

Covid-19 Disability Response Fund 2020

Guidance for Applicants - August 2020

Section 1 – About the fund

What is the Disability Response Fund?

Across the UK disabled people have been identified as being disproportionately affected by Covid-19 crisis. This has been mirrored in findings from Greater Manchester's '[Big Disability Survey – Covid-19 Special](#)', which highlighted the:

- significant impact on mental health
- compounded isolation
- lack of accessible health/other information
- high levels of digital exclusion
- barriers to accessing services
- need for support with non-personal-care home tasks, shopping and accessing health and support services

The Disability Response Fund has been established to help address these issues which have been caused or amplified by the pandemic. It has been developed by Salford CVS with specialist input from Breakthrough UK – the Manchester-based disabled people's organisation promoting the rights, responsibilities and independence of disabled people. www.breakthrough-uk.co.uk

The funding source is a combination of monies from NHS Salford CCG (Third Sector Fund) and the [Salford4Good emergency response appeal](#).

Funding priorities

Digital accessibility

- hardware (computers, smartphones, specialist equipment etc.) and software
- internet data – contracts or pay-as-you-go packages
- training in use of hardware/software

Advocacy and signposting

- Support for disabled people to access welfare, health, legal and other services

Provision of accessible information

- The production, publication and distribution of accessible information e.g. easy read, BSL video and audio transcription of information. A focus on health, welfare and legal-rights will be prioritised.

Provision of general support

- This can include remote or socially-distanced wellbeing / mental health checks and visits
- Support with shopping and other non-personal care based tasks including handy-person tasks, gardening etc.
- Reconnecting into the community

Enabling participation in decision making

- Removing barriers to enable participation in decision-making processes. Examples include the costs associated with hiring a sign-language interpreter or personal advocate.
- Overheads / costs to organisations to represent and present lived experience in decision making forums
- Co-production activities to involve disabled people in decision making, service design

How much can you apply for?

Applications are invited for projects up to maximum of £10,000. We envisage applications ranging from £2,500 up to the maximum of £10,000. 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 disabled people led and disability-focused voluntary, community or social enterprise (VCSE) sector organisations. Whilst priority will be given to disabled people led organisations (where a minimum of 60% of the board is made up of disabled people), applications are also welcomed

from organisations that are impairment-focused in their disability support activities.

- All organisations must be a member of Salford CVS. To apply for membership see the link: 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. If you need any further help with this, please call us on 0161 787 7795 or text the Grants Manager on 07545 654214.
- Applications will only be considered from organisations based in Salford or already operating in Salford.
- Of those being supported through this funding (the beneficiaries) 100% must be Salford residents.
- The turnover limit for organisations applying is £1,500,000 per year.

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
- Safeguarding Children policy (if working with children or young people)
- Risk assessments (if applicable to project activities)
- Public Liability Insurance

What support is available to applicants?

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

You can also contact our Development Team by phone 0161 787 7795 or email at:

office@salfordcvs.co.uk

Also see our online Safeguarding in Salford resources:

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

You can also send your enquiry by text to Simon Robinson, Grants Manager on: 07545 654214

How to apply

Organisations that wish to apply will need to complete the application form and submit it by email to 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

We will also accept the following formats for applications:

- British Sign Language (BSL) video with translation – sent by a link to a video or by file transfer (e.g. WeTransfer: <https://wetransfer.com>)
- Verbal recorded submission – sent by a link to an audio recording or by file transfer (e.g. WeTransfer)

Please ensure you answer all the questions on the application form.

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

When is the closing date for applications?

The fund will close to applications at **12:00 noon on Monday 5th October 2020.**

How will applications be assessed?

On receipt of applications Salford CVS will undertake a number of eligibility checks. All applications that are eligible will be independently scored by a panel consisting of representatives from NHS Salford CCG, the Salford4Good partnership, Breakthrough UK and Salford CVS.

This assessment panel will then meet to agree the awards and provide feedback on unsuccessful applications. Decisions on all awards will then be ratified by Salford CVS' Board of Trustees before offer letters are issued.

When will we hear the outcome?

All applicants will be informed by email by Monday 2nd November. Unsuccessful applicants will be given 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.

On receipt of these documents Salford CVS will then issue the grant by bank transfer with 5-10 working days. The full grant amount will be paid upfront in line with the ['Principles of Good Grant Giving'](#) which Salford CVS adheres to.

How long will we have to spend the grant?

All organisations receiving a grant will have up to 12-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 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 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 – Project Evaluation Guide'.

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

You can also send you enquiry by text to Simon Robinson, Grants Manager on: 07545 654214

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) – A disabled people led organisation has a management committee with 60% or more of its members being disabled.

Question 6) – An impairment focused organisations is focused on supporting disabled people with one or more specific impairments (e.g. visual impairment, hearing impairment etc.)

Questions 7 & 8) – 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 9) – Please summarise the difficulties that the people you support have been facing during the Covid-19 pandemic. These might include health, care, economic, social and practical day-to-day difficulties etc.

Section B – About your project

Question 10) – Please give your project a memorable name. This helps us identify your project should your application be successful.

Question 11) – It is expected that all successful projects are fully delivered with 12-months of the award.

Question 12) - Please outline how many unique individuals you plan to support per month (on average). 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 13) – Please state the funding priority or priorities your project is focused on. This question is not scored. Applying under 5 priorities will not be assessed more favourably than applying under one.

Question 14) – Please give full details of how this project will help address the need(s) you've outline above. This is where you tell us what you want to do. Please include practical details of what, when (duration), how and who etc.

Question 15) – 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 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 staff retained) 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 or phone 0161 787 7795.

Question 16) – Salford CVS is an accredited Living Wage Funder. This means we support all staffed organisations that pay a minimum wage of £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 17) – 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](#) 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 18) – 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 a food growing or tree planting project; or you might provide volunteering or training opportunities that boost people's chance of employment.

Section C – About the money

Question 19) – Please give an overview of what your project will cost buy 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: Support Worker - 20hrs/wk @ £18.75ph x 20 wks = £7,500

Not acceptable: Staffing - £7,500

Example 2

Acceptable: Venue hire – 15hrs/wk @ £30ph x 20 weeks = £9,000

Not acceptable: Venue hire – £9,000

Example 3

Acceptable: Refreshments @ £2.50/person x 10 people x 20 events = £500

Not acceptable: Refreshments = £500

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
Salary of Full-Time Project Worker (37.5hrs/week)	£2,000 per month x 6 months	£12,000	£6,000

Therefore, the total cost of the project may be more than the amount you're requesting from the Disability 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.

Section D) Location and Policies

Question 20) – 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'.

Question 21) – Please ensure you have the mandatory policies in place at the time of your application. Please note that that public liability insurance costs can form an element of your bid.

Declaration

Please confirm that you have read the Terms and Conditions* of this grant by giving the name and role of the lead applicant.

*Terms and conditions can be viewed at this link: <https://bit.ly/3i9T3cm>