Guidance for Bolsover Community Grants

The UK Shared Prosperity Fund is a central pillar of the UK government's agenda and provides £2.6 billion of funding for local investment by March 2025. The 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 Bolsover Community Grants Programme is funded under the People and Skills Investment Priority. For further information read the UKSPF Prospectus.

The call for applications opened on **Tuesday 22nd October** and will close at **12noon on Friday 15th November 2024**.

Please visit www.bcvs.org.uk/bolsover-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 – People and Skills

Delivery: December 2024 – 28th February 2025

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

Call open: Tuesday 22nd October 2024

Deadline for Stage 1 application form: Friday 8th November 2024

Deadline for Stage 2 application form: Friday 15th November 2024 at 12noon

Evaluation of applications to commence: Friday 22nd November

Notification of outcome to applicant's week commencing: TBC

Total Community Grants funding

Year:	Funding Allocation:
2023/24	£80,000
2024/25	£220,000

NB the above values include administration costs

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

Who can apply for Bolsover 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 BCVS.

Priority focus is on project that seek to support those who are 18 years or over. If your project falls under this age range, please call BCVS or email for further information.

Projects must be based within the district boundaries and support Bolsover District residents. We welcome organisations that sit within or outside of the district boundaries however to apply.

Please also note that priority will be given to smaller VCSE groups with less than £1,000,000 annual turnover working within priority communities.

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 recommended number of people supported through your project/intervention based upon your grant amount.

The following are pro rata example of the number of outputs and outcomes from the Bolsover community grants projects required under the Bolsover District Council Shared Prosperity Fund Investment plan:

Outputs

Output	Examples	How this will be evidenced	Suggested number of residents supported/outcome			
			£3k	£5k	£10k	£20K
Number of people support to engage in life skills	Community training opportunities, other apprentices.	Course registers/Hourly	7	12	24	49
Number of people gaining a qualification following support	Community training opportunities (level 2) created, other than apprentices. These include CSE - grade 1, GCSE grades 9-4 or grades A*, A, B, C, Level 2 award, Level 2 certificate, Level 2 diploma, Level 2 ESOL, Level 2 Essential Skills, Level 2 Functional Skills, Level 2 National Certificate, Level 2 National Diploma, Level 2 NVQ/SVQ, Music grades 4 and 5, O level grade A, B or C [they many also include non-regulated qualifications]	Qualification certificates	3	5	10	20
Number of people supported to participate in education	Tracked number of people supported into education/further educational during or upon leaving your project.	Details of training, attendance records	8	13	26	51
Number of volunteering opportunities supported	Time spent (number of unpaid hours), doing something that aims to benefit the environment or someone (individuals or groups) other than, or in addition to, close relatives.	Volunteering role, number of hours, location	2	3	5	10
Number of people support to access basic skills	Community training opportunities, other apprentices.	Course registers, action plans	1	2	3	7

Outcomes

Outcome	Examples	How this will be evidenced	Suggested number of residents supported/outcome			
			£3k	£5k	£10k	£20K
Number of people in employment inc self-employment following support	Tracked number of people supported into employment/self-employment during or upon leaving your project.	Employment/self-employment declaration	0	1	1	3
Number of people in educations/training	Tracked number of people supported into education/further educational during or upon leaving your project.	Course registers and action plans	8	13	26	52
Number of people experiencing reduced structural barriers into employment and into skills provision	Baseline assessment survey completed before the intervention/project has taken place and then repeated again after. Evidence to be kept and stored by organisations.	Before and after surveys	5	9	18	35
Number of people familiarised with employers' expectations inc. standards of behaviour in the workplace	Baseline assessment survey completed before the intervention/project has taken place and then repeated again after. Evidence to be kept and stored by organisations.	Before and after surveys	8	13	26	52
Number of people gaining a qualification following support	Community training opportunities (level 2) created, other than apprentices. These include CSE - grade 1, GCSE grades 9-4 or grades A*, A, B, C, Level 2 award, Level 2 certificate, Level 2 diploma, Level 2 ESOL, Level 2 Essential Skills, Level 2 Functional Skills, Level 2 National Certificate, Level 2 National Diploma, Level 2 NVQ/SVQ, Music grades 4 and 5, O level grade A, B or C	Qualification certificates	4	6	12	24

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

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

Bolsover Community and Voluntary Service will retain 10% of applied for funding as a way of managing risk which shall be rewarded upon successful project completion.

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 and learners.

Please note, this funding cannot be used for training that is being funded through the Multiply Programme or any other government skills funding.

Why a project may be rejected:

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

Applications must provide projects that provide basic life skills/educational outcomes as well as volunteering opportunities. 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 Bolsover District only;
- The grant can be used for basic refreshments such as tea & coffee for volunteers.

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.

If a fail, 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/bolsover-community-grants-apply and for more information or support please contact the Bolsover Community Grants Administrator at: comunitygrants@bcvs.org.uk

The Application submission must include:

- Bolsover Community Grant Funding Application Form;
- Bolsover 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 Friday 15th November 2024 at 12noon

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

Bolsover 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 lifecycle, organisations will be required to complete regular reporting on a quarterly basis to BCVS in line with Bolsover District 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 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, Outcomes and how you have Quality Assured teaching and learning, both as a regulated/unregulated organisation, either in line with RARPA or other robust QA internally;
- 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 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 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.

Definition of Outputs/Outcomes

Further examples for Outputs and Outcomes provided by the UKSPF Government website:

Number of Volunteering hours	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. - Formal volunteering refers to those who have given unpaid help via a group, club, or organisation: for example, leading a group, administrative support or befriending or mentoring people.
People engaged in life skills support following interventions	Number of people engaged in life skills support following interventions. - Life skills support is defined as additional support which improves confidence, resilience or motivation around the process of job searching and may include basic skills (English, maths), digital skills, communication skills, presentation skills, activities which reduce social isolation or encourage appropriate employment related behaviours.
Number of people in education/training following support	People who have received support and who are newly engaged in education (lifelong learning, formal education) or training activities (off-the-job/in-the-job training, vocational training, etc.) immediately upon leaving the project.
Number of people with basic skills following support	Number of people with basic skills as a result of support. - Basic skills means skills in English, Maths, Digital and ESOL (English to Speakers of Other Languages).
Number of people in employment, including self-employment, following support	The number of people who were previously unemployed or economically inactive, who have received support, and who have been in employment, including self-employment, for at least a 2 week of a four-week period following that support. This includes those moving into the "Working with requirements" or the "Working enough i.e. no working requirements" regimes on Universal Credit system. - Unemployed individuals, as defined by the International Labour Organisation (ILO) are those: - Without a job, have been actively seeking work in the past four weeks, and are available to start in the next two weeks.

	- Out of work, have found a job and are waiting to start it in the next two weeks. - Economically inactive people are those not in work and not actively seeking work.
Number of people experiencing reduced structural barriers into employment and into skills provision	The number of people who have been supported by UKSPF funded activity to reduce barriers to employment and skills. These barriers can take a variety of forms and will interact with other characteristics of labour market disadvantage such as gender, age, health, disability and ethnicity to reduce their likelihood of labour market and skills engagement. While not exhaustive, types of commonly experienced barriers might include homelessness, being an ex-offender, being a care leaver or having substance dependency issues. Other types of barriers might relate to access to services such as care services including childcare, transport, digital and financial. Barriers may also relate to lack of interpersonal and employability skills such as confidence, motivation and behavioural issues.
Number of people familiarised with employers' expectations, including, standards of behaviour in the workplace	The number of people who have been supported by UKSPF funded activity to be familiarised with or acquire improved awareness and understanding of behaviours and attitudes appropriate to employment and skills settings, including but not limited to, standards of workplace behaviour and conduct, working with others, health and safety, diversity and inclusion, etc. This can include pre-employment or skills activity as well as activity undertaken on joining such as formal inductions and training.

Further information

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