

**South East LEP ESF Community Grants**

**Application Guide**

 **Round 3**

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**Introduction** **to** **Community** **Grants** **programme**

The SELEP Community Grants Programme is part funded by the European Social Fund (ESF).

There is a total of £617,268 available over the lifetime of the programme. This is being delivered in funding rounds between April 2019 and May 2020. The fund has been allocated in proportion to the claimant counts in the SELEP areas of Kent, Medway, East Sussex, Essex, Thurrock and Southend. Individual grants will be between £10 and £20k.

Round 3 funding is available in Essex, Southend on Sea, Kent, and Medway.

The objective of the community grants are to enable locally targeted support consistent with the challenges set out in the SELEP Skills Strategy and to:

* Develop the capacity of the community and to meet local needs.
* Undertake activities that promote social inclusion.
* Build employment and enterprise skills through the voluntary and community sector.
* Provide intensive support to help upskill individuals and move them towards and to enter work.
* To engage those individuals who are the hardest to reach through innovative approaches.

Overall targets for the whole programme are that 504 participants take part in activities provided through grant funded delivery and of these 17% progress into paid employment and 14% into education/training.

All funded activities will be no longer than 12 months. All awarded projects must report their agreed outcomes and results no later than 1 month from the project end date. Grant holders must explain in their grant application how the required outcomes will be achieved in the project timeframe

Successful candidates will be required to ensure that their project adds value to and doesn’t duplicate any delivery that can be arranged locally through existing projects.

Where appropriate, delivery should involve collaboration with current relevant ESF and local programmes and facilities invested in by the LEP. More information is available at www.southeastlep.com (click on Local Enterprise Partnerships, choose South East. This will show the south East LEP boundary. Then click on Place/Postcode Search).

CXK will make payments in 4 equal amounts throughout the life of the project. The first 3 are payable in advance. The final payment will be in arrears and subject to receipt of all paperwork and evidence, Up to 50% of the grant can made in available in advance of delivery. If you would like to receive payment on this basis rather, please use the text box in section 6 of the application form to tell us what percentage you require and explain why it’s needed

**Eligibility**

SELEP Community Grants are available to Third Sector Organisations or Small Organisations. Small organisations are defined as employing fewer than 49 full time

equivalent staff and have an annual turnover equal to or under £10 million or balance sheet equal to or below £10 million.

Applicants are expected to have a minimum of three people on their Management Committee, Board of Trustees or equivalent, (chair, secretary & treasurer).

Participants in funded programmes must be at least 16 years old, unemployed or economically Inactive and resident in the SELEP area. Projects must be delivered in the SELEP region. You can identify postcodes within the SELEP area here: <http://www.ukassistedareasmap.com/ieindex.html>

**Activities** **which** **will** **be** **funded**

The SELEP Community Grants Programme is intended to enable grant holders to support unemployed and economically inactive people to move into employment and/or to move closer to the labour market by improving access to local education, employment and skills provision

Priority groups will be participants:

* over 50 years old
* with disabilities
* from ethnic minorities
* who are women

For the second round of funding Homeless individuals across the LEP can also be considered.

In Essex, there is a particular interest in projects that;

* deliver digital skills
* promote economic inclusion (the opening up of economic opportunities to under-served social groups)

Projects funded by Community Grants can deliver a wide range of activities including but not limited to:

* First contact engagement activities, e.g. activities that benefit Participants who are not normally in contact with official organisations for example but not exclusively DWP, FE Colleges, for example by arranging events or training in places that Participants feel comfortable to visit.
* Projects to improve confidence, motivation and social integration such as sport, gardening, music, art and other creative activities.
* Developing local networks and groups to support people to get a job or access learning e.g. Job Clubs or Learning Champion type activity.
* Softer skills development e.g. assertiveness, anger management and motivation.
* Innovative approaches to attract under-represented participant groups into learning.

ESF funded programmes are subject to a strict set of regulations which much be adhered to. It’s important for organisations who are applying for funding to understand that failure to provide timely monitoring information of project activities and participants will result in the withholding of grant payments. Organisations must also be able to provide evidence of all delivery costs incurred. When calculating your project budget, you should ensure that you have allocated sufficient resource for this work.

CXK has provided standard forms to enable grant holders to provide the necessary project monitoring data. They can be found on our website at www.cxk.org/community-grants

**Basic** **Requirement** **and** **Standards**

To ensure that funded organisations are well managed and provide good quality services they must achieve the following baseline standards. Please include a copy of the documents referenced with your application as detailed in the attachments checklist at section 9 of the application form.

You will be expected to have up to date and compliant Safeguarding, Equality & Diversity and Data protection Policies in place. These must:

* Have a clear revision history showing when the policy was last reviewed and when it will next be reviewed.
* Be signed off by a senior person within the organisation
* Reference and be compliant with current legislation
* Apply equally to staff, volunteers and participants.

Legal Structure

A legal structure that is appropriate to the size and nature of the organisation, set out in a constitution or memorandum & articles of association that clearly outlines the aims and rules governing the organisation.

Accounts

Accounts must be appropriate to the size and nature of your organisation.

Guidance for charities is available here: www.gov.uk/prepare-charitys-annual-accounts

Guidance for companies is available here: www.gov.uk/government/publications/life-of-a-company-annual-requirements/life-of-a-company-part-1-accounts

Equal & Diversity

Adoption and implementation of an equal opportunities statement or policy that reflects current legislation, including the Equality Act 2010, the Disability Discrimination Act 1995, 2005, the Equality Act 2006, the Race Relations (Amendment) Act 2000, the Sex Discrimination Act 1975, the Disability Discrimination Act 1995 and the Human Rights Act 1998 and provision of appropriate training for trustees, staff and volunteers.

Safeguarding

Organisations which provide services that involve access to, or having contact with, children up to the age of 18 years must meet the statutory requirements under the Protection of Children Act 1989 and ensure protection and prevention of abuse and child protection policies are in place.

Organisations are to be aware of their responsibilities towards vulnerable adults within their service provision and to have policies and procedures for the protection of vulnerable adults that are compliant with relevant legislation.

Data Protection and privacy

Compliance with the General Data Protection Regulation (GDPR) as it applies in the UK, tailored by the Data Protection Act 2018. Organisations will be expected to have a written policy covering data protection and privacy.

Insurance

Ensuring that appropriate insurance certification and licences are in place.

Health & Safety

Organisations awarded grants must meet legal requirements under current Health and Safety regulations. In particular statutory obligations covering employees, volunteers and members of the public and buildings. For example, carrying out risk assessments and having fire certificates where appropriate.

**Monitoring** **&** **Evaluation**

ESF monitoring requirements are stringent, and failure to adhere to them will result in grant payments being withheld. CXK has provided forms to enable you to provide this information, which you can find on our website www.cxk.org/community-grants. We advise that you review them to ensure that you have allowed sufficient budget to manage the process.

In order to help you understand and manage the administration requirements and processes, grant holders will be given mandatory training by CXK.

**Marketing** **and** **Publicity**

Successful applicants will be required to comply with The European Social Fund branding requirements. For more information please read the Marketing and Publicity guidance document which is available on our website www.cxk.org/community-grants.

You will be required to provide case studies that illustrate the impact of the grants, more information on this is available from the resources section of our website www.cxk.org/community-grants/community-grants-resources.

**How** **to** **apply**

Complete the application form along with the required supporting documents listed in section 10, add them to a zip file and email it to **ESFcommunitygrants@cxk.org**. Please include your organisation name in the file name of all documents sent.

Please note that applications must be typed.

A separate document is available on our website which explains the criteria which is used to score applications.

Please answer all questions on the application form.

If your response contains misleading statements or information this could make your application invalid.

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| **Section** **1.** **About you** |

Please provide the name and contact details of the person completing the form. It is helpful if you can provide a daytime telephone number so that you can be contacted to discuss the application if we have a query.

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| **Section** **2.** **About your organisation** |

Please provide details about your organisation and any partner organisations. This information will be used to inform assessment of your organisation’s eligibility and capacity to manage a community grant.

CXK intends to contract with one organisation who will be responsible for the performance of any partners or suppliers. If your application involves a partnership bid, then the lead organisation should complete this form and provide partner details on the Partner Details form that you can find here: www.cxk.org/community-grants. Please let us know how much of the grant is expected to be spent by each of the partners.

Please provide the information from your latest set of accounts. This section must be completed, please do not just write a statement referring the assessment panel to your accounts.

Please confirm that you have sufficient and appropriate insurances in place to cover your proposed delivery activities.

Please tell us about your reserves, how much you have in reserves and what they are for. Please remember to provide a copy of your reserves policy, if applicable.

Please attach a copy of your most recent accounts to your bid submission together with a copy of your most recent bank statement. Please feel free to redact transactions, but we would like to see your balance. This information will be used to assess the financial sustainability of your organisation.

If your governing document doesn’t detail your delegated financial controls, i.e. your process for releasing money from your organisation, please detail them in the box provided, including how release of funds is authorised and how many signatories are required.

This information will be used to inform assessment of your organisation’s eligibility and capacity to manage a community grant.

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| **Section** **3.** **About** **your** **project**  |

This section of the form asks you to describe in detail what you want to do with the grant.

Tell us what your programme will deliver, what its aims are, why this suitable for your participants and how you intend to evidence this. Be as specific as possible about what it is you are hoping to achieve and how this will be done.

Please show how you know there is a need for your activity and the benefits and outcomes that your project will achieve and how you plan to publicise your project, particularly how you will make your target participants aware of it.

We want to know about the ‘soft’ outcomes your project will achieve. You also need to specify what percentage of your participants will progress into paid employment (including self-employment), education or training. Progressions must be achieved within 28 days of leaving your project. Progressions into education and training must be at a higher level than completed on the ESF programme OR for a minimum of 20 guided learning hours at the same level.

Please tell us the proposed start and end dates of your project and where your delivery will take place.

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| **Section 4. Meeting the aims of SELEP** |

Please tell us which SELEP priorities your project will support and how your project will achieve the priority or priorities that you have chosen.

More information about SELEP priorities are available in the SELEP Skills Strategy. You can download a copy of this and other strategies from our website here: www.cxk.org/community-grants

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| **Section 5. Compliance and monitoring** |

Please tell us how you will ensure that you will meet the ESF monitoring requirements. You should explain the process you will put in place to ensure these requirements are met. When calculating your project budget, you should ensure that you have allocated sufficient resource for this work.

Please outline the risks you have identified in delivering your project and what mitigation you will put in place to manage them. If you’re includes delivering an event, it is important that you have all the relevant insurance cover and risk assessments in place.

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| **Section 6. Project budget** |

This section of the form asks you to provide information about the anticipated costs of your project or activity

The following costs of delivering your proposed project are eligible for ESF funding:

* Staff costs (where not already funded through other sources)
* Running costs of the project (e.g. stationery, room hire, marketing and publicity costs etc.)
* Skills training and other course costs
* Administration costs directly associated with the project. Please note you need to ensure you have allowed time to complete the reporting (claim and monitoring requirements) of the programme. It is important that you have included reasonable administration costs within your budget to cover this.
* If your application includes the purchase of items of equipment, please detail them and explain why they are necessary in order for you to deliver the project.
* Costs directly associated with the participants’ involvement in the project for example, travel costs, childcare costs, subsistence while taking part in project activities, and carer costs etc.

The following costs are ineligible for ESF funding:

* Core costs of running your organisation other than those directly associated with delivery of the project
* Any costs not directly associated with the running of this project
* Any costs that have been incurred (invoiced or payment made from your bank account) before the agreed start date of your project.
* Any costs incurred after the end date shown on your grant agreement
* Any costs that cannot be fully evidenced back to your organisation’s nominated project bank account or that do not meet the evidence requirements, e.g. invoices not made out to your organisation or cash payments not previously agreed
* Any bank charges or legal fees
* Items which only benefit individuals; for example bursaries, prizes
* Activities promoting religious beliefs or political activities
* Activities that the State has a legal obligation to provide e.g. education
* Fundraising activities for your organisation or any other group or activity
* Contingency costs

Please note that this list is not exhaustive.

The form asks for aggregated budget figures as detailed below. However you may be asked for a detailed budget as part of the evaluation process.

IF the grant will be used to part fund the project, please tell us where the remainder of the funding will come from.

Staff and volunteers’ costs

Please include salaries, employers’ NI and other on costs, freelance staff fees, training costs, and staff and volunteers’ travel and attendance expenses that relate directly to delivery.

Participant costs

Please include travel expenses, childcare, subsistence and other allowances, accreditations and certificates

Property and venue costs

Lease or hire of buildings, venue hire and associated expenses

Equipment and vehicle hire

The purchase of small items of equipment should be the exception and a list of required small items, with the estimated expenditure, should be included in the application form. Your application should clearly demonstrate why they are needed.

Marketing and publicity costs

Printing, postage, stationery expenses, website and other social media channels, other publicity expenses.

Administration

ESF projects are administratively demanding, please include staff and other costs for administration.

Other expenses

Expenses that are essential to the delivery of your project and not covered in the above sections. Please detail these in the box provided.

If your budget is higher than your grant request, please tell us how you will fund the deficit. For example, if you have, or have applied to another funder, please use the text box to give us details.

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| **Section 7. Declaration** |

Please read the declaration and indicate your acceptance by ticking the box.

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| **Section 8. Permissions** |

In order to process your application, CXK will share the information that you provide with the funders of the Community Grants Programme and with representatives of a range of organisations who will make up the grant awarding panels.

CXK is GDPR compliant and ensures that the systems we use to collect or process personal data are subject to due consideration of privacy issues, including completion of one or more data protection impact assessments.

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| **9. Attachments checklist** |

Please use this section to ensure that you have included all required documentation as part of your submission. Failure to do so may result in your application being declined.

Constitution or other governing document

Please attach a copy of your Constitution or other governing document.

Most recent accounts

Please attach a copy of your most recent accounts. Draft accounts may be acceptable, please contact us to discuss if you do not have final accounts available.

Equality & Diversity Policy

Please attach a copy of your organisation’s equality & diversity policy or equivalent.

Safeguarding Policy

Please attach a copy of your safeguarding policy. This is particularly important if you are planning if you are planning to work with young people or vulnerable adults.

Confidentiality or Data Protection Policy

Please attach a copy of your organisation’s data protection policy.

Recent bank statement

Provide a recent (i.e. no older than 2 months at date of submission) bank statement for every account you hold in your organisation’s name. These can be photocopies

Partner organisation form(s)

If your application involves a partnership bid, then the lead organisation should complete this form and provide partner details on the Partner Details form that you can find here: www.cxk.org/community-grants

Modern slavery statement

If your turnover is over £36m, please attach a copy of your modern slavery statement.

Reserves policy

If you have a reserves policy, please send it with your application. If not please use the box on the application form too tell us what the money is reserved for.

Health & Safety Policy

Please attach a copy of your health & safety policy if your project includes the delivery of events or other similar activities.