

Main title



Presenters

Janina Sanders (PSO) and Richard Stevens (PSO) Community Grants

What is a Community Grant?

- small grants (up to £12,000)
- given to small non-governmental or community and voluntary organisations in London (eligibility criteria applies)
- for projects which help unemployed and economically inactive people move closer to the labour market
- the London programme will contribute to the Mayor's London Employment and Skills Taskforce for 2012 (LEST) Action Plan to link people, work and training.

Section heading



What are grants given for?

Moving people towards the labour market

- can include a wide variety of projects
- 'soft' outcomes and skills training important



How to apply

- Grants available through a simple process
- 100% grant – no need to find match funding

Three stage payment model

- 50% paid up front to grant recipients on signing of contract
- 45% paid when grant recipients can demonstrate actual spend of 30% of their total grant
- 5% paid at the end of the project on the final submission of actual expenditure reports

Three Stage Payment Model

For example:

Total grant awarded: £12,000

50 %: £6,000

45%: £5,400 if shown that 30% (£3,600) have been spent

5%: £600 after all monitoring information has been sent in

When?

- Deadline is Wednesday 19th November
- 5pm sharp – no applications will be accepted after this time
- No emailed or faxed applications will be accepted

Project dates

- Payment will not take place until the beginning of March 2009 at the earliest
- Projects have to be delivered between 9 March (tbc) and 18 September 2009
- Projects can last from several weeks to a maximum of seven months

Eligibility criteria

- Are you an eligible organisation?
- Are the project actions eligible?
- Are the people to be helped eligible?
- Is your expenditure eligible?
- Have you got a statement of support?
- If your organisation is a registered charity your organisation must be registered with the Charities Commission

Eligible organisations

- No more than 2 full time paid staff or the equivalent (35+ hours per week)
- Not more than £60,000 income in the last complete financial year
- Your organisation must have been constituted on or before 31st October 2007
- Must have own bank account

Constitution must include

- Aims and objectives of the organisation
- What the organisation will do
- Membership rules and conditions
- Rules about meetings
- Rules about committee membership and officers of the organisation, rules about decision making
- Basic procedures and rules about finance

MUST BE SENT WITH APPLICATION

Eligible actions

Moving people towards employment:

- **Skills training** and development
- Increasing confidence and motivation
- Employment advice and guidance, signposting

Eligible people

Priority given to the most disadvantaged unemployed people aged 16-65:

- Women
- Disabled people
- Lone parents
- Black, Asian and Minority Ethnic communities
- Older people (aged over 50)
- Young people aged 19-24

Community Grants will fund 150 organisations for the 2008-2009 programme and will specifically fund:

- **10%** of organisations targeting youth aged 19-24
- **10%** of organisations working with the over 50 age group
- **22%** of organisations targeting disabled people

Eligible expenditure

- No single item of equipment to cost more than £1000
- Maximum amount to be spend on publicity is £400
- Running costs – proportional and directly related to the project
- Must cover the cost of the whole project

Evidence required

- NB: We require all funded organisations to keep copies of all invoices, timesheets, receipts, petty cash records, copies of cheques and bank statements pertaining to their project, as evidence of expenditure.
- NB: Failure to do this will result in non payment of your 2nd or 3rd stage of payment and monies being repaid. The final 5% of payment is made in arrears, upon successful submission of all monitoring reports and financial evidence.

Statement of support

To say that your project is of value to the community and fits with other provision. Must be from a local independent referee (individual or organisation) who is :

- Not involved in your organisation
- Not related to you
- Will not benefit from your organisation being awarded a grant

**This must be submitted with your application form.
All statements will be followed up with a phone call.**

Stage 1: Assessment of applications

- 24 November – 13 January: Application assessment and appraisal panel
- 20 January: Community Grants moderation panel to confirm approvals
- From 22 January: All applicants notified in writing of the outcome

Prioritisation for awards

Set by the London ESF Community Grants Steering Group

- Eligible applications which target the highest priority beneficiaries
- Those which are delivering skills training
- Then those which score the highest (50 points available)
- Selected by appraisal panel, approved by the moderation Steering Group

Eligible but not prioritised for funding?

- We expect demand to exceed supply
- It is very unlikely we will be able to fund all eligible applications

Stage 2: Approvals (From 17 February onwards)

Those approved for funding have 2 further steps before grant payment:

- Monitoring Workshop – compulsory!
- Agreement meeting

Income

- You **must** state income for a full 12 months for your organisation's last financial year.
- You should not give an estimate for a financial year which is not yet complete (for example 1 December 2007 to 30 November 2008). If you do not have a complete financial year to quote you must tell us your income over a full twelve month period up to 31 March 2008. For example if your organisation was constituted in February 2007 and you started your first financial year on 31 December 2007 you should tell us your income from 1 April 2007 to 31 March 2008 even though this is not your financial year.

- If the accounts for your last complete financial year have not been approved by the management committee when you make your application, we will accept the estimated (but not yet approved) figures for the last complete financial year.
- If your income is zero then you must complete the box and state £0. We cannot make assumptions that you have no income unless you clearly state this.

Example 1

What was the income of your organisation in the last complete financial year?

From: 1 st December 2006	To: 30 th November 2007	Income: £12,011
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Example 2

Your financial year might not be completed yet. In this case, please give us the figures from April 07 to March 08 instead.

From: 1 April 2007	To: 31 March 2008	Income £44,450
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Any Questions?



Coffee Break

The application form

Please make sure that:

- however you complete the form you use only the spaces provided: any text outside the boxes provided will not be considered, and any information simply copied from the Guidance will not be scored.
- hand-written applications must be clear and legible.
- if you receive an electronic copy of the form you do not alter the size of the boxes or the layout of the form and make sure you use no smaller than 11-point type.

Question 1 – Describe your project activities (20 points in total)

1.1 Project activities incl. justification for project (11 points available)

- 0: No or only unconvincing description of project actions / justifications
- 3: Some detail on actions / justifications given but three aspects missing
- 6: Quite clear project actions / justifications but two aspects missing
- 9: Clear project actions / justifications but one aspect missing
- 11: Clear plan with all aspects covered in detail; justification and/or additional information given

(aspects could include: subject/format of session; level of training; session outlines; how many beneficiaries. Justifications could include: lack of services in the community, research carried out that identifies need, first step of project completed and want to take participants to the next step. Additional information could include: volunteer support; reason for carrying out Training; expected outcomes; high level of detail relevant to the specifics of the application)

1.2 Who will deliver the project activities? (2 points available)

0: Not stated or only stated in budget

1: The applicant has stated who will deliver the project activities and specified if the tutor is qualified OR what subjects the tutor will be covering.

2: The applicant has provided a clear and convincing explanation of who will deliver the project activities, specifying if the tutor is qualified AND what subjects the tutor will be covering.

1.3 Where will the training take place? (2 points available)

0: Not stated

1: The applicant has stated either the area OR the premises of where the training will take place.

2: The applicant has stated the area AND the premises where the training will take place.

1.4 How often will sessions take place, how long will sessions be and how long will the project last in total? (2 points available)

0: Not stated.

1: The applicant has mentioned two of the three required aspects.

2: The applicant has mentioned how often sessions will take place, how long sessions will be and how long the project will last in total.

1.5 What other support will you offer to your participants? (3 points available)

0: Not stated

1: The applicant has briefly stated what other support will be offered to the participants, mentioning one to two of the required aspects.

2: The applicant has stated what other support will be offered to the participants, mentioning three to four of the required aspects.

3: The applicant has fully stated what other support will be offered to the participants, mentioning five or more of the required aspects.

Aspects to be included are: Interpreter or translator; refreshments; crèche; travel costs; advice & guidance; one to one support; referrals; other relevant aspect.

Question 2:

Who will your Community Grants project help and how will you recruit them? Please state how you will publicise your project is funded by ESF. (6 points in total)

Who will your Community Grants project actions help? (2 points available)

0: Not stated

1: The applicant has stated what the target group(s) is/are OR how many participants they are looking to recruit.

2: The applicant has stated what the target group(s) is/are AND how many participants they are looking to recruit.

What are your recruitment methods? Methods could include: Open days, handing out leaflets, taster sessions, posters, stall at community event, liaise with other community groups, website, outreach at relevant venues, other relevant method.

(2 points available)

0: Not stated.

1: The applicant has given an explanation of what their recruitment methods are going to be, stating one to two of the required methods.

2: The applicant has fully explained what their recruitment methods are going to be, stating three or more of the required methods.

How well-placed is your organisation to deliver the project?

Reasons to be included are: previous work with target group, can offer language support, links with the community, carried our successful pilot project with target group and want to expand the idea. (2 points available)

0: Not stated.

1: Applicant has explained how well their organisation is placed to deliver the project, stating at least one of the required reasons.

2: Applicant has explained how well their organisation is placed to deliver the project, stating four or more of the required reasons.

Question 2a. Please enter the total number of participants you will recruit from the following groups:

Male	
Female	
Disabled people	
BAME	
Lone parents	
Older people (aged over 50 years)	
Young people aged 19-24	

Question 2b. (2b) Please enter the number of participants you will enrol from each borough and the outputs to be delivered in each borough:

	Number of participants enrolled	Number of participants in employment on leaving the project	Number of participants in employment six months after leaving the project	Number of participants into further job search or training
Barking & Dagenham				
Barnet				
Bexley				
Brent				
Bromley				
Camden				
City of London				
Croydon				
Ealing				
Enfield				
Greenwich				
Hackney				
Hammersmith & Fulham				
Haringey				
Harrow				
Havering				
Hillingdon				
Hounslow				
Islington				
Kensington & Chelsea				
Kingston				
Lambeth				
Lewisham				
Merton				
Newham				
Redbridge				
Richmond				
Southwark				
Sutton				
Tower Hamlets				
Waltham Forrest				
Wandsworth				
Westminster				
Total				

Question 3: Progression (5 points in total)

Question 3.1: What will participants do after project has finished?

Could include: progression to specific type of course/local college; suitable part-time/full time employment; more confidence to access other services if not ready for jobs; next level of training; volunteering; self-employment; other relevant item. (2 points available; answer to correspond with figures provided in 2.b)

0: Not stated

1: Applicant has given a brief explanation of what participants will do after project, stating at least one to two of the required aspects.

2: Applicant has given a full explanation of what participants will do after project, stating at least four of the required aspects OR can demonstrate that all participants will move into three or fewer of the above outcomes.

Question 3.2: How will you help them to progress? Possible items of help with progression include: Help with CV or application writing; provision of references; general advice and guidance; venue available for job search; signposting mentioned; create links with FE centers in area; other relevant aspect. (3 points available)

0: Not stated.

1: Applicant has briefly stated how they will help the participants to progress, mentioning one to two of the required aspects.

2: Applicant has stated how they will help the participants to progress, mentioning three to four of the required aspects.

3: The applicant has stated in full how they will help the participants to progress, mentioning five or more of the required aspects.

Question 4 Track record: How effective have your previously funded activities been?

Please provide examples of funded activities over the past 2 years, state if your organisation has previous ESF support during the 2000-2006 Programme and give us the details of 2 referees whom we can contact about your track record of delivery - please complete the 'PREVIOUS FUNDERS CONTACT DETAILS FORM' (10 points in total).

Your answer should identify:

- **Who the agreement/contract was with i.e. 2 Fast Forward Grants 2006-2007 and 2007-2008**
- **The value and timescale of your funding i.e. £10,000 over six months and £8700 for second project**
- **Details of the service/activities you delivered i.e. a six months IT and ESOL project for 11 participants and six month business start up course for 10 participants**
- **Details of the target participants. E.g. We worked with six lone parents and five disabled people and the second project worked with 10 lone parents**
- **Details of the outcomes you achieved with your participants. E.g. Six of our participants went onto further education, one became self employed and one gained part time employment. The second project saw 2 participants gain full time employment and 4 gain further education places.**

Note:

- **If you have previously been funded by the London Development Agency (LDA), one of the referees must be from LDA and be able to confirm your track record with the LDA.**
- **If you have previously received funding other than ESF, please give us the relevant details.**

- **Please provide details (amount, sources and timescale) of monies raised through other sources (e.g. donations) to deliver similar types of activity that demonstrate your track record. You can use these alternative sources of funding as referees.**
- **If you have not been funded before, please say why you want to run this project, the experience of any staff or volunteers and why you think it will be successful.**

Question 4.1: Who was the contract with? What was the value and timescale of the project? (3 points available)

0: Not stated.

1: The applicant has stated one aspect out of the three required aspects: contract, value and timescale.

2: The applicant has stated two out of the three required aspects: contract, value and timescale.

3: The applicant has stated all of the three required aspects: contract, value and timescale.

Question 4.2: What are the details of the service/activities you delivered? This should include: activity delivered; level of activity (e.g. Basic); format of sessions (e.g. workshops); who delivered the activity. (4 points available)

0: Not stated

1: The applicant has stated one aspect out of the four required aspects: activity delivered; level of activity (e.g. basic); format of sessions (e.g. workshops); who delivered the activity.

2: The applicant has stated two aspects out of the four required aspects.

3: The applicant has stated three aspects out of the four required aspects.

4: The applicant has stated all of the four required aspects.

Question 4.3: What are the details of the target participants, numbers recruited and outcomes achieved? (3 points available)

0: Not stated.

1: The applicant has stated one aspect out of the three required aspects: target participants, numbers recruited and outcomes achieved.

2: The applicant has stated two of the three required aspects: target participants, numbers recruited and outcomes achieved.

3: The applicant has stated all of the three required aspects: target participants, numbers recruited and outcomes achieved.

Question 5 Organisation systems

Please identify how you would evidence the following project costs (9 points in total):

- Staff costs (e.g. salary, expenses)
- Participant costs (e.g. travel, childcare)
- Other costs (e.g. material and equipment)

Question 5.1: Please identify how you would evidence staff costs. (3 points available)

0: Not stated.

1: The applicant has stated how they will evidence the hours staff have worked.

2: The applicant has stated how they will evidence the hours staff have worked AND how staff will claim the hours they have worked.

3: The applicant has stated how they will evidence the hours staff have worked, how staff will claim the hours they have worked AND what evidence they will keep to show they have paid staff.

Question 5.2: Please identify how you would evidence participant costs. (3 points available)

0: Not stated.

1: The applicant has briefly stated how they will evidence the participant costs, however the explanation is partly unconvincing and/or lacks detail.

2: The applicant has stated how they will evidence the participant costs AND how participants will claim their costs from them.

3: The applicant has stated how they will evidence the participant costs, how participants will claim their costs from them AND what evidence they will keep to show they have paid participant costs.

Question 5.3: Please identify how you would evidence other costs i.e. material and equipment.

(3 points available)

0: Not stated.

1: The applicant has stated how they will evidence the other costs.

2: The applicant has stated how they will evidence the other costs AND how they would pay for these costs.

3: The applicant has stated how they will evidence the other costs, how they would pay for these costs AND what evidence they will keep to show they have paid for these costs.

Question 6

Equal Opportunities

Tell us how you will raise awareness of and implement Equal Opportunities in your project for both beneficiaries and project staff. Appropriate:

- **Ensure staff are trained in equal opportunity practice**
- **Integrate equal opportunities into your induction**
- **Display your policy for all to see**
- **Appoint a steering committee to monitor activity**

Answers to this question will be rated **weak** / **average** / **strong** and may be used to decide between projects with equal scores.

Further guidance is available from:

http://www.gov.uk/gol/European_funding/Objective3/Equalopss/?a=42496

Question 7

Sustainable Development

What practical actions will you take to integrate social, economic and environmental activity into your project?

Social: (Inclusive communities, identifying / counteracting barriers)

Economic: (Widening employment opportunities and skills development)

Environmental: (Reduce environmental impact of project in 5 main areas: Energy, waste, water, procurement and transport)

Answers to this question will be rated **weak** / **average** / **strong** and may be used to decide between projects with equal scores.

Further guidance is available from:

http://www.gol.gov.uk/gol/European_funding/Objective3/SusDeveuro/?=42496

Question 8

Health

How will your project impact on addressing health inequalities?

When answering this question please:

- **Outline the impact of the project in contributing towards addressing health inequalities in London.**

Answers to this question will be rated **weak** / **average** / **strong** and may be used to decide between projects with equal scores.

Further guidance is available from:

<http://www.london.gov.uk/mayor/health/strategy/index.jsp>



Application forms can be downloaded from our website: www.gle.co.uk

Read the guidance for help; **limited** assistance is available on 0207 940 1515.

Remember – Deadline is 5pm sharp on 19th November

Items to be sent with your application:

1. your independent supporting statement
2. previous funder contact details form (pack)
3. committee members details form (pack)
4. copy of your constitution
5. copies of your 2 most recent annual accounts
6. 2 paper copies of your application (pack)
7. USB memory stick or CD ROM containing your application



Community Grants offers grants of up to £12,000 to small voluntary and community organisations, providing skills and training support to help local people move towards finding employment.

To find out more about how your organisation could apply for funding, to help people overcome employment barriers and learn new skills, please visit

www.gle.co.uk/services/communitygrants

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