

COMMUNITY-LED PROJECTS FUND (CPF)

Quick Reference Guide

The Four Key Documents

Document	Purpose	Completed by
CPF Application Form	Applies for funding	Applicant Organisation
Local Panel Funding Recommendation Report	Recommends projects for approval	Local Panel
Project Completion Report	Reports on delivery and expenditure	Recipient Organisation
Local Panel Evaluation Report	Reports on the overall use of the CPF allocation	Local Panel

Key Dates

Month	Action
August–September	Convene Local Panel, consult community, invite applications, select projects
November	NCCBC confirms annual CPF allocation
November- February	Local Panel submits Funding Recommendation Report
February	NCCBC publicises approved projects
May	Deadline for requesting approval for project changes
August	Request Project Completion Reports from recipient organisations
September	Submit Local Panel Evaluation Report to NCCBC

Remember...

- ✓ Consult community before selecting projects
- ✓ Declare and record any conflicts of interest
- ✓ Seek approval before making project changes
- ✓ Keep good records throughout the year
- ✓ Submit reports on time to protect future allocations

Need Advice?

North Carrick Community Benefit Company

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The Annual CPF Cycle

Seven stages in the Community-led Projects Fund annual cycle

