



## **St Albans City & District Community Grants Fund 2020/21**

The Community Grants Fund aims to provide Voluntary and Community Groups with a flexible funding opportunity to support the delivery of projects and activities that benefit the local community. Focus of the grant will remain on supporting the most vulnerable in the areas of most need, but priority be given to projects that support people to recover from impact of coronavirus measures, re-establish social networks and support mental health and wellbeing.

**Everything you need to know about applying for Community Grants Fund can be found in this document or links provided.**

**Community Grants Fund 2020-21 is a total of £55,000. Groups can apply for grants over £500 and under £5000.**

There is one round this year for Community Grants Fund.

Fund opens for applications on 16th June 2020.

Applications are considered on how well they meet St Albans City and District Council priorities.

**This year, priority will be given to those projects that support people to recover from impact of coronavirus measures.**

The council will aim to fund a spread of projects to ensure that all the priorities are being met. We particularly encourage applications for projects meeting the needs of BAME (Black and Minority Ethnic) residents, older residents, residents with disabilities and mental health needs and those living in target wards of Sopwell, Cunningham, Batchwood, London Colney and Redbourn.

**It is important that you read these notes before starting your application.**

- 1. Read the Funding Criteria section**  
Ensure your project meets the criteria





## **2. Read the Help to Complete section**

Get more help and advice at the Information event and advice surgeries.

Teams Live launch event. A Vimeo of the event will be available after.

[Join meeting here](#)



## **3. Complete the application form**



## **4. Create a budget document**



## **5. Upload the following to the online platform Wufoo [here](#)**

- A copy of your constitution
- A separate budget plan/quote for capital expense
- Safeguarding Children/Adults at Risk policies
- Health and Safety Policy and Risk assessment examples
- Equal Opportunities Policy
- Income and Expenditure A/C for last financial year – 19/20
- Balance Sheet for your last financial year – 19/20
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**NOTE: You must upload all these documents in one go. Once you have pressed 'Submit' wait for your documents to upload before closing the browser. You will receive a confirmation once this is done. It can take a few minutes depending on the size of the documents. GIVE YOURSELF TIME TO CREATE AND GATHER THE REQUIRED DOCUMENTS. WE RECOMMEND YOU UPLOAD IN GOOD TIME WELL BEFORE THE CLOSING DATE.**



## **6. Email final completed application form and project budget/ quote for capital expenses to [cgf@communities1st.org.uk](mailto:cgf@communities1st.org.uk) by midday on Friday 31<sup>st</sup> July 2020.**

## **Funding Criteria**

Applications will be assessed against the criteria outlined below which are based upon the priorities set out in the St Albans City & District Inclusion Strategy- [here](#)

1. Provide support people to recover from impact of coronavirus measures, re-establish social networks and support mental health and wellbeing.



2. Provide support to vulnerable communities leading towards greater equality within the District. (support for people with protected characteristics or those living in a particular area to have equal access to services).
3. Enable local people to become involved in community life.
4. Encourage people from different groups to get on well together. (i.e. those of different faith and cultural backgrounds or with or without a disability)
5. Increase people's involvement/interest in local decision making.

Groups applying to the fund will need to provide evidence that their activity/project is needed by the community and that it will make a real difference.

### **Who can apply for a 2020/21 Community Grants Fund**

- Established groups that have been in receipt of an SADC grant in the last 5 years and/or groups that have at least one year's accounts available
- Constituted Voluntary and Community Sector groups (groups do not have to be a registered charity)
- PTAs (but not schools). PTAs can apply for non-curriculum activities that are run outside of school time
- Social Enterprise organisations and Community Interest Companies

### **Who cannot apply:**

- Newly formed or emerging groups, particularly those who have set up in response to Covid 19 are not eligible. However, if they continue to function beyond the immediate crisis, they can get support on developing their organisation from Communities 1st and will be signposted to other funding opportunities.
- Groups who do not have a full year accounts available.
- Private Companies and Individuals
- Statutory organisations or groups controlled by public sector organisations such as Local Authorities and Primary Care Trusts
- Schools

- Community groups who *do not have* a constitution, bank account and management committee/ trustees

**We will consider applications that:**

- Meet the funding criteria
- Provide creative solutions to reduce the impact of Coronavirus lockdown measures and support recovery for vulnerable groups
- Demonstrate how they contribute to the Inclusion Strategy
- Have specific, realistic and deliverable outcomes which will meet an identified evidenced need
- Are for capital or project expenses
- Fixed term projects (to be completed by September 2021)
- Existing projects *if* learning from the project has been applied and applicants can demonstrate added benefit and value and propose new development to enhance your users' experience. For example, introduction of new/tailored activities, outreach work to encourage new participants, upskilling management committees/volunteers, work to engage more volunteers
- Provide value for money
- Have a tangible impact for the residents of the District
- Have a clear strategy for sustaining the activity after the initial period
- Request funding between £500 and £5000. (Please be aware however that grants of £5000 are rarely awarded- see guidance on budget question)

**What activities /projects cannot be funded:**

- Projects that have been set up by newly formed organisations in response to Coronavirus (Projects proposed by *existing* groups in response to Coronavirus *will* be considered).
- Projects which operate outside of the District (if your organisation is based outside the district, you must clearly demonstrate how your project will meet the needs of people living within St Albans City and District)
- Commercial ventures
- Contributions towards large, general appeals (e.g. £5k towards a £50k project)
- Retrospective funding (i.e. grants for activities that have already taken place)



- Projects/activities that promote one particular faith or religious belief. (The fund could support targeted groups within faith organisations delivering something that is inclusive)
- Applications that support the furtherance of any one political party

### **Help to complete an application for the 2020-21 St Albans City & District Council Community Grant Fund**

Please read these help guidelines carefully

**Online Information Event:** You are strongly advised to attend the Community Grants Fund Information event on **Tuesday 23rd June at 4pm** via Teams Live.

You can access the event here:

**[SADC CGF INFO EVENT- CLICK HERE TO ACCESS](#)**

For those unable to attend, a Vimeo will be made available after the event.

Come along to hear from Council officers about priorities, from Communities 1<sup>st</sup> about how to complete the form and hear about groups which were successful in getting a grant in previous years.

### **Advice Surgeries**

You are advised to attend an Advice Surgery, run by Communities 1<sup>st</sup>, please see dates below and click on appropriate link below to book on the session.

**Advice Surgeries** (to discuss project ideas & give advice on applications) will be held via ZOOM on:

1. [Tuesday 30<sup>th</sup> June 10.30am – 12.00pm](#)
2. [Wednesday 8<sup>th</sup> July 2.00pm – 3.30pm](#)
3. [Thursday 16<sup>th</sup> July 10.30am – 12.00pm](#)



**Additional Advice Surgeries** via ZOOM to discuss completed draft applications will be also be offered. These are bookable for groups who have previously emailed a draft application to [cgf@communities.org.uk](mailto:cgf@communities.org.uk)

***Please note- help is only available through attendance at the advice surgeries.***

Time spent on providing advice within advice surgeries is provided free by Communities 1st, courtesy of funding from St Albans City & District Council.

**Please read the 'Funding Criteria' section above and the following section carefully before starting your application form, as they contain the answers to most queries.**

### **Application Form questions**

*Please note the maximum word count for each section indicated on the application form.*

**Lead Contact** This should be someone who is familiar with your organisation and able to answer questions.

**Position in Organisation** Please put the position of the lead contact, e.g. Coordinator, Fundraiser, Treasurer etc.

**Question 3** This is the name of the project, not your organisation e.g., '*Computer Classes*' or '*Friday Fun sessions*'

**Question 4** This should be a brief one line description that sums up your project.

**Question 5** This is the amount you are asking for from Community Grants Fund. *Please make sure the amount here is the same in your budget plan (see question 12)*

**Question 6** You might be requesting just a proportion of the project costs. E.g. your total project cost may be £9700 but you are asking for £4800. Please put the total cost here.



**Question 7** Make sure you answer all questions in this section thoroughly to demonstrate the planning that has gone into designing your project.

- a. More detail is required here of the activities you plan to run. (100 words max)
- b. Indicate *where* the actual activities will happen (not the office address where you undertake administration). It is recommended that you take note of priority areas of St Albans outlined in the St Albans City and District Inclusion Strategy. If you have not confirmed a venue yet but know where you would like to run, indicate this here.
- c. Be clear about who your target audience is. Refer to St Albans City and District Inclusion Strategy for key priority groups. 'Area of residence' may differ from where you plan to hold the project or activity. E.g. you may plan to run an art group in the city centre targeted at people living in Sopwell. *Please note- your project must directly benefit residents of St Albans City and District.*
- d. Give a description of the steps you plan to take to get your project ready and when you will do each one (a time-plan). E.g. recruiting project workers, hiring a hall, finding volunteers, buying equipment, devising publicity, printing flyers, finding partner organisations, finding trainers. (Bullets points or a table work well here)

**Question 8** Explain how the measures taken to control coronavirus have impacted on the people you support, e.g. not being able to go to lunch clubs, being isolated, experiencing loss, not being able to join in social media due to lack of IT. For the second half of this question, answer what things your proposed project will do to alleviate the impact.

**Question 9** Please explain how you know people in your community need or want your project/activities and what evidence you have collected to demonstrate this. In this section you need to demonstrate evidence of need, e.g.

- Are you unique in the area, if you aren't what is special about your group, its services and members?
- Local statistics or research that supports the need for your type of service. (Make use of the St Albans City and District Council Community Profiles and Ward Profiles.)
- Numbers of people on your waiting list





- Number of referrals you receive per week/month
- Questionnaires to see if there is a need for your service in the area
- Other forms of evidence that your community needs or wants your service

**Question 10** St Albans City and District Council outlines key priority areas in its Inclusion Strategy. It is recommended that you consider these areas in the design of the project. Reference this clearly in this section when describing how your project will meet the specified criteria.

**Demonstrate with examples how you meet the criteria (we appreciate your project may not fully meet all 5, but please complete as much as possible).**  
See examples below:

Provide support to vulnerable communities leading towards greater equality within the District.

- Reduce the isolation of 10 women for whom English is not their first language by providing access to community activities
- Increase 20 older people's access to services by providing opportunities to develop computer skills

Enable local people to become involved in community life.

- Support 20 young people to care for their environment by taking part in a clean-up campaign.

Encourage people from different groups to get on well together.

- Support 15 young men of Muslim faith to take part in interfaith community football tournament
- Enable 20 young people with learning disabilities to access a local art group

Having a say -Increase people's involvement in local decision making

- Engage 20 young people in local democracy week events
- Enable 5 beneficiaries of project to sit on group committee

**Question 11** Outcomes are **the specific changes** that your project makes happen e.g. better, more, less, improved, they are not activities. You should give numbers of people benefiting. Outcomes for people might be improved health, reduced isolation, becoming more skilled, more confidence, getting a job. For communities they may be improved community cohesion or a reduction in anti-social behaviour or crime.





Example:

- **Outcome** –Disabled people will feel more in touch with their community and be less isolated
- **What will you do to achieve this outcome?** – By setting up computer skills workshops and weekly online meet up
- **How will you measure it** – A questionnaire and testimonials from participants and their carers

**Question 12** In this section you should give details how people will find out about your project. Do you have a plan to attract new members/clients? Are you in touch with any other organisations who will advertise your project? You should use this section to demonstrate how your publicity will reach the people you have listed in your answer to question 10.

**Question 13** In this section you should explain what you do to protect the people who use your service from harm (training, DBS checks etc.) and also what you do if someone makes an allegation or disclosure of abuse. You must submit a copy of your Safeguarding Adults at Risk policy and/your Safeguarding Children Policy. If you are not sure whether you have the right Safeguarding policies and procedures in place, further information can be found:

Child Safeguarding Policy - [www.nspcc.org.uk/preventing-abuse/safeguarding/writing-a-safeguarding-policy/](http://www.nspcc.org.uk/preventing-abuse/safeguarding/writing-a-safeguarding-policy/)

Safeguarding Information -

<https://knowhownonprofit.org/organisation/operations/safeguarding>

**Question 14** We would like to know here what measures you have in place to ensure equal access to your services and what you do to make sure that you don't discriminate. Please make sure you submit a copy of your Equal Opportunities Policy. If you do not have one or are unsure if it is up to date, further information can be found at: <https://knowhownonprofit.org/organisation/operations/policies-and-procedures>

**Question 15.** St Albans City and District Council is committed to reducing climate change. Explain here how you have considered the environment impact of your project and what you will do to minimise the impact.

**Question 16** Budget Plan. This must be a separate document. It needs to list all the individual costs associated with the project and you must total the costs. Projects need to demonstrate value for money. **Note: It is very unlikely that a project will**

**be funded the maximum amount of £5000 and in some cases may only be funded part of the requested amount. Please cost up your project, rather than trying to make your project fit the grant amount!**

Project worker costs must be broken down, (i.e. support worker £9.50 per hour x 12 hours per month x 6 months).

If your organisation is contributing to the project or you have negotiated free support or items, you can itemise this and show the value alongside the description. Please show the cost to the project as £0. (e.g. 100 Volunteer Hours' worth £1,200, 1 day Hall Hire worth £200.)

#### Example Budget Plan - Day Trip for Elderly People

Minibus Hire 3 days	(£100 per day)	£300.00
Petrol 3 Trips	of 20 miles @45p per mile)	£ 27.00
Volunteer Driver – 3 days	(worth £300)	£ 0.00
15 Adults entrance to Zoo (15 x 10)		£150.00
15 Adults entrance to pier (15 x £2)		£ 30.00
15 Adults talk at museum (15 x £4)		£ 60.00
Carers on 3 trips (negotiated - free)		£ 0.00
Meal at café paid for by members		£ 0.00
Volunteer escorts – 10 x 6 hours x 3days	(worth £2000)	£ 0.00
Volunteer organiser – 50 hours	(worth £600)	£ 0.00
Running costs @10%	*	£ 55.20

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\*Running costs can include contributions towards rent, electricity or administration costs

#### **Question 18 What measures have you taken to ensure the project's continuity?**

**Or is this a one-off project?** If you hope to continue your project after the funding ends it is important to show sustainability. How will you ensure that it continues? If you need to secure more funds, how will you do this?

**Question 20 Does the project require funding from other sources?** If you have secured or applied for additional funding already for part of the cost of the project, detail that here.



### **How to apply**

Complete the Community Grants Fund application form which is available in electronic format from:

Communities 1st - [www.communities1st.org.uk](http://www.communities1st.org.uk)

St Albans City & District Council- please email [engagement@stalbans.gov.uk](mailto:engagement@stalbans.gov.uk)

The completed application form and project budget/ quotes must be emailed to [cgf@communities1st.org.uk](mailto:cgf@communities1st.org.uk) by midnight on **Friday 31st July 2020**.

All the required supporting documents listed in the checklist on the application form must also be uploaded to [Wufoo](https://wufoo.com) or the projects will be ineligible and the application not considered. Once your documents are uploaded they cannot be edited. Paper copies will only be accepted in very exceptional circumstances with prior agreement.

### **Links and Emails**

**Communities 1st:** [cgf@communities1st.org.uk](mailto:cgf@communities1st.org.uk)

**St Albans City & District Council:** [engagement@stalbans.gov.uk](mailto:engagement@stalbans.gov.uk)

**Wufoo (to upload your documents):**

<https://cesadc.wufoo.com/forms/z1q5d5vu0hd2zur/>

**Applications must be received, via email, by midday on Friday 31st July 2020**

**Applications received after this deadline will NOT be considered.**

**Applications must be sent to [cgf@communities1st.org.uk](mailto:cgf@communities1st.org.uk)**

**Applications must have in the subject box: the name of your organisation and the words 'Final Application CGF '.**

### **Timetable**

2020/21 Community Grants Fund open	<b>Tuesday 16th June 2020</b>
Community Grants Information Event	<b>Tuesday 23rd June-</b> Teams Live launch event <a href="#">here</a>  with a Vimeo available after the event

Advice Workshop Dates	<b>30<sup>th</sup> June, 8<sup>th</sup> July &amp; 16<sup>th</sup> July.</b> For details: <a href="http://www.communities1st.org.uk">www.communities1st.org.uk</a>
Closing date for application forms for 2nd round	<b>Midday on Friday 31st July 2020</b>
Notification of Grants awarded for 2020-21	<b>By Friday 28th August 2020</b>

**Data Protection.** We expect organisations to be General Data Protection Regulation (GDPR) compliant. For further guidance see: <https://ico.org.uk/for-organisations/charity/>

**Monitoring.** Organisations will be required to report on the agreed outcomes via monitoring reports.