 

Guidance Notes and Top Tips: How to request funds

This document will explain how the Community Cohesion Fund works, whether you can apply, and how to request funds. It contains useful web links and guidance on completing a Funding Proposal Form, in which you can set out the aims of your project, the problems it addresses, and the benefits to your community.

At the end of the document, you will also find some top tips the 2016/17 Grants Panel wish to pass on to potential applicants. These tips have been developed as a result of the Panel’s learning from their assessment of the applications received in 2015/16 and 2016/17

Details about the programme & the aim of the programme

£27,694 is now available to fund community projects that operate within the Royal Borough of Greenwich for 2017/18

RBG’s Community Cohesion fund is an initiative that provides local communities with the means to address their own priorities.

A local panel consisting of representatives from GAVS, RBG, and representatives from the local community will be set up shortly and will decide upon projects for funding in their area.

Am I eligible to apply to my panel for funding?

Any one off project or a one off enhancement to an existing project that will operate within the Royal Borough of Greenwich is eligible for funding provided

1. Your group has a constitution or is registered as a charity
2. Your group has a bank account or will be using the bank account of another organisation
3. The project meets one or more of the funding priorities which are
	* Supporting new and emerging communities to access services
	* Reducing social isolation
	* Supporting individuals with specific disabilities e.g. autism, spina bifida etc
	* Supporting the community and individuals to understand their rights under the Care Act

Is funding available to individuals?

No, funding for this programme is only available to groups, so if you have an idea to improve your community, you must form a group to apply for funding. You will need to create a set of rules (constitution)which all members of your group agree to abide by and have in place a safeguarding policy if you plan to work directly with children & young people or vulnerable adults at risk If you need help with this contact GAVS on 020 8309 8231.

How do I apply?

You must apply for funding to GAVS by completing the application form. The deadline for applications for 2016/17 is 31st March 2017. Application forms should be sent to Naomi.goldberg@gavs.biz.

Project Proposal Form Guidance

A section by section guide to completing the proposal form.

You need to answer all questions.

About your group

Please provide standard contact details so that GAVS can contact you if the panel approves your proposal.

About your project

Project Title

Choose a name for your project which will allow it to be easily recognised.

What do you want to do and how are you going to do it?

Please explain what activities/services/events you want to carry out with this funding and how you will go about managing and delivering the project

Which local priority/ies does this project address?

Please tick all that apply. The grant’s panel does not expect you to meet all the priorities and feel it’s highly unlikely that any project could meet all the priorities

What is the focus of your project?

Please tick all that apply.

How many of the beneficiary groups listed below will you be working with?

Write a number in the second column. This should be an estimate of the number for each relevant beneficiary group you will be working with. The panel does not expect you to work with every beneficiary group and would expect you to focus on one or two groups. Please note your project should focus predominantly on adults above the age of 18.

Please Name the Venue where the Project will take place?

Please tell us from which precise location (buildings/spaces) you will be delivering the project

Which area of Greenwich will benefit from your project or will it be borough-wide?

Although funding for this programme is at borough level, different neighbourhoods may have greater need of funding. Please let the panel know here what specific area your project will benefit. Beneficiaries should come from the Royal Borough of Greenwich area. Please tick all that apply.

 What is the start date for the project and when will it be completed?

Funding will only be provided for one off projects or one off enhancements to existing work. We will not fund services that are already in place. Tell us how long the project will take to complete. Be as realistic as possible about when the project might start and how long it will take to complete. Your start date should be at least a month after the deadline for submissions.

The Local Community

How many people will be involved in the project? What will they be doing?

There are various ways of involving people. For example:

* Having people who would use your project on your management committee.
* Getting local people who will use the project to help design it.
* Setting up user groups to give feedback on your plans and plan activities.
* Where appropriate local people delivering activities or volunteering on the project.

The Proposal Form has a number of options to select which will give you an idea of the type of roles.

Which of these outcomes will your project contribute towards?

Once you have addressed the need for your project, you will need to have a clear idea of the specific changes and improvements your project will have in your community.

Please tick all that apply. The grant’s panel does not expect you to meet all the outcomes and feel it highly unlikely that any project could meet all the outcomes.

Project Budget

What will you spend the grant on?

List all the costs associated with your project, how much the total budget is and how much you are applying for. Please remember to ensure your total budget is the same as all the costs listed.

When listing costs please be as precise as possible e.g room hire @£20 per hour x 40 hours

**If your Project costs more than the sum you are asking for, please explain where the remainder of the funding is coming from.**

If you are not applying for the full costs of the project, please set out how you will be funding the remaining costs.

 How does your project represent good value for money?

With only a limited amount of funding, you need to demonstrate that your project delivers the most benefits for the least amount of money spent. You can do this by:

* Ensuring as many people as possible in your area benefit from your project
* Thinking of a problem in your community that could be solved for a small amount of money but would make a big difference in people’s lives
* When sourcing services and materials, obtain different quotes to make sure you are getting the best possible value for money
* Obtaining services and materials for free where possible from businesses willing to contribute to improving their community.

Monitoring

**How will you provide us with the information to show the numbers and types of people who have benefited from the project and how they feel they have benefited**

* You need to consider how you can best demonstrate both the quality and quantity of your project here. Some suggestions of how you may go about this are provided. Please tick those that apply. You may also use other methods which you should specify
* In 2017/18 you will be required to provide a report that sets out the impact you have made and a 3 case studies. A case study form is available in this section of the website.

Due Diligence/Governance Issues

**This section will help the grants panel ensure that it is providing funding to an organisation that is able to deliver the project safely and effectively**

* please delete as applicable
* If you answer “No” to any of the questions above, please explain below how the panel can be assured of the quality/safety/integrity of your work
* Please remember that the awards panel may withdraw funding if the declarations made in this section are found not to be met
* If you need help with any of these requirements, please contact GAVS either by email (info@gavs.biz ) or telephone 020 8309 8231

What type of projects can be funded?

1. Community Cohesion grant awards must be between £500-£3000.
2. Each Organisation/group can apply for one grant per year. Only one single grant per year, irrespective of grant size. Not multiple grants adding up to £3000.
3. For 2017/18 funding, projects must finish by end March 2018.
4. Public sector organisations cannot apply for funding, nor can they hold any of the funding on behalf of other organisations.
5. One off projects or enhancements to current services that will start between May 2017 and end by 31 Mar 2018

**The programme will not fund**:-

* Goods or services that the grant recipient has a duty to provide.
* Funding cannot be used to deliver activities that the group is already contractually obliged to deliver.
* Items which are due to be paid for by other public or private sector grants.
* Statutory fines, criminal fines or penalties.
* Liabilities incurred prior to the date of this agreement.
* All paid for events, conferences and exhibitions, including hire of venues for ‘purely’ promotional events
* Projects that are purely based around marketing/communications such as newsletter projects or advertising campaigns
* Projects that are purely making payments to statutory organisations, such as Local Authorities, schools, the Police Force and arms length public sector organisations. This includes organisations that are in any way controlled by, for example, a Local Authority, a Clinical commissioning group or agencies of these.
* Any party political activity
* Activity where the key purpose is to promote a religious doctrine or the beliefs of a particular faith
* Commercial ventures
* This funding cannot be used to provide services to persons from abroad who have no recourse to public funds.  Public funds is defined in section 115 Immigration and Asylum Act 1999 and Paragraph 6 of the Immigration Rules.
* Funding of organisations which support or promote extremist views or which do not support the fundamental British values of human rights; equality before the law, democracy and full participation in UK society
* Any other activity which RBG in their absolute discretion consider is not directly associated with developing the Programme.

What happens after you apply for funding?

The community cohesion grants panel will meet and make a decision on whether to fund your project. GAVS will then email you to let you know whether you have been successful. Brief Feedback will be given for unsuccessful applications

What will you need to if Successful?

GAVS will send you a grant acceptance email, which includes a declaration that you accept the terms and conditions of the grant, and will also ask for your bank details so that we can pay you. You will need to complete this and send back to Naomi.goldberg@gavs.biz

You will be asked to attach one or two files to the form:-

1. A copy of your constitution if you are not a registered charity or a member of GAVS
2. If your group does not have its own bank account you can ask another organisation to hold the funds on your behalf. If so, you would supply their bank details and evidence of their bank account (point 1). You would also need them to complete a fund holding declaration form, which confirms that they will hold the funds for you.
3. A copy of your Safeguarding Policies

Once this form is submitted online with the required attachments, GAVS will then release the funding

Once your project is finished you must then submit a monitoring form that explains how your project went, and how much money you actually spent. You will need to return any unspent funds to GAVS.

Top Tips

* 1. Check your budgets add up
	2. Concentrate your funding on adults
	3. Be clear how the funding will enhance an event/project if this is part of a bigger scheme
	4. Demonstrate clearly how you will work with vulnerable adults
	5. Don’t tick all the outcome and priority boxes; focus in on one or two outcomes/priorities
	6. Seek support from a GAVS Development officer. Please note these GAVS’ staff members when supporting you will not pass on any information about this support or the contents of the bid to the GAVS Chief Executive (Naomi Goldberg) to ensure the integrity of the grants panel
	7. Make sure your management committee/board/trustees are aware of the bid and its contents
	8. Ask someone who hasn’t been closely involved in writing the bid to read the bid through before you send it off
	9. Be innovative
	10. Complete all sections of the form