**Salford CVS**

**CV-19 Digital Response Fund   
Guidance for Applicants**

September 2020

**Summary of the Fund Criteria**

* **Grants of up to £2,500** for Salford-based VCSE organisations who are supporting beneficiaries most affected by Covid-19
* **Turnover limit** for organisations of £2,000,000
* **Funding priorities:**
  + Organisational IT hardware, software, training and connectivity
  + Can include IT hardware for beneficiaries
* **Closing date for applications:**   
  12:00 noon on Monday 2nd   
  November 2020
* **Decisions to be made by:**  
  Monday 7th December 2020

Salford CVS

**Covid-19 - Digital Response Fund 2020**

Guidance for Applicants

**Section 1 – About the fund**

**What is the Digital Response Fund?**

The Covid-19 crisis has increased many organisation’s reliance on digital technologies during lockdown. This has been a major challenge for the voluntary, community and social enterprise (VCSE) sector who tend to rely on face-to-face contact with individuals and group gatherings. In addition, our sector rarely has sufficient IT budgets to maintain up-to-date hardware and software.

The Digital Response Fund has been established to help address digital issues that have been caused or amplified by the Covid-19 crisis. It is funded through Salford CVS’s Third Sector Fund, supported by NHS Salford CCG.

**Funding Priorities**

The Digital Response Fund welcomes applications from VCSE organisations to maintain and enhance their own organisations digital capabilities. It will also support the purchase of digital goods and services to enable the organisation’s beneficiaries to receive services.

However, the ownership of all equipment purchased for use by beneficiaries must remain with the VCSE organisation and applications are expected to demonstrate how individuals will be supported to use the equipment e.g. linking to established digital skills training within the city or through other mechanisms such as buddying / supporting.

All applications will need to demonstrate the need for additional digital funding and be directly linked to addressing the challenges or delivering activities and services during the Covid-19 crisis.

We fully anticipate this fund to be oversubscribed. If this is the case priority will be given to organisations developing their own digital capabilities over equipment for individuals. Where equipment is required for beneficiaries the priority will be given to organisations working with beneficiaries who are over 16 years of age.

**Examples of eligible expenditure:**

Hardware

* Computers including Desktop PCs, laptops and tablets
* Printers and scanners
* Accessories such as headsets, graphic tablets. Keyboard and mouse etc.
* Audio visual equipment for webinars, video conferencing etc. such as web camera, microphones, specific conference room equipment
* Smartphones (outright purchase or on 12/24 month contracts)
* Replacement IT infrastructure – e.g. replacement routers and networking equipment
* Miscellaneous IT equipment e.g. projectors
* Specific equipment required for enabling participation (accessibility tools and equipment)

Software

* Outright purchase of software
* Purchase of software subscriptions

Internet Connectivity & Data

* Broadband contracts
* Mobile wifi or hotspots

Training and support for use of hardware and/or software\*

* Online or in-person training courses
* Remote digital support contracts

*\*where free courses and/or peer-to-peer training options cannot be sourced*

**How much can you apply for?**

Applications are invited for projects up to a maximum of £2,500. We envisage applications ranging from around £500 up to the maximum of £2,500. Only one application per organisation may be submitted.

**Who can apply?**

Only organisations that meet the criteria below will be eligible to apply

* This fund is open to Salford-based voluntary, community or social enterprise (VCSE) sector organisations.
* All organisations must be a member of Salford CVS. To apply for membership see the link: [www.salfordcvs.co.uk/membership-0](http://www.salfordcvs.co.uk/membership-0)   
  Either an online form can be completed, or a Word version of the form can be downloaded. Alternatively, a paper copy can be posted to applicants on request
* Of those being supported through this funding (the beneficiaries) 100% must be Salford residents.
* The turnover limit for organisations applying is £2,000,000

**What policies / other documentation is required?**

All organisations will be expected to have the following policies at the time of application:

* Health and Safety policy
* Equality/Diversity (statement/policy)
* Safeguarding Adults policy (if applicable to project activities)
* Safeguarding Children policy (if applicable to project activities)
* Risk assessments (if applicable to project activities)
* Public Liability Insurance\*

\*NCVO recommend Zurich Insurance:

[www.ncvo.org.uk/practical-support/trusted-suppliers/supplier-list/2171-zurich-insurance](http://www.ncvo.org.uk/practical-support/trusted-suppliers/supplier-list/2171-zurich-insurance)

**What support is available to applicants?**

**a) Development Support**

Salford CVS can offer practical support to your organisation with developing policies, accessing volunteers, accessing wider funding, pre-application read-throughs/feedback etc.

For further information, visit our website at:

[www.salfordcvs.co.uk/development-support](http://www.salfordcvs.co.uk/development-support)

You can also contact our Development Team by phone 0161 787 7795 or email at: [office@salfordcvs.co.uk](mailto:office@salfordcvs.co.uk)

Also see our online Safeguarding in Salford resources: [www.salfordcvs.co.uk/safeguarding-salford](http://www.salfordcvs.co.uk/safeguarding-salford)

If you have any questions or concerns regarding completing the application please contact the Grants Team by phone 0161 787 7795 or email at: [grants@salfordcvs.co.uk](mailto:grants@salfordcvs.co.uk)

**b) Support with selecting the most appropriate digital goods and services**

In order to help organisations identify what they may need or want to apply for as part of this fund Salford CVS have produced some resources which may help.

Salford CVS have produced a **digital library resource** detailing over a 1,000 resources tools and topics: [www.salfordcvs.co.uk/digital-resources-online-library](http://www.salfordcvs.co.uk/digital-resources-online-library)

We are also part of the 10GM partnership with **Tech for Good Live.** This is a community of people with a mix of digital skills and an interest in using technology to make the world a better place. They are working with 10GM members and other local infrastructure organisations across Greater Manchester to find out what local charities need help with in relation to tech or digital. **To register for help visit:** [www.salfordcvs.co.uk/get-help-tech-or-digital](http://www.salfordcvs.co.uk/get-help-tech-or-digital)

We know that finding the right software can be challenging. Salford CVS has written a blog about [how to identify the software you need](https://www.salfordcvs.co.uk/digital-tools-remote-working-our-experience) as an organisation.

Two further sources of support may be of use:

* **Charity Catalogue**is a collection of free and discounted tools used by charities, categorised by function, for the more advanced. It is a good place to start seeing what’s available: [www.charitycatalogue.com](http://www.charitycatalogue.com)
* **Charity Digital Exchange**offers software discounts available for charities: [www.charitydigitalexchange.org](http://www.charitydigitalexchange.org)

**How to apply**

Organisations that wish to apply will need to complete our application form and submit it by email to [grants@salfordcvs.co.uk](mailto:grants@salfordcvs.co.uk) in WORD or PDF format (ideally not as a scanned PDF). Alternatively, they can be posted to:

Salford CVS

The Old Town Hall

5 Irwell Place

Eccles

M30 0FN

Guidance on completing the application form can be found in Section 2.

**When is the closing date for applications?**

The fund will close for applications at **12:00 noon on Monday 2nd November 2020**.

**How will applications be assessed?**

On receipt of applications Salford CVS will undertake a number of eligibility checks. All applications which are eligible will be independently scored by a panel consisting of representatives from NHS Salford CCG, Salford City Council and Salford CVS.

This process will also include a review of possible discount deals that funding partners have negotiated. Grant offers may include details of favourable suppliers, discount codes etc. This will help the money support more organisations.

This assessment panel will then meet to agree the awards and provide feedback on unsuccessful applications.

**When will we hear the outcome?**

All applicants will be informed by email by Monday 7th December. Unsuccessful applicants will be given a brief summary of feedback from the assessment panel.

**If successful, when will we receive the grant?**

On receipt of an offer letter from Salford CVS organisations will need to complete and return an ‘Acceptance of Grant Form’ together with an invoice for the full grant amount. For organisations that have not received a grant from Salford CVS before (or changed bank account since their last award) we will also require proof of bank details. This can take the form of a scan or photo of a bank statement or paying-in slip.

Upon receipt of these documents Salford CVS will then issue the grant by bank transfer within 5-10 working days. The full grant amount will be paid upfront in line with the ‘[Principles of Good Grant Making](https://www.dsc.org.uk/grantsforgood/principles-good-grant-making/)’ which Salford CVS adheres to.

**How long will we have to spend the grant?**

All organisations receiving a grant will have up to 6-months from the date of the offer letter to spend the grant in full.

**How will our project be evaluated by Salford CVS?**

Salford CVS’ has a three-fold approach to evaluation:

* **Assessing impact** – the difference your project made in numbers, stories, quotes and photos
* **Gathering learning** – what you have learned as an organisation, how your organisation has developed and what you would do differently next time
* **Providing assurance** – demonstrating good management of public money

In practical terms this will mean providing feedback to Salford CVS in the shape of a simple report form when your project is completed. We may also select your project for a monitoring visit (in person or remotely) to help us understand how you are getting on and if you’re in need of any support.

We also really want to hear about your achievements as well as personal stories of change your project has brought about for your beneficiaries.

As guardians of public money Salford CVS requires all funded organisations to keep receipts for all project spend for a minimum of 3-years after your project completes. Salford CVS undertakes a number of spot-audits every year and you may be asked to provide evidence of your spending.

Full details will be provided in the forthcoming document:

‘Salford Stories – Salford CVS’ Evaluation Guide for funded projects’.

With your help in providing simple feedback we can demonstrate how grants and investments can make a real difference to the health and wellbeing of local people. This is important in helping us report back to our funders and wider partners, and helps secure investment in our sector over the years to come.

**Any further questions?**

Please contact the Grants Team by phone 0161 787 7795 or email at: [grants@salfordcvs.co.uk](mailto:grants@salfordcvs.co.uk)

**Section 2 – Completing the Application Form**

Section A - About your organisation

**Question 1)** – Please give **two** contact names, telephone numbers and email addresses. This helps us manage your grant should you be successful.

**Question 2)** – Please tell us how your organisation is constituted. Unincorporated Organisations / Community Groups will not have an Organisation Number.

**Question 3)** – Please don’t assume that your organisation is a member of Salford CVS just because you receive regular eNewsletters from us. If in doubt, please phone us on 0161 787 7795 to check. If you are not a member, you’ll need to apply for membership. Do this as soon as possible as the approval process can take a few weeks.

**Question 4)** – Please provide your organisation’s turnover (revenue / income) for the most recent financial year.

**Question 5)** – Please give your project a memorable name. This helps us identify your project should your application be successful.

**Question 6)** – Please outline who is supported by your work in Salford (your beneficiaries). In describing your beneficiary group(s) please outline how they have been affected by the Covid-19 pandemic. Please also outline how you are planning to support their health and wellbeing over the coming 6-12 months.

Also please outline how many unique beneficiaries you plan to support over this time period. We fully appreciate that lower numbers of beneficiaries may be entirely appropriate to your organisation’s work due to the intensity of support provided.

**Question 7)** – Please describe how your current IT/Digital provision is affecting your ability to function as an organisation and/or provide the support needed for your beneficiaries. Please state if it has worsened during the Covid lockdown and recovery period.

Section C – About your project

**Question 8)** – Please give full details of the digital items your seeking funding for. If particular models or high-specifications of kit are needed, please explain why.

Please also state the numbers of items required and whether they are for your own organisation’s staff or volunteers or for your beneficiaries to use.

**Question 9)** – Please give a full explanation of how these items will help your organisation improve your efficiency and the service offered to beneficiaries.

**Questions 10 & 11)** – Please give a summary of the practical measures you’ve put in place to deliver a Covid safe project. Also please state whether you’ve undertaken a risk assessment in relation to project activities.

**Question 12)** – We want you to tell us how you can evidence progress in delivering your project. What practical things can you measure to evidence success? This might include number of jobs retained, number of people supported or how the wellbeing of those you support has improved.

How you measure these outcomes may be very simple (e.g. number of remote sessions delivered) or involve seeking feedback from your beneficiaries (e.g. before and after survey, quotes, photos etc.).

If you have any further details of how you plan to evaluate your project or the tools or techniques, you plan to use please include them in the lower box.

Ultimately we want you tell us how you plan to evidence the difference your project has made to your organisation and the people you support.

If you have any further questions on this question, please contact Hanna Barton, Impact Evaluation Worker at: [hanna.barton@salfordscv.co.uk](mailto:hanna.barton@salfordscv.co.uk) or phone 0161 787 7795.

**Question 13)** – Salford CVS is an accredited Living Wage Funder. This means we support all staffed organisations that pay a minimum wage of at least £9.30 per hour as set by the Living Wage Foundation. We also actively encourage organisations to become an accredited Living Wage Employer. If you don’t employ staff, please tick the ‘not applicable’ box (N/A).

For your information, please see below for the annual Living Wage Employer accreditation fees (January 2020) for VCSE organisations (before VAT):

0 - 10 employees: £60

11 - 50 employees: £120

51 - 250 employees: £240

251+ employees: £480

This includes regular third party contractor staff.

**Question 14)** – As leading member of the Social Value Alliance Salford CVS wants to ensure that as much of its grant monies as possible are spent in Salford, ideally through buying goods and services from local independent businesses or fellow VCSE sector organisations. This helps to support our local economy. The opposite of this approach is to buy directly from large chains or corporations. Amazon for example has been identified as the [worst company for aggressive tax avoidance](https://www.theguardian.com/business/2019/dec/02/new-study-deems-amazon-worst-for-aggressive-tax-avoidance) which deprives our government of much-needed funds for schools, hospitals, local services etc. If you do feel pressured to occasionally use Amazon, then buy from Amazon Marketplace which supports independent suppliers.

**Question 15)** – Whilst your project may be focused on particular health and wellbeing outcomes, the way you deliver it might deliver wider benefits for the people, economy and environment of Salford. For example, you might be supporting the mental health of people via a food growing or tree planting project; or you might provide volunteering or training opportunities that boost people’s chance of employment.

Section D – About the money

**Question 16)** – Please give an overview of what your project will cost by describing each item and breaking down your calculation so we can see how you’ve arrived at the cost for each item. See some examples below.

Example 1

**Acceptable:** Refurbished Laptop i5 500GB Hard Drive with webcam x 3 @ £399 = £1,197

**Not acceptable:** Laptops - £1,197

Example 2

**Acceptable:**  Training on MS EXCEL – 2 sessions (for 4 staff) @ £300/session = £600

**Not acceptable:**  Excel Training – £600

Example 3

**Acceptable:**  10 x 15GB dongle for remote connectivity @ £44.99 each = £449.90

**Not acceptable:**  Dongles = £449.90

The item cost figure may be the same as the amount you’re requesting. If you have other sources of money, it may be you’re only looking for a contribution (see the example below)

|  |  |  |  |
| --- | --- | --- | --- |
| **Description of item** | **Breakdown of calculations** | **Item cost** | **Amount requested** |
| 3 x Refurbished i5 Laptops 500GB Hard Drive with webcam | £399 (inc VAT) x 3 = £1,197 + delivery @ £20 | £1,217 | £1,000 |

Therefore, the total cost of the project may be more than the amount you’re requesting from the Digital Response Fund. If this is the case, please include the other sources of funding which will support this project and whether the money has been secured or whether an application is pending. Such match funding is desirable but not essential.

**Question 17)** – Please indicate the areas of Salford which will receive support from your project. If it is across the whole of Salford, please tick ‘Salford city-wide’.

Section E) Location and Policies

**Question 18)** – Please give details of other grants received that relate to this request for support or wider upgrades of your digital provision. e.g. Adult Education Budget (Skills), Good Things Foundation, National Lottery, Forever Manchester etc.

**Question 19)** – Please ensure you have the mandatory policies in place at the time of your application.

Declaration

**Question 20)** – Please confirm that you have read the [Terms and Conditions](https://www.salfordcvs.co.uk/system/files/Salford%20CVS%20Terms%20and%20Conditions%20for%20Grants%20and%20Investments.pdf) of this grant by giving the name and role of the lead applicant.