

Lancaster West Community Fund – Decision Making Panel

Terms of Reference

1. Purpose

The Lancaster West Community Fund has been created to directly benefit the residents of Lancaster West Estate (LWE). These benefits can be delivered in a range of ways, either by creating opportunities or by offering support and services to LWE which will improve the lives, life chances and life opportunities of residents.

2. Scope

The Lancaster West Community Fund is to the value of £50,000 and has been set up in partnership between KCA, LWNT and the LWRA. The fund could be used to provide support to new services, project or initiative, fulfilling a gap, which would offer a direct benefit to residents of LWE and beyond.

The activities delivered by the fund must primarily benefit residents living on Lancaster West Estate. The funding must be used to meet the priorities identified by the residents of Lancaster West Estate. Those priorities are:

1. **Green & Outdoor Spaces:** Includes gardening, planting and landscape projects, seating and picnic areas
2. **Sports & Fitness:** Includes more accessible sports and fitness opportunities, outside gym & support for local sports clubs and teams
3. **Connecting with our Community:** Includes a wide range of community activities, from arts and crafts to cooking, day trips and music programmes
4. **Skills & Training:** Includes digital skills training, start-up business support, job opportunities and skills building
5. **Engaging Young People:** Includes after school clubs, summer programmes, creative projects and activities for older teens.

3. Decision Making Panel

The decision-making panel for the Lancaster West Community Fund will comprise of two members from each organisation:

1. Abbas Dadou and David O'Connell - Lancaster West Residents Association
2. Caroline Hull and Hajir Kheder - Karakusevic Carson Architect
3. James Caspell and Chrissy Galerakis - Lancaster West Neighbourhood Team

4. Responsibilities

The members of the decision-making panel will:

- Ensure the panel is representative of the diverse community it seeks to serve
- Each panel members will have an equal vote, 16.67%, meaning each organisation will have 33.33% of the vote in deciding of how the Fund is awarded
- Ensure the successful applicants chosen scored the highest against the funding criteria
- Keep notes of the scoring system against each applicant ion, writing clear notes that we can share with the applicants at decision making stage
- Ensure they declare any conflict of interest with an application submitted and must step out of the room if an application is being reviewed after a declaration
- Not profit monetarily from any of the funding awarded, directly or in directly

5. Management of the Fund

The establishment of the Lancaster West Community Fund is being set-up and launched by Beyond The Box (BtB) in coordination with the Lancaster West Neighbourhood Team. Contracting and the ongoing management of the fund monitoring will be the responsibility of Karakusevic Carson Architects (KCA) in coordination with the Lancaster West Neighbourhood Team.

6. Key Dates

Activity	Date	Time
Deadline for applications /submissions to the fund	1 st August 2021	Midnight
Panel meets to shortlist applicants	3 rd August 2021	10 – 5
Inform applicants of decision outcome	6 th August 2021	9-5
Successful applicants invited to launch workshop at Baseline with (BtB)	18 th August 2021	PM
Funding Awarded (potentially in instalments dependent upon funded activity).	27 th August 2021	9-5