and Eden District 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.

It is not necessary for applicants to have received a Community Emergency Planning grant in order to be eligible to apply for this Community Emergency Readiness grant; a group may apply to either or both grant funds.

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, Offices O-Q Skirsgill Business Park, Penrith, Cumbria CA11 0FA. Tel: 01228 817224 or Email: 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 your Community Emergency Plan covers 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/ResourcesPublications/ParishProfiles.

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.

Section 3 – Links with Local Authorities & emergency response agencies

It is important to have made contact with the District and County Councils to let them know of your Community Emergency Plan. Your draft plan should also be sent to the Cumbria Community Resilience Network for feedback from Local Authorities and emergency response agencies. ACT can provide you with details.

Section 4 – Proposed Community Emergency Readiness

Please summarise the community actions identified in your Community Emergency Plan and how your intended expenditure will help you be better prepared to implement these actions.

If you intend to purchase materials and equipment, please indicate where these will be stored and how they will be accessed when needed.

If you intend to purchase training or cover the costs associated with accessing training e.g. travel costs, please give full details of the training and how any learning will be shared with others in the community.

Section 6 – How you plan to spend the grant

Tell us about the costs of your readiness activity e.g. equipment, materials, training 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 more costly 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. Mileage will be calculated at 45p per mile.

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 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

Offices O-Q Skirsgill Business Park, Penrith, Cumbria CA11 0FA

Web: www.cumbriaaction.org.uk

Email: info@cumbriaaction.org.uk

Tel: 01228 817224

ACT champions community and rural issues

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