

Community and Voluntary Sector Grant Award Scheme 2021/22

Guide for applicants – programme grants
December 2020



Basingstoke
and Deane

Who can apply?	4
Priorities for funding	4
Themes and outcomes	5
Grant funding timeline	6
How to make an application	7
Completing the application form	8
How applications will be evaluated	13
Final decision making	14
Contact details	14
Additional guidance	15

Basingstoke and Deane Borough Council's Community and Voluntary Sector Grant Funding Scheme

The council recognises the impact of the community and voluntary sector in helping to build stronger communities and improve the lives of residents.

Grant funding is an important way for the council to acknowledge and support that contribution. The application process for this scheme has been designed to ensure that funding is allocated carefully, fairly and equitably so that it has the most impact and gets the best outcomes.

This guidance is designed to support applicants seeking funding through the programme grant route for projects that will:

- Take place between 1 April 2021 and 31 March 2022.
- Require funding of up to a maximum value of £20,000 per grant for one year only.
- Deliver specific and relevant activities that respond to identified local need.
- Have clear and monitored outcomes that will impact positively on council priorities and help recover from the COVID-19 pandemic.
- Demonstrate partnership working, including involving communities in the design and delivery of services.

The application form, project plan, guidance for applicants and a budget template can be found on the council's website www.basingstoke.gov.uk/funding



The downloaded application form must be submitted by 5pm on 14 January 2021.

The council does not expect to see applications for £20,000 purely because that is the upper grant limit. Your grant request should reflect the resources required to successfully deliver project activities, which should be distinct from your organisation's core delivery.

Who can apply?

The grant funding scheme is open to all community and voluntary sector organisations with a constitution and a bank account.

Organisations can only apply for one programme grant. Organisations in receipt of strategic grant funding from the council are not eligible under the programme grant scheme.

Organisations that have been funded before through community and voluntary sector grant programme funding may apply again, providing they can demonstrate that the new programme meets the requirements set out in this guidance and that it has been developed in response to learning from the previously-funded activity, or is a new programme.

The council is **unable** to fund:

- Individuals and for-profit organisations.
- Projects that exclusively promote political or religious activities.
- Groups that have uncommitted/unrestricted funds that could be used to fund the activity.

Priorities for funding

We want to fund clearly defined projects which can demonstrate that they will help to build communities where people thrive and feel they belong. Funded programmes should support communities to become more resilient by delivering sustainable activities that meet identified local needs.

All programmes should support the council plan priorities:

- strengthening communities
- protecting and enhancing our environment
- improving safety
- planning for the future.



[For more information see the Council Plan 2020 - 2024](#)

In addition, the council is particularly seeking projects that will help support social and economic recovery in response to the COVID-19 pandemic. The pandemic has had an adverse effect on many of our residents and has led to an increase in inequalities, a rise in unemployment and financial hardship and has had a detrimental impact of mental and physical health and wellbeing.

Through this round of funding we are particularly seeking projects which can demonstrate that they will **deliver positive outcomes in one or more of the five themes identified in the table on page 5**. We give examples of the kind of projects that might achieve these outcomes, but you can propose any kind of activity providing you can demonstrate that the outcome(s) will be achieved.

Themes and outcomes	Examples
<p>1. Promoting community cohesion and inclusion</p> <p>Enabling residents to access and get involved in activities which improve their wellbeing, reduce social isolation, promote diversity and foster inclusion.</p>	<p>This could include projects which support residents to get involved in the community and meet new people from different backgrounds, improve their physical health and mental wellbeing, increase their feeling of being included, and remove barriers to accessing services.</p>
<p>2. Promoting community resilience</p> <p>Supporting residents, particularly those from more disadvantaged backgrounds, to improve their confidence and skills, to enable them to better meet their needs and the needs of their family and to cope with challenges.</p>	<p>This could include projects which help to strengthen parenting skills, increase families' ability to cope, and/or provide sustainable activities that meet the needs of local families and residents. This could also include projects that aim to reduce antisocial behaviour.</p>
<p>3. Young people can maximise their potential</p> <p>Supporting young people to raise their aspirations, develop the skills to cope with adversity and maximise their potential.</p>	<p>This could include projects which improve young people's mental health and emotional resilience, enable them to achieve positively at school or through extra-curricular opportunities, and/or develop their leadership and employability skills.</p>
<p>4. People who face barriers to employment move closer to the job market</p> <p>Supporting people who face barriers to employment to improve their skills and access jobs and volunteering opportunities.</p>	<p>This could include projects which support people to better prepare for work, access appropriate volunteering or employment opportunities, improve their digital skills and/or realise their employment potential.</p>
<p>5. Promoting mental and physical wellbeing</p> <p>Encouraging people who face barriers and/or are more reluctant to take part in activities to make healthier life choices, reduce harmful behaviours and improve their physical and mental wellbeing.</p>	<p>This could include projects which address barriers to participation, support people who do not regularly exercise to become more active, tackle health inequalities and/or encourage people to adopt healthier lifestyles for their physical and mental wellbeing.</p>

We are looking for projects with high quality outcomes that will make a real difference to people's lives, rather than activities that might engage with large numbers but have little impact. We recognise that some projects will reach only a relatively small number of people because of their complex needs.

Grant funding timeline

14 December 2020

Information about programme grants made available and application process opens. Officers will be available to answer queries and offer support to potential applicants until the closing date

5pm on 14 January 2021

Application process closes

18 to 22 January 2021

Evaluation of all received applications takes place according to the scoring system outlined in this guidance. Officers may seek clarification from applicants on specific points in their proposals during this process

February 2021

First recommendations made to decision makers

March 2021

Final decisions made by Cabinet

By 12 March 2021

Applicants notified of decisions and given feedback

By 31 March 2021

Performance management requirements agreed with each applicant and funding agreement signed

1 April 2021

Delivery of funded project can commence. No payments can be made or approved before this date

How to make an application

i **Applications must be made by 14 January 2021.**
Late applications will not be accepted.

- All applications must be made on the appropriate application form. Please ensure that forms are completed in full, as your application will be assessed as submitted.
- Keep to the word limits where given.
- Do not forget to attach the requested information about your accounts and your project plan and/or budget, if you have chosen to complete these on separate forms.

Completed application forms and attachments should be submitted to reach Basingstoke and Deane Borough Council by 5pm on 14 January 2021.

Submissions can be made by email or post.

Email: grants@basingstoke.gov.uk

Post: Economy and Culture Team
Basingstoke & Deane Borough Council
Civic Offices
London Road
Basingstoke, RG21 4AH

Completing the application form

The application form is divided into sections so that you can provide the information we require to evaluate your proposal. The following information will explain exactly what information we are looking for and why we are asking for it.

Please read this guidance carefully before you start to complete the form, to ensure you provide the information that is required.

Some of your answers will be scored as part of the evaluation process and we have clearly identified those questions on the application form. Other answers will help us to fully understand your proposal and the way your organisation operates. These answers will not be scored, but may be used by the evaluation panel as part of the assessment process where programmes with similar characteristics are being compared. See page 13 for a further explanation of the scoring process.

Please keep to the word limits given for each question. Any text that exceeds these limits will not be considered by the evaluation panel.

Programme themes

Please make sure that you have identified which theme(s) your project will support by ticking the relevant box(es) in the table on page 2 of the application form.

Section 1 – about your organisation

This information is required because we need to ensure that your organisation is eligible for funding and that it can enter into a funding agreement with the council for project delivery. We expect you to have at least a formally adopted constitution and a bank account with two signatories. Please complete all sections that are relevant to your organisation. **[Word limit for aims and objectives 150]**

We also ask you to summarise the amount of funding you are requesting. These figures must match the grant amount requested figures given in your budget in section 6.

Section 2 – about your project

- 2a Please give your project or programme a meaningful name to help us identify different programmes.
- 2b Your project cannot start before 1 April 2021 and must finish by 31 March 2022..
- 2c We will only consider funding continuation of existing projects if there is a very clear rationale that it will deliver increased benefits, based on learning and evaluation from the existing project. **[Word limit 250]**
- 2d We want to encourage sustainability, so please consider whether or not your project could last beyond the period for which you are seeking funding. You may, for example, have capacity to absorb delivery into core business once you have the programme up and running, or you might have plans to apply for funding elsewhere or to generate income from fees. Whatever the case, please provide details here. **[Word limit 150]**

2e

This is a scoring question so you should provide as much detail as possible within the word limit. You may submit a separate project plan if appropriate using the template provided at www.basingstoke.gov.uk/funding but please note the word count. We are asking this question so that we can fully understand exactly what you propose to deliver in your project. **[Word limit 400]**

You should include information about:

- The specific activities you will be delivering and how these might be adapted and developed as your project progresses.
- The people who will be taking part – anticipated numbers and how they fit into the themes listed on page 5 of this guidance.
- A detailed timetable for delivery.
- Who will deliver the activities, which could be people from your own organisation, project partners or contracted individuals or organisations.
- The difference you hope to make by delivering each specific activity - how exactly will participants benefit from taking part?

2f

This is a scoring question so you should provide as much detail as possible within the word limit. We are asking this question so that we can evaluate if you are the best organisation to deliver this project. Tell us about your experience working in this field, your past successes and achievements, the skills and attributes of people delivering programmes, previous participant feedback and anything else that can demonstrate that you are able to run a programme that will deliver great results. **[Word limit 300]**

2g

We are asking this question so that we can understand how you will sustain project delivery through the whole period of funding. Tell us how your organisation is structured, who will be responsible for managing the programme, for making decisions and for delivering work, how the project might impact on core delivery and how you can ensure continuity if anything changes. **[Word limit 200]**

2h

This is a scoring question so you should provide as much detail as possible within the word limit. We are asking this question so that we can evaluate your understanding of and connection to the environment in which you operate, and the communities you work with. Tell us about the organisations, groups, forums and statutory bodies you interact with and how you share information and good practice. If the project will be delivered by a partnership, tell us how that relationship will work, who will be the lead partner and how each partner will add value. **[Word limit 300]**

Section 3 – about your participants

3a

We are asking this question so that we can understand which of the themes shown on page 5 your project will address. Be specific about the kind of people you hope to work with and how you have identified them as potential participants. **[Word limit 200]**

3b

This is a scoring question so you should provide as much detail as possible within the word limit. We are asking this question so that we can see how you are planning to proactively get people involved in your programme and how you will ensure that there are no barriers to taking part and staying engaged. Tell us how you will promote the project and how people will be involved in design, delivery and governance. **[Word limit 300]**

3c This is a scoring question so you should provide as much detail as possible within the word limit. We are asking this question so that we can understand the consultation you have undertaken to develop your project plans. Tell us who you have spoken to and summarise what they have told you. Explain how you have identified gaps in provision and developed a programme to meet those needs. If you are planning to continue delivering an existing project, tell us how you will develop the programme in response to the consultation undertaken. *[Word limit 300]*

3d We expect all programmes to be open to everyone, so tell us how you will ensure that your project will be accessible to all. If you have a specific reason why this is not the case, please explain this here. *[Word limit 150]*

3e Tell us how many people you expect to take part in each year of your project. This should be a realistic, achievable figure based on the consultation you told us about in question 3c.

Section 4 – about the outcomes and benefits your project will provide

4a This is a scoring question so you should provide as much detail as possible within the word limit. We are asking this question so that we can understand the difference that your project is likely to make to the people taking part. This is not about what they will do during the project, but about the benefits they will gain. Be specific about what they are likely to achieve, such as a formal qualification, a target they might reach, an improvement in some aspect of their quality of life or other measurable benefit. Don't forget to include volunteers helping to deliver the project and the wider community when considering the benefits your project will deliver. Explain how these benefits link to the identified themes and outcomes shown on page 5 of this guidance. *[Word limit 400]*

4b This is your opportunity to list up to three specific outcomes that you hope to achieve through project delivery. This should link to your answer to question 4a. For example, if you expect participants to gain skills that will enable them to take up volunteering roles, one of your outcomes could be x number of people placed into volunteering roles by y date. If you have set performance targets, please indicate this clearly.

4c We are asking this question so that we can see how you plan to capture the information you have outlined in the previous questions. How will you measure the 'starting point' of your participants and how will you go on to measure the difference your project has made to them? Be specific and tell us how frequently you will do this and how what you learn might impact on the rest of the project. You will be asked to report every six months and will be monitored against your stated outcomes, so please ensure you have considered how you will collect the necessary information. Please also read the note on Public Sector Equality Duty at the end of this document. *[Word limit 250]*

Section 5 – any added value our funding will deliver

5a This is your opportunity to tell us about any other benefits our funding might bring to your organisation or the community. This might be in the form of additional funding you can secure as a result of the grant, new skills and experience that your staff or volunteers might gain, positive impact to the community beyond the end of the project or anything else that has not been covered in the information you have already provided. *[Word limit 250]*

Section 6 – financial information

6a Please provide a detailed budget for your project. You can use the template provided on the application form or the spreadsheet that you can find at www.basingstoke.gov.uk/funding which you can submit with your application.

Whichever form you use, please note the following:

- If you are unable to recover VAT, please include VAT where applicable in the budget. If you can recover VAT, however, we would not expect to fund this element of your costs, so you should provide figures net of VAT.
- Any additional income you list in the form of grants from other organisations or sponsorship should only be included if they are allocated exclusively to the project. We may ask to see evidence of this funding.
- The totals for the 'grant amount requested' and 'income' should match the 'total cost' figure.
- No large-scale equipment, such as a vehicle, can be funded. Small-scale equipment may be funded, but if it is expected to last beyond the end of the project, you should claim an appropriate apportionment of the total cost.
- Successful grant applicants will be notified by 12 March 2021 and funds cannot be released before 1 April 2021. Please ensure you consider this in your budget and delivery planning.
- Refer to the guidance on full cost recovery at the end of this document, which includes links to tools that will help you cost your project.

6b Please use this section to explain how you have calculated the costs you have given in the budget. They may be based on quotes, in which case tell us how long these are valid for, full cost recovery calculations or research. Tell us about assumptions you have made to ensure that the costs are as accurate as possible. Also use this section to explain any items in the budget that may require further clarification. **[Word limit 200]**

6c Please provide information about any previous grant funding you have received from the council. This will not be taken into account when evaluating your application, but helps us to build a picture of requirements for funding across the borough. **[Word limit 100]**

6d You must submit the relevant financial information we have requested with your application. If you have any difficulties with providing this, please contact the Economy and Culture team to discuss.

6e Use this section to confirm your cash reserves and explain why you are seeking funding from the council if these are over the stated threshold.

Section 7 – your organisation’s policies and procedures

- 7a** We are asking this question to ensure that you have relevant policies and procedures in place to support best practice. You do not have to provide copies at this stage, but we may request to see them at a later date.
- 7b** You only need to complete this answer if your project will involve children, young people under the age of 18 or vulnerable adults. If it does, you must have the relevant policies and procedures in place, and we will request to see relevant documents if a grant is awarded.

Section 8 - declaration

You must tick all five of the points in the declaration. If you are unable to comply with any of these, we will not be able to accept your application. This declaration must be submitted by someone who is authorised to enter into financial agreements on behalf of your organisation. If you submit by email please enter the name of that person here.

How applications will be evaluated

During the initial assessment process, individual applicants may be contacted in order to clarify information given in the application.

An evaluation panel, of at least three people, will score each application individually and then moderate scores collectively. The evaluation panel will include council officers and may include a relevant stakeholder (who could be from outside the council), who has a technical knowledge of the type of programme being evaluated.

Scoring will be weighted so that it can be aligned to the assessment criteria. A higher value will be assigned to questions that tell the council more about the potential impact of the proposed programme. The weighting ensures that all applications are scored out of 100.

The scoring assessment is as follows.

Assessment criteria	Score
Deficient – response to the question significantly deficient or no response received.	0
Limited – limited information provided, or a response that is inadequate or only partially addresses the question.	1
Acceptable – an acceptable response submitted in terms of the level of detail, accuracy and relevance.	2
Comprehensive – a comprehensive response submitted in terms of detail and relevance.	3
Outstanding – as comprehensive, but to a significantly better degree, or likely to result in increased quality, including improvement through innovation and strong likelihood of achieving great outcomes.	4

Weighting for programme grant evaluation will be as follows:

Question	Maximum score available	Question 'weighting'	Total maximum value of score
2e	4	X 5	20
2f	4	X 4	16
2h	4	X 3	12
3b	4	X 3	12
3c	4	X 3	12
4a	4	X 7	28
			100

Any application that scores zero on any answer will be deemed not suitable to receive a grant. Any application that scores one on more than one question will also be deemed not suitable to receive a grant. No programme will be considered for funding unless its scores above a threshold of 50 out of 100.

Final decision making

Following the evaluation process, all applications above the scoring threshold of 50% will be ranked from the highest to lowest score. Grant funding will be allocated from the highest ranked programme until the available budget is allocated.

In the event that there is insufficient funding for all projects with the same scores, the panel reserves the right to take into account non-scoring information in making the final decision, ensuring a fair and equitable split across different areas of delivery and a diverse range of organisations. The council may also offer a lower grant than bid for recognising that the deliverables may need to be adjusted.

The panel will provide recommendations to Cabinet for final decision, after which all applicants will be notified of those decisions.

Contact details



For queries that are not covered in these guidance notes, or to discuss eligibility for strategic grant funding, contact the Grants Team:

Email: **grants@basingstoke.gov.uk**

Telephone: **01256 845455**

For information on projects and programmes that have been funded previously, go to our website: **www.basingstoke.gov.uk/funding**

Additional guidance

A note on full cost recovery

The council's grant funding approach takes account of the principles of **full cost recovery**. As supportive grant funders, the council recognises that providers will incur costs over and above the direct provision of programme activity.

The council will meet a proportionate amount of these costs because it helps to ensure that a provider can deliver its activities in a sustainable way.

In order to establish the full cost of a programme, organisations can make use of the tools that are available via the Big Lottery website. This tool gives a full explanation of how to apportion costs for full cost recovery and include a spreadsheet template to help you do so.

Click here for the toolkit [Full cost recovery | The National Lottery Community Fund \(tnlcommunityfund.org.uk\)](http://tnlcommunityfund.org.uk).

Please note, in line with full cost recovery principles, the council will not fund:

- Any programme costs or overheads incurred before a grant is awarded. This includes any costs incurred in the application for this grant and any costs relating to development of the programme incurred before you apply.
- Any project costs or overheads that someone else is specifically paying for, whether it is cash or in kind.
- Any costs not related to specific programme outcomes. For example, the contribution to reserves.
- Notional costs and costs that will never be incurred. For example, if you are provided with premises free of charge, we will not contribute towards a notional rent.

Public Sector Equality Duty

As part of the Equality Act 2010, the council has a 'Public Sector Equality Duty' (PSED) to eliminate discrimination, promote equality of opportunity and foster good relations between groups, including those who have a 'protected characteristic'. Grant-funded organisations will be asked to provide as much information as possible about the groups and people worked with and how organisations will support the council to meet the PSED.

Protected characteristics are those defined in the Equality Act 2010 and can be found within guidance for third sector organisations providing services here:

www.equalityhumanrights.com/en/publication-download/equality-act-2010-summary-guidance-services-public-functions-and-associations

Organisations should set out how they will demonstrate, where practicable, how many people from each protected characteristic group use the programme, and how they positively benefit from it.

The council is seeking a wide portfolio of programmes that collectively has a positive impact on a range of community groups. Organisations should tell the council if any proposed changes to current delivery might adversely impact on one or more protected characteristic groups.

www.basingstoke.gov.uk | 01256 844844

customer.service@basingstoke.gov.uk

  @BasingstokeGov

If you need this information in a different format, for example large print, CD or braille, please contact the council.

©Basingstoke and Deane Borough Council December 2020

