



Hidden Needs in East Suffolk- Application Guidelines

This guidance is for voluntary sector organisations, social enterprises and community groups interested in bidding to deliver new projects through our Phase 2 Hidden Needs Programme.

We particularly welcome applications from existing, new or emerging community-led groups who want to address social isolation and loneliness within their own community. We have therefore designed the application process to help you by putting you in touch with a community advisor who can help you to successfully negotiate the application process.

In light of the COVID-19 epidemic we are also keen to receive applications that will support the ongoing community response and recovery for our more vulnerable residents.

If you would like to apply under this programme, please read this document carefully and **then contact one of the officers identified below**. If you're not sure who is the best person to talk to, please contact Nicole Rickard (East Suffolk Council) on 07766 998074, nicole.rickard@eastsuffolk.gov.uk

ESCT Communities Officers

- Area 1: Lowestoft & Northern Parishes– Rachel Tucker, 01502 523111, 07881 661352
Rachel.Tucker@eastsuffolk.gov.uk
- Area 2: Beccles, Bungay and Halesworth – Stuart Halsey, 01502 523354, 07768 114421
Stuart.Halsey@eastsuffolk.gov.uk
- Area 3: Carlton Colville, Kessingland and Southwold – Jo McCallum, 01502 523186, 07919 045725 Jo.Mccallum@eastsuffolk.gov.uk
- Area 4: Framlingham and Wickham Market – Nicola Jenner, 01364 444321, 07867135993 Nicola.Jenner@eastsuffolk.gov.uk
- Area 5: Leiston, Saxmundham and Aldeburgh – Zoe Botten, 01394 444763, 07825 420378 Zoe.Botten@eastsuffolk.gov.uk
- Area 6: Woodbridge, Melton and Deben Peninsula – Julia Catterwell, 01394 444318 , 07768 817607 Julia.Catterwell@eastsuffolk.gov.uk
- Area 7: Kesgrave and Martlesham – Andy Jolliffe, 01394 444660, 07789 920487
Andrew.Jolliffe@eastsuffolk.gov.uk
- Area 8: Felixstowe Peninsula – Chloe Lee - 01394 444656, 07557 486172
Chloe.Lee@eastsuffolk.gov.uk

ESCT Communities Support Officers

- Area 1: Louise Thomas, 01394 444658, louise.thomas@eastsuffolk.gov.uk

Partnerships Manager

Luke Bennett, Tel: 07833 441363, Luke.Bennett@eastsoffolk.gov.uk

Community Action Suffolk

01473 345400, info@communityactionsuffolk.org.uk.

For specific staff please see: <https://www.communityactionsuffolk.org.uk/staff/>

1. WHAT WE WANT TO FUND, WHEN TO APPLY AND HOW MUCH TO APPLY FOR:

We have a total of £100,000 available to support projects to **tackle social isolation and loneliness** within the East Suffolk population. We want to fund innovative ideas from community groups and voluntary organisations that help to support one (or all) of the following target groups:

1. **Older People (65+)**
2. **Working age people (18-65)**
3. **Children and young people (18 and under)**
4. **Families, particularly those experiencing deprivation**

We are particularly interested in projects that support those identified (pre-Covid 19) as more likely to be socially isolated and lonely, as we know that these individuals, families and communities are likely to be impacted by Covid-19 to a greater extent than the wider population. Projects may also target new sectors of the population who you feel have become more socially isolated as a result of the virus.

A set of geographical target communities are identified in two maps which are available on the East Suffolk Council website on the Hidden Needs Grants pages. [Click Here](#)

The minimum award available is **£2,500** and the maximum award is **£10,000**. If you wish to apply for less than £2,500 please see our Covid-19 Hardship and Recovery Fund. The funding has been provided by East Suffolk Council through the new East Suffolk Community Partnership Board and through the former East Suffolk Partnership.

We are particularly looking for projects that demonstrate significant impact and excellent value for money. We want to support innovative projects that enable voluntary sector organisations and community groups to tackle social isolation and loneliness and their impacts on our local communities during the recovery from Covid-19.

IMPORTANT DATES:

- The fund opens: 8 June 2020
- Application deadline: Round 1 – **17th July 2020**, Round 2 - **30th September 2020**, Round 3 – **15th January 2021**
- Applicants notified: Within four weeks of the closing date
- Project end: Activities should be completed within 12 months of a grant award

You do not need to have match funding, although if you do, your bid is likely to be assessed more favourably in terms of value for money. Match funding can be cash and/or non-cash e.g. volunteer time.

You may be able to access County Councillor Locality budgets, East Suffolk Enabling Communities Budgets or the Covid-19 Hardship and Recovery Fund to support your project instead of or as well as this 'Hidden Needs' funding.

2. WHO CAN APPLY?

- Registered charities, including local branches of national charities
- Town or Parish Councils
- Company limited by shares of guarantee
- Constituted club, association, or trust
- Industrial or Provident Society
- Social enterprises
- Community Interest Company (CIC)
- Schools looking to provide community and/or extracurricular activity
- Village Hall/Recreation Ground Committees
- Churches and Faith Groups (NB Project must support the wider community and not primarily promote religion)

3. SPECIFIC CRITERIA: Applicants should demonstrate that they have the following:

- Constitution / Set of rules
- Equal Opportunities Policy
- Where applicable: a Safeguarding Children Policy, Safeguarding Adults Policy, Health & Safety Policy and/or Data Protection Policy
- Where applicable, Disclosure & Barring Service (DBS) checks (formerly CRB checks)
- More than two unrelated (by family, legal or civil arrangement) people to operate or manage the community group or organisation
- A separate bank account (or access to one) in the name of the organisation (not an individual) with two cheque signatories (not related by family, legal or civil arrangement)
- Relevant planning and building permissions/consents and at least 5 years security of tenure in place (either through a lease agreement and permission from the Landlord, or through evidence of ownership of the building) if the project includes capital elements.

If you do not meet some of these criteria, you could ask another local organisation e.g. your Town or Parish Council to apply on your behalf.

4 ELIGIBLE COSTS

The fund can support all revenue costs relating to your project or activity (e.g. additional staff time, full cost recovery, venue hire and project workers). Capital items can be considered but must contribute towards delivering specific activities (e.g. adapting a building and equipment).

5 EXCLUDED ACTIVITIES

We cannot fund:

- VAT: If you can claim back VAT then VAT is not eligible as part of the costs of your project and should not be included in your costings
- A project previously funded through the East Suffolk Partnership or East Suffolk Council
- Items or projects which only benefit an individual such as bursaries/sponsorship
- Projects with high ongoing costs – unless you can clearly demonstrate that you can meet these costs once this funding ends
- Activities promoting political or religious beliefs
- Overseas travel or expeditions for individuals and groups.
- Groups operating as a business for profit
- Activities that are statutory obligations e.g. curricular activity in schools
- Medical research and equipment for statutory or private healthcare
- Payments towards endowment funds, deficit funding or loans
- National/regional organisations unless they have a local base and their application is for a specific project to benefit people in East Suffolk
- Political parties or organisations intending to support or oppose any political party, or to discriminate on the grounds of race, religion, disability, gender, or sexual orientation
- Sponsored or fundraising events
- Individuals (although your project may benefit a group of individuals in need in a particular area)
- Projects that will displace existing provision
- Animal Welfare

Please note - we will not provide retrospective funding i.e. funding for a project that has already commenced

6 DECISION MAKING:

We know that we do not have enough funding to support all the applications we expect to receive. To enable us to reach informed and fair decisions about applications we have developed a set of assessment criteria. Council officers will assess your application against the criteria in Appendix 1, using the scoring matrix in Appendix 2 and the weighting in Appendix 1-3 and will produce a summary document with recommendations which will be put forward to a Funding Panel for decision. Groups can achieve a maximum score of 76 points. If you score less than 38 points then your project is extremely unlikely to be funded so please make sure you answer the questions as fully as possible – whilst being concise and to the point.

The Funding Panel will include:

- Cabinet Member for Communities, East Suffolk Council
- Head of Communities for East Suffolk Council and NHS Norfolk and Waveney/Ipswich and East Suffolk Clinical Commissioning Group
- Voluntary and Community sector representative
- Partnerships Manager

- Funding Team and Communities Officers

6. TERMS AND CONDITIONS:

The terms and conditions below set out the relationship between East Suffolk Council and your organisation:

- Under normal circumstances projects should be completed and an End of Grant Monitoring Report submitted to the Council within 4 weeks of the completion of the project (see section below)
- Applicants who are delayed in starting their project, but who still require the funding awarded should contact us as soon as possible to discuss why the project has been delayed
- If the decision is taken not to award an extension, the Council reserves the right to recall the grant award
- If funding is spent on ineligible costs and/or unrelated activity the funding may be recalled and jeopardise your chances of receiving funding in the future.
- **Should you run into any difficulties that will affect your project - especially its overall costs or timeframe for completion, you should notify us immediately. It may be possible to renegotiate some of the conditions outlined in the Grant Offer Letter to help you achieve your project objectives.**
- Payment will be made in full in advance after a signed Grant Acceptance Form and a recent copy of your organisations bank statement is received
- The Grant Acceptance Form will be issued with the Grant Offer Letter
- You must retain all original invoices, receipts, accounting records and any other documentation relating to the expenditure of the grant funding and send us certified copies of evidence of the expenditure incurred to deliver your project after the project has been completed
- If your project is delivered under budget the Council reserves the right to reduce its grant proportionally / ask your organisation to refund any proportional cost difference
- The amount of the grant funding shall not be increased in the event of any overspend by your organisation in delivery of the approved project
- The grant recipient shall promptly notify and repay to the Council any money incorrectly paid to it either because of an administrative error or otherwise. This includes (without limitation) situations where either an incorrect sum of money has been paid or where grant funding has been paid in error before the grant recipient has complied with all conditions attached to the grant funding or the organisation ceases to exist.

7. MONITORING:

An End of Grant Monitoring Report is required within 4 weeks after your project has been completed; this report will inform us of the outcomes that your project has achieved. These outcomes will be assessed against those that were included within your application to us for funding.

You will need to show how you have achieved your objectives, which groups of people and how many people have benefited, and how the project has made a difference to people's lives.

We will also ask if you have celebrated or will celebrate the success and outcomes of the project, what you have learnt and for your feedback on our grants process.

Where you apply to other external funders (as indicated within your application form) for match funding for the approved project, you must notify us when such funding is obtained or otherwise and provide details of the amount and purpose of that funding.

8. PUBLICITY:

We are keen to promote how this funding is used as it will stimulate other East Suffolk projects. You must acknowledge the support of the East Suffolk Community Partnership Board in any relevant publicity. The Community Partnerships logo, where applicable, and an 'in text' reference to the financial support received from the CPB should be used within all project publicity. If you would like help with the press release or want your project to be officially launched by the Council, please contact us.

9. SUBMISSION

Please send your completed **Application Form and supporting documentation** by email to chloe.lee@eastsuffolk.gov.uk OR Melissa.Williams@eastsuffolk.gov.uk

If you have any questions or would like help with filling out an application form, please contact one of the Officers listed on Page 1. If you have any general funding enquiries, please email chloe.lee@eastsuffolk.gov.uk OR Melissa.Williams@eastsuffolk.gov.uk

Appendix 1

CRITERIA	STRONG PROJECTS WILL HAVE...	WEAK PROJECTS WILL HAVE...
A Theme	Clear approach to contributing to the recovery from Covid-19 by reducing social isolation and/or loneliness in one or more of the priority groups in one or more 'hot spot' areas	Limited delivery against the priority groups identified and limited contribution to the Covid-19 recovery in terms of reducing social isolation and loneliness
B Structure	The project is realistic and achievable, and it is clear who, how and when the project will be delivered and how many people will benefit.	It is unclear what the project will do, who will deliver it, how it will be delivered and by when. It is unclear how many people will benefit.
C Evidence of Need	The applicant has identified (and can evidence) the need / demand for their project.	The project is based on anecdotal evidence and it is unclear whether this project is needed or wanted by the target communities.
D Value for Money	The project has been realistically costed and the number of people to benefit and the quality of the service is appropriate to the amount of funding that has been requested.	The project has not been costed or is either significantly under or over costed, which creates a risk to the project and its outcomes.
E Project legacy & sustainability	Where relevant, project sustainability after the funded element of the project has been considered.	It is unclear what the legacy of the project will be or how it will be sustained (if relevant).
F Evaluation and Promotion	It is clear how the project will be promoted to the target individuals / communities. There is a clear approach and methodology to capture project outputs and outcomes in a robust way.	It is unclear how the project will be promoted and how the outcomes and impact of the project will be evaluated.

Appendix 2

Scoring Matrix

0	No Evidence
1	Poorly Met
2	Satisfactory
3	Good
4	Very Good

Appendix 3

Criteria	Score Range	Weight	Max Weighted Score
A	0-4	5	20
B	0-4	4	16
C	0-4	4	16
D	0-4	3	12
E	0-4	2	8
F	0-4	1	4