

## Coronavirus Support Fund

### Eligibility and Guidance Notes

The Coronavirus Support Fund is for charitable and community organisations supporting local people who are struggling as a result of the pandemic.

The money for this fund is from the remaining National Emergencies Trust Fund and generous family or company donors.

*Please note: Following the high demand and successful distribution of funds throughout 2020, we now have limited amounts of funds remaining, therefore, this fund may close at short notice.*

*From January 2021 a panel will review applications monthly.*

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

**All grant projects must be delivered and fully spent by August 31st 2021.**

**Grant sizes are up to a maximum of £5,000.**

This fund is for organisations providing direct services prioritising:

- People disproportionately affected by Covid 19
- Older people (over the age of 70) not otherwise supported
- People of any age, including young people, who are struggling, isolated and lack a support network
- People with medical conditions, including mental health difficulties, not otherwise supported.
- People with low or insecure incomes e.g. having to claim universal credit or use food banks
- People facing domestic violence.
- Provision and distribution of food (including surplus food) to people most in need.

### 1. 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)
- PTAs
- Churches and other religious organisations (if the funded activity is not deemed to be proselytising)

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

NB –any national charities would need to be able to demonstrate that they have a local branch. This would include a local bank account, finances, and demonstration of fundraising and delivery in the local area only.

## 2. 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](mailto: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).

### We CANNOT fund the following:

- Projects taking place outside Leicestershire and Rutland, or not mainly for Leicestershire and Rutland communities
- Activities or organisations which promote a single political or religious cause
- Sole traders
- Statutory organisations like schools, colleges or local councils (but PTFAs, Parish Councils etc may apply for projects which do not overlap with statutory responsibilities)
- Statutory bodies such as city and county councils or health institutions cannot apply.
- National charities (but we may consider locally managed branches benefitting Leicestershire and Rutland communities).
- Organisations demonstrating poor management of previous grants, or poor financial health
- Payment of deficit funding or repayment of loans
- Sponsorship of events
- Retrospective funding: that is, projects that will have started before an application can be processed, or repayment of money you have already spent
- Zoom licences are not eligible as part of project budget apart from in exceptional circumstances where it can be clearly demonstrated why a paid version is required to support beneficiaries.
- We cannot meet the need arising from loss of income

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

We will continue to prioritise projects ***which directly respond to acute need, as a result of coronavirus***, including:

- Running costs to provide help: such as volunteer expenses, staff costs, transport costs.
- Small core costs
- Small capital costs – laptops, phones, internet connections, equipment
- Costs associated with (evidenced) increased demand or urgent new needs
- Training for new volunteers
- PPE/social distancing equipment so that you can provide covid-safe service delivery in line with government guidelines.

## 4. What documents do I need to apply?

**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

**Please be aware that we will not be able consider your application unless all documents are submitted.**

*If you have any problems attaching documents to the application form, please send them via email to: [grants@llrcommunityfoundation.org.uk](mailto:grants@llrcommunityfoundation.org.uk)*

## **5. Additional advice information and guidance.**

Clear and informative applications are good.

We need to know clearly:

- 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.

## **6. The Process.**

- There is no deadline for applications: funding requests are considered on a rolling basis.
- We aim to make decisions on a monthly basis.
- 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 at a panel meeting.
- Applicants will be notified by email as soon as a decision is made by the panel.
- 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.

## **7. Grant Reporting: Feedback about how you spent the money.**

- Successful applicants may receive an interim monitoring phone call from our grant review group.
- All successful applicants will be required to complete a written 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.

**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](mailto:grants@llrcommunityfoundation.org.uk)**