



Hull Community
Safety Partnership

Community Grant Funding Scheme

External Application Information Pack

Once you have completed the forms and have all the documents you need to apply, please send them to:

Community Grant Funding Grants
Community Safety Partnership
F9, First Floor
Brunswick House
Strand Close
Beverley Road
Hull
HU2 9DB

Or

Email them to us at:

CSandEarlyIntervention@hullcc.gov.uk

If you would like to access these documents electronically you can do so by entering either of the following web links in to your normal internet search engine and clicking on the relevant links:

[www.hull.gov.uk/Community Safety Partnership/Community Grant Funding/Information & Application Pack](http://www.hull.gov.uk/Community%20Safety%20Partnership/Community%20Grant%20Funding/Information%20&%20Application%20Pack)

Or

<http://www.open4community.info/hull1/default.aspx>

Introduction

The Hull Community Safety Partnership has been successful in recent years in obtaining external funding from the Office of the Police and Crime Commissioner.

This funding has enabled the Hull CSP to support various groups and community projects whose aims are to enhance community engagement, reduce crime and improve the lives of those living in Hull.

Vision

The vision of the Hull Community Safety Partnership is to be committed to working together to create safe, healthy communities where people and business can thrive.

Mission Statement

The key role of the Hull City Council Community Safety Partnership is to assess local community safety issues and draw up a partnership plan setting out priorities and planned responses. This includes tackling the causes and effects of crime and anti-social behaviour.

Values

Corporate ambitions - City Plan

Exciting plans and multi-million pound investments are revitalising Hull – capitalising on the city's position at the heart of the UK's biggest port complex and its role as UK City of Culture 2017.

The evolving City Plan aims to bring the whole community together to make Hull a place that is brimming with culture, enterprise and opportunity; a place where people want to live, work, play, study and do business; a city where those in the greatest need are valued and supported; a place that people will be proud to call home.

There are a number of ambitions listed within the City Plan aimed at improving the lives of those who live, work and visit Hull.

The 3 priorities of the City Plan are to make Hull:

- A UK Energy City
- A World Class Visitor Destination
- A place of community & opportunity

External Funding Objectives

When deciding on how the Community Grant Funding is distributed, the funding opportunities should ensure, where possible that an even balance is maintained between the groups/projects approved across the city.

This may not always be possible as some initiatives may be restricted to a particular area or sector of the community based on available intelligence and identified need.

Quick Guide to the Eligibility Criteria for the Community Grant Fund Scheme

What you need to know before you apply

The Community Grant is a limited and targeted amount of money which has been put in place by the Police and Crime Commissioner to help improve the lives of people living in Hull. The aim of the Community Grant Funding Scheme is to support those initiatives and projects that are able to demonstrate how they can support the delivery of the Community Safety Partnership strategic aims, outcomes and priorities and the City Plan's overarching goal of safeguarding. Our priorities include: support victims and vulnerable communities, creating community resilience; addressing anti-social behaviour and domestic abuse through challenging violent behaviour; reducing reoffending and substance misuse.

Because the aim is so wide, and because it is not possible to fund everything that meets this aim, we also have priorities for the scheme (see below). If your project meets the aim, you can apply, but you are more likely to be funded if you meet one or both of the priorities.

Objective

The objective of the Community Grant Fund Scheme is to support voluntary and community groups by giving one-off grants up to **£10000**, however in exceptional circumstances a grant of a larger amount may be granted.

Priorities

Within the overall aim of improving the lives of those living in Hull through initiative and projects

that support the CSP priorities the following applicants will be given **higher priority**:

1. Small community groups, defined as those having an income of less than **£20,000** per year and no paid staff.
2. Groups who have not received a Community Grant from the Community Safety Partnership in the past.

The following groups and projects will be given a **lower priority**:

1. Groups who have received a grant in the last two years
2. Groups asking for professional fees linked to their usual, day-to-day activities
3. Groups with an unrestricted income over **£100,000** a year

If you do not meet the priorities, then you can still apply, but it is less likely that you will be successful. It will depend on what your project is, and whether we receive further higher priority applications in that particular round.

Eligibility Criteria

In order to be eligible, you must demonstrate that your organisation:

- A. Is a voluntary, community or faith group
- B. Is properly constituted with a clause which demonstrates that members will not benefit on the winding up of the organisation
- C. Has a bank account in the name of the organisation

- D. Is open and accessible to the community it serves
- E. Has a planned approach to safeguarding issues, if you are working with children, young people and vulnerable adults
- F. Is based in Hull

You must then show that the way you want to spend the grant is eligible too. Eligible expenditure is:

- A. For the benefit of people who live in, work or visit Hull
- B. Able to be spent within 12 months of the date of the award

If you are applying for changes or improvements to property, you must also demonstrate security of tenure, i.e. you must show that you have a right to stay in the property for a reasonable length of time; If you rent the property from someone else, you must have a proper lease in place, with time remaining on the lease. If you own the property, this is more straightforward, and you just need to tell us that you own it.

When deciding upon awards for applications to the Community Grants scheme the Panel takes an interest in an organisation's ability to achieve financial sustainability. The level of membership fees and/or attendance fees being charged by an organisation will be taken in to account. The Community Grant Panel would expect organisations to make appropriate charges for their services and the Panel may recommend to an organisation's management that it considers adjusting fees where the Community Grants Panel has assessed that they are not in line with current or comparable activities available.

Exclusions

There are some things that the scheme will not fund.

If you have received funding from us in the past from other schemes, you should not assume you can reapply on the same basis, as your project might not still be eligible under this new scheme.

For voluntary, community sector groups ONLY – not for schools

If your project is in partnership with a school, it may still be eligible. You need to be able to demonstrate how it meets our priorities and explain why the project should be supported by this scheme and why it is not supported through mainstream school budgets.

The scheme will not fund:

- A. **Retrospectively.** So it will not give a grant to repay money that has already been spent.
- B. **Food or hospitality**
- C. **Personal equipment.** Any equipment bought with the grant must remain the property of the organisation, and must be available for more than one member to use, within reason. We will not fund sporting equipment that can only be used by one player and would not realistically be available to other members – so for example, in a football team, we would not fund football boots, but we would consider applications for balls, nets, team strips etc.

If your project is for a very small number of people in crisis, this probably isn't the scheme for you. However if your project is universal for a particular client group then this could be the right scheme. For example you might work with older people offering dancing lessons to help people keep active for longer. This is a preventative service, and would be potentially open to lots of people, even though it would be open to younger people, and of course there will be a limit on how many people can come to each dance session.

If you are not sure whether or not your group or project meet any of the eligibility criteria please contact us before you complete the form.

Process

When we receive your application, we will check to make sure it is complete. If it is not complete, we will try and contact you to ask for the missing information. Please make sure that you give us a contact name and number where we can reach you during office hours. If you are applying PTA or organisation linked to a school, especially if you are applying over the summer, please make sure you give us details where we can reach you even if the school is closed.

Incomplete applications will not be considered for funding. Please use the checklist enclosed with this pack to make sure your application is complete before you send it to us.

We will assess your application to see if it is eligible.

If it is eligible, your application will be ranked by the Community Grant Panel members according to priority as high, medium, low or very low.

High	meets both of the priority criteria
Medium	meets one of the priority criteria
Low	does not meet either of the priority criteria
Very low	might meet the priority criteria but has received a small grant within the last 2 years

You can only be awarded one Community Grant within a 12 month period.

The Community Grants Panel will then consider all of the eligible applications and make a decision on which should be awarded grants, and how much they should receive.

The Grants Panel is made up of key members from the Community Safety Partnership.

You will need to complete a monitoring form once the grant is spent, and return it to us with evidence of expenditure. We send you the monitoring form in advance, so that you know what records you need to keep during the project.

Timescales

The Community Grant Panel meets **once every three months**. Money is divided up between the four meetings, so there will still be money left to apply for in the last round of the year.

Applications can only be considered at that meeting – we will not consider applications outside of this schedule. So if you want funding for a particular date, please make sure you apply in time, and that your application contains all of the information we need.

You will receive notification of the decision within **six weeks** after the deadline for that particular round.

Round	Deadline	Notification
2017	End of	End of
1	Nov 17	Dec 17
2	Feb 17	Mar 18

Round	Deadline	Notification
2018	End of	End of
1	May 18	Jun 18
2	Aug 18	Sep 18
3	Nov 18	Dec 18
4	Feb 19	Mar 19

Community Grant Application Form
Compliance checklist 2017

1 Before you complete the form:

Please use this checklist to make sure that you are ready to apply to the Community Grant Fund Scheme. If you cannot answer “Yes” to all of these questions, then this scheme might not be suitable for you, or you may have to do some more preparation before you apply.

We do not offer development support to help you meet these requirements.

- Have you read through all of the information supplied with this pack?
- Does your organisation meet all of the eligibility criteria? (e.g. you have not received a grant in the past 12 months)
- Will your expenditure be eligible? In particular, do you think you will be able to spend the money within 12 months?
- Are you sure that your project does not fall into any of the excluded categories?
- Have you planned exactly what the project will cost, so that you can complete the question on the form that asks for a financial breakdown?

Remember, you will need to have a reasonably accurate idea of what each item costs, so if you haven't checked the prices of things you want to buy, you should do that before you complete the form

- If you are not asking for all of the money you need, have you got a reasonably firm idea of where the rest of the money is coming from? If you are applying to other funders, have you got the information you need about them?
- If you are applying for items that cost over £500, do you have three like-for-like quotes? If you can't get three quotes, is there a good reason for this (e.g. buying specialist equipment where only a limited number of providers in the country)
- Have you got an idea of how many people will benefit from your project (Remember, it's not enough to just put 'everyone in the community' or 'everyone in Hull' unless every single person is going to directly and actively benefit)
- Do you think you will be able to meet the terms and conditions, including the requirements to send us performance monitoring information and receipts?

2 Before you send your application form to us:

Please take a moment to check that you are sending us a complete application. Remember we will not consider incomplete applications for funding.

- Have you completed all the questions on the form that relate to you?

Remember – the only questions that might not relate to you are those about previous grants, about property and match funding. Everyone has to complete the other questions. If you do not have the information you need to answer a question then please wait until you do have the information before sending in your completed application

- Have you signed the form?
- Have you enclosed three like-for-like quotes for all items costing over £500?
- Have you enclosed a **signed** copy of your constitution, or memorandum and articles, or trust deed or similar document?
- Have you enclosed a **signed** copy of your most recent set of annual accounts?
- If you work with children, young people or vulnerable adults, have you enclosed a copy of your **protection/safeguarding policy**?