**East Suffolk Community Partnership Board**

**East Suffolk Communities ‘Bounce Back’ Fund**

**Guidance & Application Form**

***IMPORTANT: PLEASE READ THE FOLLOWING GUIDANCE CAREFULLY BEFORE FILLING IN THE APPLICATION FORM.***

**About the fund**

The East Suffolk Communities Bounce Back Fund, funded through the East Suffolk Community Partnership Board, is a grant fund totalling £100,000. It offers grants of between £250 and £5,000 to voluntary, community and social enterprise (VCSE) organisations in East Suffolk. The aim of the fund is to enable VCSE organisations to resume their previous activities safety and/or to support them to transition to new ways of working.

VCSE groups that are already delivering in East Suffolk are eligible to apply, as long as the funding requested is for **equipment, adaptations or staffing to enable an existing/previous activity to resume safely or to enable a new activity/service to be developed/launched** if previous activities cannot be resumed. However, priority will be given to youth organisations/activities, organisations supporting/involving volunteers and community buildings, given the particular impacts of Covid-19 on these groups.

We know that:

* More than 50% of VCSE organisations in Suffolk surveyed have indicated that they may not survive another twelve months.
* Community buildings in East Suffolk are struggling to understand how to reopen safely and therefore many have not yet reopened. Community buildings have an increase in responsibilities and requirements that they now have to comply with in order to re-open safely; for some, this is not viable because of lack of resources, therefore leaving a gap in provision for their local communities.
* Young people have been particularly impacted by Covid-19 in terms of their mental health and wellbeing.
* Thousands of new volunteers emerged at the peak of the pandemic, but local groups are concerned that this new volunteer ‘army’ may disperse and few will be retained for other volunteering roles or a second lockdown should one occur (Suffolk SWOT Analysis of the Covid-19 community response)

**Before applying, please note that this funding is not intended to replace lost income / hardship experienced by VCSE organisations as a result of the pandemic, although it can be used help you to resume activities suspended due to Covid-19. We cannot provide retrospective funding for projects, unless it was something that has had to ‘pause’ due to Covid-19. Funding is available from October 2020 until end September 2021.**

**What can be funded**

Below are some examples of the types of project the fund can be used for:

* Improvements to ICT infrastructure, including ICT equipment and access to digital platforms e.g. Zoom, Skype or Microsoft Teams to enable groups to continue to meet and/or to deliver new sessions virtually.
* Signage, PPE, and screens for community buildings.
* New telephony systems e.g. to support service delivery or management of volunteers.
* Promotional material / marketing (printed or virtual) explaining how a service is changing.
* Equipment to enable a new service to be offered safely.
* Disposable crockery and cutlery to enable socially distanced social events, for example a lunch club or coffee morning, to take place.
* Additional staffing (not core staffing costs that are already funded)

***These examples are given as a guide and are not exhaustive.***

**What we cannot fund**

* Lost income/profits due to the Covid-19 pandemic
* VAT - if you can claim back VAT please do not include it in your costings
* Items or projects which only benefit an individual such as bursaries/sponsorship
* Projects with high ongoing maintenance costs
* Activities promoting political or religious beliefs
* Overseas travel or expeditions for individuals and groups.
* Private groups operating as a business for profit
* Activities that form part of statutory obligations such as curricular activity in schools
* Medical research and equipment for statutory or private healthcare
* Payments towards endowment funds, deficit funding or loans
* National and regional organisations unless they have a local base and/or where their application is for a specific project with people in East Suffolk Coastal
* Political parties or organisations intending to support or oppose any particular political party, or to discriminate on the grounds of race, religion, disability, gender or sexual orientation
* Medical research & equipment
* Sponsored or fundraising events
* An individual or family with personal need
* Projects that will displace existing services and activities
* Animal Welfare

**Who can receive support?**

Grants are intended to support activities and facilities delivered by voluntary, community and social enterprise organisations / groups only. Groups/organisations must have access to a bank account in the name of the organisation but Town and Parish Councils can only apply on behalf of a VCSE organisation/group, for example, if they do not have a bank account in place or the fund is for a community building.

**How to apply**

If you would like to access funding through the East Suffolk Bounce Back Community Fund please complete the application form, which can be found below.

Once completed and signed (electronic signature is fine), please send your completed application to:grants@eastsuffolk.gov.uk

**Process**

If the application is fully complete (i.e. all the required information is provided) and is approved, the applicant will be notified of the decision through a Grant Acceptance (via email) within 5-10 working days.

Funds through the East Suffolk Bounce Back fund **should only be spent on the items/purpose detailed in the application form and Grant Acceptance** and within 6 months of the date of the Grant Acceptance. If the grant is not spent on the approved purposes or there is an underspend, the Council has the authority to reclaim part or all of the grant. If you are proposing to make any changes to your approved project, please inform us as soon as possible.

An evaluation and monitoring form will be sent for completion after 6 months – although this period will be extended if a change in national guidance means that your project has to ‘pause’ - to ascertain the impact that the project / activity had. Returning this form to us is one of the grant conditions. ***Please keep copies of receipts and invoices related to the project / activity – we may ask to see these as part of our monitoring process.***

**If you would like this document in large print, Braille, audiotapes, or translated into another language, please contact us:** grants@eastsuffolk.gov.uk or **01394 444721**

**East Suffolk VCSE Bounce Back Fund**

**Application Form**

1. **Applicant details**

|  |  |
| --- | --- |
| **Name of Organisation / Group:** |  |
| **Contact Name:****Contact Email Address:****Phone Number:****Website/Facebook Page:** |  |

**1a. What type of group / organisation are you, please use the tick boxes below:**

[ ] Community or voluntary group [ ] CIC / Social Enterprise

[ ] Registered Charity [ ] Village Hall/Recreation Ground Committee

[ ] Community Interest Organisation (CIO) [ ] Charitable Company Limited by Guarantee

[ ] Local Branch of a National Organisation [ ] Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **1b. Does your organisation have the relevant policies and procedures in place?
Please tick those which are applicable to your organisation/this project:**

Constitution / set of rules Yes [ ]  No [ ]

Child Protection Policy Yes [ ]  No [ ]  Not applicable [ ]

Vulnerable Adults Policy Yes [ ]  No [ ]  Not applicable [ ]

Health & Safety Policy Yes [ ]  No [ ]  Not applicable [ ]

Equal Opportunities Policy Yes [ ]  No [ ]
DBS Policy/Process Yes [ ]  No [ ]

Covid Risk AssessmentYes [ ]  No [ ]

***Please provide copies of the relevant documents with your application***

1. **Project details – *500 words maximum***

|  |  |
| --- | --- |
| **Project proposal – please outline:*** **the project / support / service you are**

**looking to deliver*** **the geographical area to be covered**
* **what the funding will be spent on**
* **How you know that there is a need for**

**the project – what evidence do you** **have?****Please provide enough detail for the Panel****to understand your project and what it** **will enable you to deliver.** |  |
| **Project start date (*please note that we are unable to fund projects that have already commenced):*** |  |
| **Project end date:** |  |
| **What will the outcome/impact of the project be?** |  |

**3. Project costs**

|  |  |
| --- | --- |
| **Total project costs:** | £ |
| **Breakdown of Project Costs:** | £££££ |
| **How much funding are you requesting from the East Suffolk VCSE Bounce Back Fund?** | £ |
| **Do you have match funding in place and where is this funding coming from?** | £ |

|  |
| --- |
| **Declaration** |
| I am authorised and eligible to sign and approve this application on behalf of the organisation and declare the information included in this application is true and accurate.By signing below, the information you have supplied is being collected to allow us to process your application. By completing this form, you consent to East Suffolk using your information in this way. I understand that in the assessment of this application the Council may share information contained within it, with other partners, relevant Council directorates and Councillors.If you do not provide your consent, we will not be able to process this application. Your information will not be used for any other purpose unless we obtain your consent. Your information will be retained for 4 years. You can request that your information is deleted at any time.Data will be processed and held securely and in accordance with the General Data Protection Regulation (and any updates).Further information about data protection can be found on the East Suffolk Website <http://www.eastsuffolk.gov.uk/assets/Your-Council/Access-to-Information/Privacy-Notices/Communities-Privacy-Notice.pdf>***To comply with General Data Protection Regulation 2018 and Data Protection Act 2018, I confirm that I have given my consent for my personal data to be used in accordance with the privacy notice above.*** **Signature: Date:** *Enter your name only if you agree to be bound by the terms set out in this form. We will treat this as your signature of the form*. |

**Please submit this application to** **grants@eastsuffolk.gov.uk**