

St Albans City & District Community Revenue Fund 2022-2023

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.

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

Please note that applications to renew Community Revenue Fund are not guaranteed to be successful 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. Please see further below for details.

Renewal and New Applications

Renewal applications are from those organisations who have been in receipt of a Community Revenue Fund Grant in 2021/22. If you are applying to renew your funding, you should complete the 'Renewal Applicants- Community Revenue Fund 2022-23 Application Form'

New applications are from those organisations that have **not** been in receipt of a Community Revenue Fund Grant in 2021/22. Also, if you have been in receipt of any other grant funding from SADC in previous years, you still must complete the New Applicants - SADC Community Revenue Fund 2022-23 Application Form'

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 will be required to provide evidence of need and how services and activities will make a

real difference. They also 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.
- Increase people's involvement/interest in local decision making

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

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

The proposed 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)
- We welcome applications from organisations that are new in the district/ have not been funded by SADC before. Evidence of need, understanding the district and willingness to partnership working 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

- Private companies and individuals
- Community groups who do not have a constitution, bank account and management committee/ trustees
- Groups who do not have a full year's accounts available
- 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 who do not serve the needs of those living, working, or studying in the district

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 a partial amount of the total requested may be awarded)

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 2021-22 Round 2 will open on Monday 22nd November 2021 with grants available of between £500-£5000 for small projects, with allocations being made in February 2022. There will be further rounds of this grant stream awarded in July 2022 and February 2023. 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 is 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 relevant 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>.
 - a. Renewal applications are from those organisations who have been in receipt of a Community Revenue Fund Grant in 2021/22. If you are applying to renew your funding, you should complete the 'Renewal Applicants- Community Revenue Fund 2022-23 Application Form'.
 - b. New applications are from those organisations that have **not** been in receipt of a Community Revenue Fund Grant in 2021/22. Also, if you have been in receipt of any other grant funding from SADC in previous years, you still must complete the 'New Applicants - SADC Community Revenue Fund 2022-23 Application Form'
2. Send the completed application form and all of the required documentation online to: vcsgrants@stalbans.gov.uk.

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

Applications must be sent to vcsgrants@stalbans.gov.uk and received by midday on Wednesday 5th January 2022.

Applications received after this deadline will NOT be considered.

Timetable

2022-23 Revenue Funding launched	Monday 22 nd November 2021
Closing date for applications	Midday Wednesday 5 th January 2022
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 the SADC Housing and Inclusion Committee	Between 6 th January- 26 th January 2022
Notification of 2021-22 Community Revenue Fund	By Friday 28 th January 2022
Set up of successful organisations	February and March 2022
Delivery of Community Revenue Fund services/ activities	April 2022- March 2023

Payments

Payments will be made either in an annual lump sum at the end of the 1st 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 the application via regular monitoring reports.

Recipients of 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: vcsgrants@stalbans.gov.uk.

Communities 1st 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.