

Hackney Advice Grants Programme

Guidance on completing the Advice Grant Application Form support role 2019/20

Created October 2018

Please make sure that you have read these guidance notes before you begin to complete the application form. These guidance notes provide details of the programme and information on how to apply for:

Hackney Advice Grant- strand 2- Support Role.

There is separate guidance for the Advice service linked to this grant- which can be found here [Community grants page](#).

Please make sure you also read the Advice grants framework before you complete the application. This can be found here [Community grants page](#).

1. Introduction

These guidance notes are designed to support you when completing the application form for the following Advice grants 2019/20-2020/21

- Systems thinking support role

Please read these notes in conjunction with the Advice Grant framework

Hackney Council uses an online system to manage the grants programme and applications should be submitted using the webform. Please use the webform guidance notes (see below) for further information about the online system and completing the webform.

The following documents to support you with your application can be downloaded from the Hackney Website [Community grants page](#)

- Guidance on using the webform
- Grant framework

Please include all of the required information as your application will be assessed ONLY on the information from the web form.

Detailed guidance on completing the application form 2019/20-20/21

The guidance notes follow the structure of the application form.

Eligibility Checklist

The first section of the application form is the Eligibility Checklist.

The Eligibility Checklist is not scored but if you are unable to tick yes (or not applicable) to all the boxes, your application will not be considered for funding. The webform will not allow you to progress to the application form unless you have met the eligibility requirements.

Please see the Eligibility Criteria for the Hackney Voluntary and Community Sector Grants Programme for more information on what can and cannot be funded through the grants programme.

If your application is successful you will progress to Stage 2 of the application process and you will be required to submit policy documents before a final recommendation for grant funding is made. Please ensure you have these documents in place before you apply. If your application is successful you will need to submit the following documents:

- Your organisation's set of rules, Constitution, Memorandum & Articles of Associations or other governing documents.
- Most up to date organisation's annual accounts that are independently examined or audited.
- Equality & Diversity Policy
- Health & Safety Policy
- Employers Liability/ Public Indemnity Insurance
- Safeguarding Children Policy and / Safeguarding Adults at Risk Policy (if applicable)
- The number of staff, volunteers and trustees working with children and young people and/or vulnerable adults with Disclosure and Barring Service (DBS) certificates (previously CRB checks) along with the name, certificate number, issue date and the date that the certificate was seen by your organisation. You will not be required to DBS certificates.

You do not have to submit these documents with your application, copies only need to be provided if your application is successful. If your application is successful, you will also be required to carry out a self-assessment of your policies and procedures.

Please use the self-assessment template available on the [Grants FAQs and key documents](#) page of the Hackney Council website to carry out a review of your policies and procedures to ensure they are current and meet the minimum legal requirements prior to application. If you are successful, you should ensure that any necessary updates or amendments to your policies are made prior to submitting the document to us.

It is your responsibility to ensure they are up-to-date and meet the current minimum standards required.

Notes on specific eligibility questions

a) Does your group operate on an entirely not-for-profit basis?

Organisations applying to the programme must be not-for-profit organisations which are value-driven and principally reinvest their surpluses to further social, environmental or cultural objectives. Voluntary organisations or third sector organisations include community groups, faith and equality groups, charities, Community Interest Companies (CICs), social enterprises, co-operatives, mutuals and housing associations. Please note that private businesses and individuals are not eligible to apply for grant funding from this programme.

Social Enterprises and CICs are only eligible to apply for a grant if they operate on a wholly not-for-profit-basis. This means that the following criteria must all be met:

- 100% of surplus funds are reinvested into the organisation
- Executive Directors operate in a voluntary capacity and not as paid shareholders
- As an indicator of the above, there should be a 'no profit distribution' and/or 'asset lock' clause in the governing documentation.

b) Does your group have a 'set of rules', e.g. constitution, memorandum and articles of association, set of guiding principles, or rules?

If your governing document does not have the original signatures due to having been amended or updated, you will need to have the Chair of the Management Committee sign and date the last page as a true record, and to attach a signed copy of the minutes of the Annual General Meeting that made the amendments. If you cannot find the minutes of the meeting or are not sure what document to use and the organisation is a registered charity or a company, then the Charity Commission (for charities) or Companies House (for companies) should be able to provide you with a copy.

c) Financial Accounts

To be eligible for funding an organisation must be able to submit the most recent set of annual accounts (these should be for no older than two years before the current financial year).

For organisations that have been in existence for less than 15 months, you must be able to provide a 12 month financial projection for the period in which the grant will be spent. You will also be asked to provide your most recent bank statement in the organisation's name.

d) Employers Liability and Public Liability Insurance

The Council requires all grant receiving organisations to have appropriate employers liability and public indemnity insurance. If you do not have both of these in place at the time of your application, you will be required to arrange them for your project if your application is successful. This is a condition of the grant award.

f) The grants will be awarded on a 23 month basis; they will start on 1st May 2019 and complete on 31st March 2021.

Additional application checklist - for projects working with children and young people and/or adults at risk

We need to ensure the safety of children and vulnerable adults is paramount. For this reason, all applications for projects which will work with children, young people and/or adults at risk must have the following Safeguarding processes in place. Organisations must have a Safeguarding Children and Safeguarding Adults at Risk policy in place. Staff and volunteers working with children, young people and/or adults at risk must have Disclosure and Barring Service (DBS) certificates. Projects which include community events must have a Safeguarding Children and Safeguarding Adults at Risk policy and, as a minimum, the event co-ordinators, volunteer supervisors and unsupervised volunteers must have Disclosure and Barring Service (DBS) certificates.

g) Does your organisation have a Safeguarding Children policy in place? This is required for all projects working with any children or young people.

h) Does your organisation have a Safeguarding Adults at Risk Policy? This is required for all projects working directly with adults at risk.

An adult at risk is a person over 18 who is or may be in need of community care services by reason of mental or other disability, age or illness. An adult at risk is or may be unable to take care of him or herself, or is unable to protect him or herself from significant harm or serious exploitation. An adult at risk may be a person who:

- Has a physical or sensory disability
- Is physically frail or has a chronic illness
- Has a mental illness or dementia
- Has a learning disability
- Is old and frail
- Misuses drugs and/or alcohol
- Has social or emotional problems
- Exhibits challenging behaviour

l) Does your organisation have an OFSTED registration number?- An OFSTED registration number is required for all projects providing childcare for children under 8 years of age for more than two hours a day. Refer to <https://www.gov.uk/register-childminder-childcare-provider> for further information

j) Does your organisation have Disclosure and Barring Service (DBS) (previously CRB) certificates for staff working with children and young people or adults at risk?

This is a legal requirement for all projects working with either of these groups. If your application is successful and you progress to Stage 2 of the application process, you will need to submit the number of staff and volunteers with DBS certificates, their names,

certificate number and date, and the date the certificate was seen by your organisation, in order to have your grant recommendation approved.

Section 1. Your Organisation and Grant Application

This section asks for initial information about the grant that you are applying for, your organisation and contact details.

This section is not scored

About your grant application

1.1 Named person

Applications should be made by organisations rather than individuals, but we would expect a named individual to be identified as part of the application process. If the organisation is shortlisted the named person would be expected to attend the interview with the Service Manager. Organisations can also apply for the main advice grant, but there is an expectation that that this role would work with all funded organisations.

Organisation and project contact details

1.2 Organisation's name – Please enter the legal name of your organisation, as written in your organisation's constitution or other governing document.

1.3 Also known as – If there is any other name (including any abbreviation) that you, your service users or Hackney Council ever use for your organisation, please type it here.

1.4 Project contact details – The main contact is the name of the person we can contact for further information. The position of the main contact in your organisation could be Project Manager, Project Co-ordinator, Chair, or a Committee Member. You will also need to provide the organisation's address, the email address and telephone number for the main contact of this grant application. All applications must have an email address so that the Council can contact you regarding your application. From a drop down menu you will also need to state the ward where your organisation is based. If your organisation is not based in Hackney, please select 'Not in Hackney'. Further information about the wards in Hackney can be found here: [Hackney wards](#).

1.5 Staff numbers – Tell us about the people involved in your organisation including number of management committee members, volunteers, number of volunteers that will be delivering this project/activity, number of paid staff (full-time) and number of paid staff (part time).

1.6 Management Committee Members – Please provide a full list of current members of your Management Committee. The number of names on this list should match the figure you provided in question 1.5 for number of Management Committee Members. This list should also match the latest list you have provided to the Charity Commission if you are a

registered charity. This information is publicly available at <http://www.charity-commission.gov.uk>.

1.7 Organisational start date – Please enter the month and year when your organisation began, or when it first began running activities or projects.

1.8 Organisational aims – Please provide a brief summary of your organisation's aims. If you have a mission statement, please refer to this or quote from it.

1.9 Legal status – Please tell us the type of organisation you are. If you are a registered charity or a company limited by guarantee, please tell us your charity or company number. If your organisation is neither a registered charity, company, Community Interest Company, Industrial & Provident Society or other type of legal entity, you should tick 'Community organisation/ club/ society/ group'. Please see 'Prospectus for Hackney VCS Grants Programme 2019/20 here- [Grants page](#) for further information on the organisations that can apply to the Grants Programme and what the Grants Programme can not fund.

1.10 Branch organisation – Please tell us if your organisation is a branch of or related to larger organization. If your organisation is related to a larger organisation, please give a explanation of the relationship.

1.11 London Living Wage Employer - Please tell us whether you are a London Living Wage Employer. If you are not please see the [Living Wage website](#) for more details. This is for our records only and is not part of the assessment.

Service delivery

Note: Please look at the word count for each section. Any applications that go over this limit will not be considered by the panel. Please also refer to the grant framework.

2. Knowledge, skills and experience

Maximum word count: 600

Please set out:

- Your understanding of systems thinking and how it is applied to the advice sector
- Evidence your understanding of the purpose of the advice service and how that understanding has been developed.
- An overview of how you would work with organisations to support them to design a purpose and principle led service.

Maximum score =4

3. Learning and improvement

Maximum word count: 400

Please set out:

- Your understanding of the importance of continuous learning and improvement in the context of advice services and evidence of track record of how you have created the space for others to learn and improve.
- Understanding of appropriate techniques and methodologies to employ when undertaking quantitative and qualitative data analysis.

Maximum score =4

4. Partnerships and collaborative working

Maximum word count: 800

Please set out:

- Your experience of relationship and stakeholder management and partnership development and collaboration at a senior level.
- Your experience of working with different agencies towards one common purpose or set of goals and challenging silo working.
- Your experience of partnership working with the voluntary and community sector organisations.
- Your experience of creating the right environment for learning/collaborative working.

Maximum score =4

5. Budget- not scored

The budget for this grant is £35,000. £3500 is ring fenced for systems thinking training. Please confirm the number of hours per week and the number of weeks in the year that the salary will be paid for.

6. Declaration

This section should be ticked by a person authorised to submit funding applications for your organisation. This declaration needs to be made by the Chair, Treasurer or Secretary of the organisation.

The person will be accountable to Hackney Council for his project. It also means that this person is responsible for the project's performance.

Review my application

The final section of the webform is 'Review My Application'. This will show you the whole application form with your answers, giving you the chance to review all of your answers and check for any accidental omissions. When you are satisfied with your application, you may click 'Submit' to submit your application. Please see the webform guidance for further information about reviewing and modifying your application form and any error messages that may occur when submitting your application form.

We would encourage you to submit your completed application form well in advance of the deadline to avoid any technical difficulties incurred due to high traffic, internet or any other technical problems. We often experience high levels of traffic to our website on the morning leading up to application deadlines which can lead to delays in submission. We cannot allow any applications to be submitted beyond the midday deadline. We therefore suggest that you submit your application well in advance, in case you experience any difficulties.