



Guidance for Bassetlaw Community Grants

The UK Shared Prosperity Fund aims to improve pride in place and increase life chances across the UK investing in communities and place, supporting local business, and people and skills. For further information read the [UKSPF Prospectus](#).

The fund is split into three investment priorities, and each has a list of interventions sitting underneath it that areas can choose to allocate funding to. The three investment priorities are:

- Communities and place
- Supporting local business
- People and skills

The Bassetlaw Community Grants Programme is funded under the Communities and Place Investment Priority. For further information read the [UKSPF Prospectus](#).

The call for applications opened **on Monday 19th August 2024** and will close at **12 noon on Monday 9th August 2024**.

Please visit www.bcvs.org.uk/bassetlaw-community-grants-apply to complete the application forms

Full details and eligibility criteria are included within the Eligibility Form and this guidance document.

Summary

Priority – Communities and Place

Delivery: September 2024 – 31st December 2024

Indicative fund allocation: £3,000 Min - £15,000. In exceptional circumstances applications up to £25,000

Call open: Monday 19th August 2024

Stage 1 application form deadline: Monday 2nd September 2024

Stage 2 application form deadline: Monday 9th September 2024 at 12 noon

Evaluation of applications to commence: TBC

Notification of outcome to applicants - week commencing: TBC

Total Community Grants funding





Year:	Funding Allocation:
2023/24	£180,000
2024/25	£156,750

NB the above values exclude administration costs

Funding is available to constituted groups only. However, if you are an un-constituted group we would welcome hearing from you and are happy to offer additional support through our core infrastructure work within BCSV.

Priority will be given to projects that are both registered in Bassetlaw and being delivered in Bassetlaw. In exceptional circumstances, projects that are registered outside of Bassetlaw but are being delivered solely in Bassetlaw will be considered. This will be on a case by case basis.

Please also note that priority will be given to small VCSE groups working within priority communities.

Who can apply for Bassetlaw Community Grants Funding?

- Registered charities/community associations
- Charitable Incorporated Organisations (CIO)
- Community Interest Companies (CIC) limited by guarantee (and have charitable objectives)
- Community Benefit Societies (Bencom)
- Constituted Community Groups

Un-constituted Community Groups or small groups with no formal constitution will not be eligible to apply. However, we are still interested to hear from you and will be able to provide wider support. Please email: communitygrants@bcvs.org.uk for more support and guidance from BCSV.

There will be a requirement for policies to be supplied through the Stage 2 application process and must be provided when sent through.

An exemplary application – when applying for £15k and over:

For those applying for the higher quantities of the funding, the Grant Panel will be looking for the following information to form their assessments:

Community need: What is the genuine need for this project? Is it located in an area of specific need?

Planning: Is the project well planned and has a sufficient budget breakdown?

Sustainability: Good evidence of how you are considering longevity of the project post Community Grant fund.

Value for money: Is the project good value for money and hit all projected Outputs/comes.





Outputs and outcomes

We have provided guidance on the recommended number of people supported through your project/intervention based upon your grant amount.

Please note that whilst children or young people may be involved in a community grants project as indirect beneficiaries, and subject to your own inhouse and robust safeguarding and health and safety policies and controls, for the purposes of Bassetlaw Community Grants contracts and reporting, target numbers relate to adults age 18 and over.

The following are pro rata examples of the number of outputs and outcomes from the Bassetlaw community grants projects required under the Bassetlaw District Council (BDC) Shared Prosperity Fund Investment plan:

Outputs

Output	UKGOV Definition	How this will be evidenced	Suggested number of residents supported/outcome			
			£3k	£5k	£10k	£20K
Number of local events or activities supported	<p>Number of local events or activities supported. An event refers to planned activities. These should fall into the below categories:</p> <ul style="list-style-type: none"> - Those related to: (1) Film, TV, Music, Radio (2) Heritage (3) Arts, Museums and Libraries. - Other activities and events include, for example but not limited to, sports, volunteering, tourism and social action. 	Publicity and individual community grant monitoring report	0	1	3	6
Number of volunteering opportunities supported	<p>Number of organised volunteering roles supported as a direct result of the intervention. This includes opportunities for people to volunteer on a regular basis, and opportunities for one-off volunteering.</p> <ul style="list-style-type: none"> - Formal volunteering refers to those who have given unpaid help via a group, club, or organisation: for example, leading a group, administrative support, befriending or mentoring people. 	Number of volunteering roles created	1	2	4	8





Outcomes

Outcome	Examples	How this will be evidenced	Suggested number of residents supported/outcome			
			£3k	£5k	£10k	£20K
Improved engagement numbers	<p>The increase in number of individuals engaged in the local area / activity during the last 12 months. Engagement can include physical and digital engagements.</p> <p>What is classed as the 'local area'.</p> <p>Where events are recorded should remain consistent throughout the collection e.g. should not include/ exclude events in neighbouring locations which were excluded/included in previous returns.</p> <p>Reporting will also facilitate the option to report a decrease metric.</p>	Individual community grant reports and engagement records in format required by BDC	2	3	5	10
Volunteering numbers as a result of support	<p>The number of organised volunteering roles created as a direct result of the intervention. This includes opportunities for people to volunteer on a regular basis, and opportunities for one-off volunteering.</p> <p>- Formal volunteering refers to those who have given unpaid help via a group, club, or organisation: for example, leading a group, administrative support, befriending or mentoring people.</p>	Volunteer agreements signed	1	2	4	8

In addition to UKSPF outputs and outcomes, the following place-based priorities need to be supported through the administration of the community and voluntary grant programme:

- District-wide community and voluntary grant programme but strong consideration need to be given to the most deprived areas in the district this includes but is not exclusive to:

- o Worksop – Cheapside
- o Worksop – Manton
- o Worksop – Sandy Lane
- o Carlton-in-Lindrick – Wimpey Estate
- o Harworth & Bircotes
- o East Retford East, West, North & South





- Rural areas/communities
- Work in conjunction with UKSPF funded Community Hubs that will be operational in:
 - o Worksop – Cheapside
 - o Worksop – Manton
 - o Worksop – Sandy Lane
 - o Carlton-in-Lindrick – Wimpey Estate
 - o Harworth & Bircotes
 - o Retford – in collaboration with Nottinghamshire County Council Family Hub
- Work in conjunction with BCVS to deliver community-based activities
- Projects are a precursor to People and Skills Investment Priority Delivery in 2024/5 to refer residents into wider provision/mainstream provision
- Pride in place: improving people’s satisfaction with where they live
- Enhancing engagement in community activities, community cohesion, and addressing anti-social behaviour
- Tackle social isolation across the district, but with a particular focus on rural areas/needs
- Improve health and wellbeing
- Tackle issues related to the cost of living crisis, considering the needs of rural as well as urban areas
- Creating volunteer opportunities
- Data relating to district needs can be identified in the published State of the District Report.

Example projects we will fund:

Following a wide consultation with a range of strategic partners and resident groups, example projects we can fund are detailed below. The following list includes gaps in provision that have been identified but also link to the place-based priorities listed above:

- Enterprise focussed events
- Events or projects which engage young adults who are socially inactive or excluded
- Events or projects which engage young people in music, sport, arts, creative activities or something similar
- Events which directly relate to local areas of interest
- A tutor to deliver activities
- Projects which promote suicide prevention awareness in conjunction with a particular charity
- A local event
- Relevant workshops to support wellbeing, local need
- Projects which help break down barriers into volunteering opportunities to support residence to become active within their local communities.





To check further suitability and alignment to the Communities and Place intervention, please refer to the Communities and Place document.

If you would like to check the suitability of your project, please contact us at:
communitygrants@bcvs.org.uk

All applications must provide evidence of 'not for profit' status, projects and/or activities in relation to their application.

Financial clawback may be requested by Bassetlaw District Council if money spent fails to meet criteria or funds provided are used for ineligible costs outlined below.

Planned projects do not necessarily have to be new but funding must not substitute or duplicate pre-existing funding. If funding is supporting existing work, evidence must be included within your application on how the UKSPF Community Grant will add value and increase the level of activity and number of volunteers, activities and projects.

Why a project may be rejected:

Projects that are unable to provide required Outputs and Outcomes will be at risk of rejection.

Applications must include projects that provide volunteering opportunities as well as supporting health and wellbeing of residents and addressing current barriers to volunteering, including loneliness and the cost of living (COL). Organisations must ensure their proposed outcomes and outputs are feasible.

Eligible costs

- Staffing costs;
- Funding for resources and materials to support the specified project;
- Funding for specialist practitioners to support the project (external providers);
- Transport costs for volunteers or resources;
- Transport costs to enable participants to access services;
- Funding for costs such as advertising, leaflets and posters to promote the project;
- Applicants must be legally constituted and, if the application is approved, the applicant organisation will enter into a legally binding funding agreement and therefore will carry the liability for ensuring that the terms and conditions of the funding agreement are met;
- Funding must be used to support and deliver activity in the Bassetlaw District only;
- The grant can be used for basic refreshments such as tea & coffee for volunteers.





Funded by
UK Government





Ineligible costs

The following costs are considered ineligible and must not be included in applications:

- expenditure incurred before the date of the service level agreement letter, unless otherwise agreed;
- overheads allocated or apportioned at rates materially in excess of those used for any similar work carried out by the applicant;
- notional expenditure;
- depreciation, amortisation and impairment of assets purchased with the help of the Grant;
- provisions;
- contingent liabilities;
- contingencies;
- profit made by the Delivery Body;
- dividends;
- interest charges unless under an approved State Aid scheme;
- service charges arising on finance leases, hire purchase and credit arrangements;
- costs resulting from the deferral of payments to creditors;
- costs involved in winding up a company;
- payments for unfair dismissal;
- payments for un-funded pensions;
- compensation for loss of office;
- bad debts arising from loans to employees, proprietors, partners, directors, guarantors, shareholders or a person connected with any of these;
- payments for gifts and donations;
- entertainments;
- reclaimable VAT;
- statutory fines and penalties;
- criminal fines and damages;
- legal expenses in respect of litigation;
- expenditure on activities of a political or exclusively religious nature;
- expenditure supported from other government sources, local authority grants, charges paid by leaseholders, or EC structural funds, to the extent that the combined grants and other support total more than 100% of the Project or scheme costs;
- any liability arising out of negligence;
- own invoices for the internal purchase of goods and services; and,
- payments for goods and services made in advance of need.





How to apply

Applications will go through a two-stage approach. Stage 1 will be a pass or fail eligibility check form, assessing the organisation against due diligence checks. Certain policies must in place within your organisation to ensure you pass the Stage 1 application process inclusive of the following:

Healthy and Safety policy;
Safeguarding policy;
Equity and Diversity policy;
Sustainability policy and
Data Protection policy.

If an application fails, organisations will be invited to be supported further with BCVS' core infrastructure. If eligibility issues can be addressed, organisations may be invited to the Stage 2 application process in a future funding round.

If you would like to complete the Eligibility Check Form and full application please visit www.bcvs.org.uk/bassetlaw-community-grants-apply and for more information or

support please contact the Bassetlaw Community Grants Administrator at: communitygrants@bcvs.org.uk

The application submission must include:

- Bassetlaw Community Grant Funding Application Form;
- Bassetlaw CG Budget and Performance Profile;
- Policies including: Health and Safety, Safeguarding, Equity and Diversity, Sustainability, Data Protection;
- Insurance certificates as specified in the Stage two application form.

In addition, please add **one** of the following to support your application:

- A copy of audited accounts for the last two years;
- A statement of the turnover, profit and loss account (income statement), balance sheet (statement of financial position), and statement of cash flow for the most recent year of trading for this organisation;
- Alternative means of demonstrating financial status if any of the aforementioned are not available, such as a forecast of turnover for the current year and a statement of funds provided by the owners and/or the bank, charity accruals accounts, or another method.

If application is successful, we will request either a bank statement confirming account name in organisation name or alternatively paying in book. This will be required upon completing of the Service Level Agreement (SLA).

Completed Stage 2 applications and all supporting documents must be submitted by Monday 9th September 2024 at 12 noon.





Stage Two Assessment Criteria

The maximum score for each question is 5, based on the scoring framework below.

Score	Assessment	Description
0	Unacceptable	Response to the question is unacceptable, or no response was received. Does not provide confidence in the ability of the applicant to deliver the project.
1	Poor/Weak response	Inadequate detail provided, or some of the answers are not directly relevant to the question. Is supported by none or a weak standard of evidence in several areas, giving rise to concern about the ability of the applicant to deliver the project.
2	Below Expectations	Limited information provided and/or a response that is inadequate or only partially addresses the question giving rise to concern about the ability of the applicant to deliver the project.
3	Satisfactory Response	Acceptable response in terms of the level of detail, accuracy, and relevance. Is supported by a satisfactory standard of evidence in most areas, but a few areas lack detail or evidence, giving rise to some concerns about the ability of the applicant to deliver the project.
4	Good Response	Comprehensive response in terms of detail and relevance to the question and supported by a good standard of evidence. Gives the fund confidence in the ability of the applicant to deliver the project. Meets the requirements.
5	Very Good Response	As good, but to a better degree in terms of precision and relevance. Is comprehensive and supported by a high standard of evidence. Gives a high level of confidence in the ability of the applicant to deliver the project. May exceed the requirements in some respects; for example, added value such as integration or synergy with other projects.





Stage 3. Moderation

Bassetlaw Community and Voluntary Service reserves the right to invite applicants to an interview when scores are very close and/or clarification is required.

Evaluating the Project

During the project life cycle, organisations will be required to complete regular reporting on a quarterly basis to BCVS in line with Bassetlaw District Council requirements.

There will be a need for the following, this is in addition to evidence requested within the Outputs and Outcomes above:

- A minimum of one case study to be provided by the applicant over the project lifespan; this will be a higher number subject to the value of the grant.
- Projects must accept site visits from the Community Programme Manager, Funders and Panel members at an appropriate time to be agreed with the applicant;
- Quarterly reporting including a summary of activity over the reporting period, examples of good practice and what impact the projects have made against Outputs and Outcomes;
- A summary of plans for the next reporting period;
- Images and/or videos to evidence the work taken place with written photo consent and permission to publicise;
- Any opportunities for Ministerial visits.

Please note, if there are any changes to the project, issues or risks identified, these must be shared at the earliest possible time with the Community Programme Manager to reduce potential risk of clawback of funds. Please do not wait for the end of quarter to report any proposed changes.

Notification of invitation to bid outcome

Applicants will be notified of the outcome within 4 weeks from the closing date. Once the outcome of the assessment process has been confirmed, organisations can request feedback on their applications and scoring if needed.

Decisions are made by an externally appointed grant panel made up of volunteers from the local area. They have all completed prior training and therefore decisions are made independent of BCVS. If for any reason the grant panel are unable to come to an informed decision, the Community Grant Programme Manager and Administrator will make a decision on behalf of the panel.





If a no fund is given, support from BCVS' core infrastructure will be provided for organisations looking reapply. However, grant panel decisions are final and there is no appeals process.

GDPR information

In line with the Data Protection Act 2018 and UK GDPR, BCVS is the data controller and collects your personal data in order to process your UK Shared Prosperity Fund application. We will only collect the personal data from you we need for assessing and administering the funding application. We may need to contact you for further information to support your application. We will retain your information for monitoring, analysing and targeting and may contact you by phone or email.

By completing the application, you acknowledge and agree that the data you have provided in the form will be held for a minimum of six years and used by project partners to consider your eligibility and involvement in the project. Personal data shall be retained in accordance with the [General Data Protection \(UK GDPR\)](#) and other applicable legislation.

Further information

For further information or questions please email: communitygrants@bcvs.org.uk

