Clarion Futures Bounce Back Grants

Application Guidance

July 2021

Applications Open	Application Deadline	Decision Released
09:30 Thursday 01 July 2021	12:00 noon Thursday 29 July 2021	From early September 2021

Contents

About Clarion Futures…

We are a charitable foundation that gives Clarion residents access to the support, services and tools they need to make their goals and ambitions a reality. We provide opportunities, so that everyone who lives in a Clarion home, irrespective of their background, can create their future.

We'll be investing £150 million over the next 10 years to deliver one of the biggest social investment programmes in the country, helping to create more opportunities for people living in our homes and communities.

Clarion Futures is part of Clarion Housing Group. The Group comprises Clarion Housing, a social landlord and the country's largest housing association. It provides quality, well managed and sustainable homes. It also contains Latimer by Clarion Housing Group which delivers homes for private sale. It operates as a social business that invests all its profits into helping support our residents and communities.

Application form checklist

✓ Your **charity or company number**, if you are a registered charity or company

✓ The **year** your organisation was **established**

✓ The **total annual income** for your organisation over the last financial year

✓ The **number of staff**, management committee members and volunteers in your organisation

✓ Your **project plan** including aims, tasks and activities, beneficiaries and impact objectives

✓ A **clear project budget** – the application will require a breakdown of all project costs

Supporting documents

✓ A copy of your **Governing Document**

✓ A copy of your **most recent Annual Accounts,** or record of income and expenditure, or if you are a new group a spending plan and recent bank statement

✓ A copy of your **Safeguarding Policy** for working with children under 18/vulnerable adults

✓ A copy of your **in-date Employer and Public Liability insurance** certificate

✓ A list of the **names and addresses** of your **management committee / trustees**

✓ A copy of your **COVID-19 Secure Delivery Risk Assessment**

  This can be submission of your existing documentation or you can complete our template assessment matrix which can be accessed in the application form.

Top Tip… when completing your application make sure you demonstrate:

- Your **knowledge of the local area**

- Your knowledge of **what other provision is available** to the community

- A clear plan for **engaging Clarion residents** to participate in your activity

About Bounce Back Grants

Grants of between £1,000 and £5,000 are available to organisations to support:

Adapted and reinstated activities that support Clarion residents and the wider community to improve lives and neighbourhoods

Essential services to residents, communities and vulnerable people

Projects and activities seeking to **connect and support communities** in response to COVID-19 and its on-going impact

Core costs to support the operational viability and on-going delivery of organisations working for the benefit of Clarion Communities

Following research into the impacts of the pandemic Clarion Futures has identified three key areas where we believe we can collectively help to reverse the impacts of COVID in our communities.

We would be interested in receiving applications in these areas as well as any other innovative work that support this overall outcome.

Access to Opportunities - Young People (aged under 25)
Developing young people's confidence and leadership skills
Developing resilience and supporting young people through times of transition
Supporting work readiness, career planning and access to training or further education

Wellbeing
Reducing social isolation and tackling loneliness
Connecting communities, including intergenerational activities
Access to community based mental health support
Activities that support physical and mental wellbeing

Community & Household Resilience
Food poverty resilience – activities which support people to be able to consistently afford and access food, develop the skills and means to prepare meals and to find long term solutions to meeting essential household dietary needs
Employability support and skills development
Activities that promote emotional and practical support for families and households
Support for individuals and households dealing with issues related to domestic violence

Our funding priorities

We are interested in applications that can demonstrate an understanding of what is already going on in the community, and how the grant funded activity will, for example:

Make the most of existing provision in an area, **add value**, i.e. **reach new participants**, those that may be missing out or who are considered hard to reach

Address gaps in local provision - where there is no similar/existing offer in the area

Make the **best use of other local services**, partnerships or networks

Who can apply?

Not-for-profit organisations including constituted community groups, registered charities, companies limited by guarantee, PTA or Friends of School groups, social enterprises or Community Interest Companies (CICs) are eligible to apply.

Organisations must meet the following **eligibility criteria** before submitting an application:

- ✓ Delivering a project aimed at supporting Clarion residents and the wider community
- ✓ Projects must have a clear plan for engaging Clarion residents and the wider community
- ✓ Have at least three (3) unrelated management committee members
- ✓ Have a governing document
- ✓ Your group's annual income last year was less than £500,000, unless your organisation is the managing body for a Clarion Community Asset
- ✓ Have an organisational bank account in the name of the constituted group with at least two (2) unrelated signatories
- ✓ Have a record of income and expenditure or set of accounts
- ✓ If you are a new group you will need a bank statement and an income and expenditure forecast
- ✓ Have a safeguarding policy if working with young people under the age of 18, or vulnerable adults
- ✓ Have the relevant insurance in place, including public liability and employer liability where required, before delivering activities
- ✓ Have a COVID-19 Secure Delivery Risk Assessment

If you are **not** working to benefit Clarion residents or you have no clear plan for how to benefit Clarion residents, you will not be eligible to apply.

A note about engaging our residents…

The Clarion Futures Team will be available to help applicants who would like to discuss their application or develop their project idea. If you are unsure whether your project is operating in a Clarion Housing area, the Clarion Futures Team can talk to you about engaging our residents. Please contact grants@clarionhg.com

Can I apply if I already hold a grant from Clarion Futures?

If you have received a grant under the Recovery and Resilience Programme (project or core), Digital Inclusion Programme, Hackney, West Ealing or Merton Special Purpose Fund Programmes, which is either still active or pending the submission of your End of Grant Report **you are eligible to apply.**

If you do hold an existing Clarion Futures grant award this will be taken into consideration when our panel makes its funding decisions. Whilst you are eligible to apply, we are not always able to offer multiple grant awards to the same organisation in the same year.

We recognise that organisations offer a range of activities and services within our communities. As such, we welcome applications from existing partners, as well as organisations new to Clarion Futures.

What costs can I include?

Grants of between **£1,000 and £5,000** are available towards your **project and activity costs**, these can include, for example:

- ✓ Remote delivery costs
- ✓ Activity resources and materials
- ✓ Resources/equipment to deliver in-person activities safely and in line with social distancing measures
- ✓ Delivery staff time
- ✓ Venue hire
- ✓ Volunteer expenses
- ✓ Publicity and marketing materials

Grants are also available for **core costs,** these can include, for example:
- ✓ Salary costs
- ✓ Specific overheads
- ✓ Additional costs to support remote or homeworking
- ✓ Funding to develop your organisation's capacity
- ✓ Purchase of PPE or cleaning equipment to enable COVID compliant delivery

What costs can't I include?

We cannot consider funding for the following:

- Statutory organisations such as local authorities and schools
- Any party political activity
- Purely commercial ventures (for profit)
- Spending that has already taken place (retrospective funding)
- Individuals or projects run by individuals as opposed to an organisation
- Activities promoting religious beliefs
- Activities where individuals are excluded on religious grounds, ethnicity, gender, sexuality
- Organisations with overdue or incomplete monitoring on a previous grant from Clarion Futures, either direct or via Affinity Sutton or Circle funding streams
- Activities which require staff or volunteers to deliver in-home support
- Any other costs considered unreasonable or non-essential for delivery of the proposed activity.

For core costs we cannot consider funding for the following:

- Topping up of organisational reserves
- Redundancy or severance pay
- Legal fees
- Payment to members of an organisation's Governing Body
- Purchase of buildings or land
- Loan repayments
- Debt repayments to HMRC or other crown debts
- Any other costs considered unreasonable or non-essential for the delivery of your organisation's work in supporting a Clarion community.

A note on grant support for salary costs:

a) In all cases where the Grant Amount is supporting partial or total costs in relation to a salaried post(s) Clarion Futures will not take on any employment obligations or become an employer of the post holder(s) or any third party as a result of the provision of the Grant Amount.

b) For the avoidance of doubt, the Recipient will remain responsible for all employment costs including (but not limited to) those costs associated with maternity, paternity, adoptive or extended sick leave, severance or redundancy costs in line with the Recipient's standard organisational policies.

How to apply

Applications must be submitted via the Clarion Futures online grants portal (Flexi-Grant). Applicants are required to register on the system before starting an application form https://clarionfutures.flexigrant.com/default.aspx

Applications Open	Application Deadline	Decision Released
09:30 Thursday 01 July 2021	12:00 noon Thursday 29 July 2021	From early September 2021

Grant Payments - Important Note
When planning your project schedule please be aware your grant payment will only be released once your grant agreement has been executed and any grant conditions have been satisfied. We will then ensure your organisation is set up on our finance system and raise a PO for you to invoice us for 100% of your approved grant amount, unless an alternative payment arrangement has been agreed in writing.

How do we make our decisions?

All applications submitted by the deadline will undergo an **initial assessment** by our Grants Team.

All eligible applications which align with the programme priorities will be shortlisted.

Shortlisted applicants may be contacted by the Clarion Futures Team to gather any additional information about your project and/or organisation as required.

Shortlisted applications will be presented to a **Regional Grants Panel** who will assess each application based on the information provided in your form.

The Regional Grants Panels will make recommendations for funding based on the programme criteria. These recommendations will then be reviewed by member(s) of our **Grants Ratification Panel** who will make the final funding decisions.

Successful and unsuccessful applicants will then be notified of the decision in writing, via email.

Please note all funding decisions are made at the discretion of Clarion Futures and are final.

Reporting Requirements

Groups in receipt of a grant will be expected to maintain regular communication with Clarion Futures, and will be required to complete an End of Grant report outlining how the grant was spent and demonstrating the impact of the grant.

A Clarion Futures Officer will be allocated to each funded project and will be able to offer support on monitoring and evaluating your work.

Key areas to monitor when running your project

- ✓ The extent to which the project met the anticipated objectives
- ✓ The number of participants in the project, including the number of Clarion residents
- ✓ Learning gained when delivering the project, success stories and any unanticipated results/ outcomes

Key data to capture when running your project

To help us monitor the impact of our grant funding we ask all grant recipients to record the following data (where applicable to the individual project).
- ✓ number of beneficiaries
- ✓ demographic information of beneficiaries
- ✓ outcomes and positive onward progressions such as sustained volunteering or employment

Further information, tips and templates for monitoring the impact of your work can be found:

NCVO Knowledge Bank – Impact
www.knowhownonprofit.org/organisation/impact
Knowledge and e-learning for charities, social enterprises and community groups.

Inspiring Impact
https://www.inspiringimpact.org/what-is-impact-practice/
Inspiring Impact supports people who work and volunteer for charities, funders, and social enterprises across the UK. We provide free online resources, peer learning networks, and grant funding, so you can plan, understand, and improve your impact.

Further help and resources

COVID-19 Secure Delivery Resources

Clarion COVID-19 Secure Delivery Risk Assessment – *Template can be accessed within the application form*

COVID-19 Safer Community Centres Guidance Document - *can be accessed in the application form*

NCVO Coronavirus information and resource hub

Government Coronavirus (COVID-19) guidance for the charity sector

Government COVID-19 guidance for voluntary, community and social enterprise organisations

LawWorks COVID-19: FAQs and resources for not-for-profits

Application form support and general queries:

For support completing your online application form, queries regarding deadline, criteria and submitting your proposal can be sent to grants@clarionhg.com