



SOUTH EAST REGION ESF COMMUNITY GRANTS

GUIDE to the GRANT and APPLICATION PROCESS

COMMUNITY GRANT CRITERIA

Please read these notes carefully before completing your application form. Please contact the ESF Community Grants office at Community Council for Berkshire on 0118 961 2000 or Email communitygrants@ccberks.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.
3. You must be based and provide your services in South East England.
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 benefitting from these grants will be experiencing barriers to access services and will not be in paid work or 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 16 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 we 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. You will need to be able to explain how the applicant organisation will access the funding if Surrey CA pays it to another organisation.
6. You must list your expected benefits 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. If your application is successful and you are awarded a grant you must provide a copy, or be working towards, your Vulnerable Adults Policy. A Child Protection Policy will be needed where children under 18 yrs are involved. Support with this will be provided by your local grants manager if needed.
9. You must inform us if you receive any further funding for the project during its' course.
10. Provide names 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.

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. 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.

Grant Size

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

THE APPLICATION PROCESS

Panel meetings are held six monthly. The next application deadline is at noon on 22nd April 2009.

Any applications received after this time and date will not be considered. Only hard signed copies will be accepted and any Email applications will be rejected. You must apply using the application form Version (2) provided – no other forms will be accepted. Please ensure that you complete all sections and sign and date your application. 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.

Please enclose with the application:-

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

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

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

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

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 which can be found on your application form. 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.

For organisations based in Berkshire please return your application form to your local ESF Community Grants office below:

ESF Community Grants
Community Council for Berkshire
Epping House
55 Russell Street
Reading
Berkshire RG1 7XG

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

If you are awarded a grant you will need to

Have or be working towards, a Vulnerable Adults Policy, a Child Protection Policy if applicable and ensure that all tutors, staff and volunteers supervising vulnerable adults and children have an up-to-date CRB (Criminal Record Bureau) check. Support will be provided with this if needed.

Keep financial records to support expenditure, such as original invoices, bank statements, staff time sheets, 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. The applicant organisations should keep the original receipts/invoices for their own audit purposes. These originals must be kept until 2020 to comply with ESF/LSC rules.

Sign a contract detailing your agreed budget and eligible activities.

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

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

Complete an End of Grant report at the end of your project.

Organisations receiving ESF Community Grants funding will need to complete an ESF Short Record form for each of their participants, and ensure these are signed by the participant. The applicant organisations will need to submit the original signed forms to Surrey Community Action. (These can be sent to your local office who will forward them on to Surrey CA.)

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.

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. Please 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
- Your 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.

The management committee are the people responsible for taking decisions for your group. Please let us know how many individuals are on your management committee and enclose on a separate sheet their names and relationship, if any, to other management committee members or paid staff.

You do not need to be a registered charity to apply for a grant. We do however need to know your registration number if you are registered. If you belong to an umbrella organisation please include the main registration number. If you are not registered you will need to have a constitution or a simple set of rules which outlines what the group aims to do and how it shall be managed.

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. Only target groups listed in the Guidelines will be eligible. 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 waiting 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.

Costs

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 can be completed by 30 September 2010.
- Funding is available for all costs related to the successful delivery of your project.
- The core costs of your group cannot be funded.
- 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. All costs should be realistic and illustrate “Value for money” e.g. disproportionately large Admin costs will affect the result of your application.

Equal Opportunities

The European Social Fund and the Learning and Skills Council 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.