

Salford CVS

Covid-19 Recovery Fund

Guidance for Applicants

August 2020



Summary of the Fund Criteria

- **Grants of up to £20,000** for Salford-based VCSE organisations who are supporting beneficiaries most affected by Covid-19
- **Turnover limit** for organisations of £2m
- **Funding priorities:**
 - Meeting increased demand from communities affected by Covid-19
 - Supporting the financial stability of VCSE organisations (liquidity)
 - Making premises and services Covid-secure
- **Closing date for applications:**
12:00 noon on Monday 14th September 2020
- **Decisions to be made by:**
Friday 16th October 2020



Covid-19 Recovery Fund 2020

Guidance for Applicants – August 2020

Section 1 – About the fund

What is the Recovery Fund?

Across the UK the VCSE sector has been impacted by reduced revenue at the same time as demand for support from both communities and the public sector has increased significantly during the Covid-19 pandemic. This national picture is mirrored in Salford.

This Covid Recovery Fund has been established to help address these issues where they have been caused or amplified by the Covid-19 crisis.

The Fund has been developed by Salford CVS using intelligence we have gathered locally, whilst also being shaped by national research.

It is funded through Salford CVS's Third Sector Fund, supported by NHS Salford CCG.

Funding priorities

All organisations seeking support from the Recovery Fund must be able to demonstrate that they are supporting those communities most impacted by the Covid-19 crisis; this can be in terms of health and/or economic impacts.

Those communities most affected includes (but is not limited to) BAME communities, those with disabilities, communities living in acute poverty, disadvantaged older people, young people affected by unemployment and those who are homeless.

Capital and revenue expenditure related to the following areas are eligible for support through the Recovery Fund:

1) Meeting increased demand from communities affected by Covid-19

Organisations supporting people who are at high risk from Covid-19 (Activity).

Please Note: Our Primary focus will be on organisations who are leading an immediate response to Covid-19 in their communities **and** who can also support communities to thrive in the longer-term.

We are also prioritising applications from organisations who work with those communities most adversely affected by the Covid-19 pandemic.

2) Supporting the financial stability of VCSE organisations (liquidity)

Organisations supporting people who are facing increased demand at the same time as funding challenges as a result of the Covid-19 pandemic (Liquidity).

- As revenues from sales, funding and fundraising has fallen have been reduced many VCSE organisations are struggling to retain staff, pay rent/service costs. For some the viability of their organisations is under threat.
- This fund can help with such core costs to help maintain financial viability over the coming months.

3) Making premises and services Covid-secure

- To ensure office and activity spaces are Covid-secure can involve significant expenditure on new office equipment, Perspex screens, cleaning materials and PPE.
- This fund can support VCSE organisations with meeting these costs as they prepare premises for reopening and recommencement of project delivery.

What will not be eligible for support?

Applications that include costs associated with digital hardware, software and IT training will not be considered. A parallel Digital Response Fund is opening soon for applications to support VCSE organisations with these costs.

How much can you apply for?

Applications are invited for projects up to maximum of £20,000. We envisage applications ranging from around £5,000 up to the maximum of £20,000. 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 voluntary, community or social enterprise (VCSE) sector organisations who are supporting beneficiaries most affected by Covid-19.
- 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 upon request
- Applications will only be considered from organisations based in Salford.
- Of those people being supported through this fund (the beneficiaries) 100% must be Salford residents.
- The turnover limit for organisations applying is £2,000,000 per year.

What policies / other documentation is required?

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

- Health and Safety policy
- Equality/Diversity (statement/policy)
- Safeguarding Adults policy (if applicable)
- Safeguarding Children policy (if applicable)
- 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

How to apply

Salford CVS is anticipating high levels of demand for the Recovery Fund. Therefore, please read this guidance in full to ensure your application meets the criteria.

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

When is the closing date for applications?

The fund will close to applications at **12:00 noon on Monday 14th September 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, Salford City Council 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 21st September 2020. Unsuccessful applicants will be provided with a 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 within 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.

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 words, 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.

As guardians of public money Salford CVS requires all funded organisations to keep receipts for all project spend for up to 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 – 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

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.

Section C – About your project

Question 7) – Please state the funding priority or priorities your project is focused on. This question is not scored. Applying under 3 priorities will not be assessed more favourably than applying under one.

Question 8) – In describing your organisation’s level of need for funding support, please include any evidence you have (e.g. income has dropped by £10,000; demand for services has increased from 20 people per month to 50 per month etc.)

Question 9) – Please give full details of how this project will help address the need(s) you’ve outline above. For example, this may include retention of staff or premises, or providing increased levels of services. Please include practical details of what, when (duration), how and who etc.

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 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 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 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](#) 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: 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 per 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 Project Worker	£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 Recovery 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 E) Location and Policies

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'.

Question 18) – 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.