

Community Grants Programme – Guidance for Applicants

Grants of **up to £5,000** are available in 2021/22.

Groups awarded grants in previous years must not assume they will be awarded a grant in 2021/22. The grants programme is designed to support as wide a range of activities and organisations as possible. It does not provide core funding.

These guidance notes are designed to help you complete the application form and give us the information we need to make a decision. **Please refer to them when you complete your application.**

If you have any questions relating to the eligibility of your project or the application itself, please email us at funding@eastbourne.gov.uk (we can arrange a convenient time to call you back if you prefer).

Deadline for applications: 5pm Friday 30th October 2020.

Applications should be submitted by email to funding@eastbourne.gov.uk. We will **not** accept incomplete applications or those received after the deadline. You will be notified of the outcome in February 2021.

Filling in the form

For questions 1 to 10 please type your answer immediately below each question.

- Please type your form in a font size no smaller than 11.
- You must keep to the word limits set and type into the Word document provided.
- Send each document in a separate PDF/ Word file.
- Only include documents or information that we have asked for.

Section 1

This section provides us with basic information about your group and your contact details.

Section 2

This is where you tell us about your project and show how it relates to one of the priorities we have set for grants this year. We need to know how you have identified the need for your project and how you intend to meet that need. It gives us a picture of how effective you are likely to be in managing your project and achieving your aims.

Question 01 – which of the priorities will your project address?

Only apply for funding for a project or service that **directly** meets one or more of our priorities. Your project may address more than one priority – for example a new way of working with young disabled people that is also designed to support their mental health.

Remember: we will not fund projects that duplicate services already provided in Eastbourne, so you need to ensure your project is addressing an unmet need or one that is not funded through other sources.

Our priorities for 2021/22 are:

- 1) Projects which promote the inclusion of groups protected under the Equality Act 2010, particularly those focused on supporting BAME communities.**

We are keen to support projects which tackle barriers faced by protected groups. Higher priority will be given to those projects which are specifically designed to involve protected groups in running and developing services, and to projects which are able to continue beyond the year in which funding is offered. We would like to see bids from BAME led projects and organisations.

- 2) Projects focused on developing initiatives to support people with mental health needs, particularly as a consequence of the pandemic.**

We are aware of an increase in the number of people experiencing emotional and mental health problems, particularly as a result of the global coronavirus pandemic. We would like to support initiatives that provide practical services and support to help people deal with the different issues they face.

- 3) Projects designed to support the environment and promote sustainability with the support of local volunteers for the benefit of Eastbourne residents.**

The council recognises the quality of work within the voluntary sector and the commitment volunteers take on. Therefore, we want to support opportunities for the people of Eastbourne to volunteer in projects focusing on the environment.

If you are applying for funding under this priority, your application needs to show that you will use the funding to recruit and/or train volunteers, and ensure volunteers are given the support and help they will need in their roles.

Question 02 – The design of the project and how it will meet the need

Describe the activities you will use this grant to fund and tell us how you think these will meet the need/s you have identified.

- Please tell us exactly what you will do – give us a clear picture of what your project will look like.
- Tell us how your project meets the priority/ies that you have identified.

Question 03 – How have you identified the need for this project?

Please explain how you identified the need for this project. Your answer should tell us why this project is needed in Eastbourne, what evidence you have for this and about any other local information you have considered (include local surveys you or other organisations have done or other evidence of a demand). Include any research with potential service users that verify the need for your project.

Tell us about any evidence from work done elsewhere in the country that shows this kind of project is effective. How do you know this is the best approach?

It is important for us to know you have the training and experience you need to deliver your project. Tell us about:

- Any achievements and your track record delivering similar projects so far. This could include details of any pilot project you have run.
- Any relevant experience that your group members have if you are a new group or applying for a completely new venture
- Any support you are getting from other organisations.
- Relevant qualifications that project staff or volunteers possess.
- Any Quality Assurance scheme you are part of or working towards (this applies particularly to groups aiming to fund advice work)

Please tell us whom you have talked to about this project and how:

- How have you involved the people you are aiming to benefit in the development and design of this project? What did they tell you? How has that affected your plans for the project?
- Have you talked to other organisations doing similar work? Who did you speak to? What did they tell you? How has that affected your plans for the project? Did you discuss a joint bid/ project?

Question 04 – Who will benefit? How many? How will you reach them?

- Please tell us who your project is designed to benefit. Is there a particular group or geographical/ ward area in Eastbourne this project is aimed at?
- How many people will benefit directly? Please be realistic and tell us what you have based your figures on.
- How will you reach these people and ensure they do benefit? You can include information about any links you have already made and about the ways you plan to promote your service or activities.
- You should also tell us about any people who would benefit indirectly.

Question 05 - How will you ensure equal access to your project?

Please tell us how you will ensure your project will be used by everyone it is designed to benefit. You need to show consideration for different groups protected under the Equality Act 2010, and how you will ensure they are supported to access your activities or services.

- What might be barriers for some groups? Please think about protected groups and about people on very low incomes.
- What will you do to overcome these?
- How will you plan your publicity in a way that ensures you encourage everyone to take part or use your services? (Note: if you are a project aimed at a particular age group or group of people with different needs, you need to think about protected groups within that target group.)

Question 06 –What do you expect to achieve with the grant?

Please tell us what difference your project will make. Be as specific as you can and ensure you are being realistic about what you can achieve. We expect to see SMART (Specific, Measurable, Achievable, Realistic, Timed) targets which will be used as part of your monitoring should you be successful in your bid.

- You should identify targets that you believe achievable with the support of a grant. List the targets you have set and any other outputs. These may be:
 - the number of sessions or events you will run
 - the number of different people who will attend
 - establishment of a new service/ report / booklet
 - the number of people you intend to support as a result of the grant.
- You should also tell us about the impact of your project. What changes are you hoping to achieve? This might be things like improving people's confidence levels or skills. Think about different things that you can do to monitor any changes and the impact of your work.

We will use your answers to monitor the impact of any grant we award so please include some clear targets and details of how you will measure these. Please be realistic about what you can achieve by the end of the year and how you will measure.

Question 07 – What methods will you use to measure progress against your targets and outcomes?

How will you know your project is achieving its aims and meeting the needs you have identified?

- Tell us how you will measure the outputs listed in Question 06 above.
- How will you measure the outcomes of your work that you listed in Question 06 above, what different evidence and methods will you use?
- What information will you provide at the end of the year to show what you have achieved with a grant?
- If successful, you will be required to provide monitoring information. Please think about how you will demonstrate to us via monitoring information that you have been successful.
- Providing an exit strategy (if your project has a 1 year lifespan) is helpful for the Grants Task Group when making their recommendations.

Question 08 – Tell us about any grants your organisation has received from Eastbourne Borough Council or from any partnerships funded by the Council for any work in the current financial year or the year 2021/22. Include any you have applied for.

The Council is keen to ensure that any funding we make available for grants to voluntary and community organisations is fairly distributed across as wide a range of groups as possible. When making decisions, we take into account any other funding groups receive from Council sources. This includes the Grants Programme, Devolved Budgets, and, from time to time, individual Council services or partnerships to which we may have allocated funding. It is a condition of funding that you supply full information on any

other funding you have received or applied for. Please include all Eastbourne Borough Council sourced funding and applications, not just those relating to this particular project.

Please tell us about any fundraising you have done to pay for the costs you list in Section 3 (see below), and outline how you will make up any shortfall.

Question 09 – Tell us the number of volunteers you will use to deliver this project and what their roles will involve.

We want to see varied and interesting roles for volunteers

Question 10 - Eastbourne Borough Council is working towards being carbon neutral by 2030. Tell us if your organisation/project has a sustainability or environmental programme.

We are keen to encourage organisations to consider their environmental impact. Please tell us about any efforts made by your organisation to address this concern.

If your project is aimed at priority 3, please tell us how your wider organisation is committed to sustainability.

Section 3 Financial information

Please complete the table on your application form showing your costs of the project you are applying, for and how you will fund these.

Column A - list all of the costs. Give details on how you have arrived at these costs – e.g. 10 award certificates @ £8 each

Column B - show the full cost of each item. You will need to calculate the value of any volunteer time based on the most appropriate salary level for the kind of work they will be doing – e.g. 30 * volunteer admin. hours @ £10/hr; 10 volunteer drama coach hours @ £15/hr etc.

Columns C and D – Column C is the amount that the Council will find, with the rest in Column D. Include the value of volunteer time and discounts in Column D. Columns C and D should add up to the cost you have shown for the items in Column B.

Column E – show the source of any funding listed in Column D. Only include grants that have already been awarded. You can tell us about grants you are applying for or waiting to hear about in Question 12. Please include funding ‘in kind’ from volunteer time or free rental and any discounts you have negotiated.

Example

A – Item	B - Cost	C - EBC grant amount requested	D - Other sources amount	E - Details of other sources
4 volunteers working 10 hrs/week for 30 weeks @ £12	£14,400		£14,400	In kind – volunteer time
1 coordinator working 15 hrs/week for 30 weeks @ £16	£7,200	£7,200		
Web development training	£500	£300	£200	Discount – ‘Web Trainers’
Printing costs for 4,000 directories – quoted by ABC printers	£1,200		£1,200	Grant – Awards for All
Distribution costs	£400		£400	Fundraising concert
TOTAL	£23,700			

Is there any other information you would like us to consider?

Only use this section to give us information relevant to your application that has not been covered by the previous questions. Please ensure you keep your answers to the maximum of 300 words. Remember, you should not include any additional documents other than those that we ask for.

Summary

Please ensure you complete the summary sheet on page one outlining your application. We use this as part of the assessment process. Please only use the one sheet provided for this.

Section 4 - Banking details

Please include the details of the account you would like funding to be paid into. Please remember to notify us if this changes.

Please remember to include a scan of your most recent original bank statement page for **each account** you hold when you email your application. This includes any savings and investment accounts you may have.

Sections 5 and 6 – Signatures

We must ensure there are three signatures on each grant application:

1. Your signature at the top of the signatures page
2. The signature of a referee (see below) who supports your project and is happy to talk to us about your project
3. An authorised signature on the grant conditions on the final page of the application form. This must be someone authorised by your Trustees to sign – i.e. your Chair, Vice-Chair, Secretary or Treasurer.

Please include scanned signatures.

Independent Referee's Statement

Your referee must be independent of your group and its management committee. They **should not be:**

- A current member, trustee or member of staff
- Someone who stands to benefit from the award
- Someone involved in the running of the group
- A councillor or employee of Eastbourne Borough Council
- Related to a person who is currently in one of these positions.

Your referee needs to be someone who has known your group for some time and has said they are happy to talk about your work or activities. If you are a new group then this should be someone who is fully aware of what you are trying to do. It could be a member of your local Council for Voluntary Service (3VA), a member of your local Sports Council or other organisation to which your group is connected, Justice of the Peace, lawyer, minister of religion, teacher, social worker, police officer, senior bank

official or someone similar. Your referee may be someone in your community with particular experience in your field who has knowledge of your organisation.

Your referee must read your application form and sign the statement supporting it **before you send it to us**. They must be willing to be contacted to discuss your group and application, and able to comment on the grant at a later date (if successful).

If your group works with children, young people or other vulnerable groups the referee **must** be a professional working in a relevant field. We may check that your referee is an appropriate person.

Grant Conditions

The Chair, Vice Chair, Secretary or Treasurer should fill in their contact details, and sign the grant conditions on the last page. Please note:

- This should **not** be the person who gives their contact details in Q1.
- The grant conditions page is important as it contains the Terms and Conditions that accompany Community Grants awards.
- Signing the grant conditions does not mean that you will get a grant. It lets us know that you understand and accept our Terms and Conditions, so that if your application is successful payment can be made without delay.

Checklist

- Please use the checklist provided to ensure you have included all the signatures required and enclosed all the supporting documents we need to consider your application. We need:
 - A copy of your constitution or set of rules, dated and signed as adopted by your group
 - A copy of your Equal Opportunities Statement or Policy
 - A copy of your most recent Safeguarding Risk Assessment and/or current Policy
 - A copy of your most recent Health and Safety Risk Assessment relevant to the activities you are asking us to fund and/or your current Health and Safety Policy
 - A copy of your current Public Liability Insurance
 - A copy of your most recent Bank or Building Society statement (not more than three months old) for each of your accounts.
 - A copy of your most recent Annual Accounts, dated and signed as approved OR If you are a new group, a statement of your estimated Income and Expenditure for the first year.
 - A copy of your Membership form (if you are a membership organisation)

Assessment process

Eligible applications will be assessed against the following criteria:

- Identified need and strategic relevance – 40%

- Quality – 20%
- Impact – 20%
- Value for Money – 20%

Standards

All organisations in receipt of public funding are expected to meet the highest standards in the delivery of their activities and services.

As a minimum any organisation awarded a grant will be expected:

- to comply with all relevant legislation covering health and safety
- to comply with East Sussex Multi-agency Policy and Procedures for the Protection of Vulnerable Adults and Children and report any adult or child protection concerns in line with the procedure. For further information please see: [Child protection and safeguarding – East Sussex County Council](#) and [Safeguarding adults at risk – reports and policies – East Sussex County Council](#)
- to appoint suitably qualified staff – both paid and unpaid – and ensure that CRB/DBS checks have been carried out on anyone who will be in regular contact with children, young people and/or vulnerable adults – in line with the current legislation and guidance
- to have valid Public Liability Insurance and indemnify the Council from and against all claims, costs, liabilities and demands in respect of death or injury to any person, or loss of or damage to any property (unless due to the Council's own negligence) which arises out of the act, default or negligence of its agents or sub-contractors in relation to funded projects.

For advice on any of these Standards please contact 3VA or the relevant public authority.

What happens next?

When we receive the form we will check it's complete, and it will be assessed by one of our officers. We will also analyse the financial situation of the group based on the annual accounts and bank statements submitted with the application. We will then assess your application for identified need and strategic relevance; quality; impact; and value for money.

We may contact you for further information as part of this process to clarify particular details. We may also contact your referee to discuss your application.

Based on the initial assessment, the Council's Grants Task Group – made up of elected councillors – will then consider your application, review the assessment and will make recommendations about how the grants budget should be allocated. The recommendations of the Grants Task Group will then be presented to Cabinet, where the final decision is made subject to agreement of the overall Council budget at its meeting towards in February. We will inform you of the outcome of your application, whether successful or unsuccessful by **the end of February 2021**.

Payment arrangements

If you are successful, your grant will be paid directly into your bank account during April 2021, providing you have sent us monitoring information covering any previous grants.

Monitoring

Any group awarded a grant must keep any receipts that relate to that grant, provide information on how the project or the group's activities are progressing, and the difference this is making to life in Eastbourne. This information should be collected in accordance with the answers you have given in Section 2 of the application form.

If your application is successful, you may receive **monitoring visits** by Council officers, and/or be asked to supply other information for monitoring purposes. This is to ensure that groups have adequate management and equal opportunities systems in place. It is also to ensure that the funding is being spent on the activities for which your group applied for funding.

Publicity

Eastbourne Borough Council would like to publicise the activities it supports, and from time to time may invite you to contribute articles or photographs for **publicity** material or publications.

Further Guidance

For further guidance or if you have any questions about the application form, your eligibility, your project or any aspect of the process, please email funding@eastbourne.gov.uk

For independent advice and help with your application, constitution, accounts or any other aspect of running your group or project, please contact 3VA at **8 Saffrons Road, Eastbourne, BN21 1DG, Tel: 01323 639373. www.3va.org.uk E-mail: info@3va.org.uk**