

ESF COMMUNITY GRANTS 2011-2013 – South East Region

GUIDE to the GRANT and APPLICATION PROCESS

COMMUNITY GRANT CRITERIA

Please read these notes carefully before completing your application form.
Please contact the Community Grants Office at Action in rural Sussex on 01273 407305 or e-mail claire.reynolds@ruralsussex.org.uk if you need assistance with your application.

You must satisfy all the following criteria:

- 1 You must be a charity (not necessarily registered), community group or a not-for-profit organisation.
- 2 The aim of the ESF Community Grants is to fund small organisations and priority will be given to those who have been in receipt of less than a total of £300,000 income over their last three financial years. It is the parent/umbrella group Statement of Financial Activity (SOFA) figure that must be used in assessing group income/turnover and there will be a limit of £2,000,000 imposed on all applications over this three year period.
- 3 You must be based and provide your services in South East England (not including London boroughs).
- 4 Grants of up to £12,000 are available to third sector organisations in the South East who support the most disadvantaged individuals to access further learning opportunities or progress to employment. People benefiting from these grants will be experiencing barriers to services and will not be in paid work or will be economically inactive.
Priority will be given to:
 - lone parents
 - women
 - people with health/disability issues
 - older people (50 yrs plus)
 - people from ethnic minorities and diverse communities.The minimum age is 18 years.
- 5 You must show that you have a structure with rules or a constitution. Your group must have a bank/building society account to receive an ESF Community Grant and require two people in the group to sign cheques. We do accept that in some rare cases for new groups, you will not have managed to set up an account at the time of application. In these instances you can get another voluntary organisation to accept approved funding on your behalf. The organisation should be experienced in managing finances and they will be contacted to discuss their experience in handling money.
- 6 You must list your expected beneficiaries and any supplier of goods/services you plan to use must be able to show that they are a reputable business.
- 7 If your group has been running for less than a year we would need to see a copy of your last two bank statements and you will also need to submit a reference from a more established organisation that is willing to support your application
- 8 All applications will need to submit a reference from an established organisation that is willing to support your application
- 9 If your application is successful and you are awarded a grant you must provide a copy, or be working towards, a Vulnerable Adults Policy. A Child Protection Policy may also

be required in some circumstances. Support with this will be provided by your local grants manager if needed.

- 10 Provide names and contact details of at least two trustees or members of your management committee
- 11 The Project shall ensure that it promotes equality of opportunity to all individuals of the community in its service delivery, its internal employment and management practices, and in its dealings with any partners or contractors. If you need help/support with this please contact your local grants manager.
- 12 You must inform us if you receive any further funding for the project during its' course.

What type of activities will be considered for funding?

ESF Community Grants will focus on hardest to reach communities and unemployed/economically inactive individuals who have difficulty in accessing mainstream provision and /or ESF funding. The programme will support a range of activities that may include:

- 1 Initial help with basic skills.
- 2 Taster work experience including voluntary work.
- 3 Training advice and guidance.
- 4 Job search assistance.
- 5 Confidence building and personal development.
- 6 First contact engagement activities, e.g. to provide support to individuals overcome barriers to learning and/or employment.

Who cannot be funded?

- 1 Individuals.
- 2 Statutory organisations (such as local authorities, schools or colleges).
- 3 Voluntary Sector activities that are intended solely to benefit the users of statutory service (such as projects benefiting schools).
- 4 Organisations that are affiliated to, and receive funding from, national organisations
- 5 Political groups or activities promoting political beliefs or activities promoting religious beliefs.
- 6 Grant-making bodies applying for funding to redistribute to individuals or groups.
- 7 Counselling for personal issues is not eligible for funding.
- 8 People in employment.
- 9 People under 18 years of age

Grant Size

1. Maximum grant that can be awarded is £12,000 and the minimum is £1,000.

THE APPLICATION PROCESS

Each applicant must complete a form which is considered by a panel who decide on all successful applicants. Once received, your application will be assessed against the ESF Community Grants Criteria stated in this document. The panel will then meet to appraise your application four weeks after the closing date. All applicants will be informed in writing of the Panel's decision within three weeks and reasons why if rejected or if special conditions have been added.

Panel meetings will be held as follows:

Panel Meetings	Deadlines for applications
22 November 2011	28 October 2011 – 12 noon
20 March 2012	17 February 2012 – 12 noon
25 September 2012	24 August 2012 – 12 noon
5 February 2013	11 January 2013 – 12 noon

Any applications received after this time and date will not be considered.

You must apply using the application form provided – no other forms will be accepted.

Please ensure that you complete all sections and sign and date your application.

Please ensure you enclose the following with the application:-

1. Your constitution or set of rules
2. Your last three years accounts
3. Your bank details

Only hard signed copies with the above enclosures will be accepted and any email applications and incomplete applications will not be considered.

If you need help with the application please contact your local grants manager.

Applications will be acknowledged on receipt within 5 working days. Please contact us if you have not received notification in this period.

Only one application per organisation for each funding round will be accepted and priority will be given to first time applicants.

A detailed financial budget must be included in your application, this will be the basis of the financial monitoring of your project. All evidence of financial transactions must be kept and included in the End of Grant report.

If successful with your application you will not be able to apply again until your grant is finished and your End of Grant form and relevant documentation has been completed and returned.

You will need to show evidence of Risk Assessment on Health and Safety issues and have an Equal Opportunities policy and sustainability policy. Support will be provided to work towards these policies if not in place at the time of application.

For organisations based in Sussex please return your application form, recorded delivery, to your local ESF Community Grants office below:

ESF Community Grants Office
Action in rural Sussex
Sussex House
212 High Street
Lewes
East Sussex, BN7 2NH

More contact details can be found on the front of this form.

APPLICATION FORM GUIDELINES

The following gives guidance for completing the ESF Community Grants application form.

Please ensure you:

- attach the correct value postage stamps on your application as insufficient postage may result in delays.
- send your application recorded delivery.
- remember to take a copy of your application as you may need to refer to it at a later stage.

If you need further assistance to fill in the form or help with any aspects of your project, such as drafting your Vulnerable Adults Protection Policy, Child Protection Policy and or Constitution, setting up your management committee, preparing project budgets, please contact your local area ESF Community Grants office. Contact details are on page one of this form. All these requirements will need to be in place by the time you apply.

Details of Applicant Organisation

The following information is required:-

- Name of Organisation
- Address
- Area project activity will take place
- Contact name and contact details of person responsible for activities
- The Project name
- Total grant requested
- Project start and finish date

Brief description of your Organisation

Please give a short description of what your organisation does and how and whom it supports.

If you are linked to a national organisation, you can only apply if you are independent with your own management committee and bank account, and control over your income and how you spend it.

Overview of the Project

Please give details of the project for which you require funding.

- What is the timescale.
- You will need to get quotes from external suppliers to accompany your application
- Please include a brief action plan or timetable of activities.

Who will your Project be helping?

Who will be helped by your project and how will it help them re-engage in learning or activities that work towards employment. Priority will be given to target groups listed in the Guidelines. Please also include who you will be working with and how many people this will involve.

What impact will your Project have on Target Participants

Please briefly tell us what difference your project will make in the community or to the participants and what steps will you take to assist their progression towards further learning or employment opportunities upon completion of your project.

How will the Project be managed?

Please tell us what systems and procedures you have in place to be able to monitor the finance and activity.

History of grants funding support

Please list details of any funding your organisation has received in your last three financial years. Priority will be given to those who have been in receipt of less than a total of £300,000 income over this three year period.

Please include contracts and service level agreements and where these were awarded from. This should include any applications for European Social Fund money either as an applicant or a partner. If any of these were successful please state amount funded and dates and times of funding. You will need to tell us if you have been unsuccessful and briefly why. Please list any current applications for which you are awaiting responses.

Is any funding coming from elsewhere for the activity for which you are applying.

If this application is part of a larger project that is being funded by someone else, please explain who is funding what activities and give a breakdown of all relevant costs.

Reference

Please provide contact details including name, organisation, telephone number, e-mail address of an organisation you have worked with previously. Please also state the relationship between your organisations. This reference will be contacted before your application is assessed.

Costs/Budget

In the table provided please let us know the total cost of your project. Please note the following:

- You can apply for a minimum of £1,000 up to £12,000
- Funding is for projects that **MUST** be completed by 30 September 2013.
- Funding is available for all costs related to the successful delivery of your project.
- The core costs of your group cannot be funded.
- Administration costs should be included in the budget

Capital items and equipment can only be funded if they are critical to the success of your project. You will be required to submit quotes, receipts and product details of any equipment funded through the ESF Community Grants Programme. Only a maximum of 10% of the grant can be used for capital costs except in the case of very specialist equipment (eg for people with disabilities) although it should still not significantly exceed the 10%. Any equipment purchased must be under £1,000 per item. You must be able to provide relevant insurance in the case of a successful application.

Please make a clear breakdown of all costs e.g.

- Staff Costs
- How much per hour
- Number of hours
- Other actual direct costs incurred by your organisation in delivering the Project
- All costs must be based on actual costs incurred by the organisation

Note. There are a number of administrative tasks required to complete the funders requirements, please ensure that this is covered in your budget, but costs should be realistic and illustrate "Value for money".

Equal Opportunities

The European Social Fund and the Skills Funding Agency and Surrey Community Action are committed to ensuring that its grants are available to all eligible groups without discrimination. They likewise require groups receiving grants to be open, fair and inclusive, in the way they run their group or activities.

IF YOU ARE AWARDED A GRANT YOU WILL NEED TO

Provide Surrey Community Action with the following, or be working towards

- Health & Safety Policy
- Equal Opportunities Policy
- Sustainability Policy
- Vulnerable Adult Policy
- Child Protection Policy, if applicable
- Risk assessment carried out before the start of the project
- Relevant public and employer liability insurances
- Contact details of all your Trustees/Management Committee
- CRB checks (where applicable)

Support can be provided from your local Grants Officer.

Sign a contract confirming your agreed budget and eligible activities.

Keep all financial records to support expenditure, such as original invoices, receipts, bank statements, staff time sheets, pay slips, job descriptions and expenses payments and provide Surrey Community Action with summary statement of expenditure and copies of invoices/receipts attached for each grant at the end of the project.

Projects will be monitored during the project lifetime and financial evidence must be available to the grants officer. Failure to provide full financial evidence of grant spend will result in monies having to be returned to the Funders.

Provide required information in line with ESF/SFA funding requirements:

ESF ILR forms, Initial Assessments, soft outcomes and learning progression forms signed by each participant.

Summary sheet of learners

End of Grant project report

Copies of this documentation can be requested anytime during application process, if necessary

All originals must be kept until at least 2022 to comply with ESF/SFA (Skills Funding Agency) rules.

Display the European Social Fund, Skills Funding Agency and Surrey Community Action logos on all forms, letters, posters, leaflets and other publicity materials that are produced for your ESF Community Grants funded project.

Ensure an article about your project acknowledging that ESF Community Grants South East Region 2011-2013 funded the project appears in a local paper or newsletter (local paper preferred) – or an agreed alternative.

There will be a minimum of 2 contacts with all grant recipients during the course of their projects and additional contacts and/or visits carried out where it is judged that these are necessary to ensure all grants are completed in accordance with their contracts.

Surrey Community Action complaints procedure and appeals policy are available from their office on request.

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