



# Totton & Eling Community Association Community Association Projects

## 1) Community Association Projects

Version	Action	Date	Signed
DRAFT F	Created	17/07/2021	C D Compton
	Authorised		

## 2) Introduction

- a) The primary object of the Totton & Eling Community Association (the CA) is to *“promote the benefit of the inhabitants of Totton & Eling and the neighbourhood together defined by Totton and Eling without distinction of sex, sexual orientation, race or of political, religion or other opinions; by associating together the said Inhabitants and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants.”*
- b) The method by which we achieve this is by the Management Committee organising and managing ‘projects’ that benefit the people of Totton & Eling.

## 3) CA Projects overview

- a) Each ‘Project Manager’ will be responsible for all aspects of their project.
- b) CA projects can vary in application and delivery. They can be delivered as single events or be on-going weekly, monthly, or annual events. They must, in all cases benefit the people of Totton & Eling.
- c) There are several types of CA ‘Projects’.
  - i) **Core projects**, of which there are two, both of which are run according to their own procedures,
    - (1) The Community Centre,
    - (2) The Totton Men’s Shed.
  - ii) **Ongoing projects** which are run on a regular basis and are fully supported by the CA. Some are wholly CA funded projects, and some are externally funded. Examples are,
    - (1) The Seated Exercise Class (Wholly funded by CA),
    - (2) Baby Bundles (Mainly externally funded, partially funded by the CA)),
    - (3) The CA Newsletter (Wholly funded by CA).
  - iii) **Single event projects**, of which an example is the Children’s Christmas Party.
  - iv) **New Projects.**

## 4) Project’s register

- a) A projects register will be held which records all the current projects, their status and proposed and achieved grant applications.

## 5) New Project Planning

- a) New CA Projects must,
  - i) benefit the people of Totton & Eling.
  - ii) identify the beneficiaries of the project and what specific needs they are



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intended to meet.

- iii) provide appropriate progress reports during the planning phase,
  - iv) be presented to the Management Committee for agreement, giving details of aims, objectives and a plan for funding, before being started,
  - v) have objectives which must meet or coincide with the CA's objectives,
  - vi) have a 'Risk Management Plan', if not covered by the CA Risk Assessment,
  - vii) be entered into the CA projects register,
- b) New CA Projects should also,
- i) involve other charities, schools, and groups where possible.
  - ii) reach out to people where possible to engage those that cannot get to the Community Centre.
  - iii) Be reviewed on a regular basis.
  - iv) use all available means of communication including current social media.

## **6) Project Finances**

- a) If a new project requires CA funding for a limited period, then a valid 'Business Plan' must be produced to justify the funding.
- b) Detailed accounts must be kept using spread sheet and receipts where necessary and provided to the Management Committee for review.
- c) The CA management Committee must be informed when any project is considering making a grant application. In the case of a short timescale for the bid application, this notification may be made by email to all Management Committee members. A central register of all Projects and Grant Applications must be kept by the Management Committee to avoid problems that occur when grants are applied for by more than one project.

## **7) Active Projects**

- a) All Active Projects must provide a report at each meeting of the Management Committee,
- b) Project's objectives may (and sometimes must) be modified, but these modified objectives must be reported to, and agreed by, the CA Management Committee.
- c) A project is successful when it has been shown to be meeting its objectives.

## **8) Community Association & Community Centre Resources**

- a) At the discretion of the Community Centre Administrators, Community Centre Rooms may be made available at no cost to projects on condition that there is no current booking for that room. If a project wishes to have a set booking, then the booking must be agreed by the CA Management Committee.
- b) All other CA resources may be used without charge at the discretion of the CA Management Committee.

## **9) Project Completion**

- a) A written 'Project Completion Report' should be written, reviewed by the Management Committee, and then archived.
- b) Any money remaining in a project fund after completion may be transferred to another project with similar objectives, or to the General Fund, provided our best endeavour is made to use all Restricted Fund donations in accordance with the wishes of their donors.