



## **Civic Pride Fund Guidance Notes: Individual Applicants and Un-constituted Groups**

Thank you for your interest in the Civic Pride Fund. Please note that these guidance notes relate to applications for grants by individuals and un-constituted groups. There is a separate application process if you are a constituted voluntary organisation. 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 the guidance you are unclear about whether your activity, service or project meets our criteria, please contact Harriet Steele, Senior Project Officer (Voluntary Sector) 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.**

### **Who can apply?**

- **Individuals**
- **Young people.** 13 – 17 year olds must be supported by an adult or anyone aged 18 and over living, working or planning to deliver a project in the borough of Richmond.



- **Un-Constituted groups**

A group of individuals with a common interest or purpose that would like to pursue an activity with a social purpose. The group will not have a constitution or set of rules governing their activities. For more information about becoming a constituted group, please go to the Charity Commission website at [www.charity-commission.gov.uk](http://www.charity-commission.gov.uk) or contact Richmond CVS [www.richmond cvs.org.uk](http://www.richmond cvs.org.uk).

- Individuals and un-constituted groups can apply in partnership with other statutory, non-statutory or private sector organisations, but the individual or group making the application must be the lead partner, and funds will be managed by them.
- 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

**We do not fund:**

- Applications for personal benefit.
- 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.
- Informal groups must be financially solvent
- Informal groups must not have liabilities that are more than their current assets.
- Large capital or revenue fundraising appeals 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. The Civic Pride Fund 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.)

NB. If you are an individual, please note that the grant may not be paid to individual bank accounts. The payment of the grant will be discussed with successful applicants.

If you have previously received a Civic Pride Fund grant, we are only able to consider a new application once you have 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). Also, 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 **£1,000**. 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 applicant 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.**

### PRIORITY 1

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

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

### PRIORITY 2

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

- Improving public spaces, including open space and gardens
- Promoting the Borough's history and heritage

### PRIORITY 3

#### Town Centre Initiatives

The Council is supportive of initiatives that maintain the borough's vibrant town centres and applications for town centre initiatives will be considered if:

- The project falls outside the scope and limited funding capacity of the Town Centre Opportunities Fund\*
- 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 Centres 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 to take part in sport.
- b) Provide more opportunities for young people to take part in sport.
- c) Widen participation by targeting provision at low participant groups, particularly people with disabilities, and villages.
- d) Develop more opportunities for people to learn new skills through sport and fitness, both as participants and volunteers.
- e) Support competitive sport and work with locally based clubs to identify and develop effective pathways to support talented sports people.
- f) Increase opportunities for Sport & Fitness Services to improve the health and emotional wellbeing of participants and volunteers.
- g) Retain and improve existing sports facilities and develop new facilities where there is need.
- h) Improve the quality of services, develop the quality of the workforce and volunteers and achieve external quality accreditation.
- i) Enhance partnership working and consultation mechanisms to improve the delivery of effective sport and fitness services.

Organisations can apply for Civic Pride grants towards the purchase of sports equipment.

Priority will normally only be given to 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 in line with the Strategic Principles for Sport & Fitness outlined above.

### **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 Zoe Williams, Head of Policy and Research, Achieving for Children on 07864 613775 or [zoe.williams@achievingforchildren.org.uk](mailto:zoe.williams@achievingforchildren.org.uk)

### **Town Centres, Tourism and Business**

If your application relates to town 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
- The sustainability of your project
- The level of grant funding requested and the total cost of the project

### **Additional weighting**

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

- Priority for smaller community based projects
- 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.
- Do not currently receive funding from either the local authority or NHS Richmond Clinical Commissioning Group
- 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

An [electronic 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.

A large print version of the application form and guidance notes is also available from the London Borough of Richmond upon Thames Voluntary Sector Liaison Unit on request from Harriet Steele, Voluntary Sector Liaison Unit, London Borough of Richmond upon Thames, Ground Floor, Civic Centre, 44 York Street, Twickenham, TW1 3BZ, call 020 8487 5259 or email [harriet.steele@richmondandwandsworth.gov.uk](mailto:harriet.steele@richmondandwandsworth.gov.uk).

### Answering the questions

**1. Are you applying as an individual or on behalf of an un-constituted group?**

Please state here whether you are an individual, group of individuals, or an un-constituted group that are making the application.

**2. Please state the names of individual(s) applying or name of group**

Please state here the name of the individual(s) submitting an application or the name of the group e.g. Friends of Richmond Pond Group.

**3. Are you or anyone in your group aged 13 -17?**

We welcome applications from young people, but we do need the name of a responsible adult who will be accountable for funds and project delivery.

**4. Name of person responsible for delivering project**

Please state here the name of the individual who will have overall responsibility for the management of the project and expenditure of the funds allocated through to completion. You will need to provide a photocopy of photo identification with your application alongside confirmation of your address.



### 5. Name of the project

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

### 6. Is this a new or 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.

### 7. Describe your project

Please provide a detailed description of your project.

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

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

Please describe who will be responsible for managing the project and carrying 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?

### 9. 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 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.

### 10. Will your project be working with children, young people or vulnerable adults?

If you are applying for a project to work with children, young people or adults who are vulnerable (because of their circumstances or problems) you must have a policy that explains how you will make sure they will be safe. This is a legal requirement for any Council funding going towards such activities. You must also be able to show in your application that your policy will be put into practice.





It is your responsibility to have acceptable safeguarding policies and procedures for children, young people and vulnerable adults in place. We may ask to inspect at any time if we offer you a grant. The NSPCC has produced a guide for organisations to safeguard children called 'Firstcheck'. You can find out more about this at [www.nspcc.org.uk](http://www.nspcc.org.uk).

If your project involves adults and young people working directly with children and other young people or vulnerable adults for any length of time, then you must ensure that they are fit and able to do so. This would mean that employees or volunteers who are currently barred from working with children and young people would be required to declare this and to apply for a position on a paid or voluntary basis without doing so would be breaking the law. If your project dismisses or removes a member of staff or a volunteer from the project because they have harmed a child or vulnerable adult, or you feel they are unfit to work with children or vulnerable adults your project must report on this to the Local Authority and also the Independent Safeguarding Authority if they have caused actual harm to a child or vulnerable adult.

Paid and volunteering staff working directly with children and vulnerable adults must have Criminal Records Bureau clearance to assess their suitability to work with children and vulnerable adults and it is recommended that references from reliable and trusted sources are actively pursued to guarantee suitability and safety.

There is further information on local and national processes and procedures for safeguarding children at the [local safeguarding children's board](#).

And here for information in respect of criminal records bureau clearance from the [Disclosure and Barring Service](#).

**11. Are there any conflicts of interest involved with carrying out this project?**

Please state here whether there is any connection between the project being funded and any activities or interests of the individual or group of people making the application or responsible for delivery of the project. Please also state here whether there is any personal connection between the individuals applying for the project and London Borough of Richmond upon Thames Councillors or employees of the London Borough of Richmond upon Thames.

**12. 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 5 of these guidance notes.

### **13. Risk Assessment**

A risk assessment is an important step in protecting everyone delivering or benefitting from your project. A risk assessment is simply a careful examination of what could cause harm to people, so that you can decide what to do to prevent harm. You are not expected to eliminate all risk, but you are required to protect people as far as is 'reasonably practicable'. These guides tell you how to achieve that with minimum fuss:

- Health and Safety Executive: Five Steps to Health and Safety - <http://www.hse.gov.uk/risk/fivesteps.htm>
- [My Community Starter](#) Health and Safety Considerations

### **14. Does your project require insurance and if so has this been obtained?**

Depending on the type of project, you may need public liability insurance. It is your responsibility to ensure you have adequate insurance in place. This should include cover for any assets you buy or events and activities you run using our grant. We will ask to look at these policies prior to awarding the grant. You can include the cost of insurance in your application for funding.

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

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

### **16. 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.

### **17. 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 or evidence from a resident's 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.**

**18. What is the estimated start and finish date for the project? Please include 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.

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

How you have 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, 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 week volunteered (per volunteer)	Total number of volunteers	Total hours per week volunteered by all volunteers	Number of weeks given per year by each volunteer	Hourly rate	Value of 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.

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

In order for us to pay you, we need to ensure that the funds are being appropriately managed.

Unconstituted organisations will need to supply details of a bank account in the name of the organisation with two cheque signatories. If this is not available alternative arrangements for payment will be discussed and agreed with successful applicants. The grant will not be paid to individual bank accounts.

All expenditure will be carefully monitored by the Council and will need to be auditable as and when required by the Council.

**21. 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 individuals and small groups who are not already receiving other funding from the local authority or NHS Richmond Clinical Commissioning Group and have limited resources.

**For group applicants** you will need to demonstrate why you cannot fund this project from your own resources. If your group 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.

We may need to ensure that individuals and 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



fundors or 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.

**22. 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 sponsor ongoing projects.

**23. Where did you hear about the Civic Pride Fund?**

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

**24 – 28. Contacting you**

The person(s) named on this application will be deemed as those 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. 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 this 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

### Accounts

For un-constituted organisations and where available, we ask you to enclose a copy of your most recent financial reports e.g. income and expenditure sheet. These should be produced not later than 10 months after the end of your financial year. If your application is successful you will be asked to provide evidence of past income and expenditure e.g. bank statements.



### **Children and Vulnerable Adults**

If you are applying for a project that works with children, young people or vulnerable adults we will need to be sure they will be safe. As a minimum, you must have a policy that explains how you make sure of this and you must ensure that the policy is put into practice. Staff and volunteers working with children, young people or vulnerable adults on your project should also have Disclosure and Barring Service (DBS) clearance.

### **Risk Assessment**

We ask that you supply a risk assessment identifying any potential issues and posing possible solutions.

### **Insurance certificate**

We ask that you supply a copy of the insurance or insurance offer for the project

### **Applications involving private vehicles**

If the project involves use of private vehicles please submit evidence of ownership of the vehicle, current MOT and insurance.

### **Reference (if an individual application)**

Please submit contact details of two referees who know you in a professional capacity e.g. an employer, teacher, medical professional etc. and who can provide assurances as to your ability to manage the funds.

## **Making your project sustainable and further guidance**

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

They can provide specific support to help you develop your project, plan and apply for future funding and develop the sustainability of your project.

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 South West London Environment Network.

**South West London Environment Network (SWLEN)** 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 [South West London Environment Network website](#).



- **Community Links - [All in One - London Borough of Richmond upon Thames](#)**
- [Richmond CVS - Home](#)
- **Zurich Community Project Starter Kit: <https://www.zurich.co.uk/en/charity-insurance/my-community-starter>**

## Claiming Your Grant

We will only release grant funds upon confirmation that the project is about to start and 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, or via a Pre-payment Card. You will be provided with information on how the Pre-payment Card works.

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**, Project Officer (Voluntary Sector), London Borough of Richmond, 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