RUGBY BOROUGH COUNCIL

COMMUNITY SUPPORT FUND 2024-2025

GUIDANCE FOR APPLICANTS

VERSION 2.2
July 2024

TABLE OF CONTENTS

1. WHAT IS THE COMMUNITY SUPPORT FUND?

Rugby Borough Council's Community Support Fund aims to support community organisations and voluntary organisations to deliver community measures that reduce the cost of living, including through measures to improve energy efficiency, and combat fuel poverty and climate change. It is funded by government.

The aims of the fund are to:
- Reduce the burden of the cost of living for households within the borough.
- Reduce greenhouse gas emissions.
- Increase take-up of energy efficiency measures by households within the borough.

High scoring projects will be those:
- delivered in the most deprived wards (Benn, Brownsover, Overslade, Newbold upon Avon, Long Lawford, New Bilton).
- delivered by two or more organisations, working together to deliver a larger project than they could individually.
- that demonstrate a strong community benefit i.e., they clearly contribute to building, enhancing, or ensuring impactful community activities, events, and/or services.
- that include activities and/or services which can and will be continued after the project has ended.

Examples of projects:
- Establishing a pre-loved school uniform bank.
- Setting up a repair/reuse/swap shop.
- Creating of a Community Pantry/Fridge.
- Establishing a Mobile Community Supermarket.
- Support with household items.
- Energy efficiency workshop

Please note this list is not exhaustive.

2. HOW MUCH FUNDING IS AVAILABLE?

Grants are available from £1,000 up to £10,000. Projects will be <u>funded in full, with no match funding required</u>.

Each organisation can only receive one grant in this programme.

We are looking for projects that can be delivered by 31 December 2025. This avoids organisations benefitting from allocations of funding only to return them unspent as they are unable to deliver. This is in no-one's interest and is something we would wish to avoid.

3. WHO CAN APPLY FOR A GRANT?

Eligible organisations:
- Constituted community/voluntary organisations
- Parish councils
- Not for profit organisations
- Charitable organisations
- Faith organisations
- Social enterprises (e.g., CICs)

To be eligible to apply for the grant, your organisation must:
a) be organised as one of the above types of eligible organisations; **and**
b) be active within the borough of Rugby; **and**
c) be formally constituted; **and**
d) have a UK bank account in the same name as the organisation; **and**
e) provide annual accounts/financial records for the last financial year; **and**
f) have Safeguarding and Health & Safety Policies in place; **and**
g) have Public Liability Insurance for the duration of the project.

Ineligible organisations:
- Schools and academies
- Statutory or profit-making organisations
- Political organisations
- Individuals

4. WHAT ACTIVITIES ARE ELIGIBLE FOR FUNDING?

Eligible activities:
- Events, training sessions, workshops, etc.
- Educational and awareness-raising campaigns
- Hiring stalls/shops
- Other activities that only incur the eligible revenues costs listed in the next section

Ineligible activities:

- Religious or political activities, or activities promoting religious or political beliefs
- Statutory activities (activities that the organisation has a legal requirement to deliver)
- Activities taking place outside the borough of Rugby
- Activities that took place before the project began or after the project ended, as detailed in the Grant Offer Letter
- Activities that have already been funded through other public funding sources

5. WHAT COSTS ARE ELIGIBLE FOR FUNDING?

Eligible costs:

- Venue hire
- Equipment purchases and hire (with a value of under £10,000)
- Salary costs for temporary staff delivering the project (e.g., trainers, counsellors, youth workers, etc.)
- Publicity costs
- Training/workshop costs
- Printing, stationery, and consumables costs (for project activities only)
- Revenue costs relating to organising events, except for food and beverage costs
- Any other revenue costs relating to project activities
- Overhead costs: a maximum of 5% of the total project value can be claimed to cover the fixed costs of the organisation apportioned to the project. No other daily costs will be covered
- VAT that **cannot** be recovered

Ineligible costs:

- Products/services/works with a total value of over £10,000
- Salary costs for core staff (apportioned costs are included in the overhead costs)
- Consultancy costs
- Travel and subsistence costs
- VAT that can be recovered
- Costs relating to the day-to-day activities of the organisation, except for apportioned overhead costs, capped at 5% from the total value of the project
- Costs relating to statutory services
- Costs relating to services/activities already funded from other public sources
- Costs incurred before the start of the project, or after the end of the project, as detailed in the Grant Offer Letter

6. HOW TO APPLY FOR A GRANT?

The closing date for applications is 30/09/2024 or when we have received sufficient eligible grant applications, whichever is sooner.

Applications will **not** be accepted after the closing date or the date when it is announced the fund has been sufficiently oversubscribed.

Applications will be assessed on a 'first come, first served' basis.

To apply for a grant:
1. Download the application form available at https://www.rugby.gov.uk/grants
2. Fill in the application form.
3. Gather your supporting documents.
4. Submit your application form together with supporting documents by
   a. Email to ProjectsTeam@rugby.gov.uk or
   b. Post to **Rugby Borough Council, Town Hall, Evreux Way, Rugby CV21 2RR** for the attention of **Communities & Projects** or
   c. Hand in at the reception desk in the Town Hall at **Rugby Borough Council, Evreux Way, Rugby CV21 2RR** for the attention of **Communities & Projects**.

Typed applications are preferred.

After you have submitted your application, you will receive a submission confirmation email or letter from our team. If you have not received this within 2 working days, please reach out to us via email ProjectsTeam@rugby.gov.uk.

SUPPORT WITH WRITING YOUR APPLICATION

A grant information session will be held on

Tuesday 10 September, from 5.30 pm till 7.00 pm at Rugby Town Hall

No need to book.

IMPORTANT NOTE: If your proposed project involves the Council's land or assets in any way, you should contact the following, for advice, ahead of making your application:

Corporate Property Unit:
Email: corporateproperty@rugby.gov.uk or telephone (01788) 533558

IMPORTANT NOTE: If you intend to apply for a grant towards a food project, involving the storage, sale, distribution, or preparation of food / drink you will need to register the premises from which the project will operate. Registration is free of charge, but you must register at least 28 days before you can proceed with the project

Further advice on the registration process can be obtained from the Council: Email: fs@rugby.gov.uk or telephone: (01788) 533851

IMPORTANT NOTE: Your organisation shall have regard to and comply with the requirements of the Health and Safety at Work Act 1974 and all other relevant Acts, Regulations and Directives.

There is no guarantee that your application will be successful, or if it is that you will receive the full amount applied for.

SUPPORTING DOCUMENTS LIST:

You will need to submit copies of the following along with your completed application form:

a. **Rules / governance of your organisation**
   One of the following, which sets out the rules of your organisation and how it runs:
   - A formal/signed constitution; **or**
   - Trust Deed; **or**
   - Parish Council Standing orders; **or**
   - Memorandum and Articles of Association.

b. **Public Liability Insurance**
   A certificate, clearly confirming your public liability insurance and the name of the insurer will be required. Your cover must be for a minimum of £2m.

   The name of the organisation, displayed on the certificate, must be the same as the name of the organisation that is applying for the grant (if your certificate is in the name of a larger organisation/club that you are affiliated with, you will need to upload the proof of membership/affiliation).

   If the policy duration does not completely cover the duration of the project, you hereby agree to renew it.

The resulting grant funding awarded should not be considered to provide any liability on the Council's part for insurance or maintenance purposes. The organisation shall be responsible for and ensure adequate insurance cover is in place for its project / activities.

c. **Annual accounts/Financial records**
We require <u>a copy of your most recent annual accounts/financial records</u>.
If you do not yet have year-end accounts to submit, we will consider a statement that shows your organisation's balance of funds, income and expenditure. All applicants must present <u>financial records that cover a full year</u>.

d. **Safeguarding and Health and Safety Policies**
You will be required to provide <u>a copy of your current Safeguarding vulnerable adults and children Policy</u> and <u>Health and Safety Policy</u>.

e. **Bank account**
We will need evidence that your organisation has a UK bank account open in its own name. <u>A bank statement from the current or previous month</u> will be required for us to verify this.

7. HOW ARE GRANTS AWARDED?

Applications are assessed on a 'first come first served' basis. Assessment of applications is continuous, until all the money has been awarded, in the order complete applications were received.

If, after the deadline has passed and we have assessed all the applications, we were not able to award all the funds to projects that have scored high enough for automatic award, we will award the remaining funds to projects placed on the Grants Waiting List, in order of their scores, from the highest to the lowest, until all the money has been awarded.

Each application goes through several stages:

Stage 1 – Completeness and Eligibility Assessment

Your application will be assessed to check if:
- all the required supporting documents have been submitted with the application **and**
- the applicant (your organisation) is eligible.

If you have not submitted all the required documents i.e., your application is not complete, we will write to you to ask for these to be submitted within 5 business days or the application will be

rejected. All applicants will be offered the same opportunity. **Please note that only complete applications will be placed in the queue for eligibility assessment and project appraisal.**

If you do not send us the missing documents in time, we will regrettably have to reject your application on the grounds of it not being eligible. We will write to let you know your application has been rejected and why.

If your organisation is not eligible, we will inform you straight away and the application will not be progressed.

Stage 2 – Project Scoring/Appraisal

After your application has passed the first stage, it will enter the appraisal stage.

A Council officer will score the project against the published appraisal criteria for the Fund. The appraisal criteria and associated scores will be published together with this document.

IMPORTANT NOTE: Please note that your project must include only eligible activities. If your project includes ineligible activities, it will be deemed ineligible. Please check the list of ineligible activities in Section 4 of this document or contact us in advance to check the activities you want to include are eligible.

Projects can score a maximum of 100 points.

If your project has scored:
- over 80 points, it will be automatically awarded a grant. The amount of grant it will be awarded will depend on whether all the costs included are eligible.
- between 60 and 80 points, you will be offered a place on the Waiting List.
- less than 60 points, it will be automatically rejected.

Projects will be scored based on:
- how well they meet the aims of the Fund.
- how well they demonstrate additionality i.e., how the grant will contribute to a project being delivered faster, at a larger scale, with less disruption, or be significantly reliant on the grant to happen, etc. than if the organisation would not have had the grant.
- how well they show value for money i.e., how they optimise the use of the grant to achieve the maximum number of benefits, outputs, and outcomes possible.

Points for added value will be awarded to projects:

- delivered in the most deprived wards (Benn, Brownsover, Overslade, Newbold upon Avon, Long Lawford, New Bilton).
- delivered by two or more organisations, working together to deliver a larger project than they could individually.
- that demonstrate strong community benefit i.e., they clearly contribute to building, enhancing, or ensuring impactful community activities, events, and/or services.
- that clearly show how the activities and/or services delivered as part of the project can become self-sufficient and will be continued after the project has been completed.

After the project has been appraised by a Council officer against the appraisal criteria, the Grant Appraisal Report will be reviewed and then approved by a Council Manager and the Growth and Investment Chief Officer.

Stage 3 – Grant Offer Letters

After approval,
- **If your project has scored over 80 points,** a Grant Offer Letter will be sent to you. To accept the grant, you will need to read, sign, and return a copy of the letter to us within 3 business days. If we do not receive this from you, we reserve the right to offer the grant to another applicant. After you have accepted, the project will be added to the *Awarded Grants List*.
- **If your project has scored between 60 and 80 points**, we will write to ask if you want the project to be added on the *Grants Waiting List*. If you decline, the project will be added to the *Projects Not Funded List* and will not be considered for funding if any funds will remain available after the deadline has passed and all the projects have been appraised (Stage 4).
- **If your project has scored less than 60 points**, it will regrettably be rejected. If this is the case, we will write to let you know as soon as possible after the appraisal process for your project has finished. Your project will be added to the *Projects Not Funded List*. The decision is definitive.

Stage 4 – Waiting List Awards

If, after the deadline has passed and all the projects have been scored, the funds have not been fully awarded to projects with scores over 80 points, the remaining funds will be awarded to projects from the *Grants Waiting List*, beginning with the one that scored the highest and working our way down the list, until all the money has been awarded.

If you are awarded a grant at this stage, we will send you a Grant Offer Letter. To accept the grant, you will need to read, sign, and return a copy to us within 3 business days. If we do not receive this from you, we reserve the right to offer the grant to another applicant.

Publication of appraisal results

We will publish appraisal results on a rolling basis on https ://www.rugby.gov.uk/grants until the funds have been exhausted and the Fund is declared spent.

Three lists will be published:
- **Awarded Grants List,** which will include all the projects that have been awarded grants.
- **Grants Waiting List,** which will include all the projects that have scored between 60 and 80 points and applicants have agreed to be considered after all the projects have been appraised.
- **Projects Not Funded List,** which will include all the projects that have not received funding, irrespective of the reason.

8. OUTPUTS AND OUTCOMES

- **Number of people reached**
  - This the number of individuals directly impacted by / directly benefitting from the project activities.
  - Good value for money is achieving a cost of less than £8-10 per each direct beneficiary.

- **Number of households receiving support to reduce the cost of living**
  - A 'household' is: one person living alone; or a group of people (not necessarily related) living at the same address who share cooking facilities and share a living room or sitting room or dining area; it includes houses, bungalows, flats, and maisonettes.
  - Support is provision that helps reduce the burden of the cost of living.

- **Number of households supported to take up energy efficiency measures**
  - A 'household' is: one person living alone; or a group of people (not necessarily related) living at the same address who share cooking facilities and share a living room or sitting room or dining area; it includes houses, bungalows, flats, and maisonettes.
  - Energy efficiency means any measures which could improve a household Energy Performance Certificate rating. It is not required to shift the letter rating, only to make progress towards this.

9. MINIMAL FINANCIAL ASSISTANCE (MFA)

This section is applicable to Social Enterprises only.

Minimal Financial Assistance (MFA) is a mechanism put in place by the UK Government after the 4th of January 2023, through The Subsidy Control Act 2022, to allow public authorities to provide grants that are considered small enough to support individual businesses (including social enterprises) without giving them an unfair advantage.

Minimal Financial Assistance subsidies can take several forms, including, but not limited to grants, loans at favourable rates, guarantees, free or subsidised services, rates relief, HMRC investment schemes, etc. The MFA also includes any awards made as De Minimis under the European state aid regulations before the 4th of January 2023, or under the Trade and Cooperation Agreement from the 1st of January 2021. Any subsidy or state aid given under other schemes that do not count as De Minimis (which includes any funding provided under the Temporary Framework during the coronavirus pandemic) will not count towards your MFA total.

The MFA is subject to cumulation rules. This means that no business can receive more than £315,000 in small subsidies over 3 consecutive fiscal years.

As part of your application, <u>we will ask you to tell us what subsidies your business has received over the last 3 fiscal (financial) years</u> (consisting of the current financial year and the two previous financial years). If you have received UK public sector support in the past, your award letters or other documentation should confirm if any of the funding can be considered Minimal Financial Assistance. A fiscal or financial year is a 12-month period beginning 1 April and ending 31 March, irrespective of when your own company financial year starts and ends.

We need to know this so we can make sure that the amount of grant we are offering will not take you over the limit of £315,000. This limit applies to a group of businesses that are owned or controlled by the same person or group of people, even if the businesses have different names.

If you are part of a group or company structure that is considered an enterprise, then any Minimal Financial Assistance received by other companies within that enterprise could count towards your limit.

If you have questions about the Minimal Financial Assistance mechanism, please contact us.

When we send you the Final Grant Offer, we will also send you a Minimal Financial Assistance (MFA) Notification letter, which will tell you how much grant we expect to give you through this Fund.

After you have finished the project, we will send you a Minimal Financial Assistance (MFS) Confirmation letter, which will tell you the final amount of grant we have paid to you. This may be different from the amount on the Notification letter. **This last letter is the one you will need to keep and use when asked in the future about what MFA subsidies you have received.**

10. PROCUREMENT

As part of your application, for all the purchases you intend to make, we will ask you to provide quotes to show you have done market research and achieved value for money with your selected product/service provider. We reserve the right to ask you to seek more quotes for larger purchases, to ensure you secure good value for money.

11. BRANDING AND PUBLICITY

All communications materials and public facing documents relating to your project activities – including print and publications, through to digital and electronic materials - will need to be approved by the Council before being used.

You will need to include the Government logo and the Rugby Borough Council logo on all your communications relating to the project, which will be supplied to you after you have been awarded the grant.

All press releases relating to projects supported by funding must include:
1. A text reference to the funding provided by the UK Government
2. The funded by UK Government logo and
3. The Rugby Borough Council logo

More detailed publicity guidance will be provided once the grant has been awarded.

12. GRANT PAYMENT, MONITORING AND EVALUATION

The grant will be paid to you upfront, in full.

We will then expect you to send us monthly updates on the progress made by the project.

At the end of the project, you will submit a short Final Report, detailing:
- what outputs and outcomes have been achieved
- what activities have been delivered
- if the project was delivered on time
- if the stated objectives were met
- what went well and what could have gone better

We will provide you with templates for these short reports after you have been awarded the grant.

IMPORTANT NOTES:

Changes to projects can only be made with the approval of Rugby Borough Council.

If we learn that the grant was spent on activities or items/services/works that are different to those stated in the application form, we may ask for the funding to be returned. Please check with us before making any changes to your project.

All projects (activities delivered and expenditure incurred) must be completed by 31/12/2025.

13. MORE INFORMATION

If you have any queries, please contact us via email on ProjectsTeam@rugby.gov.uk

These Guidelines for Applicants and the Grant Application Form are available in electronic format at https://www.rugby.gov.uk/grants

An FAQ list will also be published at the above internet address with answers to questions sent to us regarding this Fund.