

Early Help and Asset Based Community Development Grants

Covid-19 Community Response and Recovery Grant Principles 2020

(November 2020)



Working for a brighter future together

1. BACKGROUND

- 1.1.** Cheshire East Council has been helping local people to support one another by co-ordinating the fantastic work that is being done in communities across the borough. We recognise that our Voluntary, Community and Faith Sector has a vital role to play in both the response and the recovery to the Covid-19 Pandemic and this grant fund has been developed to support local organisations through this time. This document addresses the governance arrangements, procedures and monitoring process to facilitate the scheme.
- 1.2.** Temporary amendments have been made to the “Early Help and Asset Based Community Development Grants Scheme” (Bright Idea Fund), to support Cheshire East Council’s response to COVID-19 and to support the Voluntary, Community and Faith Sector with a Covid-19 Community Response and Recovery Grant.
- 1.3.** The aim of the Covid-19 Community Response and Recovery Grant is to support not for profit organisations (which for the purposes of this document shall include voluntary and community groups, registered charities) with assisting residents who are struggling to afford food and other essentials due to the economic impact caused by Covid-19. Local charities and community organisations can apply for grants towards the cost of getting food and other essentials to those who need it the most by delivering essential Covid-19 related services.
- 1.4.** Funding will be allocated where organisations can demonstrate a required need and where clear outcomes can be achieved.

2. APPLICATION PROCESS

2.1. How to apply

- 2.1.1. Applications for up to £5,000 from will be considered from organisations for local projects, meeting local need.
- 2.1.2. Applications will be considered up to £10,000 but we expect the following to be demonstrated:
 - A wide geographical footprint being covered for the proposed project
 - Connectivity with other established related projects
- 2.1.3. Applications for up to £20,000 from organisations but we expect the following to be demonstrated:
 - A collaborative application from two or more organisations working together on the proposed project
 - Sustainability of the proposed project
- 2.1.4. Applications for must be made using the Council’s Covid-19 Community Response and Recovery Grant application form.
- 2.1.5. The application form must be completed in full.
- 2.1.6. Applications will be accepted on a rolling basis and considered monthly.
- 2.1.7. All successful applicants will be required to complete a brief post grant monitoring report.

2.1 Who can apply?

To apply for this fund you must:

- 2.1.1** Be a voluntary or community organisation, registered charity or other not for profit organisation operating within Cheshire East;
- 2.1.2** Have a set of audited accounts, or as a minimum an organisation bank statement, and are able to provide such information as the Council reasonably requires in order to satisfy the Council as to the organisation's financial position and its need for the assistance requested. Organisation's established for less than 3 months that do not have this information available, must be able to provide proof of their organisation bank account;
- 2.1.3** Have a management committee with an up-to-date Governing Document which must be signed by at least two members of the committee who are unrelated to each other;
- 2.1.4** Have appropriate safeguarding policies relevant to their organisation, which must include a requirement that staff / volunteers are cleared with the Disclosure and Barring Service where appropriate;
- 2.1.5** Have a bank or building society account in the name of the organisation applying with at least two signatories who are unrelated to each other;
- 2.1.6** Complete the application form in full, providing all required information

2.2 Proposed projects

The list below provides some examples of costs and services that will be covered by this grant. Each application will be considered as it is received, and this list is not exhaustive of services that will be funded.

Food and Essentials
Foodbank services
Meal Delivery Services
Food distribution
Lunch clubs
Breakfast clubs
Holiday hunger projects
Fuel Poverty
Digital Inclusion
Providing support for people to access any other essential supplies

2.3 What this grant will not fund

- Town and Parish Councils or departments within Cheshire East Council
- Activities of a mainly political or religious nature
- Loan against loss or debt

- Items that are purchased on behalf of another organisation
- Organisations which are not based in Cheshire East, unless they can demonstrate significant community benefits within Cheshire East.

3 General Conditions

- 3.1 Grants are classed as one-off.
- 3.2 Grants must be claimed within 2 weeks of the date of the offer letter and will be paid upon receipt of the signed offer letter.
- 3.3 Organisations must mobilise projects/services within 1 month of receiving grant payment.
- 3.4 Any profits from projects/services must be used to further develop the organisation/community activity or for any future projects and not used to support other organisations or different projects/services;
- 3.5 Organisations must be committed to and have policies on equalities and inclusion and in delivering the services or activity the organisation must not unlawfully discriminate, directly or indirectly against any of the nine protected characteristics which are: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation. The organisation can direct some or all of its activities at specific groups where the intention is to address discrimination or disadvantage;
- 3.6 Successful applicants must be able to provide the Council with a case study as part of their monitoring report and provide evidence (if requested) how the grant money has been spent in adherence to the conditions of the grant. This may include receipts or invoices, the case study will be expected within 2 months following the grant award.
- 3.7 Successful applicants must notify the Council of any changes in circumstances which affect their financial position throughout the period in which the grant monies are being used;
- 3.8 The grant must only be used for the purposes specifically stated in the application form, should it be spent in any other way, without written approval from the Council, the individual or Organisation may be asked to return some or all of the monies paid;
- 3.9 If the project/service is cancelled or only partially achieved, or if the organisation is wound up, any unused grant money must be returned to the Council;
- 3.10 All conditions, under which the grant has been awarded, including any Special Conditions, must be met. Failure to do so could result in the Organisation being asked to repay the grant monies to the Council.

4 DECISION MAKING PROCESS

- 4.1 The Covid-19 Community Response and Recovery Grant applications will be considered by council officers and other relevant partner agencies at monthly intervals.

- 4.2 Applicants will be notified to inform them of whether they have been successful or not within 4-6 weeks of submitting their application.
- 4.3 Offer acceptance forms should be returned within 2 weeks of the offer letter date and via the email address provided and payments will be made once a signed form is received.
- 4.4 Complaints about any aspect of the COVID-19 Community Response and recovery grants process will be dealt with under the Council's Corporate Complaints Procedure. A copy of the [Council's Corporate Complaints, Compliments and Suggestions Policy](#) is available from the Council's website.

5 MONITORING AND RECORD KEEPING

- 5.1 A completed monitoring form (case study) and invoices or receipts must be forwarded to the Council within 2 months of the date of the payment.
- 5.2 The Council reserves the right to monitor the use of the grant and ask for evidence to support an application.
- 5.3 Successful applicants must retain records relating to the grant for an appropriate period (to be advised depending on the grant).
- 5.4 If successful applicants do not supply satisfactory monitoring reports and supporting information in full and within the set time scale they may be asked to repay the grant funding to the Council. Failure to comply with the conditions of this grant may be taken into account when considering any further applications for grant funding made by the same person or organisation in the future.

6 PROCESS AND TIMESCALES

Process	Timescales
Submit application	Accepted on rolling basis
Application Reviewed	Monthly
Outcome confirmed	Following monthly review of applications
Return Offer Acceptance Document	2 weeks post offer letter
Payment Made	On receipt of offer letter
Service commenced	Within 1 month of payment made
Case study provided to CEC	Within 2 months of payment made