

APPENDIX A

Empowering Healthy Communities Programme: Councillor Grant Scheme and Information Guide



APPENDIX A

The Councillors' Empowering Healthy Communities Grant Scheme provides grant funding to community projects run by not for profit voluntary and community organisations in Boston Borough. The projects must support the delivery of the aims and objectives of the Empowering Healthy Communities programme.

The programme aims to support a range of interventions to build upon, increase or improve existing activities to work with residents who are most at risk of Covid-19 – helping to build trust and empower at risk groups to protect themselves and their families. The broader aim is to reduce the impact of the virus on all communities, beyond just the target areas that we will work with through this scheme.

Funded projects are expected to :-

- Build residents confidence to integrate and engage more widely in their local communities and mix with people from different backgrounds.
- Adopt approaches to engagement that supports social connection to the local area and builds confidence to use local amenities and services.
- Provide practical solutions to overcome barriers, such as supporting those experiencing digital exclusion.
- Be targeted using the best available national and local sources of evidence of need.
- Exhibit good governance and the collection of robust evidence to enable measurements of progress in achieving the Programme aims.

This guide provides details of what the scheme can fund, who is eligible to apply and any restrictions, the application process, the general terms and condition of funding and frequently asked questions. It is important that all applicants read this guide before making an application.

All applications must be made on the electronic application form. It is important that each question is fully answered on the form. Failure to do so may result in your application being delayed or rejected. If you have any queries regarding this guide please contact: communitygrants@boston.gov.uk.

1. Summary of the Scheme

The Councillor's Empowering Healthy Communities Grant Scheme is designed to be supportive, responsive and uncomplicated for organisations delivering community projects and activities to bid into.

The scheme is intended to support smaller projects that are easily deliverable. The key points of the Scheme are detailed below:

- Your local Borough Councillor will decide whether to support or decline your request for funding.
- You must contact your local Borough Councillor to discuss your project and to receive an application form.
- Multiple Councillors can contribute to your project, joint applications must be submitted on the same application form.
- Grants range from £100 to £1000 per project.
- There is no limit on the number of grants an organisation can receive.
- Match funding is not required but may be requested by the Councillor.
- Completed applications must be received via email at communitygrants@boston.gov.uk by 31st January 2022. Applications received after this date will be rejected.
- Applications received will be checked for compliance with the Scheme criteria - applications which do not comply with the criteria will be rejected.
- Projects must be completed within 12 months of the funding being awarded.
- Both Revenue & Capital costs can be supported.
- The Grants are paid in advance and usually within two weeks of being approved.

2. Who can and cannot apply for a Councillors' Community Grant?

To apply for a grant your organisation must be some type of formally governed 'Not for Profit' organisation with a written governing document (e.g. Constitution, Trust Deed, Articles of Associate etc.). The governing document must include a dissolution clause that guarantees any assets are kept for the community benefit even if the group comes to an end or is 'dissolved'. The governing document must also have an open membership policy (one that does not discriminate against potential members and actively encourages community participation and access with non-prohibitive fees where applicable).

The organisation must possess a UK based bank account registered in the name of the organisation and it must require a minimum of two unrelated persons not living at the same address to authorise withdrawals.

Examples of eligible and ineligible organisations are listed in the table below.

Eligible	Ineligible
Registered charities	Individuals
Constituted community and voluntary groups	Private business/project making organisations
Social enterprises	Organisations that can distribute surpluses/profits among its members
Parochial church councils	Informal groups*
Town and parish councils – due to being a tier of local Government they are not required to complete Q6	Political groups
Not for profit companies	Statutory organisations
Schools – whilst schools can apply into the scheme the project must be able to provide a wider community benefit and not solely benefit the pupils or the school.	

**Eligible groups can act as an accountable body for informal groups that wish to undertake projects with community benefit. Further information can be found in the FAQ of this guide.*

3. What the grants can and cannot fund

Applications must demonstrate that they support one of the following:

- **Build strong links between Government and places where Covid-19** has impacted most significantly to develop resiliencies and improve and increase mechanisms for outreach, communication, engagement within the area.
- **Increased understanding by local authorities of local populations needs** and provision of practical tools to aid accessibility to improve social connection, digital inclusion, civic engagement and integration with wider local area.
- **Increase capability to interact and communicate information and guidance from Government** and local authorities that is accessible to diverse communities, who may be harder to reach or receiving misinformation, facilitating the following of safer behaviours and making of informed choices.
- **Build stronger relationships and engagement between communities, groups and local authorities** where there may be tensions, mistrust or negative connotations exacerbated by the pandemic.
- **Increased access to guidance and awareness of Government support mechanisms**, for example Universal Credit, to increase access to employment, education and/or volunteering opportunities.

4. Application Process

- **Increased access to guidance and awareness of Council and local support services** through outreach and practical tools to improve access to economic support and alleviate hardship to support longer term positive economic impacts.
- **Increased access to guidance, vaccination programmes and public health services**, through outreach and practical tools to improve health and wellbeing of residents, especially those from disproportionately impacted groups, and their families.
- **Increased coordination and dialogue with public health providers by local authorities** to create more cohesive and trusted messaging.
- **Build open, transparent dialogue over any local testing or vaccine deployment programmes** within communities to address any misconceptions about efficiency and safety, counter misinformation, fill real knowledge voids and provide clarity on vaccination roll-out to build support and promote take up.
- **Increased visibility of Community Champions, volunteers and community groups** to encourage more mutual aid and volunteer provision able to support local authority delivery.
- Contact your Borough Councillor to discuss your project proposal (Councillor details can be found at www.moderngov.boston.gov.uk/)
- If the Councillor is supportive of the project idea they will email you an electronic application form
- Complete the application form and email it back to your Councillor
- The Councillor reviews your application and decides whether to support or decline the funding request.
- The Councillor completes the Councillor's declaration section of the application form and submits the completed application to the Council
- The Council will undertake standard verification checks to ensure the application complies with the policy. If your application is ineligible you and the Councillor will receive confirmation of this.
- If the application is eligible you receive a 'grant confirmation letter'.
- Your grant is paid directly into your nominated bank account within 2 weeks and you receive a remittance advice.
- You deliver the project and advise your awarding Councillor when the project is completed or if you experience any difficulties in delivering the project.

Boston Borough Council may request supplementary information to check that your application meets the eligibility criteria.

The Chief Executive retains the right to reject any applications for funding which are not considered to fall within the permitted activities or intended spirit of the scheme. The Chief Executive's decision will be final.

11. If it is proposed that any goods, equipment or land/buildings purchased or improved

5. General Terms and Conditions of Councillors' Empowering Health Communities Grant Funding

The general terms and conditions of Councillors' Empowering Healthy Communities Grant funding are detailed below.

1. No grant shall be used on expenditure made prior to the date of the grant confirmation letter with the exception of community resilience projects that address issues caused by COVID-19 which may be retrospectively funded if there is a demonstrable requirement for this.
 2. The project must be complete within 12 months of receiving the grant funds. Any delays to the project must be notified to the awarding District Councillor.
 3. You must use the grant exclusively for the project.
 4. You must get our written permission before making any significant changes to the project.
 5. You must advise the awarding Councillor when your project is completed.
 6. Should the project not progress the grant must be returned.
 7. Should project costs be less than the grant awarded, the remainder of the grant must be returned.
 8. Records must be kept of all expenditure (all involves, receipt and other relevant documents) relating to the project for three years and must be available for inspection at any reasonable time.
 9. You must provide us promptly with any information we request prior to or post grant award in relation to compliance with these terms and conditions and the criteria as detailed in the Councillors' Empowering Healthy Communities Grant Scheme Policy and Information Guide.
 10. You must provide us promptly with any information and reports we require about the project and its impact both during and after the end of the project
- with grant aid are to be disposed of then written details of the proposed disposal should be sent to Boston Borough Council at communitygrants@boston.gov.uk. Boston Borough Council has the right to return all or part of the grant upon any such disposal.
12. The grant will not be increased if there is any overspend on the project and you will be responsible for any excess sums required over the amount of the grant awarded.
 13. You must comply with all relevant statutes and other laws and regulations relating to the project, the work you, your employees, staff or member of the public connected to you carry out or the goods you purchase.
 14. You must ensure that the necessary permissions are in place for the projects to proceed.
 15. You must notify us of any legal claims made against you (including any claims made against members of your governing body or staff in connection with the organisation) during the period of the grant.
 16. You must notify us as soon as possible of any investigation concerning your organisation, trustees, directors, employees or volunteers carried out by the Police, Charity Commission, HM Revenue & Customs or any other regulatory body during the period of the grant.
 17. The grant and related expenditure must be shown as a restricted funding for your organisation annual accounts. Where you have more than one restricted fund, there must be a note on the accounts to identify each restricted fund separately. Unspent funds and/or assets in respect of all grants must be identified separately in your accounting records.
 18. Our staff, council members and advisers cannot give you professional advice and will not take part in carrying out your business. We cannot be held responsible for any actions you take, any action you fail to take, or for your debts or liabilities. Even though we may give you funding and talk to you

- about your activities, you are still fully responsible for every part of the project, your business and the decision about it.
19. Details of the grant awarded will be published on the Council's website in line with the Government's transparency requirements.
 20. You understand that we will be publicising projects and this may include your name and images of project activities. You hereby grant us a royalty free licence to reproduce and publish any project information you give us. You will let us know when you provide the information if you don't have permission for us to use it in this way.
 21. Empowering Healthy Communities Programme must be acknowledged in any publicity associated with a Councillors Grant Scheme funded project and where using Boston Borough Council branding this must be in accordance with the relevant brand guidelines.
 22. The Freedom of Information Act 2000 ('the Act') applies to us. This means that any information you give us could be released to any person who asks for it under the Act.
 23. Where your project involves working with children, young people or vulnerable adults, you must adopt and implement an appropriate written safeguarding policy, obtain written consent from legal carers or guardians and carry out background checks for all employees, volunteers, trustees or contractors as required by law or guidelines. We may ask for a copy of your safeguarding arrangements.
 24. These terms and conditions will continue to apply for one year after the grant is paid or until the project has been completed whichever is later. Clauses 8, 19, 20 AND 21 shall survive expiry of these terms and conditions.

6. Frequently asked questions

Q. We are an informal group wishing to deliver a community project and don't have a governing document and/or bank account. How can we benefit from this scheme?

A. There are a couple of ways in which you could benefit from the scheme. Firstly you could decide to formalise the group by adopting a governing document and opening a bank account in the group's name with two signatories required to withdraw funds. Alternatively we will allow another eligible group to act as an accountable body for the grant. In this case the accountable body must complete and submit the grant application as it becomes legally accountable for the grant. You will therefore need to discuss your project with the accountable body to gain their support and work with them to complete the application form and delivery of the project. Please note we will not accept applications from informal groups.

Q. Can I apply for a second Councillors' Empowering Healthy Communities Grant for the same project/activity?

A. No, you can only receive one grant for the same project.

Q. Can I submit multiple Councillors' Community Grant applications for the same project at the same time?

A. No – if multiple Councillors wish to support your project they must all complete one application form. We will not accept any subsequent applications for the same project even if submitted together.

Q. What if my Councillor is unable to or decided not to award funding to our project even though we are eligible for support?

A. If your Councillor is unable to, or declines to fund your project you have the following options available to you:

1. Apply to another local District Councillor in your area for support.
2. Contact Lincolnshire CVS (01205 510888) for advice on alternative funding opportunities.

Q. What if our project is delayed and we cannot complete it within the 12 month timetable?

A. You should inform your Councillor as soon as you become aware that a deadline may be missed. Because we understand that projects do not always go according to plan and often are delayed by factors outside your control 'project extensions' are usually granted. However, if the project has not been started and is seriously behind because of mismanagement or negligence on your behalf we may request that the grant funds are repaid.

Q. We need support in developing our project and/or organisation before we apply for grant funds, who can help?

A. Lincolnshire CVS is a local registered charity that provides support and advice to the Community and Voluntary Sector. They will be able to provide support and guidance for your organisations around a variety of topics from:

- Governance advice
- Funding options and bid writing
- Volunteer recruitment
- Training