

## **St Albans City & District Community Revenue Fund 2021-2022**

The Community Revenue Fund supports Voluntary and Community organisations to deliver support and preventative services to the most vulnerable in the district.

Applications are considered on how well they meet St Albans City and District Council priorities including those set out in the [St Albans City & District Inclusion Strategy](#). Note: the Inclusion Strategy is currently being updated but please refer to this current one for the purposes of your application.

### **Online Information Event hosted by Communities 1<sup>st</sup>**

You are strongly advised to attend the Community Revenue Fund Information event on **Thursday 14th January 4pm -5.30pm** via Zoom Live. There will be a presentation from SADC Community Engagement Team followed by a Q&A session.

You can access the event [here](#)

**Meeting ID: 883 8908 2181**

**Passcode: 524991**

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

## **Guidance and Criteria**

### **Amount of Funding**

Community Revenue Fund is an annual fund. There is a total fund available of £50,000. Recipients will be awarded between £2,000- £10,0000.

Successful organisations can re-apply each year on receipt of monitoring and due diligence. The renewal of this funding will be subject to meeting outcomes, receipt of monitoring, yearly finance checks and completion of renewal application form.

Please note that applications to renew Community Revenue Fund are not guaranteed and will be considered each year on an individual basis.

Payments will either be made annually or on a quarterly basis depending on the size of the grant and individual organisations circumstances.

There are restrictions around how many different grant streams you can apply to that you may want to consider before applying. Please see further below for details.

### **Funding Criteria**

Funding will be given to a limited number of organisations to deliver services to vulnerable people living in St Albans City and District. Organisations applying will need to provide evidence of need and how services and activities will make a real difference.

Organisations must have a proven track record of delivering services to the most vulnerable.

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.

- Providing 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.

\*i.e. different faith and cultural backgrounds or those with or without a disability.

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

**Applicants should meet these criteria and provide evidence of this in order to be considered for funding.**

**The vulnerability of the beneficiaries and projected outcomes of the services will also be assessed.**

#### **Who can apply**

- Constituted Voluntary and Community Sector organisations (organisations do not have to be a registered charity)
- Social Enterprise organisations/ Community Interest Companies (Company Limited by Guarantee model)

#### **Who cannot apply**

- Private Companies and individuals
- Statutory organisations or groups controlled by public sector organisations such as Schools, Local Authorities and Primary Care Trusts
- Community groups who do not have a constitution, bank account and management committee/ trustees

#### **We will consider applications that:**

- Demonstrate the vulnerability of the beneficiaries
- Have specific, realistic and deliverable outcomes which will meet an identified evidenced need
- Demonstrate an understanding of the needs locally in St Albans City and District
- Demonstrate how they contribute to the [Inclusion Strategy](#) (Note: The Inclusion Strategy is currently being updated but please refer to this current one for the purposes of your application)
- Are for running costs, to develop/ expand current activities or for new services
- Provide value for money and tangible impact for the residents of the District
- Have a clear funding strategy in order to reduce dependency on St Albans City and District Council funding

- Request funding between £2,000 and £10,000 (please note that the Grants Panel may choose to award a partial amount of the total requested)

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

- One off projects
- Small capital items (see below for details on Capital Response Fund)
- Services/ projects which operate outside of the District
- Commercial ventures
- Retrospective funding (i.e. grants for activities that have already taken place)
- Replacement or duplication of existing funding
- Services/activities that promote one particular faith or religious belief. However, the fund could support a faith group that is delivering something that is inclusive and open to all
- Applications that support the furtherance of any one political party

#### **Can organisations apply who have received previous grant funding from St Albans City and District Council (SADC)?**

Yes, organisations who have received SADC grants funding previously can apply for Community Revenue Funding (subject to meeting eligibility criteria above).

#### **Other SADC grants**

**Community Project Fund** will open in May and November 2021 with grants available of between £500-£5000 for small projects, with allocations being made in July 2020 and January 2021. If you have a specific project in mind you may want to consider this fund instead of Community Revenue Funding. If you are not sure which fund would be most suitable, please contact St Albans City and District Community Engagement Team to discuss.

***Please note organisations that are awarded Community Revenue Fund will not be eligible to apply for Community Project Fund in the same financial year.***

**Capital Response Fund** will open in April for applications for small capital items such as IT equipment, ramps etc. Organisations can apply to this fund all year round.

#### **How to apply for a Community Revenue Fund Grant**

1. Complete the Community Revenue Funding application form which can be found on the St Albans City and District website Grants page, along with Criteria and Guidance. <https://www.stalbans.gov.uk/grants>
2. Submit completed application form and all of the required documentation online to: <https://stalbands.force.com/guest/s/community-revenue-funding-form>

All additional documents listed in the checklist (see application form) must be submitted, or the application will be ineligible and will not be considered. Applications and supporting documents must be uploaded electronically. Hard copies will only be accepted in exceptional circumstances with prior agreement.

**Applications must be uploaded to the Council's Salesforce portal and received by midnight on Friday 12th February 2021.**

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

### **Timetable**

2021-22 Revenue Funding launched	Tuesday 12 <sup>th</sup> January 2021
Closing date for applications	Midnight Friday 12 <sup>th</sup> February 2021
Decision process: scoring of applications by Community Engagement officers, and officers from relevant St Albans City and District Council departments (including finance), recommendations presented to Grants Panel.	Between 13 <sup>th</sup> – 23 <sup>rd</sup> February
Notification of 2021-22 Community Revenue Fund	Week ending 26 <sup>th</sup> February 2021
Set up of successful organisations	Throughout March 2021
Delivery of Community Revenue Fund services/ activities	April 2021- March 2022

### **Payments**

Payments will be made either in an annual lump sum at the end of the 1<sup>st</sup> quarter or quarterly throughout the year depending upon size of grant awarded. Specific payment arrangements will be confirmed during set up period.

### **Monitoring**

To ensure that the funding has been spent appropriately organisations will be required to report on the agreed outputs and outcomes outlined in your application via regular monitoring reports.

Recipients of the Community Revenue Fund will be subject to regular monitoring meetings and visits.

### **Contact**

If you have any questions about SADC Community Revenue Fund or your organisations eligibility to apply, please contact: [engagement@stalbans.gov.uk](mailto:engagement@stalbans.gov.uk).

Communities 1<sup>st</sup> provides support to voluntary and community groups, including funding advice to members- go to <https://www.communities1st.org.uk/funding-advice> or email [memberservices@communities1st.org.uk](mailto:memberservices@communities1st.org.uk).