

# Community Grant Scheme

## Year 1

**Maximum word count for the entire proposal is 5000 words. Please make sure your word count is proportionate to the value of your bid.**

## Guidance notes for Community Grant Scheme

### The Grant Scheme

This grant funding is available to support Central Bedfordshire Residents.

The aim of this funding is to support the following key objectives:

- Avoiding unnecessary and inappropriate admissions to hospital
- Supporting people to return home after a hospital stay
- Avoiding inappropriate admission to institutional care (care home)

The funding should support one or more of the following outcomes for adults:

- People are able to live independently at home
- People are able to participate in their local community
- People are not socially isolated or lonely
- People feel safe, secure, valued and respected

The total funding available for all the schemes in 2018/19 Financial Year is £100,000. Bids will be accepted for funding between £200 and £10,000 and we will be seeking to achieve allocation across a range of funding levels. iBCF funding of £10,000 will be available for 2019/20 and invitations to bid for this will be published in due course. This grant application must be for one year only, however if your scheme could run for further years you should indicate this within your application.

Further bids beyond this period may be invited in due course.

The level of detail provided in the application form should be proportionate to the level of funding being sought.

### Assessment Criteria

Below is a full breakdown of the criteria that the application will be assessed against

Grant Bids will be considered against the following criteria:

1. **Place Based** – schemes should be identified as worthwhile by local people and be developed and delivered by people in the local community.
2. **Sustainability** – schemes should include suggestions for becoming self-sustaining over time should they prove successful
3. **Clarity of impact** – schemes should clearly describe how they will support one or more of the outcomes described
4. **Geographical Spread** – there is an intention to ensure all areas within Central Bedfordshire benefit from this Grant
5. **Innovation and Risk** – innovative ideas are encouraged alongside tried and tested schemes so as to provide a spread of opportunities.
6. **Additionality** – extent to which the scheme provides new opportunities to local people rather than supporting an existing scheme.

### What can be funded?

Funding is available for revenue costs, for example staffing, equipment (capital and assets up to a

value of £300), fees for registration, DBS checks, running costs and promotion.

Details of the costs should be set out in your response to question 3.

Funding will only be for one year at a time. If a proposal is seeking to continue into future years then this should be made clear in the description of the project. Funding for future years will be discretionary and will require a further bid application. A decision on future years funding will take into account success of the scheme in the previous year.

**What we will NOT fund?**

We will not fund professional training, political activities, registered formal personal care, significant capital assets over £300.

Funding must not be used to settle debts or contributions to the operation of organisational head office's.

**Who can we fund?**

Funding will be available to not for profit organisations, community groups, charities, social enterprises and individuals who meet the Terms and Conditions set out under the Additional Information section.

Applicants must also have a UK bank account related to the proposed scheme. This can be an account for an organisation, community group, charity or specifically set up for the scheme being applied for. It cannot be a personal bank account used for personal finances. You will need to provide details of the bank account at Question 8.

**Who will we NOT fund?**

Funding will only be available to people and organisations local to Central Bedfordshire.

Funding is not available for the delivery of any statutory functions, e.g. government organisations or any other public body.

**Timescale – For Year 1**

Guidance and application forms published	05/01/18
Deadline for submission of applications	16/02/18
Grant panel meets	02/03/18
All applicants notified of final decisions	16/03/18
Project delivery begins	During 2018/19 financial year

For future years we anticipate earlier publication of the schemes and preceding this with “lessons learned” meetings from year 1.

Completed application forms can be submitted by email ([strategic.commissioning@centralbedfordshire.gov.uk](mailto:strategic.commissioning@centralbedfordshire.gov.uk)) or by post to **Strategic Commissioning Team, Central Bedfordshire Council, Houghton Lodge, Houghton Close, Ampthill, Bedfordshire, MK45 2TG**

**Monitoring and accountability**

We would require the successful organisation to provide the following on a quarterly basis:

- Evidence that the funding has been devoted to the specific areas proposed in the Grant Bid
- Information on the numbers of people receiving support.
- Information on the numbers of people for whom the outcomes set out in the Grant Bid have been achieved. This should be set out as follows:

Objectives	Number of people estimated to have achieved Objective
Unnecessary or inappropriate admissions to hospital has been avoided	
People supported to return home after a hospital stay	
Inappropriate admission to institutional care (care home) has been avoided	
Outcome	Number of people estimated to have achieved Outcome
Helped to live independently at home	
Helped to participate in the local community	
Reduced level of social isolation or loneliness	
Feel safe, secure, valued and respected	

*Note that an individual may achieve more than one outcome and each should be recorded.*

- Any other information that might be helpful to illustrate the effectiveness / impact of the service. This might include case studies.

**Additional information**

Successful applicants will be required to sign up to terms and conditions to receive the grant funding. These will be set out in the grant award letter and you will need to state whether some of these conditions are met at Question 9 of this application. These terms and conditions will be proportionate to the value of the grant and cover the following:

For grants up to £1,000:

- Confirmation of awareness of the CBC Safeguarding policies. These can be found here: <http://www.centralbedfordshire.gov.uk/health-social-care/professionals-partners/safeguarding/multi-agency-guidance.aspx>
- Where necessary, staff and volunteers working with vulnerable adults must have Disclosure and Barring Service (DBS) checks. More information can be found here: <http://www.centralbedfordshire.gov.uk/health-social-care/professionals-partners/safeguarding/multi-agency-guidance.aspx>
- The Commissioning Team must be notified if the organisation in receipt of the grant ceases to trade or the project funded by the grant ceases.
- Central Bedfordshire Council reserve the right to recover grant funding where it is not being used for the purpose stated in the application.
- Any unspent grant funding must be returned at the end of the grant period.
- Grant recipients will be responsible for arranging appropriate insurance cover for their project. This might include public liability insurance, employee liability insurance and public indemnity insurance.

For Grants over £1,000:

- Confirmation of awareness of the CBC Safeguarding policies and that appropriate safeguarding training is provided. CBC Safeguarding policies can be found here: <http://www.centralbedfordshire.gov.uk/health-social-care/professionals-partners/safeguarding/multi-agency-guidance.aspx>
- Where necessary, staff and volunteers working with vulnerable adults must have Disclosure and Barring Service (DBS) checks. More information can be found here: <http://www.centralbedfordshire.gov.uk/health-social-care/professionals-partners/safeguarding/multi-agency-guidance.aspx>
- The Commissioning Team must be notified if the organisation in receipt of the grant ceases to trade or the project funded by the grant ceases.
- Central Bedfordshire Council reserve the right to recover grant funding where it is not being used for the purpose stated in the application.
- Any unspent grant funding must be returned at the end of the grant period.
- Grant recipients will be responsible for arranging appropriate insurance cover for their project. This might include public liability insurance, employee liability insurance and public indemnity insurance.
- Grant recipients will allow their project to be used for Central Bedfordshire Council promotional and publicity purposes where appropriate.
- Grant recipients will agree to submit financial details for their scheme where this is requested.

Grant funding will be awarded against an invoice for the whole year, unless otherwise agreed, following formal confirmation that the grant award has been accepted and a start date for the proposed scheme stated.

If you have any questions or require support regarding your application form and the process, or any queries about the grant scheme please contact the Strategic Commissioning Team ([strategic.commissioning@centralbedfordshire.gov.uk](mailto:strategic.commissioning@centralbedfordshire.gov.uk))

# Application Form for Grant

*(Please use additional sheets if necessary)*

1. Applicant's details	
Name of Applicant:  (Please include job role)	
Name of Organisation	
Email address	
Address (including postcode):	

<p>Name of project</p>																			
<p><b>2. Description of project / activity</b></p> <p>(Please give a full description of your proposal)</p> <p><i>This will be the information to inform criteria 1, 5 and 6</i></p>																			
<p><b>3. Costings and details of how all funding will be spent</b></p> <p>(Please provide a summary of how funding will be spent; include any match-funding secured or opportunities to apply for match-funding. If your bid is only for a small item, please state here and if funding is required for further years please provide estimate of future costs)</p>	<p>Year 1 Costings:</p> <table border="1"> <thead> <tr> <th data-bbox="523 1032 1007 1093">Item</th> <th data-bbox="1007 1032 1490 1093">Cost £</th> </tr> </thead> <tbody> <tr> <td data-bbox="523 1093 1007 1153"></td> <td data-bbox="1007 1093 1490 1153"></td> </tr> <tr> <td data-bbox="523 1153 1007 1214"></td> <td data-bbox="1007 1153 1490 1214"></td> </tr> <tr> <td data-bbox="523 1214 1007 1274"></td> <td data-bbox="1007 1214 1490 1274"></td> </tr> <tr> <td data-bbox="523 1274 1007 1335"></td> <td data-bbox="1007 1274 1490 1335"></td> </tr> <tr> <td data-bbox="523 1335 1007 1395"></td> <td data-bbox="1007 1335 1490 1395"></td> </tr> <tr> <td data-bbox="523 1395 1007 1456"></td> <td data-bbox="1007 1395 1490 1456"></td> </tr> <tr> <td data-bbox="523 1456 1007 1516"></td> <td data-bbox="1007 1456 1490 1516"></td> </tr> <tr> <td data-bbox="523 1516 1007 1547"></td> <td data-bbox="1007 1516 1490 1547">Total £</td> </tr> </tbody> </table>	Item	Cost £																Total £
Item	Cost £																		
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<p><b>4. Geographical area and/or customer group(s) that will benefit from the project/activity</b></p> <p><i>This will be the information to inform criteria 1 and 4</i></p>	
<p><b>5. Expected impact / outcomes of project and added value</b></p> <p><i>This will be the information to inform criteria 3 and 6</i></p>	
<p><b>6. Sustainability after the grant funding has been spent</b></p> <p><i>This will be the information to inform criteria 2</i></p>	
<p><b>7. Timescale involved</b></p> <p>(Please set out a timeline for starting completing the project, including any key dates)</p>	

<p><b>8. Payee's details</b> (Please include full bank and account details)</p>	<p>Organisation name &amp; address &amp; phone no</p> <p>Vat no if required</p> <p>Bank name</p> <p>Account name</p> <p>Account number</p> <p>Sort code</p>
<p><b>9. Governance</b> (Please state the number of people who are currently on your governing body or committee and attach your constitution or other governing document)</p> <p><i>This will be the information to inform criteria 5</i></p>	<p>We confirm that:</p> <p><input type="checkbox"/> we have an appropriate safeguarding policy in place including training for staff and volunteers, where bid is for over £1,000 (please tick)</p> <p><input type="checkbox"/> we have awareness of safeguarding policy, where bid is for less than £1,000 (please tick)</p> <p><input type="checkbox"/> we have appropriate DBS procedures in place where necessary (Please tick)</p>
<p><b>10. Previous Grants</b> (Please state whether you have received any grant funding from Central Bedfordshire Council in the past three years and state the total provided / what it</p>	



was for) <i>This question is for information only and not linked to the evaluation of application.</i>	
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**Declaration**

**Please sign this form to confirm that:**

The information supplied is full and correct to the best of your knowledge; you have read, understood and complied with the conditions of funding; understand that Central Bedfordshire Council reserve the right to reclaim the grant in the event of it being used for purposes other than specified, or the organisation ceasing to operate.

Signed:
Name:
Position:
Date:

**Please return your completed application form by 16<sup>th</sup> February 2018 to:**

*Community Grant Scheme 2018/19*  
 Strategic Commissioning Team  
 Central Bedfordshire Council  
 Houghton Lodge  
 Houghton Close  
 Ampthill  
 Bedfordshire  
 MK45 2TG

## Contact us...

by telephone: 0300 300 6123

by email:

[Strategic.Commissioning@centralbedfordshire.gov.uk](mailto:Strategic.Commissioning@centralbedfordshire.gov.uk)

on the web: <http://www.centralbedfordshire.gov.uk>

Write to Strategic Commissioning Team, Central Bedfordshire  
Council, Houghton Lodge, Houghton Close, Ampthill, Bedfordshire,  
MK45 2TG



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