

COMMUNITY PROJECT FUND 2022/23

INFORMATION EVENT

Welcome from St Albans City & District Council and Communities 1st

- **Peggy Sharp**
Community Engagement, Equality and Grants Officer, St Albans City and District Council
- **Nicola Ward**
Community Engagement Officer, St Albans City and District Council
- **Jess Woodcock**
Health and Wellbeing Project Officer, St Albans City and District Council
- **Isobel Hatfield**
Partnerships & Development Coordinator, Communities 1st

Funding Streams

- Community Project Fund
- Response Small Items Fund

Who can and can't apply?



Social Enterprise Organisations/ Community Interest Companies (Company Limited by Guarantee model)



Constituted Voluntary and Community Sector Organisations



Groups who do not have a constitution, bank account and management committee/ trustees or a full year's accounts



Statutory organisations such as Local Authorities, Primary Care Trusts and Schools, (this includes Parent Teacher Associations making applications for projects that will only benefit a particular school community)



Organisations in receipt of Community Revenue Fund and Strategic Funding



Private companies and individuals



Organisations outside St Albans City and District and who do not serve the needs of those living, working, or studying in the district



Organisations whose purpose is to give out funding to other groups.

General Funding Criteria

Applications will be assessed against the criteria outlined below

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

Enable local people to become involved in community life

Encourage people from different groups to get on well together

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

Key Information

How much?

The total amount allocated to this Round is £27,000. Grants will be between £500-£5000

How many rounds?

Two rounds opening in May and November 2022.

This is the second round.

Can capital items be funded?

Applications exclusively for small items including capital items cannot be funded (there is a separate Response Small Items Fund for these applications)

What can be funded/what is it for?

What is it for?

Projects and activities supporting people through the cost of living crisis.

This could include organisations providing free advice on how to manage with the crisis, services to support vulnerable families (e.g. life skills, warm hubs, food banks, homeless, counselling) and activities which reduce isolation and increase social and emotional well-being.



Previous recipients of SADC Grants

Salaam Women's Café

Salaam Women's Café aims to serve the needs of the local multi-cultural community by teaching English, crafts and providing social opportunities.

Awarded £768.76



Herts Youth Inclusive Football

Inclusive Football Match Day Tournaments

Inclusive Match Day Tournaments for young people with disabilities/ additional needs to play football.

Awarded £1,280



Key points

Service users/ beneficiaries should be involved in the planning and design of the project wherever possible

Did they write it, help to put the project together?

Projects and activities can be time limited

For example, over a school holiday or can run over a longer period

Projects can be for a small number of vulnerable people or a bigger group.

The important thing is to evidence the difference it will make to beneficiaries



The application form- Key Questions



Q 9b- Service user involvement in writing application

Volunteers and service users took part in a survey to choose what activities they would like to take part in as part of the project.

A long standing service user helped to complete the application, whilst another was able to put together a draft budget with support of the Treasurer.

- How have your service users/ beneficiaries been involved in making this application?
- How have they shaped the proposed project?
- Have they helped to write the application?

The Users Committee came to us with a problem they wanted to fix and we shaped the project around it

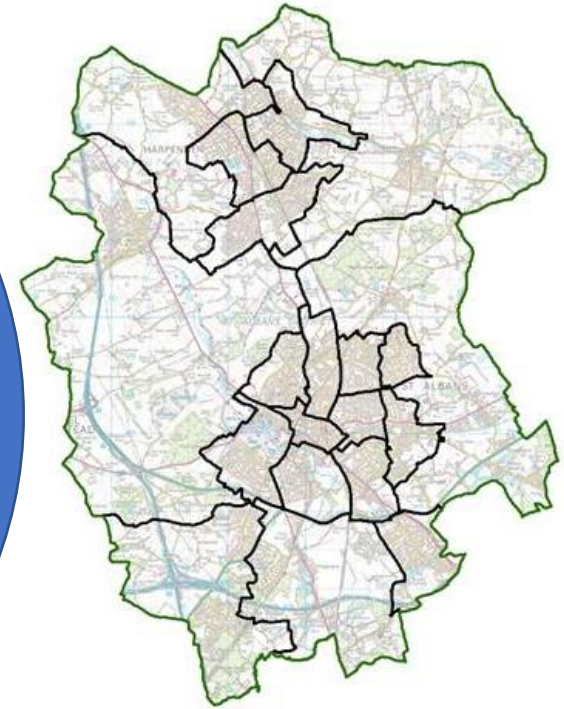
“I really liked completing the application form and learned a lot. I’d like to do more in the future”

Question 10 and 11- your projects beneficiaries

Who are the beneficiaries and where are they from? Why do SADC need to know who the project is for?

	Tick here	Approximate number and further details (<i>if known</i>)
People with disabilities		
Physical disability	<input checked="" type="checkbox"/>	15 people – all with a mobility difficulty
Learning Disability/Difficulty	<input checked="" type="checkbox"/>	7 people
Hearing or sight impairment	<input type="checkbox"/>	
Autism	<input type="checkbox"/>	

It is helpful for SADC to know who is benefitting from the grant in the District. This can help us understand where there are gaps in our funding and to make sure everyone has equal opportunity to participate in community life



Q12 Local decision making

Examples of good answers

We consult the community for feedback and future direction of the project/ regular planning meetings where everyone is welcome to attend and have their say.

*We maintain close links with ward councillors, residents associations, schools and faith groups.
Ward councillors will be encouraged to attend our events, and we intend to have an annual event and invite the Mayor.*

The project provides a valuable opportunity for people to voice their challenges and unmet needs.

We would engage people in commissioning the services they need or presenting their needs to CCGS and others who may be able to support future projects and training.

We will ensure the management groups are aware of SADC wellbeing strategy and the wellbeing boards aspirations and how they can engage in local decision making to enhance and shape those goals.

Question 13- Impact (Changes)

- Examples of good answers

Change - Older people are aware of services and activities that they previously did not know about

What will you do to achieve this- We will include a broad cross section of organisations offering activities and services to older people with a requirement that all are accessible by phone

How will you measure it- We will use qualitative and quantitative data from feedback from recipients and partner organisations whose information we include to report on the impact of the project.

Change - 85 people will have the opportunity to be involved with their community.

What will you do to achieve this- By enabling the service users to meet their friends through one to one opportunities and enabling them to access the activities and the club safely.

How will you measure it- By talking to the service users and carers, questionnaires and how many people are accessing the activities.

Question 18– Safeguarding

Examples of good answers

If someone makes an allegation or disclosure of abuse the scheme will follow the Hertfordshire County Councils SAFA, Safeguarding Adults from Abuse

If a volunteer is told something they have concerns about they are encouraged to inform the co-ordinator who will escalate the matter to the Named Person within the organisation, who will if needed contact HCC Safeguarding Board.

We have comprehensive and well-established safeguarding policies and procedures. These include clear protocols and systems in place for our staff and team should we identify that a person is at risk or in danger of significant harm.

We have clear processes in place for referring any potential child protection issues to the relevant authorities, and all of our Trustees and key staff members have undertaken an enhanced DBS and safeguarding training

Question 17 – Equality and Inclusion

Examples of good answers

We provide the opportunity for individuals of all abilities, of all faiths, race, gender, age, disability, religion and sexual orientation to take part. We promote the events across all groups in the district.

We reduce isolation of individuals with a disability/additional needs. This includes providing the opportunity for people to meet each other and to make friends and support each other too.

We work closely with referrers to ensure that our service can support when needed and there is no discrimination

As part of the ethos of the events across the entire group of participants, coaches, volunteers, parents, carers, friends, siblings, we talk at the beginning of the event and at the end about respect and understanding people's differences.

We do not charge for any of our services, which keeps them open and accessible to all, regardless of background.

We have an inclusion, equality and diversity forum

We ensure venues are accessible and near to public transport links and encourage parents/carers to bring the individuals where possible so everyone is included.

Your budget

- This must be a separate document
- Projects need to demonstrate value for money.
- List all the individual costs associated with the project and you must total the costs.
- **Grants may only be awarded for part of the requested amount. Please cost up your project, rather than trying to make your project fit the grant amount.**
- **Don't just apply for £5,000**

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

Total Cost £ 567.00

Financial information

- Accounts including a Balance Sheet & Income & Expenditure account (for 2 years where possible)
- If accounts are over 9 months old, a Trading Statement or Management Accounts for the period since the last set of accounts bringing the position as up to date as possible.
- A budget looking forward into the period in which the grant funding will be spent.
- If the above, particularly 1&2 is a serious challenge for very small organisations bank statements may be acceptable if they show a pattern of sustainability.
- **Clarity & quality of information is most important.** Avoid items in accounts with a description of 'Other'. The more detail that can be presented helps save time with the process and enhances transparency.

Communities 1st Advice Surgeries

1. Read SADC's Guidance document & Inclusion strategy and follow carefully
2. Review SADC's priorities versus your aims
3. Attend an open ZOOM Advice Surgery
4. Start writing your application early
5. Have a clear project plan
6. Cost your budget , don't just apply for £5k

More groups have successful applications if they work with C1st first!

Communities 1st Advice Surgeries

To discuss project ideas, how to fill in the form in detail and will ideas e.g. evidence of need

Advice Surgery dates:

- Thursday 8th December 12.30 – 1.30pm
- Weds 14th December 2.00 – 3.00pm
- Tuesday 20th December 10.30am – 11.30am

Completed draft applications should be emailed in advance to
StAlbansGrants@communities1st.org.uk.

Communities 1st will offer some guidance for improvement

Response Small Items Fund 2022-23

What is it?

Response Small Items Funding is for organisations in need of small capital items to aid their delivery of services.

How much

Grants awarded between £200 and £500 from a total pot of £2,000.



Response Small Items Fund 2022-23

What can it fund?

Examples include IT equipment, portable ramps and sports or arts materials.

How to apply?

Visit <https://www.stalbans.gov.uk/grants> to download the Application Form and Criteria and Guidance.

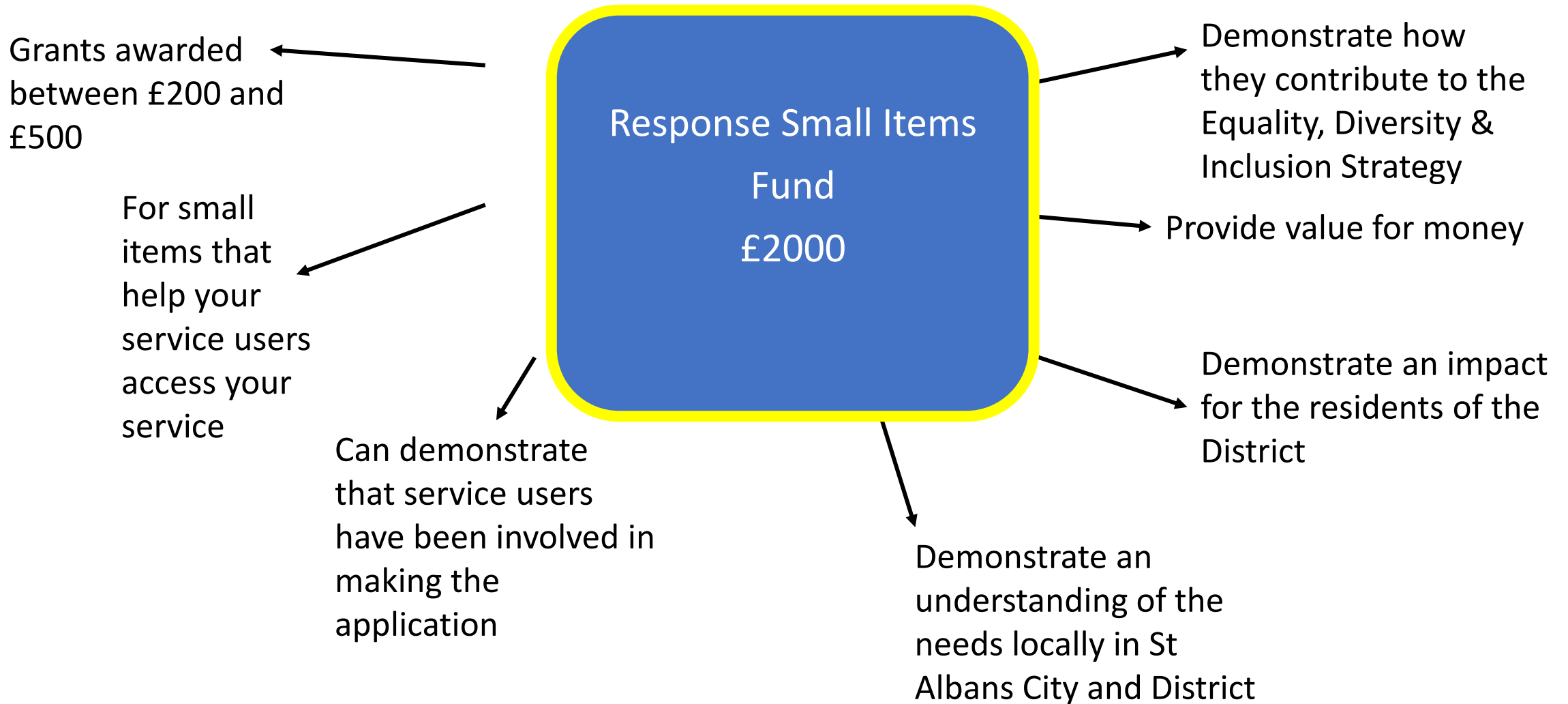
Send applications (including constitution, photos or images of capital items requested) to vcsgrants@stalbans.gov.uk



Summary



Summary



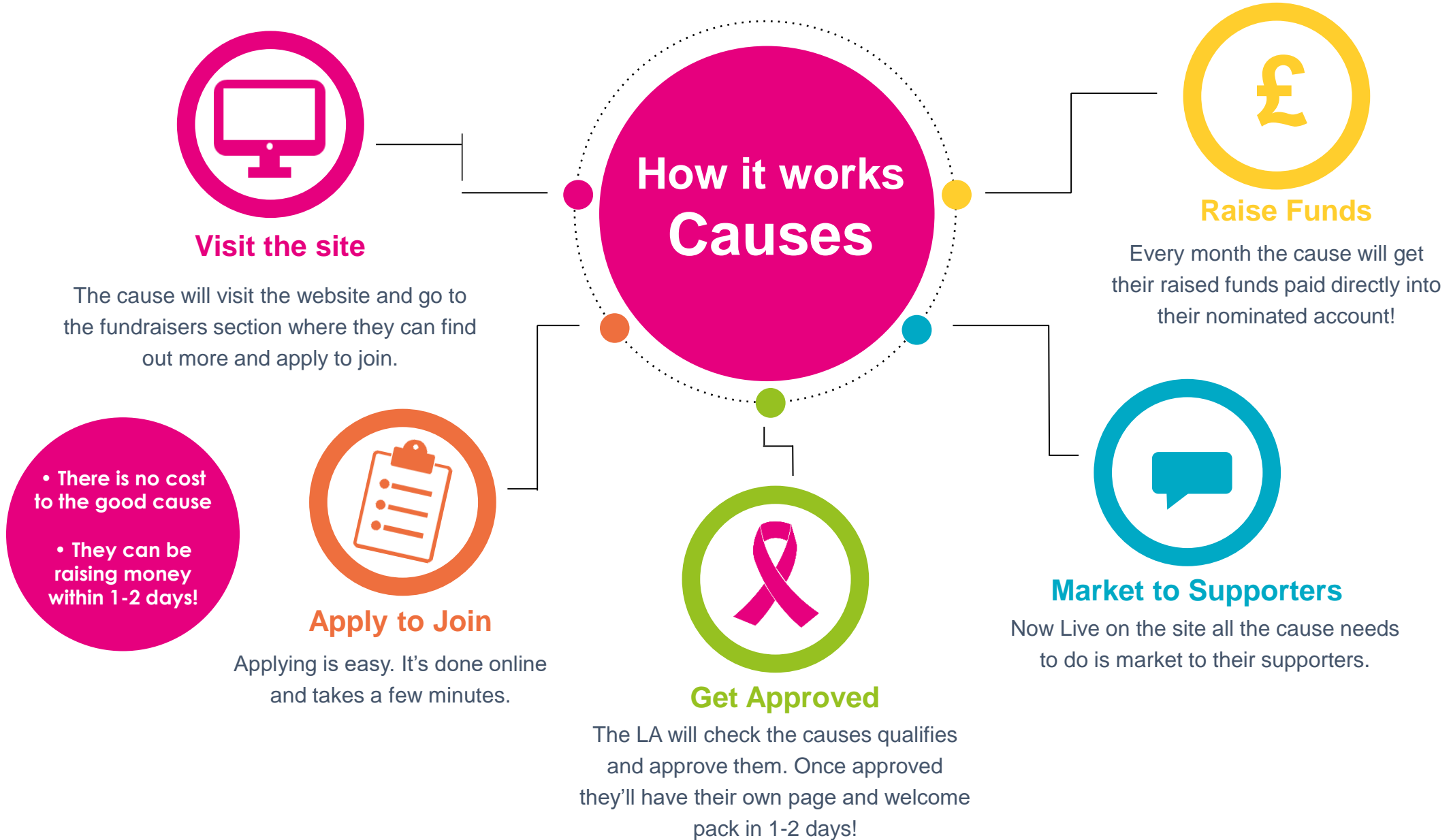
St Albans District Community Lottery

Making good things happen locally

gatherwell 



How the lottery works for good causes



Good Cause Bespoke Marketing Materials

Motivating
Headline

Explanation of
how it works

Easy Search
Term

Lottery Logo

Good Cause
Logo

Seasonally
Relevant

THE 948 SPORTS FOUNDATION

St Albans District Community Lottery

WIN
A WHEELIE AWESOME PRIZE!

WIN A
£1000
BIKE
VOUCHER

- Please help give our fundraising a boost
- Tickets cost just £1 a week
- Chance to win up to £25,000
- Win a £1,000 Bike Voucher!

PLAY NOW:
Go to
www.stalbansdistrictlottery.co.uk
Search for: 948 Sports

Players must be 16 years of age or older. Offer ends 29th Oct 2022. T&Cs apply (see website for details).

St Albans District Healthy Hub

The Healthy Hub provides a central point of access for advice, guidance and support from many community groups and charities. We have over 30 partners, some of whom operate solely online and others who book a space in our hub in the Civic Centre.

We are always welcoming new hub partners to expand the support we can offer to our residents. By becoming a hub partner you are able to:

- Attend monthly information sharing partnership meetings connecting with other partners.
- Free of charge desk/room booking in the hub in the Civic Centre to reach clients face to face.
- Have information and contact details for your organisation included on the Healthy Hub webpage and in our Healthy Hub booklet distributed from the Civic Centre and at events
- Promotion of your organisation/service and any events on our social media pages and our monthly newsletter on request.

If you are interested in becoming a hub partner or finding out more please email healthy.hub@stalbans.gov.uk



Diabetes Healthy Lifestyle Programme

With funding available from Hertfordshire County Council Public Health, we are inviting proposals from local organisations to run a healthy lifestyle programme addressing the prevalence of diabetes in people from ethnic minority backgrounds.

The programme will:

- Run for 12 months.
- Reach a minimum of 100 participants in our target group.
- Be initially based in London Colney, with flexibility to move to other areas as the programme progresses.
- Sessions should cover healthy eating; exercise and mind set required to adequately manage existing diabetes and prevent the development of pre-diabetes into diabetes.
- Begin in January 2023.
- Work closely with the local GP surgeries to coordinate referrals.

For more information see: <https://www.stalbans.gov.uk/working-together-health-and-wellbeing> or contact me on the email below or on 01727 638630.

Please submit your proposal of no more than two A4 pages outlining how you would approach this project and your costs (including all staffing and venue hire) to: Jessica Woodcock, Health and Wellbeing Project Officer, St Albans City and District Council, at: Jessica.woodcock@stalbens.gov.uk no later than Monday 5 December midday.

Timetable

Community Project Fund

2022/23 Community Project Fund open	Tuesday 22 November 2022
Advice Workshops	<ul style="list-style-type: none"> • Thursday 8th December 12.30 – 1.30pm • Weds 14th December 2.00 – 3.00pm • Tuesday 20th December 10.30am – 11.30am
Closing date for applications	Midnight Tuesday 31 January 2023 Send to: StAlbansGrants@communities1st.org.uk
Decision process: scoring of applications by Community Engagement officers, input from Communities 1st and officers from relevant SADC departments (including finance), recommendations presented to Grants Panel	
Notification of Grants awarded	By End February 2023

Response Small Items Fund

Open all year round- last date for applications 1 st March 2023	Notification within 8 weeks of submission of application
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Thank you for attending!
Any questions?

Closing date for Community Project Fund
applications

Midnight Tuesday 31 January 2023