

Coronavirus Support Fund

Eligibility and Guidance Notes

The Coronavirus Support Fund is a new fund to help those who live and work locally and who are struggling as a result of the pandemic. The money comes from:

- 1) The National Emergency Trust Fund**
- 2) Donations from local companies, individuals or families**

The fund is open to constituted charitable and community organisations in Leicester, Leicestershire or Rutland, working with local people facing the most hardship in the pandemic.

1. What Will This Fund Support?

Organisations providing direct services to people facing hardship as a result of the coronavirus pandemic, prioritising:

- Older people (over the age of 70) adversely affected by the pandemic
- Vulnerable people with medical conditions adversely affected by the pandemic
- People who are isolated and lack a support network

Followed by:

- People with low/insecure incomes e.g. on universal credit, using food banks
- People with mental health difficulties not otherwise supported during the pandemic.
- People facing domestic violence

We will consider organisations who are working together to help any of the above.

2. Size of Grant

Between £500 and £5,000. Grants are to be spent within three months

3. What Kind of Organisation Can Apply?

You can apply if you operate in Leicester, Leicestershire or Rutland and are one of the following:

- Registered charity.
- Constituted Community group.
- Company Limited by Guarantee with charitable aims
- Community Interest Companies, Community Interest Organisations.
- Social Enterprises (including some Co-operatives)
- Parish Council (for non-statutory funded work)

NOTE: Funding to charitable companies or CIOs is restricted to funding their charitable objectives only.

4. Who Cannot Apply?

- a. **We cannot fund individuals.** If you are an individual or a family facing difficulties, we recommend that you contact Charity Link on info@charity-link.org or 0116 222 2200
- b. **We cannot fund newly established informal groups.** Many people have come together to look after those worst affected by the pandemic, picking up shopping, medicine etc. This is something we warmly welcome. However, for security, we are only able to give money to constituted charitable groups with a bank account in a name of the group (we cannot send funds to personal bank accounts).

If you have or are considering setting up some form of support group, we recommend that you either:

- contact your parish council, a local charity or a voluntary group, to offer your help or to work alongside
- or get in touch with:
 - Voluntary Action Leicestershire: <https://valonline.org.uk/>
 - Citizens Advice Rutland: <https://www.rutlandcab.org.uk/>
 - Voluntary Action Rutland: <https://www.varutland.org.uk/>
 - District Councils – contact your local borough (if you are struggling to find contact details please get in touch with us)

who can advise you on the correct processes and documentation required to become a constituted group.

5. What sort of work will the Fund give money towards?

- Running costs to provide help: such as volunteer expenses, staff costs, transport costs.
- Small capital costs – laptops, phones, internet connections, equipment.

6. Can groups apply for loss of income?

Many small local charities and community groups are very worried about the impact of the pandemic on their income and fundraising. Our immediate priority is supporting people who are most affected by the pandemic. We cannot currently meet the need arising from loss of income. If the Fund receives sufficient donations, we hope to consider applications for loss of income in a secondary phase.

7. What do I need to Apply?

To ensure the money goes safely where needed, you need to submit the following documents with your application:

If you have had a grant from the Community Foundation in the last year,

We will still have your recent governance document on file so will ONLY require you to attach your most recent **bank statement and safeguarding policy**

If you have not applied to us before, or within the last 12 months we will need the following documentation from you:

- A written constitution or set of rules summing up your charitable aim/benefit to the community
- The names and addresses of a minimum of three unrelated management committee members.
- A bank account in the name of your organisation, with two unrelated signatories
- A copy of your most recent annual accounts or financial records
- A photocopy of a bank statement no more than 3 months old.
- A copy of your safeguarding policy
- A copy of your Equal Opportunities policy

8. Additional advice information and guidance.

Short, clear, informative applications are good. We do not need lots of writing. We need to know:

- Who and how your group is helping at this difficult time; exactly what you will do to give that help.
- The numbers of people you will be aiming to support.
- Anything else that shows the need you are meeting and how you aim to meet it.

9. The Process

- There is no deadline for applications: funding requests are considered on a rolling basis.
- We aim to make decisions as quickly as possible – within a week or sooner.
- All applications will be assessed by the Community Foundation, in accordance with national guidelines.
- Assessments will be reviewed by our independent advisory panel.
- A decision will be made.
- Applicants will be notified by email of the outcome as soon as a decision is made.
- Successful applicants will need to return a signed grant agreement to guarantee money will be spent as outlined.
- Payments will then be transferred into the organisation's account.

10. Grant Reporting: Feedback about how you spent the money

- All successful applicants will be required to complete a report at the end of the project.
- We will ask how the grant was spent, the difference the project has made, what was achieved, any key issues and lessons learnt.
- All grant applicants will be asked to supply at least one case study or short story of how the grant was spent. We will be sharing this with the National Emergency Trust.

Please contact a member of the grants team if you have any queries or need help at any stage of the application process. We are always happy to help in any way we can.

Telephone: 07310 166 399 or 07496 179 376

Email: grants@llrcommunityfoundation.org.uk