

COMMUNITY GRANTS INFORMATION EVENT

November 2021

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

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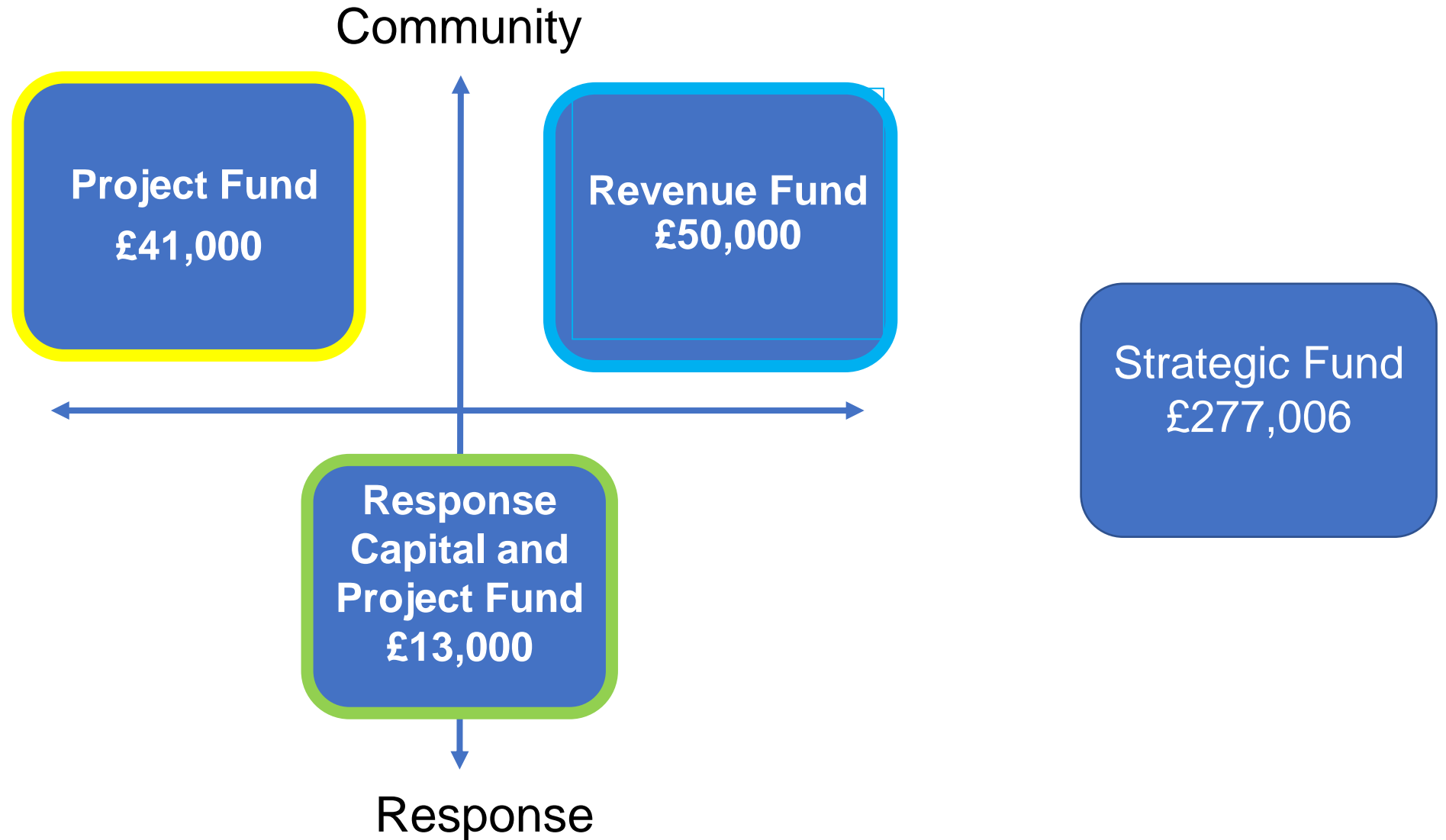
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Partnerships & Development Coordinator, Communities 1st

Funding Streams



COMMUNITY GRANTS INFORMATION EVENT

We will cover:

Community Project Fund 2021-22 (Round 2)

Opened 22nd November and closes Thursday 13th January 2022

Community Revenue Fund 2022-23











Opened 22nd November and closes Wednesday 5th January 2022

Response Funding

Available for projects and capital items 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

Financial Information required for all grant applications

All charities (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 charity gets its money – This is your total income including other grants and donations.
- How your charity 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 4 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.

Community Project Fund

Key Information

Community Project Fund

How much?

The amount to be allocated in Round 2 is £16,768.00.

How many rounds?

Two rounds in May and November 2021

Can capital items be funded?

Applications exclusively for capital items cannot be funded (there is a separate Response Capital Fund for these applications)

Community Project Fund 2021-22 Round 2

Who can and can't apply?



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



Constituted Voluntary and Community
Sector Organisations



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 in
receipt of Community
Project Fund 2021-22
Round 1



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 whose
purpose is to give out
funding to other
groups.

Community Project Fund Focus for Round 2

- **Round 1 in May 2021.** £24,232 was allocated in this round.
- **Round 2- November 2021.** The remainder of the fund will be allocated in this round. The amount to be allocated in this round is £16,768.00.
- For Round 2, we particularly encourage applications for projects meeting the needs of BAME (Black and Minority Ethnic), LGBTQIA+ and those living in the wards of Sopwell, Cunningham and Batchwood.

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 £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



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

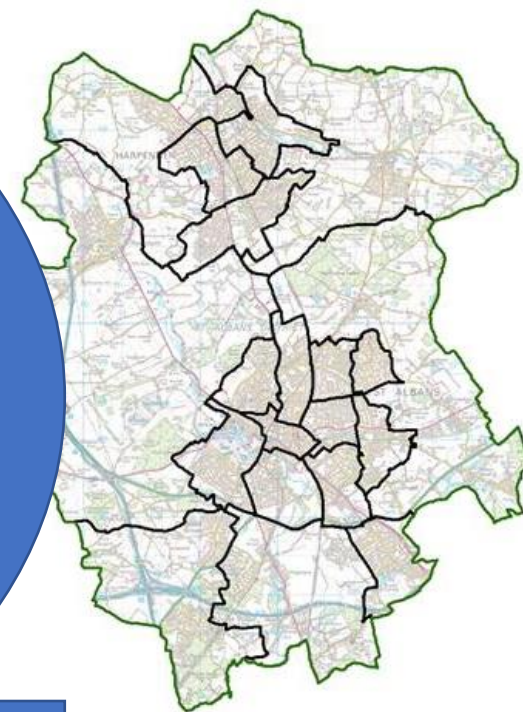
A long standing service user helped to complete the application, whilst another was able to put together a draft budget with support of the Treasurer.

“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

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:

- Weds 8th December between 12.30pm - 1.30pm
- Thurs 16th December between 2pm – 3pm
- Tues 21st December between 10.30-11.30am

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

Communities 1st will offer some guidance for improvement

Summary





Community Revenue Fund

Key Information

Community Revenue Fund

What is the grant for?

For delivery of services in the District to cover general running costs to continue their usual activities

How much?

A total of £50,000 is available for 2022-23. Grants will be between £2,000- £10,000

Can capital items be funded?

Applications exclusively for capital items cannot be funded (there is a separate Response Capital Fund for these applications)

Community Revenue Fund 2022-23

Who can and can't apply?



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



Constituted Voluntary and
Community Sector
Organisations



Organisations in receipt
of Community Revenue
Fund 2021-22



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



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 whose
purpose is to give out
funding to other groups.



Private companies
and individuals



Organisations in
receipt of
Community Project
Fund
and Strategic Funding



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



Community Revenue Fund Renewal and New Applicants



NEW APPLICANTS

Organisations which have **not** been in receipt of a Community Revenue Fund Grant in 2021-22 should fill in the form titled 'New Applicants - SADC Community Revenue Fund 2022-23 Application Form'.

Even if you have been in receipt of other grant funding from SADC in previous years, you must **still** complete the New Applicants form if this funding was not from the Community Revenue Fund.

RENEWAL APPLICANTS

Organisations which have been in receipt of a Community Revenue Fund Grant in 2021 need to complete the form titled 'Renewal Applicants - Community Revenue Fund 2022-23 Application form'.

Community Revenue Fund Key Tips

Demonstrate evidence of need – how do you know people in the district need your service?

If you do not have an Environmental Policy, provide a statement

Outcomes are just as important than outputs. Focus on the changes your service will make to your beneficiaries

Answer equality, safeguarding and environment questions in full

Demonstrate local knowledge and a partnership working plan

If your organisation operates outside St Albans District, how will you record or monitor the impact to beneficiaries in St Albans specifically?

Community Revenue Fund

What can be funded/ what it is for?

General running costs to continue your usual activities.

This could include:

- Salaries
- Volunteer expenses
- Insurance
- Administration expenses
- Utility costs



Community Revenue Fund

Example 1

Home Start Hertfordshire

Home-Start will provide a home-visiting service (currently phone and video support), using trained volunteer family mentors, to support vulnerable families and children in St Albans.

“Since April 2020, we have supported over 220 families and 463 children across Hertfordshire, including 33 families and 65 children in St Albans”.



“Home-Start will always support families in any area of St Albans, but a high proportion of referrals already come from the most deprived areas. 22% of the families we are currently supporting are from Batchwood and 11% from Sopwell”...

Awarded £10,000

Community Revenue Fund **St Albans** City & District Council

Example 2

St Albans and District Shopmobility

Shopmobility provides electric mobility scooters and manual wheelchairs to members of the public, on a temporary or long-term basis

“Of the 141,899 people living in St Albans, over 8500 have some degree of disability. This is 17% of the population.
The most recent St Albans Council Inclusion Strategy states that 16.4% of the St Albans population is over the age of 65 years”

“243 of the 371 members have an address in St Albans and the surrounding area”



Awarded: £5,890

Financial Information required

All charities (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:

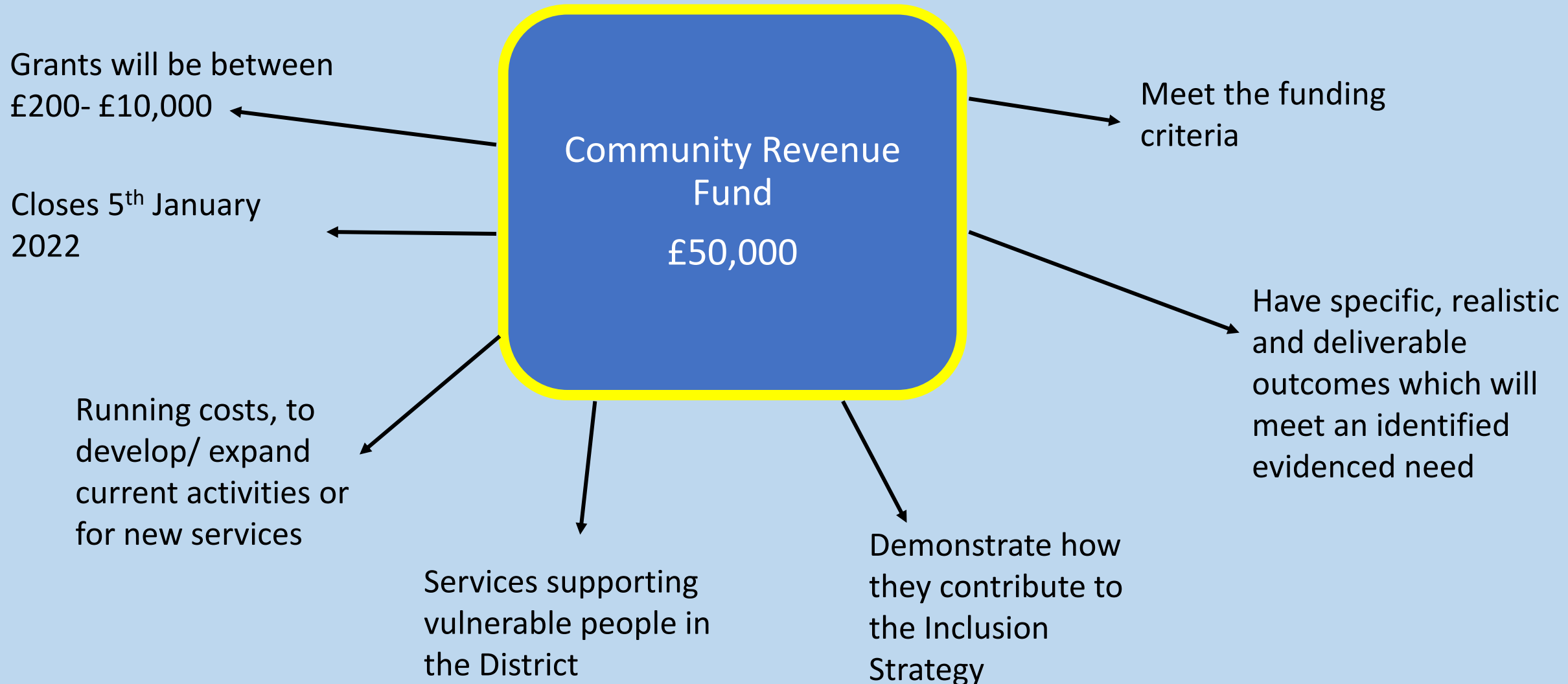
1. How your charity gets its money – This is your total income including other grants and donations.
2. How your charity spends its money. This is all your expenditure for the year.
3. Surplus or deficit for the year – this is your profit or loss for the year
4. The Balance Sheet will show your assets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

The Council will also request to see the last 4 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.

Summary



Advice and Support

Writing your application to Community Revenue Fund 2022-23

Communities 1st offer advice surgeries for the Community Project Fund *only*.

Communities 1st can provide advice and support to Community Revenue Fund applicants:

This might be on:

- Developing policies
- Identifying grants
- Having good governance

Response Capital and Project Funds

Response Capital Fund

What is it?

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

How much

Grants awarded between £200 and £2,000 from a total pot of £6,000.



Response Capital Fund

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



Response Project Fund

What is it?

Year-round applications with grants awarded of up to £5,000 from a total pot of £7,000. It will be initiated by Council officers who will approach established organisations in the District to meet an identified need.

What is it for?

Projects run by established organisations in the District to meet an identified need.

How its instigated?

Initiated by Community Engagement Officer. Joint discussions between officers, strategic Partners and community contacts to formulate projects to meet need.

Joint Projects

We welcome applications from organisations that have partnered together to deliver a project or activities.

Response Project Fund Examples

St Albans Faith & Cultural Enterprise

**FACE website upgrade and
management**

Awarded: £400



The Adda Club

Big Iftar Event

Awarded: £434



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

Mental Health Wellbeing Packs

Awarded £875.49



Timetables

2021/22 Community Project Fund open	Monday 22nd November 2021	2022/23 Community Revenue Fund open	Monday 22nd November 2021
Advice Workshops	Tuesday 25 th May between 2.30pm Weds 16 th June between 1.00 pm Friday 2 nd July between 10.30am – 12.00pm www.communities1st.org.uk/calendar/month	Advice Workshops	N/A
Closing date for applications	Midday Thursday 13 January 2022 Send to: StAlbansGrants@communities1st.org.uk	Closing date for applications	Midday Wednesday 5 January 2022
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		Decision process: scoring of applications by Community Engagement officers, input from Communities 1st and officers from relevant SADC departments (including finance), recommendations presented to Housing & Inclusion Committee	
Notification of Grants awarded	By Friday 4 th February 2022	Notification of Grants awarded	By Friday 28 th February 2022

Thank you for attending!

Any questions?

Closing date for applications

Community Project fund 2021-22 (Round 2) - midday Thursday 13th January 2022

Community Revenue Fund 2022-23 - midday on Wednesday 5th January 2022

Response Capital and Project Funds – all year round