

## Capacity Building Fund - Develop - Guidance

### 1. Aims:

The fund aims to support the development of projects that help to reduce demand on Council services and will also support projects that facilitate community self-help and build resilient communities. The Capacity Building Fund – Develop is an essential component of the Council’s model for preventive, community-based services, particularly in terms of helping communities to build capacity, in order to empower and encourage them to self-help and rely less on Council and other public services. Eligible organisations who are keen to develop their organisation both in terms of increasing capacity/reach and/or providing new opportunities for communities will be able to apply for funding to assist with developing community based projects and activities.

### 2. Who can apply and value

- Not-for-profit organisations including;
    - Community and voluntary organisations\*
    - Registered charities\*
    - Social Enterprises and Community Interest Companies \*
    - Town and Parish Councils (in respect of developing a new group)
- \*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 (CIC36).
- We would usually expect organisations to have governance documents in place, a bank account and appropriate policies and procedures. If you do not have these in place but still think this grant would be appropriate please contact us to discuss further before submitting your application
  - We would usually expect that you are an existing organisation with a proven track record in your community. If you do not have this experience but still think this grant would be appropriate please contact us to discuss this further before submitting your application
  - You must be able to evidence that your proposed project is needed
  - The organisation’s main beneficiaries must be residents of Telford and Wrekin
  - The activities to be provided by this grant must be offered within the Borough of Telford and Wrekin only
  - If you’ve previously received funding from the ‘Develop’ grant you may apply again two years following receipt of your grant on condition that the previously funded project is sustainable and has achieved the outcomes set out in your application. Plus all monitoring has been received and the grant closed prior to any new application
  - If you have received a ‘Get Started’ grant all monitoring for this grant must have been received and the grant closed prior to applying to the ‘Develop’ grant.

### 3. Value

- You can apply for up to £5,000
- For requests up to £1,000 there are no match requirements
- For requests over £1,000 cash match funding is required for the value over £1,000 and this is £ for £. For example, if applying for £3,000 the required cash match funding would be £2,000 as you do not need to match the first £1,000. In this example your total project costs would therefore be £5,000.

### 4. Our priorities

This grant is intended to support projects that build the capacity of our communities, deliver the [Council's priorities](#) and reduce demand on Council services.

- a) Applications must be able to demonstrate how the grant monies will be used to support the organisation to meet at least one of 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 are 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 fund innovative projects that will:
- Support the most vulnerable individuals and communities in Telford and Wrekin
  - Provide early intervention and prevention based solutions that promote/encourage social responsibility
  - 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 be able to demonstrate how their organisation's project will be sustainable and continue to offer the service once grant funding has ended.
- d) The Council is keen to support initiatives that provide an innovative approach to deliver the Council's priorities, including new models or ways of working. It is particularly interested in supporting projects which involve and empower communities by working jointly in partnership with residents, service users, carers, families and other relevant local stakeholders.
- e) The Council is committed to encouraging social action because it lies at the heart of thriving and inclusive communities. An asset-based approach recognises and builds on the strengths that exist within local communities which can help to mobilise social action. Applications supporting the asset-based approach are encouraged.

- f) Applicants should be able to demonstrate how their project will have “added social value”, i.e. the additional social, economic, environmental and community regeneration outcomes that their project will achieve.

## **5. Example Outcomes**

Applicants must demonstrate the outcomes the organisation will achieve through their proposed project. Examples of eligible outcomes are given below, your project may deliver other outcomes that aren't listed below:

- Developing the organisation:
  - Organisational capacity is increased allowing the organisation to extend their service
  - New, innovative and previously untested models of working/service delivery are piloted, including those which demonstrate potential opportunities for future service devolution
  - The organisation is strengthened and develops their future sustainability plans
  - Community organisations work together in partnership to achieve common goals
  - Volunteers and staff members have increased skills/knowledge capacity
  - The organisation has a better understanding of how they need to develop and has plans in place to achieve this
- Developing a project:
  - Community projects and activities provide solutions and responses to local issues, based on identified need/demand
  - Communities are empowered to ‘take charge’ to help themselves
  - Vulnerable groups of people are enabled to develop strong networks of support in their communities and are less isolated, healthier, safer and have access to appropriate information and services
  - Vulnerable and disadvantaged people are empowered to participate fully in society; become more independent and resilient; and are enabled to manage their lives more effectively
  - The importance of the social inclusion of vulnerable people is actively promoted in communities
  - Community projects which complement existing services (included those currently delivered or commissioned by the Council and its partners) are delivered effectively, in order to improve the health, wellbeing and quality of life for vulnerable and disadvantaged groups of people
  - There is a reduction in the numbers of vulnerable/disadvantaged people who need high cost, specialist public sector support
  - There is less reliance on statutory/public services with communities able to address local issues, particularly to support other, more vulnerable, members of the community more actively
  - There is a reduction in crime, offending and anti-social behaviour in communities
  - There are more opportunities for vulnerable/disadvantaged people and communities to develop positive lifestyle choices, to equip them with skills, confidence and self-esteem, to enable them to improve their opportunities in life

## **6. Eligible expenditure**

Eligible expenditure includes but is not limited to:

- Support and advice to develop the group, for example becoming a Community Business or Social Enterprise, this may include business planning, legal advice, accountancy etc. (this must be for a specific piece of work and not business as usual)
- Funds to extend the size of the project e.g. to secure additional venue/relocate in order to increase the reach of services/activities
- Developing accredited outcomes
- Bid writing fees of up to £500 (this should be proportionate to the value of grants you are looking to achieve)
- Resources, equipment to establish new activity
- Website development
- Extend the service – diversify, for example reaching to different members of the community or developing multi-generational work
- Employment (staff), including recruitment costs, training etc.
- Membership fees

## **7. Exclusions**

The following are not eligible to apply to the grant:

- Private, profit making businesses/companies/commercial enterprises, statutory/public sector agencies, such as NHS, 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
- Payments to trustees
- Organisations excluding people with protected characteristics

In addition to this the fund cannot support:

- Costs for activities which have already taken place/started before acceptance of any offer
- Activities that promote religious or political causes
- Staffing costs that are not associated with the development project
- Direct costs of fundraising events, including paying for food, drink, room hire, promotional goods or other direct elements of a fundraising event or activities
- Loans or business finance
- Requests to cover the costs of travel expenses or sponsorship of events
- Applications for “business as usual” activity
- Applications 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. 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 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](mailto: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 Develop - Timescales & Costs](#)' spreadsheet to [grant.applications@telford.gov.uk](mailto: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 organisation will work towards meeting at least one of the council's priorities (as detailed above – section 4 a)
- The extent to which the organisation will work towards meeting at least one of our grant priorities (as detailed above – section 4 b)
- The relevance of the outcomes of the project in relation to our priorities
- Value for money\*
- The “added social value” to be achieved by the project
- The sustainability of the organisation and its project

\*In considering value for money we will be considering the following:

- a) Will the proposed project be undertaken in an efficient and effective way and is the applicant requesting only resources that are essential to the completion of the project?
  - We will expect applicants to have researched the costs they put forward to us and where appropriate to have sought multiple quotes to ensure value for money
  - We will consider whether the timescale for the project is sufficient
  - And that all aspects of the proposal are required to meet the desired outcomes
  - We will consider whether there is sufficient work required, for example, to justify employing a consultant
- b) Do the importance and the quality of the proposed project (and associated outcomes) justify the amount of resource required?
  - In particular we will consider the cost of the project and the number of people that will be positively affected by this, do the outcomes justify the expenditure?

## **11. Supporting you and your organisation**

If successful, during the development of your project we will allocate a Community Support Worker to go through a “Health Checklist” with you. This is a list of things you need to consider to ensure your organisation is robust. If this identifies that you need any assistance the Community Support Worker will be able to offer advice or signpost. On occasion this may be carried out before a decision is made on your application.

## **12. What happens if your application is approved**

If your application is successful, we will write to you with a ‘grant offer’. This offer will contain all the conditions for your grant (the Grant Agreement) and will need to be signed by the lead applicant plus another representative from your organisation's management board. You will have up to 10 working days to return the signed copies of the grant agreement 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.

### **13. 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.

### **14. What about VAT?**

You may need to pay VAT on the 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.

### **15. 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.

### **16. 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.

### **17. What happens if your application is not approved?**

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