

## Do It For East Yorkshire Community Grant – Application Guidance

### Introduction

East Riding of Yorkshire Council recognises that the cost-of-living crisis is putting unforeseen pressures on residents and community groups across the county. We are committed to supporting activity that will provide community activities to improve health & well-being, improve access to local resources & services and reduce social isolation. This fund is to help support new, additional activity or pilot projects rather than activity that is already running.

Please note if you have previously applied for a Do It For East Yorkshire Community Grant you can apply again with a different project, however, you must have finished your previous project activity, submitted all required monitoring information and had it accepted and approved.

### How much money is available?

Applications can be submitted for £1,500 - £5,000 towards project activity. An additional amount will also be considered to support small capital costs up to a total of £7,500.

### When does the money have to be spent by?

All project activity must be delivered and spent by 10<sup>th</sup> March 2024, with the submission of their monitoring by 13<sup>th</sup> March 2024 form to ensure full payment by the end of March 2024. Applications will remain open until the fund has been fully allocated. **We ask to please make sure you can meet the above requirements before applying**

### Grant Process

Please allow **at least six weeks** from when your Expression of Interest (EOI) has been submitted. You may be required to supply additional information as part of the grant process, if you do not supply the requested information this could delay your application further.

### Can I apply for the whole amount of my activity costs?

Grants are funded at 100% and no match is required. Applicants will be expected to monitor the social impact of their activity and report on it.

## How to Apply - [Do it for East Yorkshire](#)

- Fill in an Expression of Interest form and the team will check the eligibility of your proposal. Should your proposal be eligible your organisation will be invited to submit a full application.
- Ensure your application highlights what you want DIFEY to specifically fund
- You don't need to spend time selling your organisation, focus on the project you are going to deliver and the outcomes.
- Provide quotes for all items over £500

## Who Can Apply?

- Voluntary and community groups who have a set of rules and a bank account with at least two unconnected people to approve all transactions and withdrawals.
- registered charity
- charitable incorporated organisation (CIO)
- not-for-profit company
- community interest company (CIC)
- community benefit society
- town or parish council
- schools where they are providing a community activity
- youth groups

**What types of activity can be funded? This list is not everything – email the Local Growth Team, if you're unsure.**

### Activities that:

- deliver one-off events and festivals (including insurance, licenses, and road closures)
- improve access to services
- community activities, such as a lunch club
- focus on encouraging people to join community activities
- sessional staff (reasonable costs)
- encourage local people to get more involved in your organisation
- purchase of small equipment to project activity
- encourage volunteering
- activities for young people
- Match funding to assist with delivery of commuted sums activity
- welcome place activity (activity must be regular, venues can also claim a contribution towards their energy costs, costs of running activity and food/drink costs, Room hire costs are not eligible unless by exception (please contact the Local Growth Team to discuss))

## **What types of activities and costs cannot be funded?**

- purchase of buildings or land or contributions towards
- core salary costs (specific sessional staff can be funded)
- all and any financial liabilities, provisions, contingencies, donations, gifts, and credit arrangements.
- any work on the activity prior to receiving a grant agreement.
- any activity other than the agreed project
- activities of a political nature or an exclusively religious nature
- activities for which the authority or its partners has a statutory obligation to provide
- prizes for raffles
- fundraising activities i.e., events to specifically fundraise are not eligible
- cost overruns
- project expenditure that includes alcohol
- profit making or fundraising activities
- recoverable VAT
- large capital equipment
- projects that are more appropriate for other grant funds (please see information below)
- private members clubs
- coronation event activity
- play park repairs/maintenance (other than 10% match funding for commuted sums activity)
- repeat activity previously funded through this fund
- applications on behalf of another organisation
- activities that promote or benefit private enterprise

## **Project Change Requests**

Project expenditure other than the qualifying expenditure will require a project change request (PCR) to be supplied for any changes to your project spend.

We understand that sometimes things change, and you need to amend what you originally asked for.

If you want to change your funding request from your original application for example:

- the final quote differs from the original application,
- you managed to receive some items in kind,
- you would like to completely change what you would like to spend the funding on

You will need to request a project change request form by emailing [localgrowth@eastriding.gov.uk](mailto:localgrowth@eastriding.gov.uk)

Please note any changes for each item above £500 will require you to submit a quote with your form.

### **Newly established groups**

If you are not a constituted group with a bank account or any of the above apply to your group you can get help, advice, and support from HEY Smile Foundation. <https://heysmilefoundation.org/> or alternatively contact the Local Growth Team for advice.

This list is not definitive and any queries regarding activities/ expenditure should be addressed with your Local Growth Coordinator by emailing [localgrowth@eastriding.gov.uk](mailto:localgrowth@eastriding.gov.uk)

### **Are there other types of funding available?**

#### **HEY Smile Community Action Grant - [www.beecan.org](http://www.beecan.org)**

Community Action Grant Programme, designed to bring communities together and make every contact count.

- A healthier and active community
- Greater awareness and improved access to local support and social groups
- Volunteers who are valued, supported and ready to help others.

#### **Applications are up to £1,500**

#### **Two Ridings Community Foundation**

##### **Small Grant - <https://www.tworidingscf.org.uk/>**

The Two Ridings Community Foundation Small Grants Fund is aimed at helping small voluntary & community groups, small charities, and other types of not-for-profit organisation with **grants of between £200 and £2000** for projects which can help with either direct project costs or costs relating to the ongoing development needs of the organisation which will allow them to better meet the needs of their beneficiaries.

Funding can be used for either project or core running and development costs. If you are applying for core running costs, please tell us how this will help to support your organisational development to meet the needs of your beneficiaries.

Visit <https://www.eastriding.gov.uk/council/grants-and-funding/finding-a-grant/> to see what other monies could be available to fund your project, or visit East Riding 4 Community, the community funding support website for the East Riding area: <https://www.idoxopen4community.co.uk/er>

## Help with answering Q4 and Q5 on the application form

### Q 4 About Your Project

**4a. Project Title:** Pick a short title for your project.

**4b. Please describe in the box below the overall aims and objectives of the project for which you are seeking funding:** Tell us briefly what you hope to achieve and how you will do it e.g. the aim of the lunch club is to provide an opportunity for people who are isolated to come together to enjoy a warm, nutritious meal each week. The objectives are: - provide a safe environment for social interaction, provide transport, develop a nutritious menu etc.

**4c. Start and End dates:** The start date of your project is the earliest date that you would be able to start your project if you received funding. We cannot fund activities that have already started. The end date is when you expect your project to be completed by.

**4d. Is there a specific postcode of where your project will be delivered?** This will allow us to locate your project within a large geographic area. If your project is not being delivered at a specific postcode, please record the town / village where it will be delivered instead.

**4e. How do you know there is a local need for this project and how will it address that need?** Is this a popular activity that you are re-starting after the pandemic? Have you done some research? Is this activity an extension of one that you already deliver? (5 points)

**4f. Who will benefit from your project?** Be as specific as possible; e.g. 15 elderly people will attend the lunch club, 3 volunteers will be serving the food, 1 volunteer will drive the minibus, a group of 7 local singers will provide entertainment and 8 students from the high school will be helping out. (5 points)

**4g. As a result of your project please identify what outcomes will be delivered and how you will evidence them? (i.e. what do you expect will change as a result of this project?)**

To make this easier to answer we have listed all the outcomes that we are looking for in a table, so complete the boxes for all those that apply to your project. If your project delivers other outcomes, then let us know about them too.

Please ask your Local Growth Coordinator if you need help or advice filling in this section.

**Outcome:** e.g. The lunch club would reduce social isolation for community members; increase volunteering; enable people to fully participate in their community; improve mental health by helping to reduce stress and anxiety; and improve community health - so all boxes related to those outcomes would be completed. (5 points)

**How will the outcome be delivered:** e.g. the lunch club *reduced social isolation for community members* – the club brings people together, for some it's their only opportunity to get out their house; *increased volunteering and community participation* – new volunteers enrolled to support delivery of the events; *the lunch club improved community health* – participants will be back in a social setting, eating healthy foods(5 points).

**Numbers / Units:** the volume of participants/items that you anticipate providing for under this outcome. e.g. 100 attendees at the lunch club.

**How will you evidence the outcome:** To follow through with the lunch club example, ways of measuring its success could be: counting the numbers of people attending at each session, asking all the participants for feedback, training the volunteers, asking the school to feedback on the benefit for the students. (5 points)

#### **4h. What is your project plan? Please bullet point the key steps you will take**

Tell us when you expect the key parts of your project to be delivered. Don't be worried if these change; it's a project so always expect the unexpected! e.g. The Lunch Club project plan might be as follows:

- **April** order equipment/secure premises/source food/organise transport/recruit volunteers/contact the school/book local singers/ advertise the lunch club – leaflets, posters, press release
- **May** confirm lunch club activities/ participants/ train volunteers and assign jobs
- **June-August** Run Lunch Club sessions/collect feedback from participants
- **Sept** Contact funders- monitoring reports/claim back monies spent (5 points)

**4.i. Is this project a one-off event or festival?** If your project is not a one of festival or event, please answer question 4i.a.

**4i.a. Is this a pilot project?** A pilot project is to test out an idea to see if it works. e.g. The lunch club could be set up to run for 3 months to see if there is a demand for it. However, you will need to think about how you would fund it in the future if it was successful. This might mean finding out how participants felt about paying a bit more for their activity or undertaking fundraising events.

**How will you ensure that this activity is sustainable in the future?** How do you think you can enable the activity to continue after the funding has finished? E.g. The Lunch Club organisers might decide to join with another organisation who has offered the use of a free room, or a social supermarket who can help with sourcing food; participants, after consultation, may be willing to pay a bit more or the local

transport group had secured a grant to provide more subsidised trips and can help out too. (5 points)

**4j. Do you have the necessary insurance cover and permissions to deliver your project? (e.g. public liability insurance)** It's important that you have all the correct insurances and permissions in place for your activity; such as public liability as your organisation will be totally liable for your project.

**4k. Explain how your group has the skills and experience to deliver the project?** Tell us if your group has delivered a similar project before, or if they are using their skills in a different way.

## **5. Finance**

**5a. Please enter the total cost of your project.** This must include everything, not just the amount that you are applying for.

**5b. How much money do you wish to apply for from this fund?** The majority of projects will be supported at 100% grant rate up to a £5,000 contribution limit. An additional amount will also be considered to support small capital costs up to a total of £7,500.

**5c. Financial Table - We need to know all the financial details of the project.**

Expenditure: Enter all the items/ services that you are going to purchase and tell us if they are going to be funded via the Do It For East Yorkshire Community Grant, or alternative funding sources (this can be other grant funding, petty cash, donations etc.)

**5d. Have you made or do you intend to make other applications for funding to support this work?** We need to know who else is going to be contributing to your project and whether you have secured the funding or not.