

A Place for Everyone - Hackney Voluntary & Community Sector Grants Programme 2016/17 Prospectus

Updated September 2016

This prospectus gives information about the Grant Programme, the funding streams available, eligibility criteria and how to apply.

Please ensure you read this prospectus before applying for a grant.

Table of contents

Page no

1. WHAT IS THE HACKNEY COUNCIL VOLUNTARY & COMMUNITY SECTOR GRANTS PROGRAMME?	3
2. GRANTS AVAILABLE HACKNEY COUNCIL VOLUNTARY & COMMUNITY SECTOR GRANTS PROGRAMME 2016/17	3
3. A PLACE FOR EVERYONE GRANT PROGRAMME PRIORITIES AND EQUALITY OBJECTIVE	4
4. GRANTS PROGRAMME APPLICATION TIMESCALES	6
5. WHO CAN APPLY?	7
6. WHAT THE GRANTS PROGRAMME CANNOT FUND	8
7. APPLYING FOR A GRANT	9
7.1 COMPLETING THE APPLICATION FORMS AND GUIDANCE NOTES	
7.2 VERIFICATION OF POLICY DOCUMENTS	
8. CAN YOU APPLY FOR MORE THAN ONE GRANT?	10
9. WHAT HAPPENS AFTER YOU APPLY	11
10. IF YOUR GRANT APPLICATION IS SUCCESSFUL	11
10.1 PAYMENT OF THE GRANT	
10.2 MONITORING	
11. IF YOUR GRANT APPLICATION IS UNSUCCESSFUL	13
12. THE APPLICANT'S CHARTER	13
13. SUPPORT WITH YOUR APPLICATION	13
14. HOW TO REACH US	14

1. What is the Hackney Council Voluntary & Community Sector Grants Programme?

Hackney Council is pleased to launch the Hackney Voluntary & Community Sector Grants Programme for 2016/17.

The Council is committed to ensuring that the grant investment continues to increase opportunities for Hackney residents and that the investment delivers services which make a difference to people's lives.

2. Grants available Hackney Council Voluntary & Community Sector Grants Programme 2016/17

As in previous years, the following grants are available through the 2016/17 grants programme. Please see the timetable on page 6 for details on when each funding stream is open for applications.

- **Main grants** of between £5,000 and £60,000 for projects which contribute to the programme's priorities and equality objective (funding for **Holiday Playschemes** should now be made through this main grant).
- **Small grants** of between £1,000 and £5,000 for projects which contribute to the programme's priorities and equality objective. There are two rounds of small grants during the year.
- **Community Chest grants** are available for local groups to deliver short term or one-off activities. Organisations can apply for up to £1,000 to deliver projects which contribute to the Hackney Equality Objective '**To foster good relations by building a strong sense of community, neighbourliness and pride**'.

Detailed guidance notes are available for completing the application forms for each funding stream.

The grants programme also funds selected organisations through the Specialist Grants.

- **Specialist Grants** are awarded to organisations providing specific services, and are only available to invited applicants.
- **Social Welfare Advice Grants** to deliver social welfare advice services.

A list of the Hackney Voluntary and Community Sector grants already awarded for the 2015/16 grants programme is available on the Grants Programme page of the Hackney Council website at www.hackney.gov.uk/community-grants

3. A Place for Everyone

3.1. Grant Programme Priorities

Building on the known strengths of the sector and its ability to deliver borough wide priorities, a new set of strategic priorities have been introduced in 2016/17 as a focus for open grants. The grant programme now has two priorities:

- **Promote social inclusion, encourage independence and develop personal resilience**
- **Build positive relations between different groups and communities that will maintain the high levels of community cohesion in Hackney**

3.2 Equality Objectives

The grants programme focuses on one of Hackney Council's Equality Objectives for 2012-2016 which is:

- **Deliver actions which aim to narrow the gap in outcomes between certain disadvantaged groups and the wider community**

We consider the Grants Programme to be a strong means for achieving this Equality Objectives and every grant-funded project is expected to contribute this.

This equality objective is underpinned by a number of equality aims for the programme that we believe the VCS are best placed to deliver:

1. The lives of people living in difficult circumstances are improved
2. People with complex needs are supported and enabled
3. People with the worst health are supported to improve their wellbeing
4. The impacts of poverty are alleviated
5. The lives of disabled people and or older people are improved
6. Inequality is addressed
7. People are supported to identify harmful patterns and take steps to change
8. Those least likely to be heard are engaged and have an active voice

To support residents in coming together to deliver local projects or events, the Community Chest grants focuses on the Equality Objective to 'foster good relations by building a strong sense of community, neighbourliness and pride'.

3.3 Working Together - The Hackney Compact 2015-20

The Hackney Compact sets out how we can work together to take advantage of opportunities and manage the threats of the new economic environment. Consideration has been given to how we can apply the new Compact principles to the design of the open grants programme. As a result we have explored how the grant programme can not only deliver benefits for local people but also support the development of the sector as a whole and ensure that it is sustainable in the future. Examples of this include:

- Encouraging more collaborative bids
- Supporting external fund raising by giving some priority to applications that match grants from other funders
- Giving some priority to providing funding to groups that want to try something new and to test their ideas
- Volunteer development and maximising the quality of volunteer opportunities created by the grant investment

4. Grants Programme application timescales

This table shows the timetable for applications and the decision-making timeframes for each of the grant streams within the Hackney Voluntary and Community Sector Grants Programme for 2016/17.

Grant Type	Applications Open	Application closing date	Application period in weeks	Initial Recommendations	Final Decisions	Contracts Start	Contract Length
Main Grants (including Holiday Playscheme)	14 th July 2015	23 rd September 2015	10 weeks	9 th November 2015	2 nd February 2016	1 st April 2016	12/24 Months
Small Grants 1st Round (including Holiday Playscheme)	19 th November 2015	6 th January 2016	7 weeks	9 th February 2016	31 st March 2016	11 th April 2016	11.5 Months
Small Grants 2nd Round	13 th April 2016	25 th May 2016	6 weeks	21 st June 2016	tbc	3 rd October 2016	6 Months
Community Chest 1st Round	13 th April 2016	11 th May 2016	4 weeks	N/A	30 th May 2016	20 th June 2016	9 months
Community Chest 2nd Round	9 th September 2016	7 th October 2016	4 weeks	N/A	24 th October 2016	5 th November 2016	4.5 months
Social Welfare Advice - Community Advice and Support - Specialist Legal Advice	5 th October 2015	27 th November 2015	8 weeks	16 th December 2015	3 rd February 2016	1 st May 2016	23 Months
Social Welfare Advice - Piloting Advice in Community Settings	19 th October 2015	27 th November 2015	6 weeks	16 th December 2015	3 rd February 2016	1 st April 2016	12 Months

5. Who can apply?

The Voluntary & Community Sector Grants Programme is open to voluntary and community groups (also known as third sector organisations) who can deliver projects/activities for Hackney residents.

In order to be eligible for funding from this programme, at least 80% of the people benefiting from the project must be Hackney residents.

Organisations applying for 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 equalities groups, charities, social enterprises, co-operatives, mutuals and housing associations.

Social Enterprises and Community Interest Companies (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 re-invested into the organisation
- executive directors operate in a voluntary capacity and not as paid shareholders
- as an indicator of the above, there is no 'profit distribution' clause in the governing documentation.

Please note that private businesses and individuals are not eligible to apply for grant funding from this programme.

Eligibility checklist: Additionally, you **must** be able to tick 'yes' to all of the questions in the eligibility checklist on the application form. If you cannot accurately tick 'yes' to any of these questions, you will not be eligible to apply for a grant. If your application is provisionally recommended for funding, you will be required to submit copies of the documents referenced in the checklist in order to have your grant recommendation approved – for further information, please see below 7.2 'Verification of policy documents'.

Safeguarding: 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.

If applicants who have received a grant through this programme in previous years have failed to fulfil the funding requirements of the previous grant (including return of required monitoring forms), they will not be eligible to apply for a grant.

Small Grants: Organisations wishing to apply for Small Grants must have an annual income of less than £250,000 to be eligible to apply.

Community Chest: Organisations must have an annual income of less than £250,000 to be eligible to apply for a Community Chest grant. 50% of the grant funding available for Community Chests will be reserved for organisations with **an annual income of less than £50,000.**

Community Chest Grants are also open to structured groups of local residents are groups of residents who have formed for a specific purpose; for example a community gardening group or a group of residents organising a community event in a local park. Structured groups of local residents could be an established group who have been meeting for a number of years or who have recently formed for a one off event.

Structured groups must have clearly defined aims and objectives and the funding will be paid into a bank account in the group's name. Groups that do not have a bank account in their name can arrange for the Community Chest grant to be paid into a group member's bank account. To do this, the grant application form must be signed by three group members. Three members of the group must also sign an additional authorisation form guaranteeing the funding will only be used to meet costs associated with the grant funded project or event. A declaration form must be signed by three signatories at the end of the project to confirm that the money was spent on the project or event.

6. What the Grants Programme cannot fund

The Voluntary and Community Sector Grants Programme does not accept applications for any of the following:

- Political or exclusively religious activities;
- overheads allocated or apportioned at rates materially in excess of those used in similar work carried out by the organisation;
- costs related to capital or building projects;
- costs paid or liabilities incurred before signature of any funding agreement letter unless otherwise agreed in writing by the London Borough of Hackney;
- the cost of work or activities that any other person/organisation has a statutory duty to undertake;
- activities undertaken outside of Hackney, although there may be some exceptions. For example, Hackney residents may be accessing specialist courses, venues or trips.

- previous debts, including ‘contingent liabilities’ (possible charges relating to past events);
- cover for something that may not occur (‘contingencies’);
- interest charges, or other costs resulting from delaying payments due to creditors;
- service charges arising on leases, hire purchase and other credit arrangements;
- depreciation of fixed assets, paid for by this grant;
- any costs that do not represent an additional cost exclusively incurred as a result of work carried out for purposes of the funding programme, unless otherwise agreed in writing with the London Borough of Hackney.

Grant funding is mainly for revenue. Capital can only be applied for if it directly relates to the project, and only then if it is a small part of the total costs. We do not accept bids for capital-only projects. Generally, we would not expect overheads (general office costs, utility bills, stationery etc not related specifically to a project output) to exceed around 20% of the total value of your grant application.

7. Applying for a grant

Hackney Council will always receive more applications than it will be able to fund. In order to enable the Council to prioritise applications, projects are assessed against the grant programme priorities and the information provided on your application form.

Please note, organisations applying for a grant must not lobby Council Members or officers regarding their application, or permit others to lobby on your behalf. If you are found to be lobbying, your application may be disqualified.

7.1 Completing the application forms and guidance notes

Detailed guidance notes are available for each of the different funding streams (main grant including holiday playschemes, small grant, and Community Chest grant). These guidance notes explain how to complete the applications forms for each grant. Each grant has a different application form. Please ensure you read the relevant guidance notes before applying for a grant.

An online system is used for managing the grants programme. Applications should be submitted using the webform which is available at www.hackney.gov.uk/community-grants. Please see the webform guidance for further information on completing the webform.

The guidance notes and PDF versions of the application forms for each funding stream are available through the Hackney Council website www.hackney.gov.uk/community-grants.

7.2 Verification of policy documents

There is an eligibility checklist at the beginning of each application form. Your application will not be considered for funding if you are unable to tick yes (or not applicable) to all of the boxes. Please see the guidance notes for the individual grants for further information on the eligibility checklist.

If your application is provisionally recommended for funding and your application progresses to Stage 2, you will be required to submit copies of the documents referenced in the checklist within two weeks of the initial recommendation, in order to have your grant recommendation approved. You are responsible for ensuring that your staff are aware of the policies and are implementing them correctly.

The policy documents required are:

- 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 adults at risk with Disclosure and Barring Service (DBS) certificates (previously CRB checks). You will need to submit their names, certificate number and date, and the date the certificate was seen by your organisation. You will not be required to DBS certificates.

8. Can you apply for more than one grant?

Organisations can apply for a grant in more than one funding stream. For example, an organisation can apply for a Main and a Small Grant in the same financial year.

Organisations can also apply for more than one Main Grant but only if one of the applications is for a grant for a holiday playscheme. Organisations can only apply for one Small Grant within each round with a maximum of two applications per year.

An organisation **cannot** apply for a Small Grant if it has received a Small Grant for three consecutive years. In this situation an organisation can still apply for another funding stream, such as the Main Grant or Community Chest, and will be eligible for another Small Grant in the next financial year.

We would not consider allocating another grant to an organisation already in receipt of a Specialist Grant unless the proposed project was materially different to the activities funded by the Specialist Grant. We want to fund as many groups as

possible and spread the Council's investment and therefore we will take into consideration any specialist grant already provided when assessing applications.

However, please note that we receive a significant number of applications, and we seek to grant fund a wide spread of organisations both in terms of location and access for residents. If you do choose to apply for more than one grant, please note that we will take into consideration other funding that has been committed from this grant programme.

Organisations will also need to complete a separate application form for each grant that they want to apply for.

9. What happens after you apply

The assessment will be undertaken by Hackney Council staff, and colleagues from partner organisations in the borough such as Hackney Homes, NHS City & Hackney and representatives from Hackney's Voluntary and Community Sector.

More details of this to follow in July

Stage 2(a): You will be notified of the Grant Panel's provisional recommendations. If your project is provisionally recommended for a grant, **you will then have 10 working days to submit documents proving your eligibility to receive a grant.** Please note that **if you fail to comply in full within the timeframe by providing the requested documents, your recommendation for a grant may be withdrawn.**

Stage 2(b): The Main Grants include a '**Right To Reply Process**' which gives organisations the right to request a review of the recommendation. Please note that due to the size of the awards available for Small and Community Chest Grants, we are unable to offer a right to reply process.

Stage 2(c): **Main Grants, Small Grants and Social Welfare Advice Grants are subject to Cabinet approval.** You will be notified of Cabinet's decision following the relevant Cabinet meeting as shown in the timetable on page 6.

Community Chest applications will be approved by delegated authority to the Chief Executive. You will be notified of the outcome of your application by the dates shown in the timetable on page 6.

10. If your grant application is successful

Once the panel has approved a grant application, Hackney Council will send your organisation an award letter. This will contain:

- A notification of your grant amount.

- A member of the Community Investment and Partnerships Team will contact you to discuss any amendments to your Project Delivery Workbook.
- Once these are agreed, the Grant agreement will be sent to you to be signed and returned to us.

Once Hackney Council has the signed contract, the grant will be paid as the agreed profiled amounts by the BACS system.

10.1 Payment of the grant

The Council will pay the grant in advance and according to the agreed profiled amounts.

- **Main & Specialist Grants (including Social Welfare Advice grants):** these will be agreed based on the size and duration of the delivery period and subject to satisfactory receipt of any monitoring information required.
- **Small Grants: the grant will be paid in up to two payments.** Organisations can choose the quarters in which they would like to be paid based on the when project delivery is taking place. Payment is subject to satisfactory receipt of monitoring information required.
- **Community Chest:** will be paid in full at the start of the project.

If funding is used inappropriately, or if the applicant fails to respect the contract terms and conditions of the grant, Hackney Council may request reimbursement of any funds already paid or take other measures to recoup the funds.

Hackney Council retains the right to require any unused grant funding to be returned.

10.2 Monitoring

Main & Specialist Grants (including Social Welfare Advice grants): this will be agreed based on the size and duration of the delivery period against agreed project outcomes, outputs and expenditure. An end of grant report evaluating the project must be submitted at the end of the project. A template form will be sent to organisations outlining the information required and at intervals as agreed for monitoring arrangements and at the end of the project.

Small Grants and Community Chest Grants: an end of grant report must be submitted at the end of the project which demonstrates delivery against agreed project outcomes and expenditure and evaluates the project. A template form will be sent to organisations at the end of their project.

In addition to the monitoring reports, Hackney Council aims to visit your project as part of its monitoring processes. The visit will take place at a time agreed with you in advance. This visit will give us the opportunity to see your project in action, discuss

progress with you and note the successes of your project. We will also check that your systems and processes are in place and may request evidence of the outcomes and expenditure that you have reported.

Failure to comply with monitoring requirements will jeopardise your grant payment and payment will not be made without a satisfactory return.

The Assessment Panel undertakes only to provide the amount of funding awarded to the applicant or the group/project named on the application form for the stated purpose. If for any reason the project cannot continue, does not happen or fundamental changes are made to the project activity recommended for grant funding, the Community Investment and Partnerships Team should be notified as soon as possible. A decision will then be made on the action to be taken based on the information supplied. We will notify you in writing of any decisions that have been made.

11. If your grant application is unsuccessful

Due to the budget available and the number of applications received, Hackney Council cannot provide funding to every organisation that applies for a grant.

If your application is unsuccessful and you are in need of other sources of funding, Hackney CVS offers one-to-one workshops for Hackney-based VCS organisations on possible funding sources.

Unsuccessful applicants are of course eligible to re-apply to Hackney Council in future Grants Programme rounds.

12. The applicant's charter

Hackney Council aims to achieve the following in its Voluntary & Community Sector Grants Programme:

- To be accessible to all of the groups and communities in Hackney
- Reflect the cultural and ethnic richness of the groups and communities of Hackney
- Be open and responsible, fair and balanced in the way we do things
- Advance equality and address disadvantage in all areas of our grant giving
- Monitor and evaluate our work to ensure that we are providing the best service we can
- Answer questions promptly, professionally and courteously
- Assess all applications against our stated criteria and priorities.

13. Support with your application

Hackney CVS, an independent voluntary organisation, are available to provide advice and support to VCS organisations interested in applying to the Hackney VCS grants programme.

Hackney CVS and the Community Accountancy Project will be holding workshops to support the application process for 2016/17. The Community Accountancy Project will be able to help you construct a budget for your grant application.

The next workshop for the 2016/17 programme will be held on:

Tuesday 14th July 2015

Time: 12:00 to 16:00

Venue: Hackney CVS, 84 Springfield House, 5 Tyssen Street, London, E8 2LY.

Subsequent workshops:

Tuesday 11th August 2015

Time: 10.30 - 14.30

Thursday 10th September 2015

Time: 12.00 - 16.00

Please contact Hackney CVS for further information. Hackney CVS can also offer local VCS organisations advice on developing any of the policy documents which Hackney Council requires grant applicants to have in place.

Their contact details are as follows:

Hackney CVS
84 Springfield House
5 Tyssen Street,
London, E8 2LY
Tel: 020 7923 1962
Email: www.hcvs.org.uk

14. How to reach us

For any further guidance or information, please contact the Community Investment and Partnerships Team using the contact details below.

The Community Investment and Partnerships Team are only able to provide help with general enquiries, and they cannot answer any questions related to specific project ideas or applications. The team can be contacted on 020 8356 4066 or by e-mail to communitypartnerships@hackney.gov.uk.

Hackney Council is committed to giving you helpful information about the Grants Programme. Please contact the Community Investment and Partnerships Team to make any comments or suggestions for improving our processes.

Community Investment & Partnerships

Hackney Council

Hackney Service Centre

1 Hillman Street

London

E8 1DY

Telephone: (020) 8356 4066

E-mail: communitypartnerships@hackney.gov.uk

Web: www.hackney.gov.uk