



CORONAVIRUS SUPPORT FUND

GUIDANCE FOR APPLICANTS

November 2020

Community Foundation for Wakefield District
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WHAT IS THE CORONAVIRUS SUPPORT FUND?

This fund is designed to support small organisations within the Wakefield Metropolitan District who have played, and are continuing to play an important part in supporting vulnerable people during this pandemic.

The fund is being made available as a result of investment by WDHCS in the Foundation's Endowment Fund and through the *#WakefieldCares* campaign.

AIMS

The Fund will support activities that focus on providing help and support for organisations that are working with families, older people and those with disabilities or underlying health conditions.

Government guidelines in respect of social distancing, family gatherings and those in care homes have had a particular impact which has increased the need for support in specific areas such as bereavement and domestic violence.

APPLYING FOR A GRANT

GRANTS

- Grants are between £250 and £5,000 but with an anticipated average of £3-4,000.
- Projects can be up to a year in duration.
- Grants should deliver specific outcomes in relation to the need that has been identified in the target groups identified.

ELIGIBILITY

- This fund is open to registered charities, constituted community groups and other charitable organisations including Social Enterprises and CICs limited by guarantee in England.
- Local branches of national organisations (with their own management committee and bank account).
- New organisations (set up within the last 12 months) that can demonstrate they are already operating effectively and have appropriate operational and financial structures in place.

PRIORITIES

We will prioritise projects that:

- Provide support to those from less affluent social economic groups who have been particularly adversely affected by the Coronavirus pandemic.
- Are working with older people who have few friends or family who are able to support them.
- Respond to a variety of needs that are not currently being provided from other sources.
- Give families who have lost loved ones in difficult circumstances the support they need.

This fund aims to develop opportunities, but can also fund the ongoing costs of existing work. We are looking to fund organisations that are specifically providing support for those suffering as a result of the Coronavirus pandemic.

WHAT WE WILL FUND

- Staff costs - Budget for staffing, including full-time staff, part time staff, sessional staff and other related expenses e.g. a volunteer coordinator.
- Development and capacity building costs – Budget to help build capacity and sustainability of organisation e.g. staff/volunteer training, external consultancy fees.
- Volunteer costs - Budget for reimbursements of expenses, e.g. telephone calls, travel and meals.
- Activity costs - Budget for resources to facilitate a project / activity (which are not already included as part of equipment, volunteer or staffing costs) e.g. catering, insurance.
- Established groups providing existing support services may apply for NEW projects or an expansion, development or adaptation to an existing project that specifically targets those in need as a result of the Coronavirus pandemic.

WHAT WE WON'T FUND

- Statutory services
- Activities promoting religious or party-political activity
- Capital costs / large equipment costs – small scale equipment, such as tools are acceptable **up to 10% of the requested grant**
- Individual sponsorship
- Activities generating private profit
- Organisations that are in receipt of current funding, unless the project provides additional elements that are not so far taking place.

GOVERNANCE

We will ask for the following documents to carry out due diligence on your organisation:

- A copy of your governing document (e.g. constitution, memorandum & articles or set of rules)
- A copy of your most recent annual accounts or management accounts
- A photocopy of a bank statement no more than 3 months old. The bank account must be in the name of the organisation applying
- Copies of your safeguarding and equal opportunities policies

EQUAL OPPORTUNITIES

We are committed to equality of opportunities in relation to funding and feel that a diverse portfolio of grants allows for more learning and in turn, improvement of practice. We are committed to promoting equal opportunities, to valuing diversity regardless of age, gender, race, ethnic origin, nationality, religion/belief, culture, language, disability, learning difficulty, sexual orientation, marital status, economic status, health status, or any other discriminatory grounds.

USE OF PERSONAL DATA

By completing this application form, the Community Foundation for Wakefield District will use the personal data about you and other individuals named in your application to assess and administer a grant application for the Coronavirus Support Fund. To support with this, searches may be carried out using publicly available sources such as the Charity Commission website. If your application is successful, your details may also be used to contact you to gain your thoughts on the effectiveness and impact of the programme.

We will only use your information where we have a legal basis to do so, for example, to carry out our legitimate business interests to manage and promote our Community Grants or to meet our legal or contractual obligations. By providing any personal data about another person you are confirming that they understand how their data may be used and shared.

You have certain rights when it comes to your personal information. This includes rights to access and correct your information, and to erase, transfer, object to, restrict or take away consent around how we use your information. Please contact us if you or anyone named in your application have any concerns with the information being used publicly or if you wish to exercise any of these rights.