

## Civic Pride Fund Guidance Notes: Constituted Organisations

Thank you for your interest in the Civic Pride Fund. Please note that these guidance notes relate to applications by constituted voluntary organisations. There is a separate application process if you are an individual or un-constituted group. Please refer to the Council [website](#) for further information.

**It is important that you read these guidance notes before you complete the application form.**

These Guidance Notes will help you provide all the information we require to enable us to consider your application.

You may submit an application for funding at any point during the year. All applications will be considered and ordinarily notified of the final decision within eight weeks of submitting a fully completed application. **You must ensure that your application and all necessary documents are submitted in good time to allow us to give you a decision that will fit within your time frame.**

If after reading these Guidance Notes you are unclear about whether your activity, service or project meets our criteria, please contact Harriet Steele on **020 8487 5259** who will be pleased to help you.

### Aim of the Civic Pride Fund

The Civic Pride Fund is intended to support local initiatives, helping launch new ideas and developing projects to make a positive difference to our borough.

**Through this fund we want to engage and empower individuals and groups to improve their local community. We are open to innovative ideas that reflect local priorities and support residents to make Richmond a vibrant and sustainable place to live.**

### Recovering from the impact of Covid-19

COVID-19 has had a huge impact on local communities, and we welcome projects that help support our communities recover from that impact, within the context of the priority themes.

### Who can apply?

We will only fund organisations that are:

- **Providing services or activities that benefit the London Borough of Richmond upon Thames and its residents**

We will consider applications from organisations that have a regional or national remit, but we will only fund services or activities that benefit Richmond borough.

- **Not for profit**

We cannot fund organisations that make a profit. However, we can fund social enterprises and other organisations that generate surpluses, as long as the organisation's governing documents show that the surplus is reinvested. This must be reflected in the accounts the organisation gives us. Companies Limited by Shares are not eligible.

- **Constituted**

Organisations we fund must have a constitution, governing document or set of rules that is signed and dated and defines how the organisation will operate.

- **Financially solvent**

Organisations funded by us must not have liabilities that are more than their current assets.

Organisations can apply in partnership with other non-voluntary sector organisations e.g. statutory agencies, or private companies but the voluntary or community group must be the lead partner and funds will only be paid into their bank account. Please note organisations must have a **bank account with a minimum of 2 non-related signatories**.

#### **We do not fund:**

- Schools or Parent Teacher Associations, unless a significant level of match funding has been secured
- Projects that form part of your group or organisation's ongoing work.
  - The Civic Pride Fund is intended to fund one-off projects and will not repeat fund projects, unless under exceptional circumstances. We are not usually able to fund projects that form part of your group or organisation's ongoing work. In exceptional circumstances we will consider funding the unforeseen or emergency running costs of an organisation. However, we will not consider year on year applications for this kind of emergency funding.
- Churches or other organisations where the monies will be used for religious purposes
- Projects where the monies will be used for political purposes
- Applications which are fundraising in nature
- Large capital or revenue fundraising appeals are a low priority for the fund.
- Retrospective activities are a low priority for the fund.
- Mobile Apps for use on mobile devices (Applications for Mobile Apps are a low priority for the Civic Pride Fund, which is intended to support organisations in the practical delivery of services

or activities that benefit the local community. Although a valuable communication tool the Civic Pride Fund is therefore unlikely to consider applications of this kind.)

If you have previously received a Civic Pride Fund grant, we are usually only able to consider a new application once your organisation has submitted an End of Project Report Monitoring Form and confirmed that the whole grant has been spent. **Please note that organisations can only apply once a year (from the submission date of a previous application). In certain circumstances we are able to approve more than one grant to an organisation or allow them to apply more than once in a year. e.g. if they are partnering with another group or holding funds on behalf of another provider, but these will be considered as a lower priority against other applications. The Civic Pride Fund is intended to fund one-off projects and will not repeat fund projects unless there are exceptional circumstances.**

## How much can you apply for?

You can apply for a grant of up to **£5,000**. Priority for funding is given to one-off projects - rather than applications which may seek to rely on this fund each year to sustain their activity or service. Each organisation may only **apply once per year** (from the submission date of a previous application). If you have previously been in receipt of a Civic Pride Fund grant, you will need to have submitted satisfactory monitoring and evaluation reports. You will also need to demonstrate why you are not able to cover the costs of the project from your own resources.

Depending on the **amount** of grant requested and the size of your organisation, we may ask you for more information to support your application.

## What are our Priorities?

**Your project needs to relate to one or more of these key priorities and you need to tell us how your particular project will help us achieve this priority. We welcome projects that help support our communities recover from that impact, within the context of the priority themes.**

### **PRIORITY 1**

**Building capacity in our community** – using the skills and talents of local people to benefit the local community to:

- a) Enable local people to develop, agree and deliver their own responses to local issues
- b) Have a greater say in the design and delivery of services and take advantage of opportunities to deliver services themselves.
- c) Tackle inequality and discrimination

## **PRIORITY 2**

**A borough to be proud of** – making public places more attractive, enjoyable and distinctive and building stronger communities through:

- a) Improving public spaces, including open space and gardens
- b) Promoting the Borough's culture, history and heritage
- c) Celebrating our place in Europe - including our links with other communities in the UK and abroad

## **PRIORITY 3**

### **Town and Neighbourhood Centre Initiatives**

The Council is supportive of initiatives that promote the vitality of our town and neighbourhood centres. Applications will be considered if the project:

- a) falls outside the scope and limited funding capacity of the Town Centre Opportunities Fund\*
- b) demonstrates how it will contribute to Civic Pride Fund priorities described in these guidance notes

*\* The Council primarily funds town centre initiatives through the [Town Centres Opportunities Fund](#). Projects which would ordinarily be eligible under this fund are not a priority for the Civic Pride Fund. Similarly, projects seeking matched funding for a Town Centre's project grant are also a low priority.*

## **PRIORITY 4**

**Sport Initiatives** - projects should contribute to the priorities for sport and fitness, in particular:

- a) Provide more opportunities for adults or young people to take part in sport
- b) Widen participation by targeting provision at low participant groups, particularly people with disabilities.
- c) Provide opportunities for competitive sport that develop pathways to support talented sports people.

Organisations can apply for Civic Pride grants towards the purchase of sports equipment. Priority will normally only be given for equipment purchase where:

- It is for use by the whole club not for individual use.

- It is not replacement equipment but is additional equipment enabling the club to develop new activity.

## Who can you contact about your application?

For general guidance on the application process, please contact Harriet Steele, Senior Project Officer (Voluntary Sector) on 020 8487 5259 or [Harriet.steele@richmondandwandsworth.gov.uk](mailto:Harriet.steele@richmondandwandsworth.gov.uk) who will be pleased to help you.

We also encourage prospective applicants to discuss their application in more detail with the lead service officers within the Council, who can talk through your ideas and provide extra guidance and support to strengthen your application. *Please note that lead service officers are not able to help you complete the application.*

### Building Capacity in our Community

If your project relates to building capacity in our community please contact Harriet Steele, Senior Project Officer (Voluntary Sector) on 020 8487 5259 or [harriet.steele@richmondandwandsworth.gov.uk](mailto:harriet.steele@richmondandwandsworth.gov.uk)

### A borough to be proud of, Arts and Culture, Environmental and Sports Projects

If your application relates to arts and culture, an environmental project or improvement to the Borough's parks and open spaces or sports please contact David Allister, Head of Culture on 020 8831 6135 or [david.allister@richmondandwandsworth.gov.uk](mailto:david.allister@richmondandwandsworth.gov.uk)

### Children and Families

If your application relates to children and families please contact Henry Kilpin, Head of Strategy and Programmes, Achieving for Children on [Henry.kilpin@achievingforchildren.org.uk](mailto:Henry.kilpin@achievingforchildren.org.uk)

### Town and Neighbourhood Centres, Tourism and Business

If your application relates to town or neighbourhood centres, tourism or business please contact Susan Shaw, Business and Retail Champion on 020 8831 6381 or [susan.Shaw@richmondandwandsworth.gov.uk](mailto:susan.Shaw@richmondandwandsworth.gov.uk)

### Vulnerable Adults

If your application relates to support for vulnerable adults, people with disabilities or carers please contact Richard Wiles, Head of Commissioning- Public Health, Wellbeing and Service Development on 020 8871 6020 or [richard.Wiles@richmondandwandsworth.gov.uk](mailto:richard.Wiles@richmondandwandsworth.gov.uk)

## How your application will be assessed

During our assessment we will look at how well your project fits our four priorities (see above). We will also look at the following to help us make a decision:

- The need for the project
- Who will benefit from the project
- The impact your project will have and the difference it will make
- If we have funded you before
- Your organisation's financial position
- The sustainability of your project / organisation
- The level of grant funding requested and the total cost of the project

### Additional weighting

Priority will be given to organisations that can demonstrate one or more of the following:

- Have a turnover of less than £50,000 per year
- Do not currently receive funding from either the local authority or NHS Richmond Clinical Commissioning Group
- Actively engage and work with vulnerable people in the borough, to enable them to fully participate and benefit from mainstream services and activities.
- The project is sustainable beyond the initial period of funding from the Civic Pride Fund and has long term benefits.
- Addresses a particular need that has been highlighted by the Council.
- Young people or service users have been involved in the application process.
- Have secured match funding. This could be in the form of other funding, volunteer time and in-kind support.
- Have not previously received a Civic Pride Fund grant.

## Completing the Application Form

A [Word version](#) of the application form is available and we advise applicants to complete this form electronically. If you complete your application by hand, please ensure that your writing is clearly legible. Applications that cannot be easily read will be returned to you.

We very much welcome applications from Richmond's range of diverse communities. If you require any of our forms (and documents) in an accessible format, please contact Harriet Steele, Senior Project Officer (Voluntary Sector) Telephone: 020 8487 5259 or Email: [harriet.steele@richmondandwandsworth.gov.uk](mailto:harriet.steele@richmondandwandsworth.gov.uk).

## **Answering the questions**

### **1. Name of organisation**

Give the organisation's name as it appears in your legal constitution document. This may be a Trust Deed, your Constitution or the Memorandum and Articles of Association.

### **2. What is the Legal Status of your organisation?**

Please state the legal status of your organisation and provide the registered charity and company number, if applicable.

### **3. Please tell us about the aims and activities of your organisation**

Please describe who you help, what you do and what difference you look to make.

### **4. Please state the date of your most recent audited accounts or management accounts**

If you do not have a set of audited accounts (e.g. you are a new organisation) or if they are more than a year old, please explain why.

### **5. Please state your income and expenditure for your last financial year**

Please include here the total income and total expenditure for your organisation in your last financial year.

### **6. What reserves does your organisation hold?**

Please state here the level of restricted and unrestricted reserves. Organisations that have large unrestricted reserves are unlikely to be successful when applying to the Civic pride Fund.

### **7. If your unrestricted reserves are over 6 months of your running costs please state if you will be making a contribution towards the cost of this project?**

Please state whether your organisation will be making a contribution towards the cost of the project. If your organisation has reserves i.e. money that it does not need for its day to day running costs but is kept in reserve for either special projects or to ensure the long-term future of the organisation we need to know what these are and why you cannot use them to fund this

project. If you have large reserves, it is unlikely that we will fund your project unless you have a clear reason for maintaining your reserves at this level.

### **8. Name of the project**

If your project has a different name to that of your organisation, you need to tell us here. You don't need a different name, but sometimes organisations run more than one project and wish to distinguish between them.

### **9. Is this a new or an existing project?**

Please state here if your project is an existing project, for which you are looking for ongoing revenue funding or a new project.

### **10. Describe your project**

Please provide a detailed description of your project.

- What kind of activities will you run as part of the project? Please also try and quantify your activities, for example, how many sessions, for how long and when.

### **11. Who will manage and be involved in the delivery of your project?**

Please describe who will be responsible for managing the project and carry out the project. Please state whether these will be paid staff or volunteers and how long you expect them to work on the project. If appropriate, what are their qualifications and experience to make them suitable for this role?

### **12. Where will your project take place and who will benefit from it?**

- Where in the borough will you deliver this project? E.g. in a community centre, or open space. If you will be operating in a specific ward, please tell us.
- Who and how many people will benefit from your project; we are particularly interested in projects that actively engage and work with marginalised and disadvantaged communities in the borough?

**Equal opportunities:** We expect projects to be open to all who want to be involved, unless you can give a good reason why this should not be the case. If you plan to restrict who can take part you should explain why in your application, so that we can consider whether this is acceptable. Groups and organisations applying to the fund should also consider how their project benefits and engages people from under-represented groups, for example, people living with disabilities, Black Asian Minority Ethnic groups, LGBTQI+ people, 'hard to reach' communities or people facing financial



hardship. Your application should demonstrate how you plan on ensuring your project is inclusive and accessible to people with [protected characteristics](#).

**13. Does your project require permission from a third party and if so has this been obtained?**

Depending on the type of project you are planning you may need to obtain permission from a third party e.g. local authority, private individual/company or the police. An example of the permission you might require is described below:

- A conservation group wants to develop a project on some local common ground, they would need to contact the local authority's Parks and Environment Department to obtain permission to work on the property and ensure they are complying with local biodiversity guidelines.

If you are unsure whether you need to seek permission for your project, please contact Harriet Steele or the appropriate Lead Service Officer within the local authority. Contact details are on page 4 and 5 of these guidance notes.

**14. Which of the Civic Pride Fund priorities does your application meet?**

Your project needs to relate to one or more of our key priorities.

**15. How will your project contribute to the Civic Pride Fund priorities you have identified?**

Please describe how your project meets the Civic Pride Fund priorities you have identified.

**16. Explain how you know that people in your community want this project. What evidence have you collected to demonstrate that there is a need for this project?**

Please tell us how you know there is a need for this project and demonstrate that the local community are supportive of your project. Please describe if you have consulted with local people about the project or if you have identified the need through other means e.g. availability of other services/facilities in the area, evidence from a residents' survey. Your project might be based in an area which is socially or economically deprived or you might be hoping to help a group of people who are disadvantaged in some way.

We anticipate that a large number of groups will apply for grants, so we need to ensure that our funding is directed to where there is most need. Due to the large number of applications, we may not always be able to contact you if we feel you have not provided enough evidence of need. **It is therefore up to you to demonstrate as fully as possible that there is a real need for your project.**

**17. What is the estimated start and finish date for the project? Please include the key stages or “milestones” in running this project. The Civic Pride Fund is intended to fund one-off projects and will not repeat fund projects, unless under exceptional circumstances.**

Please state here the expected start and finish date for the project. We are unable to consider projects that have already taken place; please ensure you have allowed sufficient time between submitting the application and when you would like to start the project. Please also state the key stages or “milestones” of your project so that we can understand how you have planned the project.

**18. How much is your project going to cost and how much do you need from the Civic Pride Fund?**

How have you arrived at the amount you are requesting? We expect you to have obtained quotes for goods/services and salary costs should be based on either existing pay scales in your organisation or recognised local or regional pay scales. We may ask you to provide evidence of these quotes at the assessment stage and once the project is completed, we may require evidence of how much you have spent. Please provide a breakdown of what the grant would fund. If it is towards an element of your project, please state what it will go towards.

**In-kind Match Funding**

As well as actual match funding (cash funding), unpaid voluntary work can be used as a source of in-kind match funding for projects applying to the Civic Pride Fund. In-kind match funding is a non-cash contribution of donated goods or services e.g. volunteer time, use of a room or equipment.

The in-kind contribution of goods and services are based on the rates you would have paid if you were not getting this for free. To calculate the in-kind contribution of volunteers’ time we have used the Annual Survey of Hours and Earnings 2018 (ASHE) Median hourly pay – gross<sup>1</sup>, for all employees in Richmond upon Thames. This provides an hourly rate of £21.10. If a volunteer is being used in a professional capacity e.g. legal advice, then that time can be costed at their professional rate.

**To calculate volunteer time**

Total hours per week volunteered (per volunteer) x Total number of volunteers = Total hours per week volunteered by all volunteers in this role.

Total hours per week volunteered by all volunteers in this role x Number of weeks given per year by each volunteer x Hourly rate (£21.10) = value of volunteer time

For example:

Total hours per	Total number	Total hours per	Number of	Hourly	Value of
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<sup>1</sup> <https://www.nomisweb.co.uk/query/asv2htm.aspx>

week volunteered (per volunteer)	of volunteers	week volunteered by all volunteers	weeks given per year by each volunteer	rate	volunteer time
7	5	35	40	£21.10	£29,540

Payments made from the Civic Pride Fund will fund actual expenditure of the project and not the in-kind elements.

**19. Does your organisation have a bank account in the name of the organisation / project with two separate signatories?**

In order for us to pay you, your organisation will need a bank account in the name of the organisation with a minimum of two unrelated signatories. We are unable to proceed with your application if this is not the case.

**20. Why do you need funding from the Civic Pride Fund? What other funders have you applied to and what is the response?**

We wish to give priority to funding small groups who are not already receiving other funding from the local authority or NHS Richmond Clinical Commissioning Group and have limited resources.

You will therefore **need to demonstrate why you cannot fund this project from your own resources**

We may need to ensure that small groups who have limited capacity and little experience of fundraising are given priority and supported by the Civic Pride Fund. Therefore, in some circumstances we may decide to only fund a proportion of your project costs if we think you have the capacity to raise funds from other sources e.g. other local funders, the lottery, your own fundraising efforts. We will also take into consideration whether your proposed project or services is the responsibility of another statutory body e.g. hospital, school, police etc and would be more appropriately funded by them.

Please give us the specific name(s) of local funders you have applied to for funding. Please indicate if you have been awarded other funding towards the project costs.

**21. If the project is to continue beyond the timescale for which you are applying for this grant, how will you fund this?**

If this is an ongoing project or a pilot project you will also need to demonstrate that you will not be reliant on funding from the Civic Pride Fund in future years to continue to deliver your project or services. As previously stated, this fund is not designed to fund ongoing projects.

**22. Further support**

There are two organisations in the borough, which can provide additional support, advice and training on all aspects of charity, voluntary and community activity in the London Borough of Richmond upon Thames. Please indicate if you are interested in being put in touch with them. More information is on page 14.

### **23. Where did you find out about the Civic Pride Fund?**

Please state how you found out about the Civic Pride Fund.

### **24. – 28. Contacting you**

The person named on this application will be deemed as the person responsible for making the bid. We may need to telephone or visit you to ask for clarification of some of your answers or to provide additional information. If you have an e-mail address, please give us this as it will speed up the assessment of your application.

Please let us know if you have special communication needs and we will try to meet these.

### **29. Agreement - your understanding of the grant condition**

This is an important legal requirement as you will be managing public funds. The person signing the form needs to confirm that they take responsibility for the information provided within your organisation's application for funds. They are also indicating their willingness to be contacted by our representatives and to meet with them and provide further information if requested.

## **Supporting Documents**

### **Constitution**

Please supply a copy of your organisation's constitution or set of rules. If you do not have a constitution or set of rules you can ask for help in developing one from [Richmond CVS](#).

### **Accounts**

Please enclose a copy of your most recent financial report and accounts. These should be produced not later than 10 months after the end of your financial year, as required by the Statement of Recommended Practice (SORP). If you do not have audited accounts, please provide an income and expenditure sheet for the past 12 months. If you are a new organisation and your application is successful, you will be asked to provide evidence of recent income and expenditure e.g. bank statements.

### **Safeguarding children and vulnerable adults**

If you are applying for a project working with children, young people or vulnerable adults we will need to be sure they will be kept safe. You are responsible for being fully aware of issues about protecting children and adults. You must consider any possible associated risks involved in the activities funded by the London Borough of Richmond upon Thames and take appropriate action to protect everyone involved.

**Safeguarding Children and Young People:** You must adopt and implement a robust written safeguarding policy and set of procedures to protect children and young people. As part of these procedures, you should undertake checks on the backgrounds of any of your organisation's staff (including trustees and volunteers) who are working in childcare positions, whether this work is formal or informal. You must make any 'disclosures' as described in the Protection of Children Act 1999.

All members of your organisation must have safeguarding training to understand how to recognise possible abuse and know what to do, with a designated safeguarding person being trained to level 3. You should do this even if you are not a regulated childcare provider and have to do so by law.

**Safeguarding adults with care and support needs:** If you are applying to work with adults, we require you to meet your duty of care to safeguard them. In addition to providing high quality and safe care, service providers are expected to:

- Have an up to date, clear internal adult safeguarding policy and procedure consistent with the London Multi Agency Safeguarding Adults Policy and ensure all staff are aware of, and can act on concerns and allegations in accordance with the policy
- Have clear care governance arrangements in place to prevent abuse or neglect
- Have robust reporting mechanisms from the point of care to the senior management/Board and from the management/Board to the point of care to proactively monitor the risk of abuse and neglect in the care setting
- Adopt robust recruitment and employment practices, with checkable references, checkable ID, and appropriate DBS checks in place at the commencement of employment

Guidance on the development and implementation on children's safeguarding is available from the Kingston and Richmond Safeguarding Children Partnership (KRSCP) (<https://kingstonandrichmondsafeguardingchildrenpartnership.org.uk/>).

Richmond CVS can provide wider support for the voluntary and community sector on governance, policies and fundraising best practice ([www.richmondcv.org.uk](http://www.richmondcv.org.uk)).

**If you have a safeguarding concern about a child, please contact the Single Point of Access. This is not a general contact number and should only be used if you have a safeguarding concern. Single Point of Access – 020 8547 5008 (from 8am to 5.15pm, Monday to Thursday, and 8am to 5pm on**

Friday). Out of hours, phone 020 8770 5000.

If you have a safeguarding concern about an adult, please contact the Adult Access Team - 020 8891 7971 or [adultsocialservices@richmond.gov.uk](mailto:adultsocialservices@richmond.gov.uk).

If emergency help is needed, please dial 999.

## Making your project sustainable

**Richmond CVS** is a local charity which provides support, advice and training for the charity, community and voluntary sector in the London Borough of Richmond upon Thames.

They can provide specific support to help not-for-profit groups develop their project, create plans and apply for future funding. Call 020 8843 7945 or email [action@richmondcv.org.uk](mailto:action@richmondcv.org.uk). For more information, please visit the [Richmond CVS website](#).

In addition to the assistance offered by Richmond CVS, Environmental Groups or projects of an environmental nature may benefit from contacting Habitats & Heritage.

**Habitats & Heritage** is a local charity that assists people and organisations who protect and enhance the environment.

They help environmental groups to start, operate, find volunteers, raise funds, get insured, share good practices and collaborate.

For more information, please visit the [Habitats & Heritage website](#).

## Claiming Your Grant

We will only release grant funds upon confirmation that the project is about to start, and any conditions have been met. All funds must be spent within a year of the grant being claimed. Grant recipients must make a formal request to Grant Officers for payment of the grant, which will be paid in a single instalment. The terms and conditions of grant can be found here on the [Council website](#).

If grants have not been claimed within 11 months of the grant offer being made Officers will write to grant recipients requesting confirmation of project start and completion dates. If the project start date is later than 12 months after the initial award of grant the grant offer will be deemed to have been withdrawn. If the project completion date is later than 12 months from the grant offer date grant recipients will need to seek agreement from Officers for an extension to their funding period.

## Monitoring and Evaluation

If your application is successful, you will be required to complete a monitoring and evaluation form at the end of your project. A copy of the monitoring and evaluation form can be found on the [Council website](#).

## Submitting Your Application:

Please submit a signed copy of your application with all your supporting documents to:

### By post:

**Harriet Steele**, Senior Project Officer (Voluntary Sector), London Borough of Richmond, Ground Floor, Civic Centre, 44, York Street, Twickenham, TW1 3BZ.

### By email:

[harriet.steele@richmondandwandsworth.gov.uk](mailto:harriet.steele@richmondandwandsworth.gov.uk)

### Telephone:

020 8487 5259