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**What you need to know**

before applying for a Caldecott Community Grant

**What is Asset Based Community Development**

Community development can be done to communities by external ‘experts’ called in to make decisions and instigate change, highlighting deficits and creating a negative starting point for change in the community.

ABCD starts with what’s strong and not what’s wrong. The process uncovers and uses what’s already there to make change happen, starting from a position of strength and power. It recognises that are certain things that only residents together in communities can achieve, giving them ownership of the process and bringing in support only when needed.

ABCD is guided by a set of principles that focus on bringing together community members with the assets (resources) around them to lead the community development process:

1. **Community-led : By the community for the community**

Enabling people to identify, connect and use what they have to make change happen.

1. **Asset based : what’s strong not what’s wrong**

ABCD doesn’t ignore what needs to change but starts from a position of strength using the assets that exist in the community to make the community stronger or address change.

Local assets are **People** (their gifts, passions, skills and knowledge), **Associations or groups, Institutions** (non-profit organisations and for profit/local government where their resources are made available for community-led projects), **Place based** (physical space, community structures/projects), local **Exchanges** (acts of kindness/gifts, people sharing resources and skills and credit unions, cooperatives and shop local schemes), **Stories** – culture, history and traditions. Culture can be found in food, beliefs, ways of doing, arts, dialects etc.

1. **Place based – keep it local**

Changing local neighbourhoods (individuals/institutions can be changed in the process).

1. **Relationship orientated**

Each person is unique and irreplaceable but strength is found when people come together. Collaboration, connectivity and relationship building is key.

1. **Inclusion focused**

Involve everyone by understanding and overcoming barriers to involvement. Ensure that its not only those who usually get involved in community life who are involved – seek out those without a voice or those who do not normally participate – all gifts are needed!

**An example of an ABCD approach**

A group of women meet for breakfast at a local community centre. Over time they have developed friendships and support each other with advice and practical and emotional support. Several of the women have children with special educational needs (SEN) and one of the women, Brenda, recognised that there are limited places to take the children to play where parents can also meet to chat. Brenda felt passionately that more opportunities were needed so set up a support group for SEN children and parents with the backing of the community centre manager. There is now a safe space for families to interact.

Annette is also in the group and has a talent for arts and crafts so after the breakfast she decided to run a craft session using donated materials. The group have created various craft projects, planned a Christmas fair at the community centre and decorated the building. They are currently busy planning further community activities.

These examples illustrate the power of bringing local people together, building relationships and using their skills, passions and knowledge alongside other resources in the community, to create positive change and support.

**Project ideas**

Projects should respond to the areas identified in the profile report (the wider report or recommendations). Please look at the Abingdon Caldecott profile and the suggestions in the application form.

The full profile can be found using this link: [**Community Insight Profiles | Oxfordshire Insight**](https://insight.oxfordshire.gov.uk/cms/community-insight-profiles)

A community summary document can also be found by clicking onthis link [**AbingdonCaldecottCommunityProfileSummarySheet\_June23.pdf (oxfordshire.gov.uk)**](https://insight.oxfordshire.gov.uk/cms/system/files/documents/AbingdonCaldecottCommunityProfileSummarySheet_June23.pdf)

We understand that things change over time and different ideas may emerge from the community to as outlined in the profile. However, all projects should support health and wellbeing, reduce health inequalities experienced by residents in the Abingdon Caldecott community whilst strengthening community assets. All projects should be clearly identified local needs. Please contact CFO if you would like to discuss.

We are interested in any additional information about how and why the project was developed i.e. did you have community conversations, did residents help design the project? Also how you know that the community support and will get involved in your project. Please share this information in the application form.

**Who can apply\***

1. a constituted group with a management group of 3 plus people (these must not be related)
2. a Registered Charity and Limited Company or a Community Interest Company
3. all should hold their own bank account (in the name of the organisation) and bank signatories should not be related.
4. **\*Applications are welcomed from informal groups** If you wish to apply but your group does not satisfy Points 1-3 above, provided you have support from an existing constituted organisation, please contact CFO to discuss/ for support. We will, however, require the supporting organisation to sign the grant application and the funding agreement, if we are able to support your proposed activity.
5. We also invite proposals from organisations/groups working together in partnership
6. Be delivering activities for residents in Abingdon Caldecott
7. Have appropriate organisational policies in place such as for data protection, health and safety, safeguarding, and equality and diversity covering the organisation and activity. Please see details below for further information about safeguarding and DBS checks.

***\*Funding exclusions- individuals/groups/organisations who can’t apply for funding:***

* *individuals* *are not eligible unless they are set up as an organisation with governance in place or are working with a partner organisation*
* *Private companies*
* *Organisations delivering political activities*
* *Religious or faith-based groups religious activities*
* *Duplicate funding for activities that are already funded by Oxfordshire County Council or another public sector organisation. This also includes activities funded by a third party on behalf Oxfordshire County Council.*

**What can be funded/ What can’t be funded**

In the application form, please tell us the total amount that you are requesting for your project and how the funds will be used.

* Please complete a simple budget sheet itemising your main costs:



* Full cost recovery: All reasonable costs needed to implement and evaluate your project will be considered. Overhead costs such as office/venue hire or energy bills should be proportionate to project needs and organisation/group size i.e. please do not apply for funds to pay for venue costs beyond what is needed for the project
* You are able to add a 3% administration cost in your budget for an organisation who is providing financial governance/ oversight for your project/group i.e. you are a new informal group, do not have a constitution or a bank account and are being supported by an existing constituted organisation

**Monitoring, evaluating and reporting on projects**

We would like projects to collect information from those they are supporting so that we can understand who has benefited and the difference that the project/funding has made to residents.

Projects will be asked to provide a brief 6 month update on progress and an end of project report. Support will be given for monitoring, evaluation and reporting.

Information requested may include:

* The total number and nature of people who benefitted from the funded project
* An anonymous breakdown of ethnicity, gender, age, and if individuals are resident in Caldecott
* Detail of how the project has contributed to the areas identified in the Abingdon Caldecott profile
* The impact on the community i.e. what difference have the activities made to those who have been involved
* A couple of direct quotations/ testimonials from people you are supporting or working with.
* Those projects receiving larger amounts of funding will be asked to provide a case study or story to illustrate the project activities and impact on someone who has benefitted
* Information about what you have learned (and possibly recommendations) as a result of the project implementation
* The actual spend against the proposed project costs.

**\*All monitoring information shared should be anonymised and non-identifiable.**

**Policies and insurance**

Groups and organisations are required to have appropriate organisational policies in place such as for health and safety (and risk assessments for project activities), safeguarding, equality and diversity, data protection and Disclosure and Barring Service checks (free for volunteers) covering the organisation and activity.

Appropriate levels of relevant insurance must also be in place to cover the activity being funded.

Below are links to further information. Templates and advice can be provided – please contact CFO for support if needed.

***Safeguarding***

Safeguarding is important for staff, volunteers and those who benefit from your activities. It is especially important if you are working with children, young people or vulnerable adults to ensure everyone is kept safe.

The level of safeguarding (policy, practise and procedures) needed will depend on who you are supporting or working with and the level of contact in project activities. Safeguarding is more than a policy, everyone involved should understand safeguarding, know how to work safely with people, how to report concerns and who takes the lead if issues occur (this should be in your policy). Free safeguarding training is delivered by the Oxfordshire Safeguarding Boards - further details can be found in the links below.

NCVO explains safeguarding:

‘Creating a safe and welcoming environment, where everyone is respected and valued, is at the heart of safeguarding.

It’s about making sure your organisation is run in a way that actively prevents harm, harassment, bullying, abuse and neglect. It’s also about being ready to respond safely and well if there is a problem.’

Further information can be found using these links:

A safeguarding and DBS factsheet from the Disclosure and Barring Service can be found here:

[*Government safeguarding & DBS factsheet FAQs for community volunteers*](https://www.gov.uk/government/publications/safeguarding-factsheet-community-volunteers-during-covid-19-outbreak/safeguarding-and-dbs-factsheet-faqs#:~:text=DBS%20checks%20are%20applicable%20to,check%20would%20not%20be%20needed)*.*

[*Government guidance on safeguarding for charities*](https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees)

**There are two safeguarding boards in Oxfordshire who offer free training, are involved in reporting concerns and can offer advice:**

*Oxfordshire Safeguarding Children Board:* [*https://www.oscb.org.uk/*](https://www.oscb.org.uk/)

*Oxfordshire Safeguarding Adult Board:* [*https://www.osab.co.uk/*](https://www.osab.co.uk/)

***Disclosure and Barring Service (DBS) checks***

DBS checks can be used to look at the criminal record of staff or volunteers to see if they are suitable for the role they will be performing. Not all activities require DBS checks. The DBS offer further guidance:

‘Many of the roles that volunteers will carry out in their local communities do not raise safeguarding issues and do not need a DBS check. You can have a look at the DBS eligibility guidance to confirm whether the activities your group propose to do are captured.’

[Government DBS eligibility guidance](https://www.gov.uk/government/collections/dbs-eligibility-guidance)

DBS checks should be carried out for those who will be in contact with children, young people and vulnerable adults and are a part of safeguarding practise.

DBS checks for volunteers are free:

‘Applicants do not pay for Standard, Enhanced, or Enhanced with Barred Lists DBS checks for volunteer positions. However a an administration fee may be charged by the organisation that submits the application (if it is a third party).’

[Government DBS check application process for volunteers](https://www.gov.uk/government/publications/disclosure-application-process-for-volunteers/disclosure-application-process-for-volunteers)