



## **St Albans City & District Community Grants Fund 2019/20**

The Community Grants 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 and help to deliver the objectives set out in the **St Albans City & District Inclusion Strategy**.

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

**Community Grants Fund 2019-20 is a total of £55,000. Groups can apply for grants over £500 and under £5000.**

**There are 2 rounds this year for Community Grants Fund.**

**1<sup>st</sup> round- May 2019.** This date is ideal for groups who are established, have a clear idea of a project and if successful, can deliver from September 2019 onwards. Up to £40,000 will be allocated in this round.

**2<sup>nd</sup> round- November 2019.** This date is better for newer groups who are still formulating ideas and may need more time to get set up and get advice on their application or for groups for whom May timings may not be suitable either in terms of project or cultural/faith calendars etc. The remainder of the fund will be allocated in this round.

For both rounds, applications will be considered on how well they meet St Albans City and District Council priorities. The council will aim to fund a spread of projects to ensure that all the priorities are being met.

**If a group is not successful in the 1<sup>st</sup> round, it is strongly advised that they seek feedback and advice before resubmitting the same application to the 2<sup>nd</sup> round. Groups who are successful in 1<sup>st</sup> round will not be eligible to apply for the 2<sup>nd</sup> round.**

**Organisations may submit more than one application for different projects but please note a group will only be awarded a maximum of 1 Community Grant per year.**

**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. [Details here](#)



**3. Complete the application form which can be found [here](#)**



**4. Create a budget document**



**5. Upload the following to the online platform Wufoo [here](#)**

- A copy of your constitution
- A separate budget plan/quote for capital expense
- Safeguarding Children/Adults at Risk policies
- Health and Safety Policy and Risk assessment examples
- Equal Opportunities Policy
- Income and Expenditure A/C for last financial year – 18/19
- Balance Sheet for your last financial year – 18/19

**NOTE: You must upload all these documents in one go. Once you have pressed 'Submit' wait for your documents to upload before closing the browser. You will receive a confirmation once this is done. It can take a few minutes depending on the size of the documents. GIVE YOURSELF TIME TO CREATE AND GATHER THE REQUIRED DOCUMENTS. WE RECOMMEND YOU UPLOAD IN GOOD TIME WELL BEFORE THE CLOSING DATE.**



- 6. Email final completed application form and project budget/ quote for capital expenses to [CGF@communities1st.org.uk](mailto:CGF@communities1st.org.uk) by midnight on Sunday 7<sup>th</sup> July.**

## **Funding Criteria**

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- [here](#)

1. Provide support to vulnerable communities leading towards greater equality within the District. (support for people with protected characteristics or those living in a particular area to have equal access to services)
2. Enable local people to become involved in community life.
3. Encourage people from different groups to get on well together. (i.e. those of different faith and cultural backgrounds or with or without a disability)
4. Increase people's involvement/interest in local decision making.

Groups applying to the fund will need to provide evidence that their activity/project is needed by the community and that it will make a real difference.

### **Who can apply:**

- Constituted Voluntary and Community Sector groups (groups do not have to be a registered charity)
- PTAs (but not schools). PTAs can apply for non-curriculum activities that are run outside of school time
- Social Enterprise organisations and Community Interest Companies

### **Who cannot apply:**

- Private Companies and Individuals
- Statutory organisations or groups controlled by public sector organisations such as Local Authorities and Primary Care Trusts
- Schools
- Community groups who *do not have* a constitution, bank account and management committee/ trustees

**We will consider applications that:**

- Meet the funding criteria
- Demonstrate in detail how they contribute to the Inclusion Strategy
- Have specific, realistic and deliverable outcomes which will meet an identified evidenced need
- Are for capital or project expenses
- Fixed term projects (to be completed by September 2019)
- Existing projects *if* learning from the project has been applied and applicants can demonstrate added benefit and value and propose new development to enhance your 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 tangible impact for the residents of the District
- Have a clear strategy for sustaining the activity after the initial period
- Request funding between £500 and £5000. (Please be aware however that grants of £5000 are rarely awarded- see guidance on budget question)

**What activities /projects cannot be funded:**

- Projects that are already running or projects previously funded by a Community Grant (i.e. proposals for projects that are run in the same way, in the same location and for the same beneficiaries will not be considered).
- Voluntary organisations which are not constituted, although groups do not need to be a registered charity
- Projects which operate outside of the District (if your organisation is based outside the district, you must clearly demonstrate how your project will meet the needs of people living within St Albans City and District)
- Commercial ventures
- Contributions towards large, general appeals (e.g. £5k towards a £50k project)
- Retrospective funding (i.e. grants for activities that have already taken place)
- Projects/activities that promote one particular faith or religious belief. (The fund could support targeted groups within faith organisations delivering something that is inclusive)
- Applications that support the furtherance of any one political party



## **Help to complete an application for the 2019-20 St Albans City & District Council Community Grant Fund**

Please read these help guidelines carefully

**Information Event:** You are strongly advised to attend the Community Grants Fund Information event on Monday 20<sup>th</sup> May 5.30-7.00pm – The Hub, St Albans District Council, Civic Centre offices, St Peter's Street, AL1 3JE. Come along to hear from Council officers about priorities, from Communities 1<sup>st</sup> about how to complete the form and hear about groups which were successful in getting a grant in previous years. This will be the main event for the grant so even if you are considering applying in November, it is advised you still attend. No need to book but if you would like to let us know you are coming or have access needs please contact Peggy Sharp, [engagement@stalbans.gov.uk](mailto:engagement@stalbans.gov.uk).

**Advice Surgeries:** You are advised to attend an Advice Surgery, run by Communities 1<sup>st</sup>. For dates see: [www.communities1st.org.uk](http://www.communities1st.org.uk).

There are 3 general surgeries in May and June to discuss ideas. Come along to these to get advice on which round may be better for your project. If you subsequently aim to submit an application to the 1<sup>st</sup> round, there will be follow up surgeries which you can only attend if you have emailed your draft application in advance to: [CGF@communities1st.org.uk](mailto:CGF@communities1st.org.uk).

2<sup>nd</sup> round Advice Surgery dates will be advertised in November.

***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 read the 'Funding Criteria' section above and the following section carefully before starting your application form, as they contain the answers to most queries.**



### **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 3** This is the name of the project, not your organisation e.g., '*Computer Classes*' or '*Friday Fun sessions*'

**Question 4** This should be a brief one line description that sums up your project.

**Question 5** This is the amount you are asking for from Community Grants Fund. *Please make sure the amount here is the same in your budget plan (see question 12)*

**Question 6** You might be requesting just a proportion of the project costs. E.g. your total project cost may be £9700 but you are asking for £4800. Please put the total cost here.

**Question 7** Make sure you answer all questions in this section thoroughly to demonstrate the planning that has gone into designing your project.

- a. More detail is required here of the activities you plan to run. (100 words max)
- b. Indicate *where* the actual activities will happen (not the office address where you undertake administration). It is recommended that you take note of priority areas of St Albans outlined in the St Albans City and District Inclusion Strategy- [here](#). If you have not confirmed a venue yet but know where you would like to run, indicate this here.
- c. 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.*

- d. 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)

**Question 8** 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, e.g.

- 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 9** 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 5, 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 5 beneficiaries of project to sit on group committee

**Question 10** Outcomes are **the specific changes** that your project makes happen e.g. better, more, less, improved, they are not activities. You should give numbers of people benefiting. Outcomes for people might be improved health, reduced isolation, becoming more skilled, more confidence, getting a job. For communities they may be improved community cohesion or a reduction in anti-social behaviour or crime.

Example:

- **Outcome** – Older disabled people will feel more in touch with their community and be less isolated
- **How will you achieve this outcome** – By arranging a group outing by coach to a local event chosen by the group of older disabled people
- **How will you measure it** – A questionnaire and testimonials from participants and their carers

**Question 11** In this section you should give details 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 also use this section to demonstrate how your publicity will reach people from the different groups you have listed in question 9.

**Question 12** 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. You must 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 13** 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. Please make sure you 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 14** 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: It is very unlikely that a project will be funded the maximum amount of £5000 and in some cases may only be funded part of the requested amount. Please cost up your project, rather than trying to make your project fit the grant amount!**

Project worker costs must 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 @20p per mile)	£ 12.00
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
Running costs @10%	*	£ 55.20
<b>Total Cost</b>		<b>£ 607.20</b>



\*Running costs can include contributions towards rent, electricity or administration costs

**Question 16** What measures have you taken to ensure the project's continuity? Or is this a one-off project? If you hope to continue your project after the funding ends it is important to show sustainability. How will you ensure that it continues? If you need to secure more funds, how will you do this?

**Question 17** Does the project require funding from other sources? If you have secured or applied for additional funding already for part of the cost of the project, detail that here.

#### **How to apply**

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

Communities 1st - [www.communities1st.org.uk](http://www.communities1st.org.uk)

St Albans City & District Council - <http://www.stalbans.gov.uk/community-and-living/community-grants>

The completed application form and project budget/ quotes must be emailed to [CGF@comunities1st.org.uk](mailto:CGF@comunities1st.org.uk) by midnight on Sunday 7<sup>th</sup> July 2019

All the required supporting documents listed in the checklist on the application form must also be uploaded to [Wufoo](#) or the projects will be ineligible and the application not considered. Once your documents are uploaded they cannot be edited. Paper copies will only be accepted in very exceptional circumstances with prior agreement.



**Links and Emails**

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

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

Wufoo (to upload your documents):

<https://cesadc.wufoo.com/forms/z1q5d5vu0hd2zur/>

**Applications must be received, via email, by Sunday 7<sup>th</sup> July 2019 midnight**

Applications received after this deadline will NOT be considered.

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

Applications must have in the subject box: the name of your organisation and the words 'Final Application May CGF '.

**Timetable**

19/20 Community Grants Fund open	Monday 13 <sup>th</sup> May 2019
Community Grants Information Event	Monday 20 <sup>th</sup> May 2019 @ 5.30-7.00pm, The Hub, St Albans City & District Council
Advice Workshop Dates	See <a href="http://www.communities1st.org.uk">www.communities1st.org.uk</a>
Closing date for application forms for 1 <sup>st</sup> round	Sunday 7 <sup>th</sup> July 2019 midnight
Notification of Grants awarded for 2019-20 1 <sup>st</sup> round	By Friday 26 <sup>th</sup> July 2019
Delivery of Community Grants projects 1 <sup>st</sup> round	September 2019 – August 2020
2 <sup>nd</sup> round open	November 2019 (date to be confirmed)
2 <sup>nd</sup> round closes	End December 2019 (date to be confirmed)



Notification of Grants awarded for 2019-20 2 <sup>nd</sup> round	End January 2020
Delivery of Community Grants projects 2 <sup>nd</sup> round	February 2020-August 2020 (extensions possible)

**Data Protection.** We expect organisations to be General Data Protection Regulation (GDPR) compliant. For further guidance see: <https://ico.org.uk/for-organisations/charity/>

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