

**Hackney A Place for
Everyone**

**Voluntary & Community
Sector Grants Programme
2019/20**

Prospectus

Updated June 2018

This prospectus gives information about the Grant Programme, the funding streams available, eligibility criteria and how to apply.

Please ensure you read this prospectus before applying for a grant.

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1. What is the Hackney Council Voluntary & Community Sector Grants Programme?

Hackney Council is pleased to launch the Hackney 'A Place for Everyone' Voluntary & Community Sector (VCS) Grants Programme for 2019/20.

The Council is committed to ensuring that the grant investment continues to increase opportunities for Hackney residents and delivers services which make a difference to people's lives.

2. Grants available through the Hackney Council VCS Grants Programme 2019/20

As in previous years, the following grants are available through the 2019/20 grants programme. Please see the timetable on page 6 for details on when each funding stream is open for applications.

- **Main grants** of between £5,000 and £30,000 for 1 year projects which contribute to the programme's priorities and equality objective. Funding for **Holiday Play schemes** should be made through the main grant.
- **Small grants** of between £1,000 and £5,000 for projects which contribute to the programme's priorities and equality objective. There are two rounds of small grants during the year.
- **Community Chest Grants** are available for local groups to deliver short term or one-off activities. Organisations can apply for up to £1000 to deliver projects which contribute to the Hackney Equality Objective '**To foster good relations by building a strong sense of community, neighbourliness and pride**'.

Detailed guidance notes are available for completing the application forms for each funding stream.

The grants programme also funds selected organisations through the Specialist Grants to provide specific services such as infrastructure, which are only available to invited applicants. Social Welfare Advice Grants are awarded to deliver social welfare advice services and subject to a separate application process.

A list of the Hackney VCS grants already awarded for the 2018/19 grants programme is available on the Grants Programme page of the Hackney Council website at www.hackney.gov.uk/community-grants

3. A Place for Everyone

3.1. Grant Programme Priorities

Building on the known strengths of the sector and its ability to deliver borough-wide priorities, a new set of strategic priorities were introduced in 2016/17 as a focus for open grants. The 2019/20 grant programme will continue to focus on these two priorities:

- **To promote social inclusion, encourage independence and develop personal resilience**
- **To build positive relations between different groups and communities that will maintain the high levels of community cohesion in Hackney**

3.2 Equality Objectives

The grants programme focuses on one of Hackney Council's Equality Objectives which is:

- **To deliver actions which aim to narrow the gap in outcomes between certain disadvantaged groups and the wider community**

We consider the Grants Programme to be a strong means for achieving this Equality Objective and every grant-funded project is expected to contribute towards this.

This equality objective is underpinned by a number of equality aims for the programme that we believe the VCS are best placed to deliver:

1. The lives of people living in difficult circumstances are improved
2. People with complex needs are supported and enabled
3. People with the worst health are supported to improve their wellbeing
4. The impacts of poverty are alleviated
5. The lives of disabled people and or older people are improved
6. Inequality is addressed
7. People are supported to identify harmful patterns and take steps to change
8. Those least likely to be heard are engaged and have an active voice

3.3 Working Together - The Hackney Compact 2015-20

The Hackney Compact sets out how we can work together to take advantage of opportunities and manage the threats of the new economic environment. Consideration has been given to how we can apply the new Compact principles to the design of the open grants programme.

As a result we have explored how the grant programme can not only deliver benefits for local people but also support the development of the sector as a whole and ensure that it is sustainable in the future. Examples of this include:

- Encouraging more collaborative bids
- Supporting external fund raising by giving some priority to applications that match grants from other funders
- Giving some priority to providing funding to groups that want to try something new and to test their ideas
- Volunteer development and maximising the quality of volunteer opportunities created by the grant investment

4. Grants Programme application timescales

This table shows the timetable for applications and the decision-making timeframes for each of the grant streams within the Hackney Voluntary and Community Sector Grants Programme for 2019/20.

Grant Type	Applications Open	Application closing date	Application period in weeks	Initial Recommendations	Final Decisions	Contracts Start	Contract Length
Main Grants (including Holiday Playscheme)	2 nd July 2018	19 th September 2018	10 weeks	w/c 4 th November 2018	Mid January 2019	1 st April 2019	12 Months
Small Grants 1st Round	15 th October 2018	26 th November 2018	6 weeks	w/c 14 th January 2019	Mid February 2019	1 st April 2019	12 Months
Small Grants 2nd Round	1 st April 2019	13 th May 2019	6 weeks	17 th June 2019	Mid July 2019	1 st September 2019	7 Months
Community Chest 1st Round	4 th March 2019	1 st April 2019	4 weeks	N/A	w/c 27 th May 2019	1 st July 2019	9 Months
Community Chest 2nd Round	2 nd September 2019	30 th September 2019	4 weeks	N/A	w/c 21 st October 2019	1 st November 2019	5 Months
Social Welfare Advice	Dates to be confirmed.						

5. Who can apply?

The VCS Grants Programme is open to voluntary and community groups (also known as third sector organisations) who can deliver projects/activities for Hackney residents.

In order to be eligible for funding from this programme at least 80% of the people benefiting from the project must be Hackney residents.

Organisations applying for the programme must be not-for-profit organisations which are value-driven and principally reinvest their surpluses to further social, environmental or cultural objectives. Voluntary organisations or third sector organisations include community groups, faith and equalities groups, charities, social enterprises, co-operatives, mutuals and housing associations.

Social Enterprises and Community Interest Companies (CICs) are only eligible to apply for a grant if they operate on a wholly not-for-profit basis. This means that the following criteria must all be met:

- 100% of surplus funds are re-invested into the organisation
- executive directors operate in a voluntary capacity and not as paid shareholders
- as an indicator of the above, there is no 'profit distribution' and/or 'asset lock' clause in the governing documentation.

Please note that private businesses and individuals are not eligible to apply for grant funding from this programme.

Eligibility checklist: Additionally, you **must** be able to tick 'yes' to all of the questions in the eligibility checklist on the application form. A copy of this is included in [Appendix 1](#). If you cannot accurately tick 'yes' to any of these questions, you will not be eligible to apply for a grant. If your application is provisionally recommended for funding, you will be required to submit copies of the documents referenced in the checklist in order to have your grant recommendation approved – for further information, please see below [7.2 'Verification of policy documents'](#).

Safeguarding: All applications for projects which will work with children, young people and/or adults at risk must have the following Safeguarding processes in place. Organisations must have a Safeguarding Children and Safeguarding Adults policy in place. Staff and volunteers working with children, young people and/or adults at risk must have Disclosure and Barring Service (DBS) certificates. Projects which include community events **must** have a Safeguarding Children and Safeguarding Adults policy and, as a minimum, the event co-ordinators, volunteer supervisors and unsupervised volunteers must have Disclosure and Barring Service (DBS) certificates.

If applicants who have received a grant through this programme in previous years have failed to fulfil the funding requirements of the previous grant (including return of required monitoring forms), they will not be eligible to apply for a grant.

Small Grants: Organisations wishing to apply for Small Grants must have an annual income of less than £250,000 to be eligible to apply.

6. What the Grants Programme cannot fund

The VCS Grants Programme does not accept applications for any of the following:

- Political or exclusively religious activities;
- overheads allocated or apportioned at rates materially in excess of those used in similar work carried out by the organisation;
- costs related to capital or building projects;
- costs paid or liabilities incurred before signature of any funding agreement letter unless otherwise agreed in writing by the London Borough of Hackney;
- the cost of work or activities that any other person/organisation has a statutory duty to undertake;
- activities undertaken outside of Hackney, although there may be some exceptions. For example, Hackney residents may be accessing specialist courses, venues or trips.
- previous debts, including 'contingent liabilities' (possible charges relating to past events);
- cover for something that may not occur ('contingencies');
- interest charges, or other costs resulting from delaying payments due to creditors;
- service charges arising on leases, hire purchase and other credit arrangements;
- depreciation of fixed assets, paid for by this grant;
- any costs that do not represent an additional cost exclusively incurred as a result of work carried out for purposes of the funding programme, unless otherwise agreed in writing with the London Borough of Hackney.

Grant funding is mainly for revenue. Capital can only be applied for if it directly relates to the project, and only then if it is a small part of the total costs. We do not accept bids for capital-only projects. Generally, we would not expect overheads (general office costs, utility bills, stationery etc not related specifically to a project output) to not exceed around 20% of the total value of your grant application.

7. Applying for a grant

Hackney Council will always receive more applications than it will be able to fund. In order to enable the Council to prioritise applications, projects are assessed against

the grant programme priorities and the information provided on your application form.

Please note, organisations applying for a grant must not lobby Council Members or officers regarding their application, or permit others to lobby on your behalf. If you are found to be lobbying, your application may be disqualified.

7.1 Completing the application forms and guidance notes

Detailed guidance notes will be available for each of the different funding streams (Main Grant including holiday play schemes, Small Grant, and Community Chest grant). These guidance notes explain how to complete the applications forms for each grant. Each grant has a different application form. Please ensure you read the relevant guidance notes before applying for a grant.

An online system is used for managing the grants programme so applications can only be submitted using the online application form. The guidance notes for each funding stream and the links to application forms will be available through the Hackney Council website www.hackney.gov.uk/community-grants.

To access the application form, use the link on the Hackney Council website which will take you to a login page. If you have applied before, please use the login details used on that occasion. If you have forgotten your password, please click the 'Forgotten password' button to be sent a temporary code. You will be asked to reset your password when you first log in using this code. The password reset email will be sent to your email address. If it doesn't appear in your inbox, please check your spam or junk mail folder as it may be in there.

If you have never submitted an application before, please click the 'New Applicant?' button. You will then be asked to provide an email address and password for your account. You should use these log in details for all future applications.

7.2 Verification of policy documents

There is an [eligibility checklist](#) at the beginning of each application form. Your application will not be considered for funding if you are unable to tick yes (or not applicable) to all of the boxes.

We provide a Self-Assessment template on the Hackney Council website (www.hackney.gov.uk/community-grants) to enable you to review your policy documents before you apply. We expect you to make any amendments or updates to your documents in advance of the initial notification deadline.

If your application is recommended for funding, you will be required to submit copies of the documents referenced below within two weeks of the initial notification in order to have your grant recommendation approved.

The policy documents required are:

- Your organisation's set of rules, Constitution, Memorandum & Articles of Associations or other governing documents.
- Most up to date organisation's annual accounts that are independently examined or audited, or a 12/24 month financial projection for the period in which the grant will be spent and a copy of your most recent financial statement/bank statement in the organisation's name if you have been in existence for less than 15 months or have an income of under £10,000.
- Equality & Diversity Policy
- Health & Safety Policy
- Employers Liability/ Public Indemnity Insurance
- Safeguarding Children Policy and / Safeguarding Adults Policy (if applicable)
- The Disclosure and Barring Service (DBS) number of staff, volunteers and trustees working with children and young people and/or adults at risk. You will need to submit their names, certificate number and date, and the date the certificate was seen by your organisation. You will not be asked to submit the original DBS certificates.

Please note that Hackney Council do not take responsibility for the policies and procedures submitted, they remain the property of your organisation and it is your responsibility to ensure they are up-to-date and meet the current minimum standards required. You are responsible for ensuring that your staff are aware of the policies and are implementing them correctly.

8. Can you apply for more than one grant?

Organisations can apply for a grant in more than one funding stream. For example, an organisation can apply for a Main and a Small Grant in the same financial year.

Organisations may only apply for more than one Main Grant if one of the applications is for a holiday play scheme grant.

Organisations may only apply for one Small Grant within each round with a maximum of two applications per year. An organisation **cannot** apply for a Small Grant if it has received a Small Grant for three consecutive years. In this situation an organisation can still apply for another funding stream, such as the Main Grant, and will be eligible for another Small Grant in the next financial year.

We would not consider allocating another grant to an organisation already in receipt of a Specialist Grant unless the proposed project was materially different to the activities funded by the Specialist Grant. We want to fund as many groups as possible and spread the Council's investment and therefore we will take into consideration any specialist grant already provided when assessing applications.

Please note that we receive a significant number of applications and we seek to grant fund a wide spread of organisations both in terms of location and access for residents. If you do choose to apply for more than one grant, please note that we

will take into consideration other funding that has been committed from this grant programme.

Organisations will also need to complete a separate application form for each grant that they want to apply for.

9. What happens after you apply

The assessment will be undertaken by Hackney Council staff, and colleagues from partner organisations in the borough and representatives from Hackney's Voluntary and Community Sector.

Initial Recommendation: You will be notified of the Grant Panel's initial recommendations. If your project is provisionally recommended for a grant, **you will then have 10 working days to submit documents proving your eligibility to receive a grant.** We will expect you to have already completed a self-assessment of your policy documents using the template available on the Hackney Council website www.hackney.gov.uk/community-grants.

Please note that **if you fail to comply in full within the timeframe by providing the requested documents, your recommendation for a grant may be withdrawn.**

Vulnerability review: The Main Grants include a vulnerability assessment which gives organisations the right to request a review of the recommendation. Please note that due to the size of the awards available we are unable to offer this process for Small and Community Chest Grants.

Cabinet Approval: **Main Grants, Small Grants, Specialist Grants and Social Welfare Advice Grants are subject to Cabinet approval.** You will be notified of Cabinet's decision following the relevant Cabinet meeting as shown in the timetable on page 6.

Community Chest applications will be approved by delegated authority to the Chief Executive.

10. If your grant application is successful

Once your grant application has been approved by Cabinet or the Chief Executive, Hackney Council will send your organisation an award letter containing confirmation of your grant amount.

A member of the Community Investment and Partnerships Team will contact you to discuss/confirm your project delivery. Once this has been finalised, a copy of our Funding Agreement will be sent to you for review and you will be invited to a meeting to sign your agreement.

Once Hackney Council has the signed contract, the grant will be paid in line with the agreed profiled amounts by the BACS system.

10.1 Payment of the grant

The Council will pay the grant in advance and according to the agreed profiled amounts.

- **Main & Specialist Grants (including Social Welfare Advice grants):** these will be agreed based on the size and duration of the delivery period and subject to satisfactory receipt of any monitoring information required.
- **Small Grants: the grant will be paid in up to two payments.** Organisations can choose the quarters in which they would like to be paid based on when project delivery is taking place. Payment is subject to satisfactory receipt of monitoring information required.

If funding is used inappropriately, or if the applicant fails to respect the contract terms and conditions of the grant, Hackney Council may request reimbursement of any funds already paid or take other measures to recoup the funds.

Hackney Council retains the right to require any unused grant funding to be returned.

10.2 Monitoring

Main, Specialist Grants and Social Welfare Advice grants: this will be agreed based on the size and duration of the delivery period against agreed project outcomes, outputs and expenditure. An end of grant report evaluating the project must be submitted at the end of the project. Grant recipients will receive guidance outlining the information required for monitoring arrangements and at the end of the project.

Small Grants: an end of grant report must be submitted at the end of the project which demonstrates delivery against agreed project outcomes and expenditure and evaluates the project. Monitoring guidance will be available on the Hackney Council website, outlining the information required at the end of the project.

In addition to the monitoring reports, Hackney Council aims to visit your project as part of its monitoring processes. The visit will take place at a time agreed with you in advance. This visit will give us the opportunity to see your project in action, discuss progress with you, note the successes of your project and also the challenges you have faced in delivery. We will also check that your systems and processes are in place and may request evidence of the outcomes and expenditure that you have reported.

Failure to comply with monitoring requirements will jeopardise your grant payment and payment will not be made without a satisfactory return.

The Assessment Panel undertakes only to provide the amount of funding awarded to the applicant or the group/project named on the application form for the stated purpose. If for any reason the project cannot continue, does not happen or fundamental changes are made to the project activity recommended for grant

funding, the Community Investment and Partnerships Team should be notified as soon as possible. A decision will then be made on the action to be taken based on the information supplied. We will notify you in writing of any decisions that have been made.

11. If your grant application is unsuccessful

Due to the budget available and the number of applications received, Hackney Council cannot provide funding to every organisation that applies for a grant.

If your application is unsuccessful and you are in need of other sources of funding, Hackney CVS offers one-to-one workshops for Hackney-based VCS organisations on possible funding sources.

Unsuccessful applicants are of course eligible to re-apply to Hackney Council in future Grants Programme rounds.

12. The applicant's charter

Hackney Council aims to achieve the following in its Voluntary & Community Sector Grants Programme:

- To be accessible to all of the groups and communities in Hackney
- Reflect the cultural and ethnic richness of the groups and communities of Hackney
- Be open and responsible, fair and balanced in the way we do things
- Advance equality and address disadvantage in all areas of our grant giving
- Monitor and evaluate our work to ensure that we are providing the best service we can
- Answer questions promptly, professionally and courteously
- Assess all applications against our stated criteria and priorities.

13. Support with your application

Hackney CVS, an independent voluntary organisation, are available to provide advice and support to VCS organisations interested in applying to the Hackney VCS grants programme.

Hackney CVS will be holding workshops to support the application process for 2019/20. **The next workshops for the 2019/20 programme will be held on:**

Date	Time	Booking information
Wednesday 19 th July 2018	10:00am to 1:30pm	Book a Place
Wednesday 8 th Aug 2018	10:00am to 1.30pm	Book a Place
Thursday 6 th Sept 2018	10:00am to 1.30pm	Book a Place

Venue:

Hackney CVS

The Adiaha Antigha Centre

24-30 Dalston Lane

Hackney

London E8 3AZ

Tel: 020 7923 1962

Email: Mohammed@hcv.org.uk

Web: www.hcv.org.uk

Please contact Hackney CVS for further information. Hackney CVS can also offer local VCS organisations advice on developing any of the policy documents which Hackney Council requires grant applicants to have in place.

14. How to reach us

You can find a list of frequently asked questions on the Hackney Council website www.hackney.gov.uk/community-grants. If this doesn't cover what you are looking for the team can be contacted at communitypartnerships@hackney.gov.uk or on 020 8356 4066.

For any further guidance or information, please contact the Community Investment and Partnerships Team using the contact details below. The Community Investment and Partnerships Team are only able to provide help with general enquiries, and they cannot answer any questions related to specific project ideas or applications.

Hackney Council is committed to giving you helpful information about the Grants Programme. Please contact the Community Investment and Partnerships Team to make any comments or suggestions for improving our processes.

Community Investment & Partnerships

Hackney Council

Hackney Town Hall

Room 118

Mare Street

London E8 1EA

Telephone: (020) 8356 4066

E-mail: communitypartnerships@hackney.gov.uk

Web: www.hackney.gov.uk

Appendix 1 – Eligibility Checklist

a) Does your group operate on an entirely not-for-profit basis?

Organisations applying to the programme must be not-for-profit organisations which are value-driven and principally reinvest their surpluses to further social, environmental or cultural objectives. Voluntary organisations or third sector organisations include community groups, faith and equality groups, charities, CICs, social enterprises, co-operatives, mutuals and housing associations. Please note that private businesses and individuals are not eligible to apply for grant funding from this programme.

Social Enterprises and Community Interest Companies (CICs) are only eligible to apply for a grant if they operate on a wholly not-for-profit basis. This means that the following criteria must all be met:

- 100% of surplus funds are re-invested into the organisation
- executive directors operate in a voluntary capacity and not as paid shareholders
- as an indicator of the above, there is no 'profit distribution' and/or 'asset lock' clause in the governing documentation.

b) Does your group have a 'set of rules', e.g. constitution, memorandum and articles of association, set of guiding principles, or rules?

If your governing document does not have the original signatures due to having been amended or updated, you will need to have the Chair of the Management Committee sign and date the last page as a true record, and to attach a signed copy of the minutes of the Annual General Meeting that made the amendments. If you cannot find the minutes of the meeting or are not sure what document to use and the organisation is a registered charity or a company, then the Charity Commission (for charities) or Companies House (for companies) should be able to provide you with a copy.

c) Does your group have its own bank account, which requires two unrelated people to authorise cheques and make withdrawals (including debit card or internet purchases and cash withdrawals, in the name of the organisations applying)?

d) Does your group have an Equality and Diversity Policy in place? (Not a compulsory requirement for Community Chest grants)

e) Does your group have a Health and Safety Policy, including details of first aid cover for the activities?

f) Financial Accounts

To be eligible for funding an organisation must be able to submit the most recent set of annual accounts (which should be for no earlier than two years before the current financial year).

For organisations that have been in existence for less than 15 months or have an annual income of less than £10,000, you must be able to provide a 12/24 month financial projection for the period in which the grant will be spent. You will also be asked to provide your most recent bank statement in the organisation's name.

g) Employers Liability and Public Liability Insurance

The Council requires all grant receiving organisations to have appropriate employers liability and public indemnity insurance. If you do not have both of these in place at the time of your application, you will be required to arrange them for your project if your application is successful. This is a condition of the grant award.

h) At least 80% of its beneficiaries resident in the London Borough of Hackney

Hackney VCS Grants Programme will only fund projects where at least 80% of beneficiaries of the project are residents in the London Borough of Hackney. If you state that at least 80% of beneficiaries will be from Hackney but it is not clear from your application how this will be demonstrated (for instance if holding a public event), the Council may make it a condition of funding that you monitor this requirement as the project is delivered.

i) Will this project start no earlier than 1st April 2019 and finish no later than 31st March 2020?

This round of the Grants Programme is for the financial year 2019/20. This means that your project's start date must not be earlier than the 1st April 2019 and the end date must be no later than 31st March 2020.

Additional application checklist - for projects working with children and young people and/or adults at risk

All applications for projects which will work with children, young people and/or adults at risk must have the following Safeguarding processes in place. Organisations must have a Safeguarding Children and Safeguarding Adults at Risk policy in place. Staff and volunteers working with children, young people and/or adults at risk must have Disclosure and Barring Service (DBS) certificates. Projects which include community events must have a Safeguarding Children and Safeguarding Adults at Risk policy and, as a minimum, the event co-ordinators, volunteer supervisors and unsupervised volunteers must have Disclosure and Barring Service (DBS) certificates.

- j) **Does your organisation have a Safeguarding Children policy in place?** This is required for all projects working with any children or young people.
- k) **Does your organisation have a Safeguarding Adults Policy?** This is required for all projects working directly with adults at risk.

An adult at risk is a person over 18 who is or may be in need of community care services by reason of mental or other disability, age or illness. An adult at risk is or may be unable to take care of him or herself, or is unable to protect him or herself from significant harm or serious exploitation. An adult at risk may be a person who:

- Has a physical or sensory disability
- Is physically frail or has a chronic illness
- Has a mental illness or dementia
- Has a learning disability
- Is old and frail
- Misuses drugs and/or alcohol
- Has social or emotional problems
- Exhibits challenging behaviour

- l) **Does your organisation have an OFSTED registration number?**

An OFSTED registration number is required for all projects providing childcare for children under 8 years of age for more than two hours a day. You must apply to Ofsted to be a childcare provider on non-domestic premises if you intend to care for children aged from the 1 September following their fifth birthday up to the age of eight on non-domestic premises if at least one individual child attends for a total of more than two hours.

Non-domestic premises cover a wide variety of premises such as converted houses, purpose-built provision, a church or village hall. Refer to <http://www.ofsted.gov.uk/resources/guide-registration-childcare-register> for further information.

- m) **Does your organisation have Disclosure and Barring Service (DBS) (previously CRB) certificates for staff working with children and young people or adults at risk?**

This is a **legal** requirement for all projects working with either of these groups. If your application is successful you will need to submit the number of staff and volunteers with DBS certificates, their names, certificate number and date, and the date the certificate was seen by your organisation, in order to have your grant recommendation approved.