

## **St Albans City & District Community Revenue Fund 2023-2024**

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 and District Equality, Diversity and Inclusion Strategy](#).

### **Guidance and Criteria**

#### **Amount of Funding**

Community Revenue Fund is an annual fund. Recipients will be awarded between £2,000- £10,000.

Payments to successful organisations will either be made in one annual sum or in instalments 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.

#### **Renewal and New Applications**

We welcome applications from organisations who have not previously been in receipt of Community Revenue grant funding as well as those who have benefited in previous years.

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.

All applicants are advised to take note of the funding criteria as set out below as this is updated yearly.

#### **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 grant priorities outlined below:

- 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 to be considered for funding.**

Applicants are also required to evidence how their activities support the pledges and priorities set out in the [St Albans City & District Equality, Diversity and Inclusion Strategy 2022-24](#).

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 St Albans City and District Council before. Evidence of need, understanding the district and willingness to a partnership working approach will be assessed. Note: new organisations may need to submit additional financial information and if successful, will be required to meet council officers in person before payment is processed. Applications may also be referred to council Internal Audit if deemed necessary.

### **Who cannot apply**

- Private companies and individuals
- Community groups which do not have a constitution, bank account and management committee/ trustees
- Groups which do not have a full year of 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 Equality, Diversity and Inclusion Strategy
- 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:**

- Activities that fall outside the District Council's functions - i.e., where other public bodies hold responsibility for the function.
- One off projects
- 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?**

Yes, organisations who have received St Albans City and District Council grants funding previously can apply for Community Revenue Funding (subject to meeting eligibility criteria above).

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

### **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. Send the completed application form and the required documentation online to: [vcsgrants@stalbans.gov.uk](mailto: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](mailto:vcsgrants@stalbans.gov.uk) and received by midnight on Wednesday 1 March 2023.**

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

### **Timetable**

2023-24 Revenue Funding opens	Wednesday 1 February 2023
Closing date for applications	Midnight Wednesday 1 March 2023
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	March 2023
Notification of 2023-24 Community Revenue Fund	Friday 17 March 2023
Set up of successful organisations	March and April 2023
Delivery of Community Revenue Fund services/ activities	April 2023- March 2024

## **Payments**

Payments to successful organisations will either be made in one annual sum or in instalments depending on the size of the grant and individual organisations' circumstances. Specific payment arrangements will be confirmed during the 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 the Community Revenue Fund will be subject to regular monitoring meetings and visits.

## **Contact**

If you have any questions about the Community Revenue Fund or your organisation's eligibility to apply, please contact: [vcsgrants@stalbans.gov.uk](mailto:vcsgrants@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).