

GRANTS TO ORGANISATIONS 2020/2021

Guidance Notes to Applicants

Please read these guidelines before you start your application. The maximum amount you can apply for is £3,000.

Note that these grants are not a statutory service and are available at the discretion of Southend-on-Sea Borough Council. Applications will be reviewed on a weekly basis by the Infection Control Stee

To apply for a grant, you must email your request to Nicola Mickleburgh - nicolamickleburgh@southend.gov.uk. Please provide details on how your project will put measures in place to reopen safely and within Government guidelines, along with a list of items you would like to purchase and their costs.

WHO CAN APPLY You <u>can</u> apply to this fund if you are:	WHO CANNOT APPLY You <u>cannot</u> apply to this fund if you are:
Constituted, not for profit community or voluntary group or registered charity.	A statutory body such as a local authority, Parish Council, Police, or a health body such as a hospital or GP surgery.
An organisation providing benefit to residents of the borough of Southend-On-Sea.	An organisation whose aim is to make a profit, including private businesses and sole traders.
A Social Enterprise or Community Interest Company. You will need to demonstrate the voluntary status of your organisation – this will be in your articles of association or constitution etc.	Proposing a project that DOES NOT benefit Southend-on-Sea Borough residents, or the local community.
	A politically affiliated group. Or an organisation proposing a project that includes party political activities or activities which are a statutory obligation.
	The funding cannot be used for the furthering of religion or political aims.

What do we fund?

WE <u>WILL</u> FUND	WE <u>WILL NOT</u> FUND
We will fund small projects and items which ensure measures are put in place to reopen safely and within Government guidelines.	This funding cannot be used retrospectively to compensate for expenditure incurred before 1st October 2020.
We do fund contributions towards refurbishments of community buildings, however this must be for the purpose of Infection Control measures.	We do not fund fixed building costs, which includes utility bills, WiFi and printing costs along with any other items which contribute towards the daily operation of your organisation.
The fund will support groups where there are wellbeing, cultural or educational benefits to individuals.	We do not fund equipment that does not relate to Infection Control.
We do fund digital equipment e.g. computers, laptops, tablets or phones, as long as there is clear evidence of need and supports Infection Control measures.	We do not fund parts of large building projects such as new builds.
Steps to limit the use of public transport by members of staff, volunteers or service users,	We do not fund individuals, i.e. people who are not part of a group or organisation.
Projects which will enable community interaction and face to face support.	
We will fund projects or items where Infection Control measures are put in place for reopening of services.	

The table above is not a definitive guide and you are encouraged to contact the Nicola Mickleburgh on the Integrated Commissioning Team if you have any queries or wish to discuss your project before applying. Please see contact details at the end of this document.

If you would like any assistance in writing your project bids then please contact Gemma Cartwright at SAVS - GCartwright@Savs-southend.co.uk.

Your Application

How To Apply

1. Send an email which includes details on how the funding will put measures in place for reopening safely and within Government guidelines, a full list of items and their costs. This information should include how it will be spent.
A spreadsheet will be provided to you once your grant has been agreed, which must be fully completed and returned.
2. Complete the bank details form including your headed paper, which will be sent to you when the grant is agreed, and return it via email. Please ensure your recent business bank account.
3. Email nicolamickleburgh@southend.gov.uk with your governing document and full set of accounts.

Please note that we are not able to accept original documents. In all cases, a photocopy or scanned copy will be sufficient as long as they are all clearly legible. We are not able to accept unclear copies.

All applications and the information contained within them, will be treated confidentially. Southend-on-Sea Council would never share any information with third parties.

General Advisory Notes

“Community Buildings” are buildings, which are owned or leased (with at least 5 years remaining) for the benefit of the community and run by a management committee or association containing community members/residents.

If you want to run more than one organisation, please apply separately for each; however, please be aware that we are not able to fund more than one project submitted by the same organisation.

We will be unable to consider applications for activity which has already taken place.

You must be able to spend the **ENTIRE** grant by **31st March 2021**.

Refurbishment contributions can include boilers, kitchens, toilets, ramps, floors etc. but the building must be a “Community Building” that can be used by more than one user group and you must include permission from the owner of the building. It must also be for the purposes for the prevention of Infection. If you are not sure, please contact us first.

Closing Time/Dates for Applications, 2020/21

Please make an application for the funding as soon as possible. All applications will be reviewed when received with the final date for submissions being 31st December 2020.

Assessment of Applications

We may receive more applications than the budget can fund, so we may fund part of the amount you have requested or none at all, even if your project meets all of the criteria.

Applications are assessed against the benchmark set out on government guidelines and final decisions are made based on the criteria met.

Successful Applications

Successful applicants will be informed by email and confirmation will be sent accordingly. A business questionnaire and spend spreadsheet will be attached to your confirmation email, and they must be fully completed. A grant is awarded to successful applicants on the understanding that it be used for the purpose stated in the application email. Funds must be spent or there must be a commitment to spend, by **31st March 2021**.

Any of the Councils' grant aid which remains unused, or cannot be used for the purpose for which it was awarded could be repayable to the Council. If you experience problems with spending the grant at any time before **31st March 2021** then you must contact the Integrated Commissioning Team.

Payments are made by BACS, please ensure that you fully complete your bank details on headed paper, with the form which will be provided and attached to your grant confirmation email, in order for the funding be paid.

The spend spreadsheet must be fully completed and returned by email to Nicola Mickleburgh (contact details below) by the **10th April 2021**. This document can be returned sooner, if you have spent the funding prior to **31st March 2021**.

Unsuccessful Applicants

Unsuccessful applicants will be informed by email. Feedback will be available to all organisations who do not receive funding and further discussions can be made to support any future applications.

Monitoring and Evaluation

We monitor and evaluate all successful applicants to ensure that funding has been appropriately spent. A reminder will be sent one month before the spend deadline of **31st March 2021** if we have not heard from you about the spending of the grant. the end of your project. All receipts and a breakdown of expenditure must be kept for audit purposes.

Support and accessibility

If you require any assistance with the completion of your application please contact the Nicola Mickleburgh: 07768 497568 or email: nicolamickleburgh@southend.gov.uk.

For Translations, Large Print and Braille please call 01702 215000 or visit <https://www.southend.gov.uk/equality-diversity-0/translating-interpreting-transcribing>.

