St Albans City & District Community Grants Project Fund 2023-24 Round 1 Criteria and Guidance

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 Equality, Diversity and Inclusion Strategy.

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 2023-24 is a total of £40,000. 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 **Thursday 1 June 2023.**

The last date for receipt of applications for Round 1 is **midnight Thursday 20 July 2023.**

Organisations will be informed on the outcome of the application to Round 1 by end August 2023. Successful projects can start from September 2023

All projects should be completed by September 2024.

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).
- Groups who are registered as a good cause on St Albans District Community Lottery. Note: this is not a requirement. We welcome applications from groups who choose not to be part of the Community Lottery.
- We welcome applications from organisations that are new in the District/have not been funded by SADC before. Evidence of need, understanding of the District and willingness to work in partnership will be assessed. Note: new organisations may need to submit additional financial information and if successful, will be required to meet SADC Officers in person before payment is processed. Applications may also be referred to SADC Internal Audit if deemed necessary.

Who cannot apply:

- Organisations in receipt of Community Revenue Fund and Strategic Funding.
- Groups which do not have a full year's accounts available.
- Private companies and individuals.
- Community groups which 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 which 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 Equality, Diversity and 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 2024).
- 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 for funding which replaces or duplicates existing funding.
- Retrospective funding (i.e., grants for projects/activities that have already happened).
- Contributions towards large general fundraising appeals e.g., £2,000 towards a £50,000 project.
- Commercial ventures.
- Applications exclusively for capital items
- 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.

Please Note: 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:

1. **Read the Funding Criteria section** to ensure your project meets the criteria

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2. **Read the Help to Complete section**

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3. **Complete the application form** using the questions guidance

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4. **Create a budget document**

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5. **Send the following to StAlbansGrants@Communities1st.org.uk by Midnight Tuesday 20 July 2023**

Application Checklist: Before you submit your application, remember to do the following (a checklist is included on the form):

- **Read the privacy notice and consent to processing your data as part of the declaration**

- **Gather the following documents to send with your application.**
  - Application form with all sections completed
  - A separate budget for your proposed project/ activity
  - A copy of your constitution
- **Gathered audited/certified accounts for most recent financial year (including the following)**
  - Income and Expenditure Account (also known as Profit and Loss Account) for last financial year
  - Balance Sheet for last financial year
  - Notes to the financial statements for last financial year
  - Your organisations bank statements for the last 3 months

Help to complete an application for the 2022-23 St Albans City & District Council Community Project Fund

Advice Surgeries: You are encouraged to attend an Advice Surgery, run by Communities 1st.

The surgeries (to discuss project ideas & give advice on applications) will be held via Zoom on:

- Thursday 15 June 2pm
- Wednesday 21 June 4pm
- Tuesday 27 June 3pm

To book a place on an Advice surgery and get the Zoom link, please go to https://www.communities1st.org.uk/calendar/month and choose the date you wish to attend from the calendar.

Additional Advice Surgeries via Zoom to discuss completed draft applications will also be offered. These are bookable for groups who have previously emailed a draft application to **StAlbansGrants@communities1st.org.uk**

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.

Timetable

2023/24 Community Project Fund Round 1 open	Tuesday 1 June 2023
Online Information session- to find out more and answer general questions. Open to all with an interest.	Thursday 8 June 1-2pm Click here to join the meeting
Advice Workshop Dates	To book a place on an Advice surgery please go to https://www.communities1st.org.uk/calendar/month
Closing date for application forms for Round 1	Midnight Thursday 20 July 2023
Scoring of application forms and policy/finance checks carried out. Ensure the person you have put down as your lead contact can respond to emails regarding the grant application during this period.	21 July – 31 August 2023
Notification of Grants awarded	By Tuesday 31 August 2023

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.

Application Form questions

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 2a 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 2b 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 2c This is the total (a) minus the amount you are applying for through the community fund (b)

Question 2d 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. For example, you might be applying for project costs for a holiday activity to this fund but it cannot run unless you get funds from elsewhere to pay for the hire of the hall.

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. Note: We may check with the trusts/foundations you have named in this section. By signing the application form, you give us consent to do so.

Question 3 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. Note: We may check with the trusts/foundations you have named in this section. By signing the application form, you give us consent to do so.

Question 4 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 5 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 (bullet points or a table work well here). Please ensure a start and completion date are included.

Question 6 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 7 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 8a 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 8b 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 9a/b Be clear about who your target audience is. Where the targeted people live 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 10 How many people will benefit from your project? Please include the number of direct and indirect beneficiaries.

- Direct beneficiaries - individuals participating directly in the project, e.g. number of members attending a club each week.
- Indirect beneficiaries -   individuals who do not directly attend the activities but who could potentially benefit from them via the direct beneficiaries, e.g. parents and carers.

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 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 Equality, Diversity and 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:

Change 1	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 questions 9-11.

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 may 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/
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 may 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 may be required to submit a copy of your Environmental Policy. A sample environmental policy can be found at

http://www.voluntaryactionharrow.org.uk/sample-environmental-policy-charities/, although there are many more available online.

Name of authorised person This is somebody who is formally authorised by the organisation to make the application and is willing to share their personal data.

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

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Total Cost   **£ 567.00**