



## **St Albans City & District Community Project Fund 2021-22**

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

The Community Project 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.

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

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

### **Amount of funding:**

**Community Project Fund 2021-22 is a total of £41,000. Groups can apply for grants over £500 and under £5,000.**

### **Application Rounds:**

There are two rounds of funding this year for the Community Project Fund.

Round 1 opens for applications on **Monday 17<sup>th</sup> May 2021**.

The last date for receipt of applications for Round 1 is midnight **Sunday 11<sup>th</sup> July 2021**.

**Round 2 will launch in November 2021**. Please consider the most appropriate round of funding to apply for and how this will fit with your project timeline.

### **What can be funded:**

- A wide range of 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.

- Projects and activities can be time limited (e.g. over a school holiday) or can run over a longer period (e.g. once a week)
- 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
- Service users/ beneficiaries should be involved in the planning and design of the project wherever possible

**Who can apply:**

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

**Who cannot apply:**

- Organisations in receipt of Community Revenue Fund and Strategic Funding
- Groups who do not have a full year's accounts available
- Private companies and individuals
- Community groups who do not have a constitution, bank account and management committee/ trustees
- Statutory organisations or groups controlled by public sector 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, the grant must be used by the applying organisation
- Organisations operating outside St Albans City and District and who do not serve the needs of those living, working, or studying in the district

**We will consider applications that:**

- Meet the funding criteria
- Demonstrate how they contribute to the Inclusion Strategy
- Have specific, realistic and deliverable outcomes which will meet an identified evidenced need
- Can demonstrate that service users have been involved in making the application or if not applicable, that service users' needs have been fully considered

- Are fixed term projects (to be completed by September 2022)
- Are previously SADC grant funded projects *if* learning from the project has been applied and applicants can demonstrate added benefit and value and propose new development to enhance 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 demonstrable impact for the residents of the District
- Have a clear strategy for sustaining the activity after the initial period
- Request funding between £500 and £5,000.

**What cannot be funded:**

- Applications exclusively for capital items (there is a separate Response Capital Fund for these applications)
- Applications for funding which replaces or duplicates existing funding
- Contributions towards large general fundraising appeals e.g. £2,000 towards a £50,000 project. The application should be specific
- Commercial ventures
- Retrospective funding (i.e. grants for projects/ activities that have already happened)
- Services/activities that promote one particular faith or religious belief (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
- If your organisation is national/ county wide or operates outside the District, you must clearly demonstrate how your project will meet the needs of people living within St Albans City and District.

### Application Process

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



**3. Attend Information Event**

Communities 1<sup>st</sup> Zoom information event on  
Thursday 3<sup>rd</sup> June 5.30 - 6.30pm

[Sign up to access the meeting here](#)

Any problems registering, please contact SADC or Communities 1<sup>st</sup>

A Vimeo of the event will be available after



**4. Complete the application form**

Download the application form [here](#)



**5. Create a budget document**



**6. Send the following to Communities 1<sup>st</sup> to**

**[StAlbansGrants@Communities1st.org.uk](mailto:StAlbansGrants@Communities1st.org.uk)**

**by midnight on Sunday 11<sup>th</sup> July**

- Final completed Application Form**
- Budget plan**
- A copy of your organisation's constitution**
- A copy of your most recent accounts- 2020-21**

Please note: As part of the application process you may be required to provide further documentation. These will be requested by SADC, so please have the following prepared and ready:

- Income and Expenditure A/C for last financial year – 20/21
- Balance Sheet for your last financial year – 20/21
- Safeguarding Children/Adults at Risk policies
- Health and Safety Policy
- Risk assessment example
- Environmental Policy
- Equal Opportunities Policy

**Do not submit any of these documents with your application form.**

**Help to complete an application for the 2021-22 St Albans City & District Council Community Project Fund**

Please read these help guidelines carefully

**Online Information Event:** You are strongly advised to attend the Community Project Fund Information event on **Thursday 3<sup>rd</sup> June 5.30 - 6.30pm** via Zoom.

You can sign up to access the meeting [here](#)

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

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

**Advice Surgeries**

You are advised to attend an Advice Surgery, run by Communities 1st. See dates below:

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

- Weds 16th June between 1.00pm - 3.30pm – [Register here](#)
- Friday 2nd July between 10.30am – 12.00pm – [Register here](#)

**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 [StAlbansGrants@communities1st.org.uk](mailto:StAlbansGrants@communities1st.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 carefully read the 'Funding Criteria' section above as well as the following section 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 1** This is the name of the project, not your organisation e.g., '*Computer Classes*' or '*Friday Fun sessions*'

**Question 2** This should be a brief one line description that sums up your project. Make sure you answer all questions in this section thoroughly to demonstrate the planning that has gone into designing your project.

**Question 3** 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). Please ensure a start and completion date are included.

**Question 4** Will your project continue after the monitoring period? If so, how will this be funded? Has anything been secured already to ensure the project can continue e.g. funding for room hire and staff costs?

**Question 5** Give a description and examples of any previous experience your organisation has in running activities/ projects like the one you have described in your application? Please provide examples of any pilot projects or similar projects that have been carried out.

**Question 6** You might be requesting just a proportion of the project costs. For example, the full cost of your project, 'Project X' may be £9,700 but you are asking for £4,800. Please put the *total* cost here (i.e. £9,700)

**Question 7a** This is the amount you are asking for from Community Project Fund, for example, £4,800. *Please make sure your submitted budget has the same figure and it is clear how much you are asking for from SADC and how much you are expecting to raise from other sources (if needed)*

**Question 7b** We need to know here if you have any other funding applications in process for the *same* items/services you are detailing in this application. For example, you are applying to this fund for £4,800 for Project X but you are also applying to 'WegiveGrants' for £4,800 for Project X. Please detail which other Trusts/ Foundations or local authorities you have applied to, provide details of the amount requested and when you will hear if your application has been successful.

**Question 8a** Is your project dependent on securing funding from any other sources as well as Community Project Funding? For example, if your project costs a total of £9,700 and it cannot run without you raising £9,700 then you should indicate that here.

**Question 8b** If you have applied for additional funding elsewhere, give details of whom you have applied to, how much and when you expect to find out if you have been successful.

**Question 9a.** 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, for example

- 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 9b.** 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?

**Question 10.** 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.*

**Question 11** If you know the profile of some of your beneficiaries it can help us understand who will be most impacted by this fund. Tick to show who will be impacted by your project. Where possible, provide details of the approximate number or percentage of the beneficiaries in each category that will benefit from your service.

**Question 12** 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 4, 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 five beneficiaries of project to sit on group committee

**Question 13** What will the impact of your project be? What changes will the project/ activities make to people's lives? What will they gain from being involved in the project? If applicable, please refer to volunteers as well.

Example:

<b>EXAMPLE</b>	
<b>Change 1</b>	Reduced isolation for service users
What will you <u>do</u> to achieve this?	Signpost people to the befriending service
<u>How</u> will you measure it?	Service users will fill out a questionnaire asking them if using the service made them feel less isolated

**Question 14** List the other organisations you will work with to support your project delivery. How will you link up with them so they can support/ promote your project?

**Question 15** In this section you should give details of 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 16** 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. As part of the application process, you will be required to 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 17** 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. As part of the application process, you will be required to 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 18** 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. As part of the application process, you will be required to submit a copy of your Environmental Policy. A sample environmental policy can be found [here](#), although there are many more available online.

**Question 19** This is your opportunity to tell us anything that you have not mentioned on the application form that you think will support your application. Please keep to the word limit and do not repeat anything you have already mentioned. Note: you do not need to complete this section.

### **Sample 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: In some cases, 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.**

Project worker costs should 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
<b>Total Cost</b>		<b>£ 567.00</b>

### **How to apply**

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

St Albans City & District Council- [www.stalbans.gov.uk/grants](http://www.stalbans.gov.uk/grants)

The completed application form, constitution, project budget and accounts must be emailed to [StAlbansGrants@communities1st.org.uk](mailto:StAlbansGrants@communities1st.org.uk) by midnight on **Sunday 11<sup>th</sup> July 2021**.

Paper copies will only be accepted in very exceptional circumstances with prior agreement.

### **Further documentation**

As part of the application process you may be required to submit the following documentation. DO NOT SEND WITH YOUR APPLICATION but ensure they are available upon request.

- Income and Expenditure A/C for last financial year – 20/21
- Balance Sheet for your last financial year – 20/21
- Safeguarding Children/Adults at Risk policies
- Health and Safety Policy
- Risk assessment example
- Environmental Policy



- Equal Opportunities Policy

### Links and Emails

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

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

**Applications must be received, via email, by midnight 11<sup>th</sup> July 2021**

Applications received after this deadline will NOT be considered.

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

Applications must have in the subject box: the name of your organisation and the words 'Final Application Community Project Fund- May 2021'.

### Timetable

2021/22 Community Project Fund open	<b>Monday 17<sup>th</sup> May 2021</b>
Community Project Fund Information Event	<b>Thursday 3<sup>rd</sup> June 5.30pm- 6.30pm</b>
Advice Workshop Dates	<ul style="list-style-type: none"> <li>• <b>Weds 16th June 1pm - 3.30pm</b></li> <li>• <b>Fri 2nd July between 10.30am – 12pm</b></li> </ul>
Closing date for application forms for 2nd round	<b>Midnight Sunday 11<sup>th</sup> July 2021</b>
Scoring of application forms and policy/finance checks carried out. Please ensure you have required documentation ready on request. Ensure the person you have put down as your lead contact can respond to emails regarding the grant application between 12 <sup>th</sup> July- 28th July.	
Notification of Grants awarded for 2021-22	<b>By Friday 30<sup>th</sup> July 2021</b>

**Data Protection.** We expect organisations to be General Data Protection Regulation (GDPR) compliant. You must not include names or personal details of your beneficiaries in your application without consent. Please be particularly aware of this



is you are adding in testimonials or survey results. For further guidance on being GDPR compliant see: <https://ico.org.uk/for-organisations/charity/>

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