

Capacity Building Fund – Get Started – Guidance

1. Aims:

To support the creation of community and voluntary organisations which facilitate community self-help, create resilient communities and reduce demand on council services.

2. Who can apply

- A group of people with an interest in starting an organisation in their area
- Informal groups that already meet but would like to put formal governance in place
- Not for profit organisations including
 - Community and voluntary organisations*
 - Registered charities*
 - Social Enterprises and Community Interest Companies*

*if applying for over £200 it's expected that the organisation has a minimum of three unconnected directors/trustees which generally need to be over the age of 18, or over the age of 16 if your organisation is a Charitable Incorporated Organisation (CIO). For Community Interest Companies your memorandum and articles of association must also include a not-for-profit 'asset lock' clause (IR36).

- The organisation's main beneficiaries must be resident in the Borough of Telford and Wrekin
- The activities to be provided by this grant must be offered within the Borough of Telford and Wrekin only
- The organisation must be about to start up or in the process of starting up

3. Value

- Organisations without a governing document can apply for up to £200
- Organisations with a signed governing document can apply for up to £500
- There are no match funding requirements

Non-governed organisations that apply for up to £200 and go on to adopt a governing document can apply to the fund again, both applications should total no more than £500.

4. Our priorities

- a) Funding is available to support the development of community based organisations and projects that contribute towards delivering the [Council's priorities](#) which are:
1. Every child, young person and adult lives well in their community
 2. Everyone benefits from a thriving economy
 3. All neighbourhoods area a great place to live
 4. Our natural environment is protected, and the Council is taking a leading role in tackling the climate emergency

5. A community-focused innovative council providing efficient, effective and quality services

b) In addition to contributing to the Council's priorities we want to support new and innovative organisations that will:

- Support the most vulnerable individuals and communities in Telford and Wrekin.
- Provide early intervention and prevention based solutions
- Reduce social isolation and encourage community involvement
- Reduce demand on high cost council services
- Tackle community issues
- Support individuals' wellbeing and promote self help
- Complement existing services already being delivered.

Your application must demonstrate how it will contribute to at least one of these.

c) Applicants must consider how their organisation will become sustainable and will continue to offer their service once this grant money has been spent.

5. Grant Outcomes

It is expected that the allocation of this grant should support your organisation to set up and begin the operation of your group

6. Eligible expenditure

Eligible expenditure includes items such as:

- Insurance costs (initial)
- Equipment (including equipment to support the group such as laptop, mobile phone etc. alongside equipment to carry out activities)
- Rent/hire costs (initial)
- Promotional/marketing materials
- Training costs
- Training
- DBS checks

Applicants must ensure they can cover the costs of the basics such as room hire, insurance and DBS checks if they are not applying for funding to cover these costs.

7. Exclusions

The following are not eligible to apply to the fund:

- Pre-existing organisations with formal governance arrangements that are already providing a service or activities
- Private, profit making businesses/companies/commercial enterprises, or other statutory/public sector agencies, such as Town/Parish Councils, NHS and the Police
- Individuals
- Organisations where a similar group/organisation is already operating in the area and there is no evidence to suggest another group is needed

- Organisations or activities which are led by or benefit only an individual person
- Organisations or activities which are being set up to promote religious or political activity
- Payments to trustees
- Organisations excluding people with protected characteristics

In addition to this the fund cannot support:

- Ongoing staffing costs
- Costs for activities which have already taken place/started before acceptance of any offer
- General ongoing running costs other than initial support, a plan should be in place to ensure these costs can be met on an ongoing basis
- Applying for funds to build up reserves or a surplus
- Activities that have a negative effect on climate change

This is not an exhaustive list; we reserve the right to discount applications and costs that do not adequately demonstrate how the proposed expenses will meet the priorities outlined above or the proposals laid out in your application.

This guidance document will be reviewed at regular intervals, we reserve the right to update the guidance laid out in relation to this grant as required.

8. Policies and Insurances

Projects working with children, young people or vulnerable adults

If your project involves working with children, young people or vulnerable adults, you will need to have an appropriate policy that explains how you will make sure that they are safe alongside appropriate procedures. We will ask you to submit a copy of your policy and procedure as part of the application process if you already have them in place. When working with children and young people we would need your agreement to working with Telford & Wrekin Council's child protection and vulnerable adult procedures. If you are new to this and would like support we can help you think through your responsibilities, if you would like this support please indicate so on your application form. Further information about safeguarding policies can be found in the application form.

Insurance and safety

Depending on what your project involves, you may need public liability and employers' liability insurance, or specific health and safety checks and procedures. You may also need insurance cover for any assets you buy. We may ask to look at your policies at any time.

Equality of opportunity

We expect organisations and their activities to be open to all who want to be involved and exclusion based on a protected characteristic will not be eligible. There may however be other exclusions, which are allowed. If you plan to restrict who can take part in your organisation and its activities, you should explain why in your application so that we can consider whether this is appropriate.

Advice on any of these issues can be found at <https://www.telford.gov.uk/communitysupport> or email cpt@telford.gov.uk

9. Completing your application

Make sure you read this document in full before completing your application to ensure your eligibility.

Applications must be submitted [online](#) and completed in full. You must also submit a completed '[CBF Get Started - Costs](#)' spreadsheet to grant.applications@telford.gov.uk and any other documents requested in the application form.

Applications cannot be saved and returned to; therefore it's suggested that you prepare your answers in advance. You can [download a list of the questions you will be asked and guidance notes to support you in answering each question](#).

Applicants will receive an automatic email confirming receipt of their application which will include a copy of the application for their records.

On receipt of an application a member of the Community Support Team may contact the applicant to discuss their plans further.

10. How the council will decide which projects receive funding

Applications will be reviewed by at least two officers – decisions will be made within 20 working days of submission of all the required information.

Applications will be considered against the following criteria:

- The extent to which the group will work towards meeting at least one of the council's priorities (as detailed above – 4a)
- The extent to which the group will work towards meeting at least one of our grant priorities (as detailed above – 4b)
- The sustainability of the group (as detailed above – 4c)

11. What happens if your application is approved

If your application is successful we will write to you with a 'grant offer' and to request your bank account details. This offer will contain all the conditions for your grant (the Grant Agreement) and appropriate representatives from your organisation will need to sign a copy of this letter. You will have up to 10 working days to return the signed copy of the grant agreement, bank account details and any further information requested. You cannot spend your grant funding until we have received, checked and approved the signed offer letter and any additional documents we may ask for. The appropriate conditions will be applied according to the value of the grant awarded and are not negotiable.

12. How is the grant paid?

The grant will be paid in one instalment to the bank account you detail on your completed payment voucher. Payments must be made to your organisation or an

organisation willing to receive the funds on the group's behalf. Payments cannot be made to individuals. The bank account must have at least two unrelated signatories, related can mean:

- related by marriage
- in a civil partnership with each other
- in a long-term relationship with each other
- related through a long-term partner
- living together at the same address
- related by blood.

13. What about VAT?

You may need to pay VAT on your purchases you make as part of your project. You must only include VAT in the amount you request from us if you cannot claim it back. If you later find that you can recover VAT you must let us know so that we can reclaim this amount from you or deduct it from your grant. If your organisation is registered for VAT purposes the amount of grant approved will be calculated net of VAT.

14. Promoting your grant

A condition of receiving grant funding is that you promote that you have received funding from the Council by including the Telford & Wrekin Council logo on any marketing materials you create in the 12 months following receipt of the grant or for the duration of the grant period if longer. Successful applicants will be provided with a 'guidance on communications' document to help you think about the ways in which you can promote your project.

15. How will the grant be monitored?

The monitoring arrangements will be set out in your grant agreement and you will be provided with the monitoring form upon receiving your grant. You will need to confirm how the grant has been spent and what your project has achieved. Please make sure that you keep receipts for all of the items or services you buy with the grant funding and that you keep them somewhere safe as we may ask you to provide them to us. We may visit you to check how the grant has been spent or how your project is progressing.

We may also ask you to provide written updates and photographs that capture key stages of your project. We may put this information on the Council's website or within our publications so please ensure you have appropriate consent for us to publish photographs.

Final monitoring is due within 20 working days of the end of your grant period.

16. What happens if your application is not approved?

If your application is not approved, we will notify you in writing.