RACE EQUALITY NETWORK

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Covid Small Grants Scheme 2020-21

| **Guidance Notes** |
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This document will explain how the Covid Small Grants Scheme works. It contains useful guidance on completing a Funding Proposal Form, in which you can set out the aims of your project, the problems it addresses and the benefits.

**Details about the Covid small grants scheme 2020-21**

In response to the Covid-19 pandemic REN is making £100,000 available for BAME-led organisations in the Bradford District to apply for grants up to £5000.

* Small Grants Scheme applications must be between £250-£5000
* Grants are for one year’s funding.
* Each Organization/group can apply for one grant per year. Only one single grant per year, irrespective of grant size. Not multiple grants adding up to £5000.
* Projects must not last longer than 1 year.

**This funding is being provided by Bradford Council’s Public Health Department.**

**Who Can apply?**

VCS BAME organisations based in the Bradford District with:-

* a constitution/governing document
* a management committee
* a bank account in the organisations name with 2 signatories
* key policies i.e Health & safety/Equalities/Safeguarding

BAME organisations are defined as organisations which have a majority BAME Board/Committee Members or organisations that operate primarily to support BAME communities. We will consider applications from organisations which do not meet this criteria but who can demonstrate how they will benefit the BAME communities and what previous experience they can offer supporting BAME communities.

**The scheme will not fund: -**

* Goods or services that the grant recipient has a duty to provide.
* Funding cannot be used to replace existing funding received by a group, nor can it be used to deliver activities that the group is already contractually obliged to deliver.
* Items which are due to be paid for by other public or private sector grants.
* Statutory fines, criminal fines or penalties.
* Liabilities incurred prior to the date of this agreement.
* Payments to statutory organizations, such as Local Authorities, schools, the Police Force and arm’s length public sector organizations. This includes organizations that are in any way controlled by, for example, a Local Authority, a Primary Care Trust or agencies of these.
* Any party political activity
* Activity where the key purpose is to promote a religious doctrine or the beliefs of a particular faith.
* Commercial ventures.
* Funding of organizations which support or promote extremist views or which do not support the fundamental British values of human rights; equality before the law, democracy and full participation in UK society.

**How do we apply?**

You must complete a Covid small grants scheme application form which is accompanies this guidance.

Any enquiries should be emailed to the above REN email and we will attempt to respond as soon as possible.

**Types of projects we will be prioritising:**

We want to support projects and organisations playing a vital role in helping their communities during the COVID-19 pandemic.

We will prioritise:

1. **Projects supporting people and communities who experience disproportionate challenge and difficulty as a result of the COVID-19 crisis**

*I.e. projects which provide advice and support to those pushed in crisis as a result of the pandemic.*

1. **Projects providing services and support for vulnerable people, for which there will be increased demand as a result of the COVID-19 crisis.**

*i.e Projects to prevent domestic abuse and violence.*

*Projects providing mental health support to mitigate the increased challenges of loneliness and isolation.*

1. **Projects which connect communities and support communities to work together to respond to COVID-19** *i.e Projects raising awareness of Covid-19 risks and testing.*

*projects promoting health and wellbeing interventions including volunteering, and community organising.*

**If you are seeking to apply for funding, then please ensure that your project meets at least one of the priorities**

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**Project Proposal Form Guidance**

**You need to answer all questions**

**Q1.About your group**

Please provide standard contact details so that we can contact you about your project.

**Q2.How did you hear about us**

Please provide details of how you heard about REN and the small grants scheme

**Q3. Please state the Council Ward(s) the project will be delivered in.**

Please provide details of which Bradford District electoral wards you project will be delivered in.

**Q4. What type of organisation is your group?**

Please provide details of the type of organization i.e Charity/CIC

**Q5. Please tell us about your organisation.**

Please provide details of your organisation and its current work.

**Q6. Project Summary. Please describe your project and what is seeks to achieve (Aims of the project*)***

Please provide details about your project i.e. the aims of the project. The aim is a brief statement that explains the overall purpose of your project.

**Q7. Why is your project needed?**

Please tell us why your project needs to happen and what evidence you have gathered to support this.

**Q8.What difference will your project make?**

Please tell us about the impact your project will have

**Q9.How will you make the project happen?**

Please tell us how you have planned your project and how you will deliver it?

**Q10. Which priorities does the project address?**

Please tell us about the impact your project will have

**Q11.What will happen when the project ends?**

Please tell us about the future plans of the project when the funding comes to an end. How will you sustain the project? What is the forward strategy for the project?

**Q12. Specifically who will benefit from your project?**

Who will benefit from the project i.e Young people/homeless?

Tell us the total number of beneficiaries of the project.

**Q13. What is the start date for the project and when will it be completed?**

Tell us how long the project will take to complete. Be as realistic as possible about when

the project might start and how long it will take to complete

**Q14. Please indicate how much money you are applying for?**

Tell us how much grant you are applying for.

**Q15. What is the total cost of delivering the project?**

List all the costs associated with your project.

**Q16. If the total cost of your project is greater than the amount you are applying for, please tell us how you will fund the project*?***

Please tell us about match funding, contribution in kind, if there is any other agencies involved with this project please list their names and contribution.

**Q17. Please provide a clear and accurate breakdown of how the money you are applying for.**

Provide a full cost breakdown of all costs of your project.

**Q18.How does your project represent good value for money?**

You will need to demonstrate that your project delivers the most benefits for the least amount of money spent.

**Submission Documents**

Please submit the following with your Project Proposal form:

* Copy of Constitution/governing document
* Safeguarding policies:
  + child protection policy,
  + vulnerable adult’s policy
* Equal Opportunities Policy
* Health & Safety Policy
* Copy of latest bank statement – this can wait until your bid is successful

**Membership of REN**

**We encourage all organisations to join REN to strengthen the voice and influence of the BAME Sector. There is no fee to join and you will be added to the REN mailing list for information and participation in REN’s decision making and governance structures. Please indicate on the attached form whether you wish to join REN as a Member, if you are not a Member already**

**Completed Project Proposal Forms and supporting documents**

**should be sent by email to:**

[**info@raceequalitynetwork.co.uk**](mailto:info@raceequalitynetwork.co.uk)