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## COMMUNITY GRANTS APPLICATION GUIDANCE NOTES

Grants of between £2,000 and £12,000 for small voluntary and community organisations in Yorkshire and Humber to provide learning opportunities that help participants move closer to the labour market. A small organisation is classed as one with no more than 9 full time employees with an annual turnover of £300,000 or less.

Funded activities must be aimed at unemployed individuals aged 18 years and over from the hardest to reach communities. The identified priority groups for this region are as follows, however applications will be considered from any community that can evidence deprivation e.g. homelessness groups.

- Deprived geographical areas
- People with disabilities and health conditions
- Lone parents
- People aged 50 and over
- People from ethnic minorities
- Carers
- Rural areas

The funding must be for the full programme cost i.e. not matched to any other funding source.

The kind of activities that Community Grants could fund include; initial help with basic skills, taster work experience (including voluntary work), training advice and guidance, job search assistance, confidence building and personal development, debt counselling.

Community Grants activities must not duplicate provision already funded through existing Learning & Skills Council, Department for Work & Pensions mainstream provision or ESF Co-financing.

Community grants cannot be used for capital purchases i.e. purchase of equipment or property over £1,000. Purchase of small equipment of up to £1,000 to support the project is acceptable.

There is also a limited amount of funds available in each region for organisations with an annual turnover of less than £250,000 to utilise in building the capacity of their organisation to help enable them to successfully bid for mainstream funding. Please contact your local contact if your organisation is interested in a capacity building grant.

The application process for the Community Grants programme has been simplified because we're especially keen to see small voluntary organisations applying.

### Requirements of Successful Applicants

All successful applicants will be required to sign a contract with the Coordinating Body, Humber Learning Consortium agreeing to the terms and conditions of grant awards which include the following

- Spending the grant on the project identified in the application and as indicated
- Completing and retaining all standard course documentation including ESF Short Record Forms, course registers, individual learning plans, case studies, course evaluation.
- Completion of interim and final monitoring reports (templates will be provided)
- Retaining invoices to support all expenditure
- Retaining bank statements
- Retaining staff timesheets, job descriptions, expenses payments
- Compliance with health and safety requirements
- Ensuring participants have access to relevant information, advice and guidance, linking to other funded provision where applicable



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### Support and Guidance

Support is available for completing the application form, organisations requiring further support or guidance should contact their regional partner below in the first instance;

#### **South Yorkshire – Humber Learning Consortium**

01482 327438

[communitygrants@hlc-vol.org](mailto:communitygrants@hlc-vol.org)

[www.hlc-vol.org](http://www.hlc-vol.org)

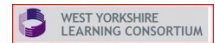


#### **West Yorkshire – West Yorkshire Learning Consortium**

0113 2453111

[communitygrants@wylc.org.uk](mailto:communitygrants@wylc.org.uk)

[www.wylc.org.uk](http://www.wylc.org.uk)



#### **North Yorkshire – North Yorkshire Learning Consortium**

01423 799100

[abrown@nylc.co.uk](mailto:abrown@nylc.co.uk)

[www.nylc.co.uk](http://www.nylc.co.uk)



#### **Humber – Humber Learning Consortium**

01482 327438

[communitygrants@hlc-vol.org](mailto:communitygrants@hlc-vol.org)

[www.hlc-vol.org](http://www.hlc-vol.org)



After you receive your grant contract you will need to set your project up ready for an initial monitoring meeting when all recipients will have the opportunity to receive advice on all areas of contract compliance including recording and reporting systems, standard forms for completion, health and safety and information, advice and guidance.

All other queries or areas of concern should be referred to HLC as Grant Coordinating Body.

### Payment of Grant monies

Grant monies will be paid in a number of installments depending on the time span of the project.

The initial payment will be made into recipient's bank accounts once HLC as coordinating body has received satisfactory confirmation that the project has been set up and is ready to commence.

Interim payments will be made after HLC has received interim monitoring reports from the recipient which are satisfactory to Humber Learning Consortium.

The interim monitoring report must be returned to your support partner who will check and forward to HLC.

Final grant payments will be made once the final monitoring report, including evaluation and case study are completed and received by HLC and your support partner has carried out a successful End of Project Review Meeting.

Payment of interim and final installments will be delayed, impaired or cancelled where it is found recipients are not adhering to the terms and conditions of contract. Where it is found that activity has not taken place, or activity delivered is different to the activity proposed in the application process, HLC reserves the right to reinstatement and repayment of all grant monies in full.

The target number of participants should be viewed as a minimum expectation. If it becomes apparent that this number of participants will not be achieved, grant recipients must notify their regional partner and the amount of grant awarded will be reviewed and a decision whether the programme should still commence will be made.

### Application Marking Process

Applications will first be assessed for eligibility, eligible applications will then be scored; some questions are weighted and carry a higher score than others. Any application scoring less than 50% will not be considered and any application receiving an unsatisfactory score on 3 or more questions will not be considered.

Unsuccessful applicants will be offered feedback on their application and support to complete an amended application which can be considered in the next funding round.

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- 1a – 1g. The contact details of your group.
- 2a – 2g. This is to provide us with some background of what your organisation already does, what size it is and who already benefits from your organisation. Please note your annual turnover must not exceed £300,000.
- 3a – 3d. This must be the bank account for your organisation as we cannot make payments into personal accounts.
- 3e. This will help us to verify your application.
- 3f. These must be the signatories who have signed your bank mandate. We insist that withdrawals require a minimum of two signatories.
4. This section will help us to verify your application even if your organisation has only been running a short time. Examples of an acceptable referee would be an MP, a local councillor, Justice of the Peace, senior bank official, chartered accountant, senior officer from a development agency of council for voluntary services, healthcare professional, school teacher or police officer. This section should be signed and stamped with the company stamp. If no suitable stamp is available then please enclose a compliments slip from the referee's organisation.
- 5a-e. Community Grants are only available to those small voluntary and community organisations that have not been in direct receipt of European Social Funding in the previous three years and would not otherwise be able to access ESF Mainstream funding. We need to be sure that Community Grants is the most appropriate funding stream for your project. We also need to know where you receive other funding from for monitoring purposes and to prevent duplication of funding.
- 5c. You can still be eligible for a Community Grant if you received a Global Grant.
- 6a This figure should match with the total amount of your budget. After receiving your grant you will have to account for accurate expenditure.
- 6b. Be realistic and do not over estimate. It is better to over achieve than not reach your targets. If you do not achieve your target number, the amount of grant monies awarded may be reduced proportionately.
- 6c. All participants must be unemployed and aged 18 or over. If any participants are subsequently found to be aged under 18 the amount of grant monies payable may be reduced or the grant programme may have to be suspended or terminated.
- 6d-e. All projects need to be completed by September 2010.
- 6f. This section will help us to clarify your application to see who exactly is being helped by the grant. The list includes the highest priorities with Community Grants but if you don't fit into these groups, fill in the bottom box.
- 6g. Activities should deliver skills development that could ultimately increase employability; you need to demonstrate how you proposed project will do this. Please give as much detail as possible on the programme of learning including activities that will take place, subjects to be studied, hours of learning, the method of delivery and the progression that the learner will take as a result of this activity.
- 6h. You need to demonstrate how you will promote your project to the priority groups or individuals you have indicated in question 5. If you have allowed for marketing in your budget then the recruitment strategy should demonstrate how this will be spent.

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- 6i. You need to demonstrate how you will ensure the right participants are recruited onto the project, you should identify a process of checking that the learners individually are eligible and appropriate for this course; you should also include a process for checking that the overall cache of learners is suitable for the project once they have been recruited.
- 6j. Give us examples of any evidence you have that this learning activity is needed by the *individuals* you intend to recruit. You should include any hard evidence such as a study on deprivation in your target community and also any anecdotal evidence from your organisations own experience such as requests from learners for this type of learning activity.
- 6k. The overall ethos of community grants is to move learners closer to employment, you should indicate here what benefits the learners will achieve from the activity that you are proposing which will do this. This can include hard outcomes such as improvements in basic skills from IT training or soft outcomes such as improvements in confidence and interpersonal skills.
- 6l. There are certain forms of evidence you must agree to collect to receive your grant. Please provide details of any evidence you collect in addition to this.
- 6m. You should demonstrate an understanding of other funding streams available and explain why these would not be suitable for your project. If you have considered or applied for other funding streams for this project you should provide details here.
- 6n. This is your detailed budget breakdown. It will be helpful to your organisation, and to us, to provide as much detail as possible including hours of trainers, hourly rates, breakdown for any equipment or materials. You may provide your budget on a separate sheet if necessary. Purchase of small equipment of up to £1,000 is acceptable. Please ensure your total matches the amount of grant applied for in question 6a. Ensure that you attach quotes for any purchases; your application may be rejected without these. The funding must be for the full programme cost i.e. not matched to any other funding source.
7. The delivery of all projects and the learning environment must be assessed for health and safety to ensure risks are identified and managed.
8. All projects must be inclusive and ensure equal opportunity to all potential participants.
9. This is to ensure you and your organisation are satisfied that you can deliver the project. Check the form over thoroughly. Make sure you have read and understood the declaration before signing it.
- 10a. Community Grants are for community and voluntary groups. It does not support private ventures.
- 10b. Your application may be rejected if all parts are not filled in.
- 10c. Your application may be rejected if quotes are not provided to support the budget.
- 10d. We need to know that the organisation receiving a Community Grant has proper structures in place to manage this project.
- 10e. Again, this is evidence that the money is going to an established organisation who are used to handling funds.
- 10f. We need to be sure participants are learning in a risk assessed environment. Please contact your support partner if you require support with your Health and Safety Procedures

**Please return your completed application form to the address provided on the application form.**



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