

Apply for money to support your local party

Your guide on
how to apply for
funds from the
NEC Development
Fund 2019

Introduction

Following the Refounding Labour to Win consultation in 2011, a NEC fund was established for local parties to apply for money to support their activities. The fund provides support through two categories; Local Campaigns and Improvement and Diversity and Democracy.

During 2012 - 2018 the NEC awarded monies from the fund to support the employment of 107 organisers and to fund 91 projects supporting increased voter and member engagement from under-represented groups.

Applications are now being invited from local parties and this application pack sets out how your local party can make a bid for funding including hints and tips on making a successful application.

The deadline for applications is **9am Thursday 28 February 2019**

We have previously received a large number of applications and as there is a limited fund please ensure you provide all the requested information in your application form and ensure it is submitted on time.

If you have any questions or queries about the fund or would like help or advice with your application please contact Greg Burton on **020 7783 1102** or email Greg_Burton@labour.org.uk

THE AIMS AND OBJECTIVES OF THE NEC FUND

Local Campaigns and Improvement

Applications under this category are aimed at supporting the employment of a local organiser, innovative local campaigns, particularly the use of digital technology, community organising and outreach work, and campaigns targeting different groups of voters.

Diversity and Democracy

This category is aimed at improving the diversity of local parties, supporting candidate recruitment programmes to increase participation of under-represented groups, programmes of membership and supporter engagement, particularly new members, and helping CLPs with the cost of sending delegates to Annual, Scottish and Welsh conferences.

Joint applications from CLPs with support from party stakeholders and requests for match-funding of projects and local organisers are welcomed.

Diversity and Democracy

The Diversity and Democracy category is aimed at improving diversity at a local level, increasing representation of under-represented groups, programmes of membership and supporter engagement, particularly new members, and helping CLPs with the cost of sending delegates to Annual, Scottish and Welsh conferences and other bodies related to party democracy.

The NEC fund has supported a wide variety of activity right across the country. We don't want to be too prescriptive in what local parties bid for, but there are some broad guidelines to take into account:

- ➔ **The Diversity and Democracy category is specifically for:**
 - Increasing engagement and representation among under-represented groups
 - Bringing new people into politics and into the Labour Party
 - Empowering parties to bring people together to deliver successful campaigns
 - Developing skills, experience and training particularly among people who, traditionally, have less access to politics and the political system
 - Ensuring all local parties are able to participate in Labour Party democracy
- ➔ In all cases the NEC panel would expect that local parties have explored all options in undertaking these activities themselves and can provide evidence to that effect
- ➔ Awards have typically been in the region of £1,000 per bid, though larger bids will be considered.

Local Campaigns and Improvement

The Local Campaigns and Improvement category is aimed at supporting the employment of local organisers, innovation in our local campaigns, community organising and outreach work and campaigns targeting different groups of voters.

The NEC panel is keen to see bids made where digital technology can play a greater role in our campaigning, particularly its use in targeting hard to reach voters who are difficult to engage through our usual campaigning methods.

➔ **The Local Campaigns and Improvement category is specifically for:**

- Supporting the employment of local organisers, particularly those with a focus on community organising
- Developing innovative campaigns, particularly using digital technology, to engage with different groups of voters
- Supporting the employment of a trainee organiser through our Trainee Organiser Programme
- Initiatives to build and develop relationships across the communities we seek to represent

- ➔ In all cases the NEC panel would expect that local parties have explored all options in undertaking these activities themselves and can provide evidence to that effect

Local organisers – why they matter

All of the evidence shows that having an organiser is one of the most important investments you can make to win elections.

As we prepare for the electoral challenges ahead, having an organiser in post as early as possible will help to engage and mobilise our members and supporters, including the many

new members who have recently joined, support our political education and policy development programmes, build capacity in our local parties and develop relationships within our local communities.

Match funding your organiser bid

The most successful organiser bids from 2012 – 2018 were from local parties who had raised some of the money and were asking the NEC to provide additional funding through our Trainee Organiser Programme.

In addition successful bids were also made from local parties who employed a local organiser and were asking the NEC to provide funding to continue this employment.

Applications came from single CLPs, clusters of CLPs or a combination of CLP led bids with funding support from stakeholders such as Labour Groups and Trade Unions.

If you are considering making an application for organiser funding please contact your regional or Scottish/Welsh office who will be able to give you advice about the cost of employing an organiser and the support that the party will be able to offer.

Please note that conditions of funding are as follows:

- ➔ That the organiser is paid through the Labour Party payroll
- ➔ You complete a direct debit mandate for your monthly employment cost contribution
- ➔ You make an upfront deposit payment of two months employment costs
- ➔ Salaries are bench marked against national Labour Party pay scales
- ➔ That there is an appropriate form of line management.

Trainee Organiser Programme

Our scheme

Following on from the success of our previous trainee organiser programmes we are pleased to invite applications to the current trainee organiser programme.

Our trainee organiser programme will train and develop a team of local organisers to deliver campaigns, support elections and build capacity with our members and supporters in communities' right across the country.

How does the programme work?

The trainee organisers will be recruited as a group through a nationally advertised recruitment process with ongoing HR support provided during the employment of the organiser, with the party providing a two year training programme delivered by the party's national training and development team.

With this programme the party will be able to help you appoint the right person for your local party, put in place a development plan for your organiser and integrate your organiser into the party's regional and national organising teams.

Will we have to fund this extra support?

No, all we ask is that a local party provide funding to meet 50% of the employment costs of a trainee organiser. The training and development programme and HR support is provided free by the national party.

What will we have to fund?

Trainee Organiser cost	24 months
With London weighting	£45,850
Without London weighting	£40,850

Please note these costs are subject to any annually agreed pay rise.

What do these costs include?

The employment costs include:

- ➔ Trainee organiser salary including a fixed sum allowance for occasional evening and weekend work, following the national party pay scale and terms and conditions
- ➔ Employer National Insurance and pension contributions
- ➔ A car allowance

What are the requirements of the Trainee Organiser Programme?

- ➔ The local party will be expected to provide a suitable office and facilities for the trainee organiser to work from,
- ➔ The local party will allow the organiser to participate in the trainee organiser programme delivered by the party's national training and development team
- ➔ The trainee organiser will be employed on a fixed term two year contract with line management by the regional director or general secretary
- ➔ The local party must complete a direct debit mandate for their monthly contribution and make an upfront deposit payment of one month employment costs

Will we have a say in who is appointed as our organiser?

Yes, the trainee organiser programme is about providing support to local parties to get the right person in post.

Which seats can apply for this funding?

Applications for a trainee organiser can be made from any local party or a combination of local parties.

How can we apply for a trainee organiser?

Complete the application form at the end of this guide but remembering to tick the Trainee Organiser Programme box

Where can I find out more information about the trainee organiser programme?

For more information, help or advice about the trainee organiser programme please contact Greg Burton on **020 7783 1102** or email **Greg_Burton@labour.org.uk**

Making an application

How do I apply?

To apply for funding you need to complete an application form and return it by the deadline:

9am Thursday 28 February 2019

You will need to supply details about the project or activity that you wish to undertake, or organiser you wish to fund, as well as the amount of money that you are requesting.

In order to ensure that the funds are administered properly we also require some additional information regarding the finances of each party unit making the application i.e. CLP, Labour Group or LCF (Local Campaign Forum).

All lead contacts will be advised of the exact NEC panel meeting dates when set but applications will be considered by the NEC panel at meetings as follows:

Deadline	NEC panel meeting
Thursday 28 February 2019	Late April/early May

We are also keen to see joint applications from, for example, CLPs and Labour Groups, clusters of CLPs, and elected representatives all working together.

Who decides on the allocation of money from the funds?

The fund is overseen by a panel of NEC members who will meet to consider the applications received and decide upon the fund allocation.

Regional directors and general secretaries, and regional boards and Scottish and Welsh executives will be asked for their input and views.

After I have submitted an application - what information will I receive?

All applications received will be acknowledged by email.

You will need to appoint a lead contact for your bid. This is the person who will be our point of contact for all application administration.

We will check the application to ensure the NEC has all the information it needs to make a decision, and if necessary, request additional information in advance of the NEC meeting.

All lead contacts will be advised of the NEC meeting dates once they are set.

Applicants will be notified of the outcome of the NEC panel following the meeting taking place.

If your application is unsuccessful you will receive feedback from the NEC.

By what criteria will the funds be awarded?

The fund was created to help support the core aims and objectives as set out by the NEC, and to increase activity agreed by the Refounding Labour proposals.

Any proposal will need to demonstrate how it can develop the party in one of the following areas:

1. Electoral success
2. A renewed party
3. Financial stability
4. Community and voter engagement
5. Creating a clear alternative to our political opponents

The fund is not intended to support the everyday workings of a local party such as postage or leaflets but to provide support for

Application checklist

local organisers, innovative campaigns and new or additional activity and projects that would otherwise not be able to take place.

What do I need to do now?

Complete the application form taking care to provide all the information requested. To ensure the NEC are able to make the most informed decisions, please make sure you complete your application with as much relevant information as possible.

Particular attention will be paid to the supporting statements that you provide. You will need to show that there is a level of support for your project from key stakeholders in your area.

For instance, you should provide supporting statements from individuals such as your MP/MSP/WAM/MEP, candidate or Labour Group leader.

If your application is successful

If your application is successful and funding has been agreed, the NEC will require evidence that the money has been spent on the designated project.

You will need to provide a follow-up report detailing how the money has been spent, and the impact that the money has had on your local activity.

If for any reason the money has not been spent according to the agreed terms, the NEC reserves the right to recover the money.

Some hints and tips for a successful bid

1. Complete all sections on the application form as fully as possible – the more complete a picture we have of your financial and organisational circumstances, the easier it will be for the NEC to make a decision.
2. Try and give an honest assessment of what the impact would be of the money received.

Let us know if you think it would help you win more council seats, motivate more members and supporters to get involved, or improve your overall campaign capacity. The more specific you can be the better.

3. Consider if there is more that can be done locally to improve the situation you are in.

We anticipate considerable competition for these funds and so will be looking to ensure that we are rewarding those CLPs and party units who have already explored all the options that are available to them locally.

Your application is more likely to be successful if you ask for funding in addition to money you have already fundraised.

4. Make sure that you have agreed what to apply for within your local party and that it has the support of CLP Officers/EC/GC or appropriate local party body.

Applications from different parts of the same organisation will be considered separately, so competing bids from within the same CLP or area are less likely to all be successful.

5. Speak to your regional or Scottish/Welsh office about your application – they will have knowledge about what is likely to be successful, and will be able to offer guidance and support about how best to structure your application.

They may be able to help with some of the logistical questions that you will need to answer such as where would an organiser be based. They may also be able to suggest other CLPs or groups that you could work with to make joint bids.

6. As part of the application process we would expect to see supporting statements from key stakeholders in your area particularly where you are looking for matched funding for activity.

These supporting statements would most likely be letters from individuals such as the senior elected representatives in your area.

Application checklist

- ✓ Proposals have been agreed by the key people in your area
- ✓ Applications forms have been completed in full – including all financial information
- ✓ Supporting statements from key stakeholders have been included with your application
- ✓ Applications have been received by 9am on Thursday 28 February 2019 by email to **Greg_Burton@labour.org.uk**

Or by post to

Greg Burton
Director of Election Support,
Campaign Delivery and Training
The Labour Party
Southside
105 Victoria Street
London SW1E 6QT

Further advice and information

If you would like any help or advice with your application please contact Greg Burton on **020 7783 1102** or by email **Greg_Burton@labour.org.uk**

Application form

1. Overview – Please note this form must be completed in full.

Organisation

2. Project proposal

Project name

Category (please tick)

Local Campaign
and Improvement

Diversity and
Democracy

Trainee Organiser
Programme

Total amount
applied for

£

Breakdown of amount per annum (if applicable) £

Type of
funding required
(tick as applicable)

One-off Match Funding Annual and on-going until _____ (please insert date)

Other _____

Project start date

Project duration

Briefly set out the purpose of your project, and what the money would be used for

Please attach additional sheets as necessary.

Please provide details of how you will measure the success of your project and what impact you think this will have on your local party

Please attach additional sheets as necessary.

The Labour Party may use the information you provide us with about your views to understand which issues are most relevant to you. Where you have opted in, the Labour Party and its representatives may contact you about our policies, campaigns events and opportunities to get involved with the party through the communication channels you have chosen, and by using the electoral register and data we hold which we are entitled to use to further our objectives as a political party. You can opt out of communications from us or manage your preferences at any time. To find out how to do this and for more information about how we use personal data, please see: labour.org.uk/privacy-policy/

3. Electoral information

Name of electoral area the application will support	
Name of elected representative (as applicable)	
Result at last election	
Name of Council	
Make up of Council i.e. number of seats held by each party	

4. Lead contact for this application – Please provide the name and contact details of the individual we can contact about this application.

Organisation	
Name	
Role	
Constituency / other	
Phone number	
Email address	
Membership no.	

5. Other applicants details – Please list all the organisations involved in this bid and their contact details where applicable.

Number of members (members/Cllrs/other)	
Organisation	
Name	
Role	
Constituency / other group	
Phone number	
Email address	
Membership no.	



6. Financial details of applicants, where applicable

Organisation				
Annual Income	£	£	£	£
Annual Expenditure	£	£	£	£
Please provide the latest set of audited accounts (including any assets) for each applicant organisation	<input type="checkbox"/> Accounts attached (please tick)	<input type="checkbox"/> Accounts attached (please tick)	<input type="checkbox"/> Accounts attached (please tick)	<input type="checkbox"/> Accounts attached (please tick)
Please list your bank accounts What they are used for and the balances for each account				
Total balance of all accounts	£	£	£	£

7. Financial details

Please provide details of any property owned or part-owned by your organisation, and any income derived from the property

Please provide details of all additional income you receive

This should include any money from fundraising activity, from individual members including elected representatives, agreements with Trade Unions, or a levy from Councillors/ Labour Group.
Please detail amounts and sources.

Do you have a CLP Development Plan? If so, please provide details.
You may attach an additional document if necessary.

8. Supporting statements

Please provide statements in support of your application. These should come from key local stakeholders such as your MP or leader of your Labour Group. These should accompany these forms.

Deadline for receipt of application

Deadline for receipt of application is 9am Thursday 28 February 2019.

Please download the application form at labour.org.uk/development-fund or return by post to Greg Burton, Director of Election Support, Campaign Delivery and Training, The Labour Party, Southside, 105 Victoria Street, London SW1E 6QT.

