

Newcastle Fund Round 9 Guidance to Applicants June 2018

Introduction

The Newcastle Fund is Newcastle City Council's grant programme for voluntary and community sector organisations in Newcastle. This guidance sets out the process for applying to the ninth round of the Fund, for projects being delivered from April 2019 for up to 3 years.

The **core purpose** of the Fund is as follows:

“The Newcastle Fund exists to support the voluntary and community sector to harness the energy and assets that exist in our communities and unlock (often untapped) potential to improve wellbeing and reduce inequalities.”

By assets we mean “any factor or resource which enhances the ability of individuals, communities and populations to maintain and sustain health and wellbeing. These assets can operate at the level of the individual, family or community as protective and promoting factors to buffer against life's stresses.” (Morgan, 2009 cited in I&DeA, 2010).

What we will fund

The Newcastle Fund Round 9 welcomes applications from organisations or projects that can show how they will support Newcastle's ambition to be a fairer city, embracing the potential for individuals or communities to reach their full potential.

Greater focus will be on projects which support and develop active citizens, support communities and individuals to design, develop and deliver their own solutions, empower people to effect positive change and offer new ways of working. The city faces very significant challenges, in the light of cuts to public spending, and significant changes to the welfare system. In the light of these challenges, the Council wishes to support initiatives which address the following three areas:

- **build communities.** For example by,
 - helping to create a stronger sense of communities, a richer environment and a more local robust economy by inspiring others to positively develop the places in which they live
 - actively developing local people and making the best use of the many assets for wellbeing and social and economic development that already exist in communities
 - recognising and building on people's often untapped skills, strengths, aspirations and networks and enabling them to be active in improving their own, and others wellbeing and health, rather than passive recipients of others' actions
 - supporting the cultural opportunities of the city, such as socially-inclusive events which are fundamental to the character of our city.

- **improving individuals' lives.** For example by,
 - preventing loss of independence and minimising the need for higher cost or crisis interventions
 - reducing loneliness and isolation or exclusion

- helping people to regain confidence and connect to their communities
- maximising and protecting the wellbeing of people who belong to vulnerable groups or have long term conditions
 - **improving mental and emotional wellbeing.** For example by,
 - building wellbeing and health awareness so that people can take control over and improve their lives
 - ensure people have the skills and support to get – an income, somewhere to live, freedom from excessive debt, and employment opportunities
 - enabling young people to have a good start in life

The criteria above are designed to generate bids that cut across all of the Council's priorities.

The project you propose can be to fund new or existing activity and can be to cover your core costs (those costs necessary to keep your organisation running) or project costs (those costs associated with delivering a project).

What we will not fund:

- Organisations that are not constituted voluntary and community organisations, registered charities, or social enterprises.
- Activity outside the Newcastle City Council area or activity which targets beneficiaries who are not Newcastle residents.
- Costs or activities which are before 1 April 2019 or after 31 March 2022. Your project must start before 1 April 2020
- Costs associated with submitting an application.
- Organisations which do not have an organisational bank account requiring at least two signatories.
- Bid submissions over £50,000 per year

In addition to the Newcastle Fund, the Council devolves funding for neighbourhood level projects to our ward committees, where decisions on funding are taken in public by elected Councillors. Small projects which are focused on specific neighbourhoods should consider an application to the relevant ward committee, rather than to the Newcastle Fund. Link: www.newcastle.gov.uk/people-and-communities/wherelive/ward-committee-funding

The Application Process

Application forms are available from www.newcastle.gov.uk/newcastlefund to be completed on-line

PLEASE NOTE THAT ALL APPLICATIONS TO NEWCASTLE FUND ROUND 9 MUST BE ELECTRONIC. PAPER VERSIONS WILL NOT BE ACCEPTED. Applications must be **submitted by 12noon on 20th August 2018**. Any queries please contact newcastlefund@newcastle.gov.uk. Application Forms received after the deadline will not be considered.

Tips for completing an application

- Read the application guidance carefully;
- Ensure statements are clear and full, but at the same time do not exceed the stated word limits;
- Do not assume assessors will be familiar with your organisation or project;
- Do not leave any sections blank (unless this is specified in the question in the application form);
- Ensure that you provide the information asked for in the correct place in the application form;
- Make sure all the important information is contained in your answer to each question even if you have to repeat yourself;
- Supply only the information that is asked for on the application form at this stage.

You must not include tables, graphics, appendices or web links.

Any other material you submit will be disregarded when applications are scored.

We will acknowledge receipt of your application form with an email and give you a unique reference number.

1. Eligibility checklist

If you fail to meet eligibility criteria your application cannot be submitted and will not be considered for funding.

All organisations applying for funding must have appropriate Health and Safety procedures in place to protect clients, the public, the organisation, staff and volunteers. Please outline if your organisation has a health and safety policy which has been reviewed in the last three years. It should be in accordance with current legislation; that health and safety procedures are covered in staff and volunteer induction, training and ongoing service delivery; where appropriate, a formal procedure exists for conducting risk assessments covering the workplace; including, driving and transport, lone working, violence at work and moving and handling and risk assessments are carried out for all the tasks staff and volunteers will carry out which carry any risk and adequate first aid provision.

If your proposed activity involves working with young people or vulnerable adults, please tell us if all staff and volunteers have obtained an enhanced criminal records checking from DBS that is less than three years old. Please tell us which agencies have been used to carry out the vetting process. If relevant staff and volunteers do not have criminal records checks that are less than three years old please explain why not. Please explain how you ensure that all staff and volunteers are aware of how to keep children, young people and vulnerable adults safe.

2. Organisation Details

This section is used to contribute towards determining whether your organisation's governance is sufficient to manage the project you are applying for.

If you are completing a joint application, please include here details for the lead organisation, or 'accountable body'. Please give details of your partnership, and the way you will work together. Please note when the application refers to a "Partnership" this refers to a formally constituted partnership between organisations.

Later questions will ask about informal working relationships and partnerships as part of the project delivery.

The equalities profiling information will be used for monitoring purposes only.

3. About your proposed activity

Please describe what your project will deliver, and how this will meet the outcomes of the Newcastle Fund. Please note that your project can contribute to **one or more** of the priorities of the Newcastle Fund.

Please tell us the start date and end date for your project. You can apply for funding for a project that is longer than 12 months, but if you do, you must be able to clearly demonstrate the need for longer-term funding. If you are applying for ongoing work, please provide the dates which you are seeking funding from Newcastle Fund Round 9 to cover.

We cannot fund activities which start before 1 April 2019 or which occur after 31 March 2022.

Please ensure you describe your project clearly as we may not be familiar with your work. When we ask for evidence to demonstrate the need please consider using community consultation, community views, Newcastle Future Needs Assessment, surveys etc.

Projects must also evidence that they will be delivered from a local base within the Newcastle area and can deliver good outcomes for people, efficiently, and on the basis of a good understanding of need.

4. About your capacity

Please tell us about your experience in delivering your chosen project to include staff skills and knowledge, education and training alongside those volunteers or volunteering opportunities and/or any community involvement.

5. Project Outcomes

Outcomes are the changes that your project can make over time to address the need(s) you have identified. They are the result of what you do, rather than the activities or services you provide.

All projects are expected to outline the key outcomes they expect to achieve. You can provide up to six outcomes. Outcomes need to be **SMART**:

Specific – tightly defined, relating directly to the issue being addressed.

Measurable– provide information that records the situation at the start of the period and at the end.

Achievable – can be achieved within the timescale of the project.

Realistic – have a strong connection to priorities and activities.

Timebound – set specific time periods.

6. Beneficiaries

Please provide the number of beneficiaries in each financial year. These numbers may be the same, depending on your project. Then please tick the groups of individuals your project will specifically target.

7. Project budget

Please ensure that your project figures are consistent throughout the application. In the budget if you have expenditure listed under “other” you must describe the nature of the expenditure.

Please make sure you know whether to include VAT in your project budget. Try not to make VAT a separate item in your budget. Many projects (but not all) may find that they should claim the cost of the VAT from the Newcastle Fund (for example when buying office equipment or paying for venue hire) but should not add any extra VAT to costs such as salaries. If you are unsure about VAT, please take advice before completing the application form.

There is no requirement for match funding. However, an application may be looked upon more favourably if it is able to demonstrate that it can use the grant to draw down additional resources (either cash or “in-kind”) to supplement the project’s activity and give better value for money for the Newcastle Fund contribution. If the additional resources are “in-kind” we still expect you to be able to give a monetary value to these which needs to be shown in your budget. If your project is successful you will have to provide evidence of match funding.

The Newcastle Fund always receives more applications than it is able to support. We ask if you are willing / able to work in collaboration to deliver your project, and what the impact would be on outputs of scaling down your project by 10%, 25%, and 50%. Please carefully consider the impact this would have on your project delivery model. Please only agree to working in partnership and scaling down if you are able to commit to this proposal. If you are unable to respond to this question, please let us know why

8. Declaration

If your project is successful, the application form will be part of a legally binding contract between the lead organisation (applicant) and Newcastle City Council. Please ensure that the declaration is completed by someone who is authorised to sign on behalf of the lead organisation (applicant). An electronic declaration is sufficient at application stage.

If your project is successful we will then require a signed version of the Newcastle Fund Terms and Conditions.

The Assessment Process

We will assess all applications which meet the eligibility criteria. The Application Form requires a description of the proposed project so that it can be scored and assessed on the basis of its fit with Newcastle City Council’s priorities, its deliverability, the prospects for sustaining the activity beyond the life of the grant and value for money.

The information required in the application form will also be used to form a contract and grant offer letter, thereby enabling an efficient transition to the contracting and delivery phase for successful applicants.

Newcastle City Council will use a scoring framework shown in the table below:

Link to Newcastle Fund outcomes (Q3.6)	16.3% weighting
Building on community assets (Q3.7)	7.3% weighting
Addressing needs (Q3.8 + 3.9)	9.1% weighting
Project legacy (Q3.11 + 3.14)	7.3% weighting
Capacity to deliver (Q4.1 + 4.2)	10.9% weighting
Measuring outcomes (Q5.1 + 5.2)	20% weighting
Value for money (Q5, 6, 7.1 – 7.3)	7.3% weighting
Overview of the project strategic fit with theme answered in question 3.5 (Q3,4,5,6,7)	10.9% weighting
Overview of the project priority linked to service area (Q3,4,5,6,7)	10.9% weighting

The Council will also use an Assessment Tool in order to score the applications as objectively and transparently as possible. These scores will then be available to the Newcastle Fund Assessment Panel which will make the final decisions as to which projects to recommend for funding.

Terms and Conditions of Grant

Grant awards will be on condition that project applicants successfully undergo due diligence checks. On request, organisations must be able to provide copies of:

- Up-to-date audited accounts (a minimum of two years' accounts) or their independently examined equivalent, where appropriate, one plus a statement of your current turnover, profit/loss and cash-flow position.
- Public liability and employer's liability insurance policies.
- A safeguarding policy (where relevant).
- A health and safety policy.
- An equality and diversity policy.
- A governing document (such as Articles of Association or your constitution) and other evidence that all funded organisations are third sector organisations.

Newly-formed organisations are not excluded from applying if they do not have two years of audited accounts but will be required to have a statement of the organisation's current turnover, profit and loss and cash flow position.

Newcastle City Council is under no obligation to pay the grant unless the applicant complies with the conditions of the grant offer letter and may reduce, suspend or withhold the grant, or require all or part of the grant to be repaid if they judge the performance of the project to be unsatisfactory, or the applicant fails to comply with the terms and conditions set out in the offer letter.

Contracting

The offer letter will contain the terms and conditions of the grant, the level of funding awarded and output requirements. You may be required to produce evidence relating to your organisation and a signed hard copy version of your application form. Please have these available, but do not send these unless requested.

Monitoring and payments

The payment arrangements will be in line with [The Newcastle Compact](#) between the City Council and the VCS. Payments will be made in instalments. The number of instalments depends on the amount of the overall grant. Grants up to £4,999 will be paid in one instalment, grants between £5,000 and £9,999 will be paid in two instalments and grants of £10,000 and over will be paid in four instalments.

In return for the payments we expect to receive monitoring information: annual performance monitoring report for grants up to £9,999, two 6 monthly performance monitoring reports for grant between £10,000 and £29,999, and four quarterly performance monitoring reports for grants of £30,000 and over. The monitoring information you submit to us not only provides you with a mechanism to tell us about the work you are doing but it also enables us to understand the collective impact the Newcastle Fund has upon the City.

Commitment to transparency

In line with the City Council's commitment to transparency and openness, the City Council may publicise details (name of organisation and project description only) of all applications received, in October 2018. Successful applications (including amount of grant awarded) will be publicised in January 2019. We may also publish summary details of unsuccessful applications.

Unsuccessful projects will, upon request, be provided with feedback regarding the reasons why their application was not successful. Details of this process will be contained within the notification letters applicants receive regarding the outcome of their application.