

COMMUNITY GRANTS INFORMATION EVENT

16 June 2022

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

Peggy Sharp

Community Engagement, Equality and Grants Officer St Albans City
and District Council
Council

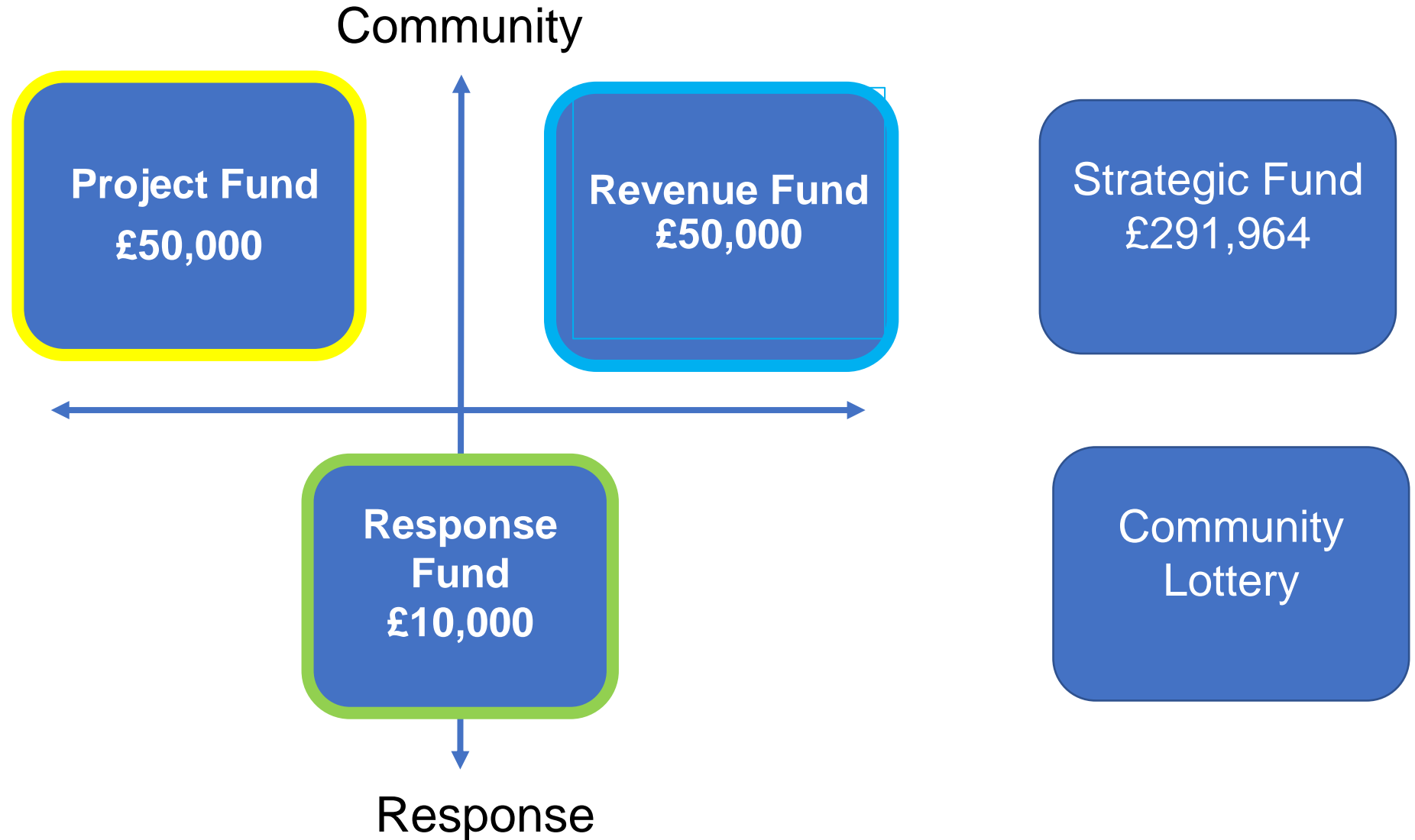
Isobel Hatfield

Partnerships & Development Coordinator, Communities 1st

Emma Bowker

Finance Summer Intern, St Albans City and District

Funding Streams



COMMUNITY GRANTS INFORMATION EVENT

We will cover:

Community Project Fund 2022- 23 (Round 1)

Opens Thursday 16th June and closes Thursday 28th July 2022

Response Funding











Available for capital items and projects all year round

Community Lottery

Sign up as a good cause all year round



SADC Grants

	Community Project Fund	Community Revenue Fund	Response Capital Fund	Response Project Fund
Community Project Fund		×		
Community Revenue Fund	×			
Response Capital Fund				
Response Project Fund				



Can apply for both



Cannot apply for both



Can apply for both but talk to SADC Officer first



SADC Officer will instigate but if you have an idea of a gap, talk to us

Community Grants Criteria and Focus

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

Community Project Fund

Key Information

Community Project Fund

How much?

The amount to be allocated in Round 1 is £50,000

How many rounds?










Two rounds in June and November 2022

Can capital items be funded?

Applications exclusively for capital items cannot be funded
(Response Fund for capital items)

Community Project Fund 2021-22 Round 2

Who can and can't apply?

- | | | |
|--|--|---|
|  <p>Social Enterprise Organisations/
Community Interest Companies
(Company Limited by Guarantee model)</p> |  <p>Constituted
Voluntary and
Community
Sector
Organisations</p> |  <p>Groups registered as a good
cause on the Community
Lottery (as long as they are
not in receipt Community
Revenue Fund or Strategic
Fund)</p> |
|  <p>Organisations in receipt of
Community Revenue Fund
and Strategic Funding</p> |  <p>Private companies and individuals</p> |  <p>Organisations whose
purpose is to give out
funding to other groups.</p> |
|  <p>Organisations outside St Albans
City and District and who do not
serve the needs of those living,
working, or studying in the district</p> |  <p>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)</p> |  <p>Groups who do not have a
constitution, bank account
and management committee/
trustees or a full year's
accounts</p> |

What can be funded/what it is for?

What is it for?

Projects and activities supporting vulnerable people in the District to enjoy community life and be included.



This could include sports, arts, music, outdoor activities or social groups.



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 £



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



The Adda Club

Healthy Lifestyle Hub

Supporting members of the South Asian community in St Albans, who have diabetes, or are pre diabetic, through coaching on fitness, health and active lifestyles, to improve their wellbeing, and to promote healthy lifestyle choices.

Awarded £2,500



ADDa club
language | culture | community

Community Project Fund

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- answering the 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.

- 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

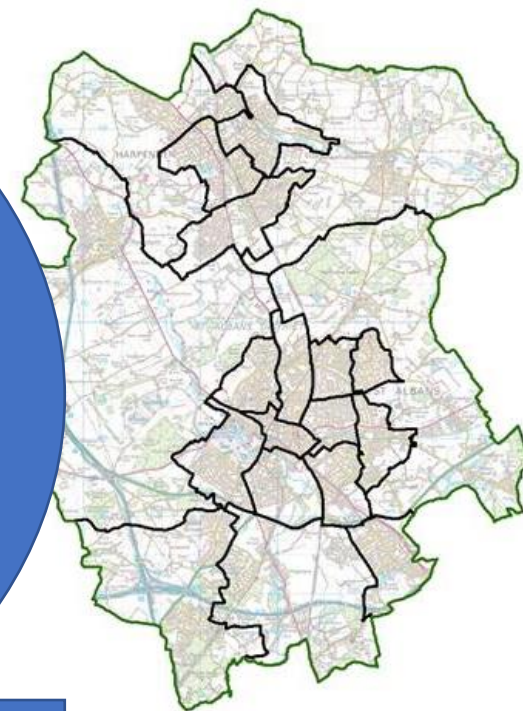
A long standing service user helped to complete the application, whilst another was able to put together a draft budget with support of the Treasurer.

“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?

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



	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"/>	

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.

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

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

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 required for all grant applications

All applicants (whether registered with the Charity Commission or not) must prepare accounts and make them available on request.

The Council will require your latest Income and Expenditure account and a Balance Sheet. The previous year's information is also normally shown on these accounts for comparison purposes.

The Income and Expenditure Account for your latest financial year will show:

- How your group gets its money – This is your total income including other grants and donations.
- How your group spends its money. This is all your expenditure for the year.
- Surplus or deficit for the year – this is your profit or loss for the year
- The Balance Sheet will show your assets (bank balance, monies due to you) and your liabilities (money that you owe)

The Council will also request to see the last 3 months of your bank statements.

For income over £25,000 - You must have your accounts independently examined or audited.

Applicants that are registered with the Charity Commission should also submit a Trustees' annual report which shows your activities and achievements during the year.

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!

Getting help

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:

- Friday 24th June between 11.00am – 12.00pm
- Tuesday 12th July between 1.00 -2.00pm
- Thursday 21st July between 3.00 – 4.00pm

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

Communities 1st will offer some guidance for improvement

Summary



Response Fund

Response Fund

What is it?

Year-round applications with grants awarded of between £200 and £2,000 from a total pot of £10,000.

What is it for?

- Capital items- Small items that support beneficiaries to access your service such as IT resources,
- Projects – activities run by established organisations in the district to meet an identified need which would benefit from being funded quickly and cannot wait for the twice-yearly funding rounds

How do I apply?

- Capital items- Send an email to vcsgrants@stalbans.gov.uk if you would like to check your idea with an officer. Complete a short application form available soon on the website <https://www.stalbans.gov.uk/grants>
- Projects- Usually initiated by Council officers who will approach organisations. However, if you would like to propose a project, please get in touch. We welcome joint applications from organisations who would like to partner together to deliver activities under this grant stream.

Response Fund Examples

CAPITAL: **Sustainable St Albans**

**PAT tester and a Fipchart for St Albans
Fixers project**

Awarded £600



PROJECT: **Herts Independent Living service (HILS) and Small Acts of Kindness**

Mental Health Wellbeing Packs

Awarded £875.49



St Albans District Community Lottery



- Great way to raise money for your group
- No set –up costs
- Build a supporter network
- You get 50p in every £
- Easy to sign up

www.stalbansdistrictlottery.co.uk/good-causes

Timetables

2022/23 Community Project Fund open	Thursday 16 June 2022
Advice Workshops	<ul style="list-style-type: none"> • Friday 24 June between 11.00am – 12.00pm • Tuesday 12 July between 1.00 -2.00pm • Thursday 21 July between 3.00 – 4.00pm
Closing date for applications	Thursday 28 July 2022 5pm 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	26 August 2022

Thank you for attending!

Any questions?

Closing date for applications

Community Project fund 2022-23 (Round 1) – 5pm Thursday 28th July 2022

Response Fund – all year round

Community Lottery-all year round