**COMMUNITY GRANT SCHEME GuiDELINES & APPLICATION FORM**

2017

# Who we ARe

In 2011 the Civil Society Organisation (CSO) raised the need for a dedicated organisation to act with and on behalf of St Helena’s CSOs and increase communication with St Helena Government. The following year, the Community Development Organisation (CDO) was formed.

# WHAT DO THE COMMUNITY DEVELOPMENT ORGANISATION DO?

The CDO has given £50,000 annually in the form of small grants to enable smaller organisations to continue and grow. The benefit of small amounts of funding being administered locally is that contributions can be targeted: reaching more people and places than larger, centrally based organisations.

The CDO supports CSOs directly through: training, advocacy, and through administering small grants. Strong CSOs will enhance the services already provided by Government and businesses by accessing other funding bodies and offering additional services. By encouraging a climate of community and volunteering, we increase a sense of inclusion and belonging which in turn compliments the economic development of St Helena.

# COMMUNITY DEVELOPMENT ORGANISATION OBJECTIVES

The Community Development Organisation aims to:

* + strengthen community and family life
  + increase communication or act as an advocate between CSOs and SHG
  + raise standards of governance in CSOs
  + enhance accountability and policy formation in CSOs through support and training
  + encourage inclusion of marginalized or underrepresented groups
  + protect cultural, natural and built heritage as CSOs are the most effective way of providing protection of the wide range of heritage

# THE PURPOSE OF THE COMMUNITY GRANT SCHEME

The Community Grant Scheme aims to:

* + Support organisations to deliver services which will make an impact in their relevant areas and communities
  + Build the capacity of CSO's to become more financially independent and sustainable
  + Support one off initiatives that were not able to secure funding elsewhere
  + Provide an easily accessible process of funding support

Projects will be selected according to how well they meet the organisation’s strategic direction, the assessment criteria, and available funds.

# WHO CAN APPLY FOR A COMMUNITY GRANT

If you want to apply for a small community grant you must be:

* A Charity, Club or Association
* Based on St Helena
* A properly constituted group with a bank account that requires at least two signatures

If your organisation is not a charity, we ask that you arrange for a referee and ask for an exemption when you apply. But you will need to take steps towards becoming a charity or association so that we can make sure that the funds are going towards helping the wider community**.**

# GUIDANCE ON PROJECT APPLICATION

In general the project needs to contribute to community lifestyle and advancement in areas like the Arts, public facilities, recreation, sports, or welfare. But not for commercial use.

Here are a list of projects we would consider funding:

## Equipment for day-to-day activities

* sports and play equipment e.g. trampoline, treadmill
* office equipment e.g. software, printer, computers
* furnishings e.g. chairs, tables, shelves
* community arts and recreation events e.g. speakers, microphones, canvases

## Special one-off events and activities

* community education activities e.g. training packs
* conferences or training opportunity e.g. for a trainer, speaker
* volunteer support e.g. funding a day out specifically for volunteers

## Community and organisational development

* community research projects e.g. study into poverty among children, research into mental health
* organisational review and development e.g. training

## Capital works

* health, safety and access upgrades to community facilities e.g. fire exits, fire extinguishers
* access and equity projects e.g. disabled toilet, wheelchair access
* upgrading community facilities, however community centers should check work with Crown Estates before approaching us e.g. fixing the roof, repainting and minor repairs
* motor vehicle and equipment purchases e.g. transporting clients, volunteers

# Multiple small community grant applications

You may submit up to two small community grant applications per organisation in any funding round. But you must ensure that the applications are for different goals.

* the purposes must be unrelated
* funding for the combined proposals must be within the acceptable limit of £4000

# What you can't apply for

* commercial ventures, developments or outputs
* funding to cover debts - this includes reimbursement for completed projects and loan repayments
* You also cannot apply for recurrent expense funding. This includes regular salaries and wages, administration expenses and short-life equipment. Salaries for one-off events and projects are permitted.
* projects that may be considered inappropriate or offensive
* fundraising activities (but CDO can for example, pay for a popcorn machine for a fundraising event)
* political or religious activities
* projects that are the responsibility of another government funding program, unless the other program does not have capacity to provide the funds (such as Community Centers who must firstly approach Crown Estates).
* Projects that start before your grant is approved will not be funded. Do not purchase goods, services or equipment included in your application until you have received formal funding approval.

# FUNDING ROUNDS

There are four funding rounds each year. You can apply at any time. We aim to grant £12,500 of funding at every round. We suggest grant applications be for amounts up to £4000 per round.

Your application will be assessed in the round that is open when you submit.

|  |  |  |
| --- | --- | --- |
| **Application deadline 4pm:** | **Panel will meet by:** | **Decision letter issued by:** |
| Friday 16th June 2017 | Monday 26th June | Friday 30th June 2017 |
| Friday 1st September 2017 | Monday 11th September | Friday 15th September |
| Friday 1st December 2017 | Monday 4th December | Friday 8th December 2017 |
| Friday 23rd February 2018 | Monday 5th March 2018 | Friday 9th March 2018 |

# **HOW TO APPLY**

## Step 1. FILL application form

The application form is found at the back of this booklet and can also be downloaded from our website, or email a request for an electronic version from [community.sthelena@gmail.com](mailto:community.sthelena@gmail.com)

Alternatively you can get a hardcopy from the office at Guinea Grass Centre. We find it helpful to receive electronic copies as this cuts down on our administration costs.

## Step 2. Read these guidelines before you apply

FIrstly

Please include:

**Applicant Name**, **Project Name** for your application e.g. “Equipment for baby group in Jamestown”, “Wheelchair friendly Levelwood Community Center” or “Waterbutts for Guinea Grass Community Center”, **Estimated Start Date** of the project and **Estimated End Date**, **Position held in CSO** (Civil Society Organisation), **Civil Society Organisations** you are representing, **Charity No.** if you have one and your **Telephone Number**.

ABOUT THE PROJECT/ACTIVITY

Please give a detailed summary of the project or activity you would like to be funded. Answering:

* What is the purpose of your project?
* Why is it important for Saint Helena? And for the local community?
* What do you want to achieve?
* How do you plan to achieve it?

DEliverables

Please give a detailed summary of the project’s output as a result of the grant. Answering:

* What services will you provide? Or what publication will you produce? What activities will you run? This is your chance to identify performance measures. This will also help the committee understand what you are trying to achieve
* Can you estimate the number of beneficiaries supported through this grant?
* How do you expect this to effect St Helenian community/ particular district?

DUE DILIGENCE

You **must** include:

* The CSO’s most recent constitution
* The CSO’s most recent audited accounts
* A list of your Executive Committee members and Committee members
* A receipt or assurance from the Chair that your executive members been vetted
* A copy of your Safeguarding Policy if you are working with or providing a service for children, young adults or vulnerable adults
* If you are working or providing services from a building/ Community Center, do you have Public Liability Insurance in place? If you have answered yes please provide a receipt of this.
* Have the Charity Commission been given your annual audited accounts and list of committee members? We work with the Charity Commission to support good governance and will only grant funding to those who are abiding by St Helena’s Charity ordinance.

BUDGET

Your proposed budget should cover:

* 2 quotes to support your budget calculations
* If applicable, how much you are contributing yourself
* If applicable, how much you plan to raise elsewhere
* If you are wanting to purchase a second hand goods, please follow our Second Hand Goods Policy found below and include the necessary paperwork
* Total project cost

**Second Hand Goods Policy**

If buying second-hand equipment, applicants must provide a declaration from the seller that proves:

* original proof of purchase
* it hasn’t been bought using public funds in the last 5 years
* it has been PAT tested (Portable Appliance Testing)

Or that:

* it has at least 1 year worth of use
* it doesn’t cost more than the market value for new equipment
* it has been PAT tested (Portable Appliance Testing)

*DECLARATION*

Your application should be signed and dated by an appropriately authorised person of your organisation.

SUPPLEMANTARY DOCUMENTATION

You can include extra information to support your application, including:

* information or research that supports your project
* letters of support from community groups and community members
* The Community Development Organisation offers help with writing a constitution and we can also offer help with writing policies.

## Step 3. Submit your application

You must submit your grant application before close of business at 4pm on the published closing date. Applications received after this date will not be considered in the funding round. Incomplete applications will be returned to you. If your revised application is not returned before the closing date, it will not be considered in that round.

We prefer to have electronic applications sent to:

***Email***: [community.sthelena@gmail.com](mailto:community.sthelena@gmail.com)  ***Or hand in person to***:

Isha Harris

Community Development Organisation

Guinea Grass Community Centre

St Helena

STHL 1ZZ

**Telephone:** 22791

# **After you apply**

You will receive an email or letter telling you that your application has been received. If you haven't received a letter after a week, please contact Isha Harris.

# **HOW YOUR APPLICATION IS ASSESSED**

Your application will be assessed by the Community Development Grant Scheme Committee which consists of: Community Development Organisation Chair, Joey George, Tara Wortley, Cynthia Bennet, Tracey Williams, Shayla Ellick and Damien O’Bey. In addition to this, we will also carry out any appropriate checks using the information supplied as part of the application.

# **IF YOUR APPLICATION IS SUCCESSFUL**

You will find out if your application has been successful within three weeks of the funding round closing date.

## SUCCESSFUL APPLICANTS

If you are successful you will receive a letter of approval within ten working days of the funding round closing date. You will also be asked to negotiate a formal funding Grant Agreement. This agreement will outline:

* Project timeframe
* Performance indicators and reporting
* Payment procedure

Below are some of the standard conditions that apply to all grants made by Community Development Organisation. They are provided here to outline some of the obligations involved when a grant is made. They are not exhaustive of the conditions that may apply. We reserve the right to modify these standard conditions as may be appropriate for specific applicants and circumstances. Should an applicant’s grant application be successful, these standard grant conditions (as amended), along with other provisions and obligations, will be reflected in the Grant Agreement or Letter of Agreement, as applicable, between the Community Development Organisation (the Grantor) and the successful applicant (the Grantee).

## Some grant conditions for your information:

1. The Grantee must use the whole of the grant exclusively for the purpose described in the grant application (“the Project”) submitted by the Grantee. The Grant must not be used for any other purpose, unless written permission from the Grantor has been provided authorising that other purpose.

2. If the Project is not completed by the Project end date (“the Completion Date”) specified in the Agreement, or any extension of that date approved in writing by the Grantor, no part of the Grant may be paid out or otherwise used by the Grantee after the Completion Date without written approval of the Grantor.

3. The Grantee must promptly advise the Grantor of any material change in the Project and/or its timeframes which may affect the Grantee’s ability to undertake or complete the Project by the Completion Date.

4. The Grantee will expend the grant on St Helena only unless agreed otherwise by both parties.

5. The Grantee must provide an official receipt to the Grantor for purchases made with CDO funds within at least 30 days of the project end date or revised period as agreed by the Grantor.

6. The Grantee must keep detailed financial records sufficient to accurately report the use of grant funds and enable grant expenditure to be verified by the Grantor as required.

7. The Grantee must acknowledge the support of the Grantor in any published or display material of the Project.

8. Details of the grant will be made public by the Grantor, including the name of the Grantee, amount of the grant, and details of the Project.

9. The Grantee must give the Grantor a financial acquittal and a final report in a form required by the Grantor and within an agreed time after the Completion Date. Reporting templates will be provided to Grantees to outline the acquittal and final report requirements. A specified date for acquittal and report will be decided by both parties.

10. Should a Grant be made, failure to implement the Project as agreed, and/or failure to comply with Grantee obligations or any subsequent conditions imposed by Community Development Organisation, will result in the Grant being reviewed. Such non-compliance will be taken into consideration in determining any future grant applications that may be submitted by the Grantee.

## UNSUCCESSFUL APPLICANTS

If your application is unsuccessful you will receive a letter explaining why.

You can resubmit your application in the next funding round provided that your application has met the assessment criteria and/ or was unsuccessful because of a lack of priority or funding capacity for that round.

# CONTACT

We welcome enquiries about the Community Development Grant Scheme. Please contact us via email, facebook or in person.

Isha Harris

Community Development Organisation Director

Guinea grass Community Centre

St Helena

STHL 1ZZ

Email: [community.sthelena@gmail.com](mailto:community.sthelena@gmail.com)

Telephone: 22791

Facebook: Community St Helena

**COMMUNITY GRANT SCHEME APPLICATION FORM**

2017

***We reserve the right to share all information you have shared in this application with Community Development Committee members and the Charity Commission.***

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant Name |  | Position held in CSO |  |
| Project Name |  | CSO (Civil Society Organisation) |  |
| Estimated Start Date |  | Charity No. |  |
| Estimated End Date |  | Telephone Number |  |

**ABOUT THE PROJECT**

***Please describe the purpose of this project & why it is important for St Helena’s Community***

|  |
| --- |
|  |

**DELIVERABLES**

***Please describe the project’s outputs as a result of the grant. The services you will provide, the activities you will run or the publications you will produce.***

***Estimate the number of beneficiaries supported through this grant.***

***How do you expect this to effect St Helenian community or a particular district?***

|  |
| --- |
|  |

**DUE DILIGENCE** – Please tick

Yes No

**Have you included your constitution?**

**Have you included your most recent audited accounts?**

**Have you provided a list of your Executive Members and Committee Members?**

**Have your Executive members been vetted?**

**If you are working or providing services for children, young adults or vulnerable adults have you got an up to date Safeguarding Policy in place?**

**If you are working or providing services from a building/community center, do you have Public Liability Insurance?**

**Have you provided the Charity Commission with your CSO’s annual Audited Accounts and list of Committee members?**

**Have you provided evidence of at least 2 quotes for goods and services?** (Where possible try to obtain a local quote)

**BUDGET**

***In the table below please give a breakdown of the total cost of your project. If any of your costs do not fit into these headings, please list them in ‘other costs’. You must include quotes with this Budget Form and where possible look for a local provider. If you can recover the VAT then only include the net price.***

|  |  |  |
| --- | --- | --- |
| AREA OF FINANCIAL SUPPORT | DESCRIPTION | AMOUNT REQUESTED |
| **1 OPERATIONAL COST**  *(Labour)* |  |  |
| **2 CAPITAL COSTS** *(Computer, building works, fridge etc.)* |  |  |
| **3 MATCH FUNDING** |  |  |
| **4 SHIPPING** |  |  |
| **5 OTHER** |  |  |
| TOTAL | |  |

DECLARATION

**I am authorised to make the application on behalf of the above organisation or charity. I confirm that the information contained in this application is correct and that if a grant is awarded it will be used only for the purpose stated.**

**Signed:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| **Applicant** |  |  | **Date** |  |

Please email this to: [community.sthelena@gmail.com](mailto:community.sthelena@gmail.com)

For help please contact Isha Harris: 22791