|  |  |
| --- | --- |
|  | CFO Logo 100 |

**Supporting Communities Through COVID-19 Fund Grants**

**Application Guidance**

**General guidance**

Oxfordshire County Council has been allocated funding from the Department for Health and Social Care Containment Outbreak Management Fund to support measures to reduce COVID-19 outbreaks and the spread of infection.

The county council has agreed that some of this funding should be granted to grassroots organisations across Oxfordshire to enable them to deliver activities that will help to reduce COVID-19 outbreaks and the spread of infection. For example, supporting residents to self-isolate.

Oxfordshire Community and Voluntary Action (OCVA) and Community First Oxfordshire (CFO) are managing this grant scheme on behalf of Oxfordshire County Council.

**Maximum grant: Up to £10,000 for COVID-19 action projects, £10,000 to £50,000 for collaborative and systems change projects.**

**Application deadline: 10am, Friday 12th March 2021. Please return completed applications by email to** [**communications@ocva.org.uk**](mailto:communications@ocva.org.uk)

**Applications are welcomed from** **informal groups which may not be a legal entity, as arrangements will be made for the organisation to be supported by the** [**Social Change Agency**](https://thesocialchangeagency.org/) **or connected with an appropriate local partner. Please contact OCVA or CFO to talk through your idea.**

**Applications can be made for 100% of project costs. However, funding is limited and preference will be given to projects that are also funded from other sources.**

**If a grant is awarded it will normally be paid when it is confirmed that the project is ready to start.**

**Projects that have already started can be funded, but the application should set out how additional funding will add value to the existing project.**

**Projects should be ready to start as soon as a grant is agreed.**

**Funding is limited and grant awards are discretionary. Applications will be assessed by an OCVA/CFO grants panel. The panel will assess the impact that the grant requested could have on a project.**

**Detailed Guidance**

Q8. Please tell us about what you intend to use the grant for including details of what services or activities you will be providing, what you will spend the grant on and the proposed timescale for expenditure. *(see guidance for eligible*

*expenditure)*(no more than 400 words)

Examples of how the Voluntary and Community Sector can help in enabling the containment of outbreaks include:

* Community transport: volunteer driver schemes – to support residents in attending important appointments such as accessing vaccinations and key health appointments.
* Provision of food and essential packages – through food banks, community larders, community fridges, meals on wheels and personal food shoppers.
* Befriending schemes – providing phone calls to residents unable to leave the house and signposting to key services.
* Digital inclusion projects with hard-to-reach groups and individuals to support people to live well at home.
* Community Support Groups – providing localised support to residents to reduce their need to leave the house, such as dog-walking, prescription collection, food and essential supplies collection and delivery. Linking in with social prescribing projects across the county.
* Support and develop innovative schemes and projects, joining up grassroots organisations to improve access to services and support, reaching out to more people in the county.
* Initiatives to provide information, advice and support to BAME communities.
* Projects which particularly address areas of disadvantage and tackle inequalities.

Funding is limited and grants will be awarded to projects, which based on the information provided, appear likely to have the greatest impact in helping to contain or reduce outbreaks, within the communities that the applicant organisation supports.

Eligible expenditure

Revenue costs (e.g. volunteer costs, PPE costs) and capital costs (e.g. IT hardware) are eligible expenditure, but you must explain why the expenditure is required for your project. Permission is required for the sale of grant funded capital items within 3 years of their purchase.

Grants are not available for direct cash payments to members of the community.

If a grant is awarded it will normally be paid when it is confirmed that the project is ready to start.

Projects that have already started can be funded, but the application should set out how additional funding will add value to the existing project.

Projects should be ready to start as soon a grant is agreed. We will contact you regularly to check on project progress and expenditure. We reserve the right to request the return of all or part of a grant, if the project has not started or is not progressing.

Q9. Please tell us how many individual people and what type of people, you anticipate

will **directly** benefit from this grant and where they live (no more than 50 words).

* How many people do you think will directly benefit from your project?
* How will they benefit?
* Where in Oxfordshire do they live?
* Are they members of a hard to reach/disadvantaged group?
* How will you be able to confirm the number of people benefitting?

Q10. Please provide a detailed breakdown of total project expenditure

Please provide estimates of all the different costs for your project. The estimates should be the total cost of the project, not just the costs for which a grant is requested.

Q11. What is the total overall cost?

Please provide a figure for the total project, not just the costs for which a grant is requested.

Q12. If applicable, please detail any match funding associated with this application

(please note that this not essential). This can include your own funds, earned

income or external grants.

Applications can be made for 100% of project costs. However, funding is limited and preference will be given to projects that are also funded from other sources.

Q13. How much grant are you requesting from the Supporting Communities Through COVID-19 Fund?

Please state the (£) amount of grant you are requesting.

Q14. Please explain howyou will provide services/activities in a Covid compliant way.

You should include details of how you have assessed any risks and any advice you

have followed to ensure your project is compliant with any current Covid-19

measures or regulations (in about 200 words).

Please explain how the project could be successfully delivered during a lockdown or other restrictions.

Please explain how you will try and make sure that employed staff, volunteers and the people being helped, are not exposed to the risk of infection when the project is being delivered.

Q15. Please provide detail about how you will monitor and evaluate this project, and how you propose to continue work once the grant funded project ends (about 200

words).

It is important that we can demonstrate to Oxfordshire County Council and the Government that the grant funding provided has been well spent. This will help in making the case for more funding in the future. Therefore, we will need end of six months and end of project reports.

As well as recording the number of people helped and how they have been helped, will you carry out a satisfaction survey/ask for testimonials/provide photos etc?

Projects that are ‘pump primed’ by grant funding usually have a longer term impact than projects that come to end when any grant funding has been used. Please explain how your organisation will continue its work once any grant awarded has been used.

**Supporting information**

Due to COVID-19 restrictions all applications must be submitted by email. It is hoped that the required supporting information is already in electronic format or can be scanned and emailed with your application form. If this is not possible please contact [**communications@ocva.org.uk**](mailto:communications@ocva.org.uk)

**Further guidance**

If you require any further guidance about completing the application form or ask any questions about this grant scheme please contact [**communications@ocva.org.uk**](mailto:communications@ocva.org.uk)

**Completed application**

**Please return your completed application by email to** [**communications@ocva.org.uk**](mailto:communications@ocva.org.uk)

**The completed application form can be signed electronically.**

**The application deadline is 10am, Friday 12th March 2021.**

|  |  |
| --- | --- |
|  |  |

**Supporting Communities Through COVID-19 Fund**

**Grant Application Form**

**SECTION 1: TELL US ABOUT YOUR ORGANISATION**

|  |  |  |
| --- | --- | --- |
| Q1. Name of your organisation: |  | |
| Q2. Name of main contact: |  | |
| Q3. Address of organisation: |  | |
| Contact telephone: |  | |
| Contact email: |  | |
| Q4. Please give a brief overview of your organisation and the main activities and / or services you currently provide. | | |
|  | | |
| Q5. What is the status of your organisation? | | |
| Unincorporated community group/informal group | | |
| Faith organisation | | |
| A Registered Charity  *(please state number)* | |  |
| Other Not for Profit / Social Enterprise  (e.g. CIC, Company Ltd by Guarantee) | |  |
| Other *(please state)* | |  |
| Q6. How long has your organisation been established? | |  |
| Q7. How many people are involved in the management and delivery of your organisation? | | |
| Trustees, directors, committee members | |  |
| Paid staff (if applicable) | |  |
| Volunteers | |  |

**SECTION 2: TELL US ABOUT YOUR PROPOSAL**

|  |  |  |
| --- | --- | --- |
| Q8. Please tell us about what you intend to use the grant for including details of what services or activities you will be providing, what you will spend the grant on and the proposed timescale for expenditure. *(see guidance for eligible expenditure*)(in  about 400 words) | | |
| **Project Title:** |  | |
|  | | |
| Q9. Please tell us how many individual people, what types of people, you  anticipate will **directly** benefit from this grant and where they live (in about 50  words). | | |
|  | | |
| Q10. Please provide a detailed breakdown of total project expenditure below. | | |
| **Expenditure Items** | | **£** |
|  | |  |
|  | |  |
|  | |  |
|  | |  |
|  | |  |
|  | |  |
|  | |  |
|  | |  |
|  | |  |
| Q11 What is the total overall cost? | |  |
| Q12. If applicable, please detail any match funding associated with this application (please note that this not essential). This can include your own funds, earned income or external grants. | | |
| **Match funding details** | | **£** |
|  | |  |
|  | |  |
|  | |  |
|  | |  |
| **Total** | | **­** |

|  |  |
| --- | --- |
| Q13. How much grant are you requesting from the COVID-19 Impact and Resilience Grants Fund? |  |

|  |
| --- |
| Q14. Please explain howyou will provide services/activities in a COVID compliant way.  You should include details of how you have assessed any risks and any advice you  have followed to ensure your project is compliant with any current COVID  measures or regulations (in about 200 words).  **NB: It is your responsibility to ensure that you operate in a way that is fully compliant with any current government or local regulations and guidance.** |
|  |
| Q15. Please provide detail about how you will monitor and evaluate this project (we will  need end of six months and end of project reports), and how you propose to  continue work once the grant funded project ends (in about  200 words). |
|  |

**SECTION 3: SUPPORTING INFORMATION CHECKLIST**

Please complete the checklist below and ensure that you have enclosed the relevant paperwork to support your application. Please note that this list is not exhaustive and you may be asked for additional supporting information which is not detailed below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Supporting Information** | | | **Tick** |
| Constitution / Memorandum and Articles of Association of Organisation (VCSE organisations) | | |  |
| Or | | | |
| Unincorporated community group/informal group | | |  |
| A signed copy of latest audited accounts and/or 3 months recent bank statements | | |  |
| **Please detail the insurance cover (e.g. public liability and / or buildings and contents) that your organisation has in place that is relevant to this application.** | | | |
|  | | | |
| **Please confirm that your operational processes are COVID-19 compliant and relevant national guidance regarding social distancing and hygiene can be confidently followed.** | | | |
| Yes  No | | | |
| **Please confirm that the appropriate Disclosure and Barring Service (DBS) checks been carried out on those staff working with and / or supporting proposed beneficiaries.** | | | |
| Yes  No | | | |
| **Please confirm that you have the relevant policies and procedures in place to deliver this project; for example, Safeguarding, Equality and Diversity, Lone Working.** | | | |
| Yes  No | | | |
| **Please confirm that your processes are General Data Protection Regulations compliant.** | | | |
| Yes  No | | | |
| **If there is a reason why you have been unable to supply any of the information outlined in Section 3, please detail why in the box below.** | | | |
|  | | | |
| **Declaration:**  I the undersigned confirm that I have the authority to submit this funding application on behalf of the organisation named in Q1. | | | |
| **Signature of Applicant:** | |  | |
| **Date:** | |  | |
| ***Data Protection:*** | | | |
| *All the information you enter on this form will be stored and held in accordance with relevant data protection legislation and used by CFO and OCVA and its agents for the purpose of analysing, recording and publicising grants.* | | | |
|  | *Please check the box to indicate you have read this statement and agree to your data being used for these purposes.* | | |

**Please return your completed application by email to** [**communications@ocva.org.uk**](mailto:communications@ocva.org.uk)

**By 10am, Monday 8th March 2021.**