

Community Plus Fund Grant Criteria

**Our grants support community-led Kirklees projects which are about:**

* Growing community capacity (volunteering, group partnerships, filling gaps in provision)
* Connecting people in their communities
* Helping people do more for themselves
* Reducing social isolation and loneliness
* Increasing people’s self-confidence and self-esteem
* Developing skills which may lead to further training and education

The Community Plus Fund (CPF) is for individuals or Third Sector organisations such as a charity, not-for-profit organisation, voluntary or community group to deliver community-led projects in Kirklees.

It is for activity which will improve the lives of Kirklees’ residents of any age by delivering action to avoid, reduce or delay the need for health and social care services.

Applicants must be willing to engage in ongoing collaboration with Community Plus and other partners to achieve the best outcomes for individuals and communities in Kirklees and adhere to the Council’s [Standard Conditions of Grant](https://www.kirklees.gov.uk/beta/communities-and-volunteering/pdf/standard-grant-conditions.pdf)

Before you can apply for over £1,000, you must be registered with the Council’s [Grant Access Point](https://www.kirklees.gov.uk/beta/grants-and-funding/grants-access-point.aspx)

* Individual grants under £200 can be paid into an individual’s bank account.
* Groups applying for under £1,000 without GAP registration can be linked to a constituted organisation which can hold funds on your behalf
* Groups applying for more than £1,000 must have bank account with two unrelated signatories

You must agree that all funding will only be used for the purposes set out in your Application Form and that any underspend, misspend or unsubstantiated spend will be returned to the Council. All successful applicants need to supply spend evidence (receipts/bank records/pay slips) and project monitoring at half-way & end-of-project stages.

**Frequently Asked Questions**

**Q. We are looking for funding and support, who can help us?** We can help you promote your project, signpost you to specialist support and connect you with partners and Council services. We also recommend you speak with your [Ward Councillors](https://democracy.kirklees.gov.uk/mgMemberIndex.aspx) and [TSL](https://tslkirklees.org.uk/) for additional support and advice. Other funding sources are [here](https://www.idoxopen4community.co.uk/kirkleescommunity/).

**Q. What do we do first?** You must register with the Council’s [Grants Access Point](https://www.kirklees.gov.uk/beta/grants-and-funding/grants-access-point.aspx) (GAP). Registration may take several weeks. Bids under £1,000 do not need GAP registration. You must re-register if your score expires during the funded period and you must inform the Council of any significant changes to your governance arrangements

**Q. What is the maximum we can apply for, and for how long?** See recommendations below. We fund projects lasting up to 24 months.

* Up to £200 for individuals, no GAP score required
* Up to £1,000 for all groups, no GAP score required
* Up to £5,000 for all groups with GAP score 1 or above
* Up to £10,000 for groups with GAP score 2 or above
* Up to £25,000 for groups with GAP score 4 or 5

**Q. How do we apply?** Fill in the Application Form and email it as a Word Document (not a photo, JPG or PDF) to communityplusfund@kirklees.gov.uk. Note, individuals or small groups bidding for up to £1,000 do not need GAP registration, but you may be asked to show evidence of any relevant safeguarding policy, public liability insurance or risk assessment if the Service Manager thinks this is necessary. For example, if your project involves vulnerable people or has elements which are deemed to be of high risk. You must accept full responsibility for all your funded activities and the safety and well-being of the participants, staff, volunteers, equipment, premises or project location

**Q. Can we use the funding to maintain an existing project?** Yes, if the existing project is already being successfully delivered and you want to extend and upscale its offering AND improve its reach and inclusivity for potential beneficiaries. Groups who have previously had funding from Community Plus cannot apply for a grant for the same project. This is due to limited funding being available, increased demand and the ethos of the Fund being to encourage and develop new community activity

**Q. Do people taking part in our project delivery need DBS checks?** Yes. You need to be able to show us proof of valid and appropriate DBS checks for anyone involved in your project, paid or voluntary. It will need to be an *Enhanced* DBS check for anyone who could encounter under 18s or vulnerable adults as part of the funded project

**Q. How do the funding Panels work?** Eligible bids are considered by two Panels of Council managers, VCS representatives and other partners. Bids up to £10,000 go to Small Panel and bids over £10,000 go to Large Panel. Small Panel is chaired by a Community Plus Service Manager and attended by VCS representatives and team managers. Large Panel is chaired by Head of Local Integrated Partnerships and attended by VCS representatives and service managers. After Panel, we contact you, usually within a few working days, to let you know if you have been successful or not

**Q. Can we use the CPF money for other activities?** No, funding only covers costs directly associated with the project in your bid. If your project aims or outcomes change significantly, you must return to Panel with a new bid

**Q. Can we include multiple projects in our bid?** No, however you can include more than one activity if you can suitably demonstrate the overall bid has a cohesive theme and financial structure and it will be managed as a single project

**Q. When will we get the money?** Grants under £5,000 are paid in full into your bank account approximately 10 working days after we receive your signed Grant Agreement. Grants over £5,000 will be paid in two instalments; 50% up front and 50% after we have received and signed off with your half-way monitoring.

**Q. Will we still receive our 2nd instalment if it falls into the next financial year?** Yes, we are aware that grant payments sometimes overlap financial years. Committed funds are rolled over at year-end and held in a central reserve account to ensure funds are available for your 2nd instalment once we are satisfied with your half-way monitoring

**Q. Can we include Volunteer expenses?** Yes, you must include a breakdown in your bid and if funded, produce receipts where possible. The mileage limit is the current Kirklees Council staff rate, currently 45p / mile.

**Q. Can we include expenses specifically for Market Research?** No, this is not allowed

**Q. Can we include funding for a salary?** Yes, as part of a project. You must demonstrate future sustainability of the role and its impact, such as the number of beneficiaries and the effect it will have on people’s lives

**Q. Can we include *therapeutic* mental health provision?** We will fund projects which support the ‘*early intervention and prevention’* ethos of mental good health. Projects can offer MH support if you can demonstrate there are partnerships and pathways in place in association with existing statutory provision and governed bodies. You must also demonstrate that you will; use social factors of health to support your approach (such as isolation, housing, access to green spaces); target areas where need is greatest; draw on ‘lived experience’ and wider community to identify solutions and promote equality; work to lessen the stigma associated with MH problems. You must demonstrate the appropriate qualification of potential providers and mechanisms in place for an onward referral pathway as required, on a person-centred basis.

**Q. What happens if we do not meet monitoring requirements?** Monitoring is due within 6 weeks of the half-way and end dates of your project. Failure to comply with deadlines or the requirements may result in payments being withheld, some or all the monies being repaid to us and / or ineligibility to receive future Council funding. You will be given the monitoring forms at the beginning of your project so there are no surprises along the way and you can be well-prepared

**Q. Do we have to collect demographic data for our beneficiaries?** Yes, the monitoring form asks for breakdowns of gender, age, ethnicity and disability so you will need to gather this information as you go along

**Q. Will we be left to get on with the project?** Our Community Plus team are here to support you along the way and our Community Coordinators will visit your project and hopefully bring along people they are working with

**Q. Will our local Councillors be aware that we are applying for funding?** Yes, Councillors are invited to submit comments and feedback which are presented at Panel with your application

**Q. Can we apply for a CPF grant in our own right AND as part of another organisation’s grant application?**No, in the same financial year, groups cannot apply for funding in their own right *while also* being funded or applying as a significant facilitator or contributor on another project funded by the CPF

**Q. Can we use the funding to keep us going, i.e., core running costs?** No but we will consider up to 20% of your full application as a contribution towards your core running costs for the duration of the specified project only

**Q. What happens if we produce a public report as part of the funding?** This will need ratification from Local Integrated Partnerships Service Director prior to publication or distribution

**Q. Can we ask for contingency funding in our bid or ask for more money once we have been funded?** No

**Q. What do we do with any unspent money at the end of the project?** Any underspend must be returned to the Council. By exception, we may consider an underspend being used for other purposes depending on purpose and amount

**Q. Can we apply for another CPF grant when our funding runs out?** Your bid needs to include a plan for sustainability. You cannot re-apply for another CPF grant within 12 months of the end date of your funded project

**Q. Can we use the funding to deliver the same project in the same area which is already provided by others?** No

**Q. Can we use the funding to buy food, toiletries and other goods to hand out to the public free-of-charge?** No

**Q. Can we have funding for activities or a project already being funded by the Council?** No. However you can apply for funding for a different project or activities if you can demonstrate there is no risk of funding being duplicated

**Q. Can we use the funding to repay loans, pay interest repayments, shore up deficits or support gambling?** No

**Q. Can we use the funding for capital costs, ongoing maintenance or refurbishment works?** No. Some small capital costs may be considered (competitive quotes may be required) subject to an appraisal of the proposal and its outcomes. We are not able to fund site facilities and large equipment projects for sports clubs or community buildings

**Q. Can we use the funding for religious or political activities?** No. However, faith organisations can apply to support projects for the common good

**Q. How will an appeal be dealt with?** Appeals against a decision made will be restricted to a material error in the process. Additional supporting evidence to the original application will not be considered. An independent person at the Council’s Head of Service level, not involved in the panel process, will undertake this role

**Q. Does the Fund have a GDPR Privacy Notice?** Yes, click on the link [here](https://www.kirklees.gov.uk/beta/information-and-data/pdf/privacy-notice-community-investment-fund.pdf)

**OUTCOMES TABLE \***

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| WellPeople in Kirklees are as well as possible for as long as possible  | IndependentPeople in Kirklees live independently and have control over their lives | Aspire and AchievePeople have aspiration to achieve ambitions through education, training, employment & learning |
| What we’re aiming to achieve:People have access to opportunities to improve their health and wellbeing.A joined-up health and care system in Kirklees.Support help and advice for people in the communities where they live.Protection of the public’s health through education, support and interventions.  | What we’re aiming to achieve:Joined up and personalised support which enables independence, draws on support from their communities and prevents or delays inappropriate admission to hospital or long-term care.People can successfully manage the changes in their lives. People live within a supportive community. | What we’re aiming to achieve:Confident individuals who are able to improve their lives through training and employment.A highly skilled population able to secure good jobs now and in the future. Resilient individuals who are able to deal with complex life situations and maintain stability and effective relationships. |
| For example:-Helping people to be healthy and physically active, working with individuals to help make changes that matter to them -Empowering people to manage common long-term conditions -Supporting and developing physical activity programmes that target specific groups who might struggle to engage with mainstream physical activity provision -Helping people to develop positive relationships with their family, friends and communities -Helping people with low level mental health conditions to manage their condition successfully and prevent/ reduce crisis situations -Projects that help people to feel a sense of belonging and pride in their community  | For example:-Helping ensure that people have access to the advice, support and information they need to make informed choices by improving their personal networks and support systems -Enabling people to take control of their own lives and take positive action to make long term improvements -Innovative use of technology and equipment to enable people to live as independently as possible -Helping build personal resilience in vulnerable individuals who may otherwise be admitted to hospital or need care  | For example:-Helping to develop skills and confidence in individuals to improve their prospects for employment -Providing personal resilience training with a focus on gaining employment -Raising ambition and expectation for those with low aspirations at any point during life course -Helping to build community capacity and increasing the opportunities for volunteering |