Communities and Service Support
Voluntary Sector Commissioning

Stronger Neighbourhoods Grants
Guidance Notes

Please make sure that you read the guidance notes before completing the application form.

You should also read the details of the assessment process enclosed with this pack.

If you have any questions about how to complete this form, or if you would like a copy of these documents in a different format, please contact us:

Kala Wild
Tel: 01422 393003
Email kala.wild@calderdale.gov.uk
Text via 07872100656

These documents, including the application form, are available in large print and as a Word document.

The completed application needs to be with us by 12.00 noon, Monday 6th November 2017.
**Guidance Notes**

Please read these notes carefully before you apply.

These guidance notes and the other documents in this information pack are to help organisations apply for the Stronger Neighbourhoods Grants. These grants will support universal and preventative projects that meet the Communities and Service Support Objectives and the Council’s new Vision to be the Best Borough in the North.

If you are interested in any other parts of the voluntary sector commissioning scheme, including Small Grants, please contact us. Please do not use these documents to apply for any other parts of the scheme.

Please note that you cannot apply for both Cultural Objectives and Stronger Neighbourhoods funding.

The deadline for completed applications is 12.00 noon, Monday 6\textsuperscript{th} November 2017. Your application must be with us by that time. We will not accept late applications.

### Section 1: About your organisation

1a) Organisation name

Please make sure that the name is the one used on your organisation’s bank account.

We are happy to accept joint bids, if you want to run a project in partnership with another organisation. If you are putting in a joint bid with other organisations, you should list details for all partner organisations in section 1c, but please identify one partner as the ‘lead’ organisation to act as the main contact.

1b) Organisation address

If your organisation is a registered company or charity, please give the registered address.

1c) Details of other organisations involved

If you are applying as part of a consortium please list other organisations involved

1d) Contact name

1e) Contact address

The contact can be anyone within your organisation. It does not have to be the Chair, or Treasurer, or any other officer – it can be a member of staff. We will contact this person if we need any additional information, so it should be someone who knows the details of your application and is ideally available at that address during the assessment period.

1f) Contact daytime telephone number (or text phone)
1g) Email address

Again, this can be anyone in your organisation, but please make sure they know the details of your application, and are available at some point during office hours. Let us know any restrictions on time, e.g. if we can contact you only in the morning, or afternoon.

1h) Do you have a constitution or similar document?

You must be set up as an organisation to bid for this scheme. This means you must have a constitution or similar document. This may be a trust deed or the rules of the organisation, or a memorandum and articles if it is a registered company. It does not matter what it is called, but it must at least set out the aims of the organisation and how the organisation is run. It must clearly indicate that the organisation is a voluntary group, not established for the profit of or financial benefit for the people who are running it.

You must send us a copy of this document, signed and dated at the time of adoption or amendment, with your application.

1i) What does your organisation do?

This should give us a more specific idea of what your organisation actually does. This should cover all of your activities, not just the service that you are applying for.

1j) Minimum management standards

At the back of the application form (in the appendices) is a list of all of the management standards you have to meet if we fund your organisation. If you do not currently meet the standards, then please explain how you will meet the standards if you are funded, please provide a timescale.

We would not fund an organisation which did not meet the standards unless you had solid plans in place to make changes within the first 12 months of funding.

1k) Do you already receive funding from Calderdale MBC for any other part of your organisation?

Please include any grants, contracts or in kind support that you receive from any part of Calderdale MBC. Please give us enough information to be able to identify the funding, e.g. “Contract for £15,000 with adult & children’s services; CMBC contact.

1l) Explain and demonstrate how funding your organisation in particular will achieve the benefits associated with the voluntary sector

We think that there are things about the way that voluntary groups work which are particularly positive. We are more likely to fund your organisation if you can show that your organisation is particularly strong in these areas.

Access to match funding
Value for money and added value
Reach into excluded and vulnerable groups
Leading, developing and Sharing Best Practice
Section 2: What are you applying for?

a) What Objective does your project/service address?
This funding is to support services and projects that contribute to **Stronger Neighbourhoods Objectives**.

The Stronger Neighbourhoods Objectives document highlights the work where we think the voluntary sector is contributing. If your work falls within these Objectives, please give as much information as possible including the associated outcomes. If you cannot see how your work relates to any of the Stronger Neighbourhoods objectives, then this grant scheme is probably not the right scheme for you to apply for. You can contact us to discuss this if you are not sure.

2b) What is the aim of your project/service?

Please try to be as specific as possible. If you are targeting a particular group, please tell us what group, and why. **We want to fund universal and preventative services linked to the Stronger Neighbourhoods Objectives, as we think grants are particularly good at supporting this work, it is better for people, and adds value to other services.** So if you are providing targeted services for a particular group, you will need to explain how this is preventative, or how the group is big enough to be considered universal for a particular community.

For example, you might only work in one particular town in Calderdale, but what you do might be open to anyone in that town, or might impact on everyone. **It would be a universal service for that town.**

Another example: you might work with a particular group of people, e.g. older people, and focus on preventing something for that group, e.g. offering dance lessons to help people keep active for longer. **This is a preventative service**, and would be potentially open to lots of people.

It would be harder to show you were offering a universal and preventative service if:
- Your client group is very small
- You are focusing on a problem that only affects a very small number of people
- You are providing a very intensive and focused service for people with very high complex needs
- There are stringent requirements people have to meet before they can use your service.

If you are not sure about this, please contact us to discuss it before you apply.

2c) What does your project/service do, and how is it delivered?

You need to tell us exactly what you intend to do, and how you are going to do it. **Please be as specific as possible, and please don't assume that the person assessing your form knows what you do already.** We want to fund specific services or projects, not just give a general contribution to a much bigger cost. So we will not fund “general activities” or “running costs” unless we can see what exactly you would do with our money and what would happen as a result.
2d) How do you work with other organisations tackling this issue (partnership working). Are there other organisations working in the same area as you or with the same client group?

Please tell us how you work in partnership with other organisations in your field. This can include public agencies like the Council and other voluntary organisations. If you are part of any formal partnership or strategy, please give details. In particular, it will help your application if you can show how your work adds value to the work of others.

2e) Will you provide support, share good practice or resources with other VCS organisations in Calderdale?

The Council is keen to encourage support, sharing of good practice and resources within the voluntary and community sector, working alongside the Voluntary Sector Infrastructure contract. Use the space provided to tell us how you would support other groups if your application is successful. If you will be providing support, sharing good practice or resources to other VCS organisations please tell us how the support or resource will be accessible and how it will be delivered.

If you are already providing support, sharing good practice or resources please provide details of how this works and how you intend to continue delivering this.

2f) What evidence do you have to show that your service/project is of a high quality?

For some areas of work, or types of organisation, there are externally audited quality marks which your organisation can apply for. This is not true for everyone, although there are general quality marks for the voluntary sector, which would help your application. If you are working towards a quality standard please provide your timescale for this.

If there are no external quality standards for the work that you do, you will be expected to have internally assessed standards, and be able to explain how we can be sure that the service you provide is of a high quality.

2g) How long do you want us to fund this service/project for?

You can apply for up to three years’ funding through this scheme. Funding for more than one year is awarded subject to satisfactory performance, and is conditional on the budget level agreed at Annual Budget Council in March each year. All awards will begin in Year 1. Your organisation may be offered funding that begins in Year 2. Profiling the funding this way will allow us to fund more organisations.

Section 3: Impact

How will you measure what your service/project is achieving and whether it makes a difference?

This is all about how YOU know that you are doing a good job, and making a difference for the people you work with.

We do not want to put extra monitoring requirements in place if there is something that you already use. That is why we do not have standard outputs or outcomes that we are asking...
you to achieve. As a well run organisation, you should have ways that you measure what you do, and the impact it has – we are happy to look at using these to measure our funding too.

You need to think carefully about the outputs and outcome of your service/project and how they relate to the stronger neighbourhoods themes. If your application is successful, we will come back to these outputs and outcome to set up the funding agreement with you.

### Section 4: About Funding

#### 4a) How much are you applying for?

Please make sure that you include all of the costs that you need us to provide to deliver the service, including inflation and where relevant, an element of core costs. Please remember that we will not fund just general core costs, they need to be related to the specific service or project you are asking us to fund. **Please note that the minimum you can apply for is £10,000 and the maximum that you can apply for is £30,000 per annum for up to 3 years.**

#### 4b, 4c and 4d) Are you applying for all of the funding for this?

If you are not, please give details of what other funding has been secured, and indicate where you are still waiting for confirmation of funding from other sources.

We do not have a particular percentage that you need to have in matchfunding, as circumstances are different for different types of project.

However, matchfunding is important in showing value for money. We would like to see our money used to gain matchfunding from external sources wherever possible. Organisations that can secure lots of extra funding through matchfunding will be more likely to get a high ranking when we assess the applications.

If you do not have any matchfunding, and do not intend to seek matchfunding, it would help your application if you explained why not.

You should also include in kind contributions such as volunteer time. If you are including in kind contributions, please attach a separate sheet showing how this contribution has been calculated, EG number of volunteer hours, amount charged for one hour of volunteer time etc. This helps to highlight the added value of your service.

#### 4e) What will happen to this service/project when our funding ends?

If this is a time limited project please tell us how you will bring it to a close. If your organisation plans to continue the service after the end of this funding, we need to know how you will achieve this. Please give details of any plans you have to access other funding sources, develop income-generating services etc.

### Section 5: Supporting information
5a) You need to provide us with a copy of your constitution, or similar document, and a copy of your most recent accounts.

If your organisation is new, and has not been operating for a full accounting period yet, please send an income and expenditure forecast instead.

5b) Any other information

This information pack includes a detailed explanation of how we will assess your application. You should read this so that you know what we are looking for in your application.

If there is anything that you haven’t already mentioned somewhere else in the form, please include it here. You can use a separate sheet if necessary, but please don’t send lengthy reports or documents unless you highlight the specific information you want to show us.

Privacy notice

This explains how we will use the information you give us on the application form, and gives you the chance to tell us if you don’t want to receive any information from us in the future.

You need to sign and return the form to us,
along with any accompanying information, by 12.00 noon, Monday 6th November 2017.

You can return the form electronically, via email, or you can send us a printed version.

If you are going to send a printed version, please note: The form needs to be with us by 12.00 noon, Monday 6th November, 2017.

If you send us the form electronically, please add an electronic signature, or print out the signature page, sign it and send it to us separately.

Email to: kala.wild@calderdale.gov.uk

Printed version to: Kala Wild
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