

## **Community Opportunities & Day Activities Grants Programme 2020 – Relunched September 2021**

### **Guidance Notes**

Please note there is no limit to the size of organisation that can apply to this programme. Grants will be for two years with a possible extension to three if funding is available.

Deadline for applications midnight on 22<sup>nd</sup> October 2021

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## Introduction

The Community Opportunities & Day Activities grants programme is being funded by Hertfordshire's Adult Care Services (ACS) Community Wellbeing team and is managed by Hertfordshire Community Foundation.

ACS Community Wellbeing Team focus primarily on services for older people and adults with disabilities. They plan, buy and review services for a wide range of people across the county. Their key interests are prevention and wellbeing; and maintaining independence.

Hertfordshire Community Foundation is an independent registered charity which aims to support a wide range of charitable organisations in the county by distributing grants and providing training and development opportunities to Hertfordshire's voluntary sector.

## About the grants

The aim of the grants programme is to enable the voluntary sector to improve the quality of life for older people and adults with disabilities in Hertfordshire with a specific focus on loneliness and prevention.

The funding replaces current block grant contracts with the HCC Community Wellbeing team for this specific provision, but is also open to the wider voluntary sector.

The types of service and activity we expect to fund will benefit older people and adults with disabilities and are typically:

- Lunch clubs/day centres
- Group activities – including a wide range of activities which do not have a base
- one to one support to engage with the community or employment
- services and activities delivered in rural areas.

The programme aims to develop the resilience and capacity of our communities, helping them to work with each other to reduce demand on statutory services. It will facilitate the strength-based approach of **Connected Lives** which places emphasis on prevention, enablement and community opportunities. Connecting people with what is important to them will allow them to stay independent and prevent or reduce unnecessary referrals to formal care services. Hertfordshire County Council wants to ensure a joined-up support and care network for those who can benefit including older people and those with disabilities.

The grant funding is to support people who are not 'Care Act Eligible' for a personal budget from ACS for Community Activities. Your service can include these individuals if ACS fund an individual placement, but this grant will not fund their places. It is OK for the grant to cover the places of people who receive other payments from ACS, eg a personal budget for washing and dressing, and of course people who have no personal budget.

The funding is intended for groups and activities with regular attendees where participants contribute to the cost of the service through a membership and/or activity payment.

**Grant criteria:**

Proposals for funding must benefit older people and/or adults with disabilities and fulfil the following criteria:

1. Service and activities reduce isolation and loneliness, link service users to other community networks and create meaningful contacts
  2. offer low-level, enabling support to frail or vulnerable people or assist recovery and rehabilitation during crisis after an illness or accident
  3. promote and enable independence, health, social skills and employability
  4. provide a break or opportunity for peer support for carers
  5. you must have clearly defined and demonstrable service specific outcomes
  6. plans to work in partnership with other organisations where appropriate to maximise impact and build community resilience.
  7. You need to explain how your activities are both wanted and needed and give evidence.
  8. Your activities will have regular attendees who contribute to the cost of the service.
- *See additional notes on page 10 for more detail about these criteria and a link to useful sources of data.*

**Support during the pandemic**

We know many groups were able to provide some form of support or service to beneficiaries remotely during the pandemic. We hope most activities will be face to face but you may have plans to switch to remote support if necessary which you can describe in your application.

### **Who can apply?**

Registered charities, CIOs, constituted community groups and other charitable organisations including Community Interest Companies limited by guarantee.

Organisations must be based in Hertfordshire and be able to show how their project benefits residents of the county who are older people and/or adults with disabilities.

Organisations must be able to provide the following:

- A copy of their governing document
- A copy of their most recent accounts
- A list of a minimum of three current trustees/management committee members (at least two of whom must be independent/unrelated)
- Copies of their equality policy and relevant safeguarding policies – in particular for vulnerable adults
- Risk assessment of service/activity including COVID risk assessment

The following are not eligible:

- Individuals
- Statutory agencies e.g. hospitals, schools, parish councils
- Groups who cannot demonstrate a charitable purpose

### **How much can we apply for?**

There is no upper limit to the grant you can apply for. However, we will take into account the extent and level of need for your service. We will also be looking at how you are planning to maximise your income from various sources.

### **What can be funded?**

Funding should be focused on a specific service or activity and could include:

- Staffing costs – management and delivery

- Capital equipment
- Volunteer costs
- Venue costs
- Insurance costs
- A reasonable contribution to overheads
- Monitoring and evaluation costs

### **What will not be funded?**

- Food: eg lunch or refreshments
- Travel or transport for service users
- Purely capital projects e.g. buildings, improvements to streetlights etc.
- Services that take place outside Hertfordshire
- Activities that promote religious and/or political beliefs

### **Your Budget**

Plans for your service/activities will need to be realistic, deliverable and proportionate. Your budget will help demonstrate your plans. Please break down the costs so for example we can see how many hours are needed for staffing an activity and what the rate is. Please also add how much you will charge for services and activities. If you are providing more than one service please include a spreadsheet showing your budget workings including hours, days and numbers of places provided for each service.

### **How to apply?**

Organisations can apply online through the HCF website. You'll need to enter your email address and press submit after which you will be sent an email containing a link to the full application form. If you enter your email address and do not receive the email with the link, please check your junk mail – any problems contact the grants team at [grants@hertscf.org.uk](mailto:grants@hertscf.org.uk) or call 01707 251351.

Once you have received the email, follow the link to complete the application. You can save your application as a draft so you do not have to complete the whole application in one go. Just remember to click on "Save Draft" each time in order to save any work you've done. Many of the questions have a blue ⓘ symbol next to them which you can hover over for further guidance.

To submit a complete application, you will need to:

- Complete and submit the online application form

- Submit all the required supporting documents including:
  - A copy of your constitution or governing document
  - Latest annual accounts
  - List of trustees or management committee
  - Equality policy and all safeguarding policies relevant to your work – we would expect policy relating to vulnerable adults
  - A spreadsheet with activity and budget details to support your application particularly if you are applying for more than one costed service/activity

Whilst not a requirement of the application, you will also have the opportunity to submit photos and/or recent case studies of your work to help to illustrate what you do. All required documents (application form and supporting information) have to be received by the deadline in order for the application to be considered.

### **What support is available?**

We are happy to talk about your plans before you start or at any stage during your application. Also if you have any technical problems with the application. Send an email to [grants@hertscf.org.uk](mailto:grants@hertscf.org.uk) and we will get back to you for a chat. We will update the FAQs on the website on the grant application page as we get questions.

### **Assessment Process**

#### **1) Information about Due Diligence Requirements for Applicants**

HCF will carry out due diligence checks on all shortlisted applications to determine the risk attached to funding your organisation. Organisations that pose a larger risk are not necessarily less likely to receive funding but we will take into account the risk level when decision making. Applicants that do not pass due diligence will not be put forward for funding.

Below is a guide to the checks we undertake:

- 1) We look at Governing documents:
  - Check organisation appropriately constituted – ie registered charity/CIO or constituted not for profit community group with charitable objectives and dissolution clause. Community Interest Companies (CICs) should be limited by guarantee not shares and contain asset lock.

- Proposed activities fall within the group's charitable objectives
  - Need to see a list of trustees/mgt committee members – at least three unrelated
- 2) We look at the Charity Commission Website and Companies House records
- Minimum of three un-related trustees
  - No returns to either organisation are overdue
  - There is not a proposal to remove the organisation from either register
  - Registered address is the same as on the application form
- 3) We look at Accounts
- **Reserves** are reasonable given the size of the organisation and that these are in line with any reserves policies, we would usually expect between 3-6 months running costs and not more than 12 months free reserves. Organisations with significant reserves should be able to explain why these reserves cannot be used to cover the cost of the activity.
  - **Income and expenditure** note whether there are significant differences in expenditure from one year to another and whether they could pay all creditors from bank balances.
  - **Restricted funds** any deficit should be explained.
  - **Auditor's organisational and financial review** check this does not highlight any significant concerns.
  - **Funding sources** are diverse and the organisation is not dependant on a particular funding stream that may be at risk.
- 4) We look at Bank Statements
- In the organisation's name
  - Less than three months old
  - A bank account has at least two unrelated signatories. If signatories are related, a bank mandate should be provided preventing them from signing together.
- 5) We check policies
- Check that the group has appropriate **safeguarding** for their activities – needs to include the following:

- Definitions of abuse and signs of abuse and a description of how abuse is different for adults (if working with both children and vulnerable adults)
  - Procedure for reporting safeguarding concerns
  - Procedure for handling cases of disclosure revealed by DBS checks
  - The name of the person responsible for protection
  - The name of the local safeguarding board
  - All staff, volunteers and Trustees who are working directly with vulnerable adults and/or children should have the appropriate DBS checks and there is an understanding of when enhanced DBS checks should be carried out
  - All staff, volunteers and trustees who work indirectly with vulnerable adults and/or children receive safeguarding training
  - Risk assessments are carried out to ensure vulnerable adults and/or children in their care are safe
  - Frequency at which the policy is reviewed, suggest annually
- General – check for any returns regarding serious incidents.

#### **Equality and Diversity Policy**

- References Equality Act 2010
- Policy should cover age, being married or in a civil partnership, being pregnant or having a child, disability, race, religion/belief or lack of, gender, sexual orientation, transitioning gender
- Equal access to services and employment
- Preventing harassment and ensuring everyone is treated equally
- Complaints are dealt with fairly

#### **6) We check Staff and Trustees**

- Proportionate amount of full-time and/or paid staff and Trustees for the size of the organisation

○

#### **7) Track record**

- We check the group's HCF track record for any concerns re monitoring if funded previously.

In addition to checks undertaken by HCF the Council reserves the right to carry out additional financial checks on all organisations and the directors of those organisations applying for this funding at any time during the application process. By submitting the application form you consent to the Council carrying out these additional financial checks.

## II) How we decide to award the grants

Once due diligence checks have been made applications will be assessed by the teams at Hertfordshire Community Foundation and Adult Care Services.

Applications will be checked against the eligibility requirements and evaluated according to how well they meet the grant criteria based on the information provided in the form and supporting documents. The assessment team may ask for further information. Shortlisted applications will be considered by a panel made up of representatives from ACS and HCF. The intention is to ensure that appropriate resources are committed to where they can have the greatest impact and that there is equity of high quality provision across the county based on need. The final decision is with Herts County Council.

### What are the Timescales?

Stage	Date
Applications open	13 <sup>th</sup> September 21
<b>Deadline for applications</b>	22 <sup>nd</sup> October
Panel meeting	8 <sup>th</sup> December
Groups Informed of decision	Before Christmas
First year of funding distributed	<b>For service to commence 1<sup>st</sup> April 2022</b>
Second year of funding will be distributed following completion of year end monitoring report.	First year monitoring due February 2023 to enable second year payment in March 23
All funds to be spent by	<b>End March 2024</b>

### What are the monitoring requirements?

1. All successful grant recipients will be required to report back on their grant and stated outcomes.
2. Quarterly monitoring reports will be required by HCC including numbers served, staffing and demographic data. An example template is attached as Appendix 1, this is subject to revision closer to the start date.
3. A simple HCF interim report may be requested within 6 months of the grant being made to enable us to review the progress of the project, tackle any arising issues and celebrate any early successes. Those receiving larger grants will be required to complete a budgeting update spreadsheet.
4. Monitoring at the end of the first year needs to be submitted before second year grant is paid.
5. All funds should be spent and full monitoring received by the end of April 2024. We may ask to see receipts, invoices or other proof of expenditure so you are advised to keep accurate records for the duration of the grants and for at least five years afterwards.
6. A link to the HCF monitoring forms will be sent to you by email shortly after the grant has been awarded.

## Extra Guidance

### Additional notes on grants criteria

We're looking for applications that are community focused, preventative and promote well-being among older people and adults with disabilities in Hertfordshire. All applications must show how their projects meet the grant criteria – further guidance on each element of that is below.

Criteria	
1) reducing isolation and loneliness, linking service users to other community networks and creating contacts	Service may offer group sessions but they should also consider how they can build each individual's skills and confidence to find their own social connections.
2) offering low-level, enabling support to frail or vulnerable people or assisting recovery and rehabilitation during crisis after an illness or accident	Support needs to be of a sufficient level to allow people to find ways to prevent recurrence of crisis but avoiding creating dependence.

<p>3) promoting and enabling independence, health, social skills and employability</p>	<p>Examples might include the provision of physical and mental activity, or building skills which will support employment, volunteering or other forms of meaningful occupation</p>
<p>4) providing a break or opportunity for peer support for carers</p>	<p>The focus of the service must be on what it offers the person being cared for, however when designing your service, it is useful to consider how you can maximise benefits for carers.</p>
<p>5) Show what needs and disadvantage your service addresses. Demonstrate that the service is both wanted and needed.</p>	<p>The service must demonstrate that it is both wanted (for example through a history of operating at full capacity) and needed ( due to local demography). Useful sources are-</p> <ul style="list-style-type: none"> <li>• Public health England health profiles <a href="https://www.gov.uk/government/statistics/2017-health-profiles">https://www.gov.uk/government/statistics/2017-health-profiles</a></li> <li>• Herts Insight <a href="https://www.hertfordshire.gov.uk/microsites/herts-insight/home.aspx">https://www.hertfordshire.gov.uk/microsites/herts-insight/home.aspx</a></li> <li>• Hertfordshire Joint Strategic Needs Assessments have been published for a range of needs <a href="https://www.hertfordshire.gov.uk/microsites/jsna/jsna-documents.aspx?searchInput=&amp;page=1&amp;resultsPerPage=10&amp;view=card">https://www.hertfordshire.gov.uk/microsites/jsna/jsna-documents.aspx?searchInput=&amp;page=1&amp;resultsPerPage=10&amp;view=card</a></li> <li>• Comparisons of Herts with other counties at <a href="https://www.hertshealthevidence.org/documents/thematic/ageingwell-cipfaneighbours-england-2019-08.pdf">https://www.hertshealthevidence.org/documents/thematic/ageingwell-cipfaneighbours-england-2019-08.pdf</a></li> <li>• Local services are listed at <a href="https://directory.hertfordshire.gov.uk/">https://directory.hertfordshire.gov.uk/</a></li> <li>• <a href="http://www.herts.org.uk/hertfordshire-matters">HCF Hertfordshire Matters reports</a> <a href="http://www.herts.org.uk/hertfordshire-matters">http://www.herts.org.uk/hertfordshire-matters</a></li> </ul>
<p>6) Plans to work in partnership or network with other organisations to maximise impact and</p>	<p>Pathways in and out of the services which avoid gaps or duplication. Using local networks for referrals or work in partnership sharing resources such as buildings, staff, volunteers, training.</p>

<p>build community resilience.</p>	
<p>7) Clearly defined and demonstrable service specific outcomes</p>	<p>Tell us what they are and how you will measure them. Examples might include measuring the users’ views of the difference the service has made to them, eg outcome stars. Measures should always be linked to service design- are you measuring what you set out to achieve?</p>

**Link to the Connected Lives Approach**

ACS’s Connected Lives approach aims to assess and address the needs of those needing support through the three stage process of prevention, enabling and supporting – making the most of personal networks community resources and importantly aiming to ensure people feel an active part of their community as much as possible

By developing resilience and capacity in our communities, we can help to ensure the support that is needed can be accessed at the right time, from the right people and at the right level so that everyone has the best chance of a good quality of life. We recognise that there will always be a place for more intensive or specialised services for those who need them, but also that many of us would prefer not to have to call on them if at all possible. That’s where our local community and voluntary sector can have a huge impact – by thinking about early interventions and supporting individuals and families to live well day to day to help prevent longer term or more serious difficulties.

To find out more about the **Connected Lives** approach follow this link <https://www.hertfordshire.gov.uk/media-library/documents/adult-social-services/news-and-campaigns/connecting-lives/connected-lives-a-model-for-social-care-in-hertfordshire.pdf>

**Demonstrate how the project/activity could reduce demand on statutory services and build community resilience.**

This should be a natural consequence of the focus on prevention and the Connected Lives approach – if your project is helping to prevent needs from escalating by accessing support from within their local community, then it means those people are less likely to need to access some statutory services such as health or social care interventions.

For example:

- A project helping to people maintain independence in their own home could reduce the demand on residential care services

- A project that reduces the loneliness of elderly people who are living alone could improve their quality of life and reduce the chance of them becoming ill and needing hospitalisation.

**Where appropriate, show how you will work in partnership with other organisations to maximise impact where appropriate.**

Working in partnership is not a specific requirement of this funding but partnerships are often crucial to a successful project. By working together you can gain access to skills, experience and networks that you wouldn't have if you worked alone.

For example, you may work with another organisation in order to be able design a more effective project, to provide referrals to help you reach more people or to promote the services/activities through their networks in order to reach those most in need.

If you are working or collaborating with other organisations in order to achieve your aims, please include details of who they are, what role they will play, how you will work together and the difference the partnership makes to the project you want to deliver. Tell us also about your local networks and how they help you support your beneficiaries.

**Be able to demonstrate how the project could become financially sustainable without continued HCC funding.**

We know that securing funding can be challenging but we also know that the sudden closure of a service can be damaging and difficult for those it is there to support. As the grants are for services providing direct support to individuals over a sustained period of time, we'd like to know how you would plan to continue after the grant has ended if HCC grant funding cannot continue at some point in the future.

For example:

If you intend for the project to become self-sustaining you'll need to explain how. For example what charges would you need to make to service users

If you intend to look for further funding from other sources, it would be useful for you to state where from, if you have secured it and if not, when you will know if you have been successful e.g. other grant funders, corporate support, crowdfunding etc.

**Funding must be spent by end of March 2024**

Grants are for 2 years with the option for HCC to offer a further 1 year if funding is available. The grant will be paid each year and must be fully spent and monitoring completed by the end of each year. Please make sure you take this into account when planning your request.

**FAQs**

### **How does this programme differ from the Community Grants Programme?**

In four main ways:

- i) It can be spent on service running costs rather than just projects
- ii) Beneficiaries will be older adults and adults with disabilities
- iii) It is open to any size of voluntary organisation
- iv) This grant is for two years – with the possibility of extending to three if funding is available. It does not have a specified upper limit.

### **We are a new group, can we apply?**

Yes, new groups are welcome to apply as long as they fulfil all the eligibility criteria. If you do not yet have a full set of annual accounts, you can submit an income and expenditure record for the year to date along with details of your annual budget.

### **Can we apply to the Fund if we've previously applied to a HCC grants fund?**

Yes, if it meets the funding criteria and is not for a service that has ongoing HCC funding beyond April 2022.

### **I don't understand one of the questions on the application form?**

There are some hints and tips including within the application form - if you click in the information icon next to the question you don't understand, this should provide some assistance.

If you're still not sure, please contact the grants team at HCF on 01707 251351.

### **I can't attach all the required supporting documents?**

You can attach a maximum of 6 documents to an application. If you have any additional documents you want to send e.g. photos, case studies etc. – these can be submitted by email to [grants@hertscf.org.uk](mailto:grants@hertscf.org.uk) Please remember to state the organisation and grants programme in your email so we can attach them to right record.

### **I've submitted my application but haven't received a confirmation email?**

The email can take a few minutes to arrive. If you haven't received it within 30 minutes of entering your email address, please check your junk/spam folder. If it still hasn't been received, contact the grants team on [grants@hertscf.org.uk](mailto:grants@hertscf.org.uk) or call 01707 251351 and we'll look into it for you.

### **Is it possible we will be awarded a smaller amount than we applied for?**

It is possible. If we receive more good applications than we are able to fund, we may try to support as many services as possible resulting in offers below the amount stated.

If this is the case, we will contact you to discuss what impact that would have on your work e.g. whether you will still be able to deliver all the stated outcomes, before a formal offer is made.

**Why would an application be rejected?**

There are a number of reasons why an application would be rejected and feedback can be given on a case by case basis. It may include:

- Organisation was not eligible or failed due diligence
- Application failed to provide evidence of need
- Did not sufficiently demonstrate how the project met the criteria
- Project was not focused on prevention
- Fund oversubscribed and other projects met criteria more closely.

**Will there be terms and conditions attached to the grant award?**

Yes. If your application is successful and you are offered a grant you will receive an offer letter detailing all the terms and conditions including:

- What the money can be spent on
- When it has to be spent by
- What monitoring is required and by when
- What to do if you need to request a change to the spend or duration of the grant

You will need to read this carefully, and then sign and return the offer letter to confirm your acceptance of the Terms and Conditions before a payment is made.

**Appendix 1-  
Periodic Information return – please note – for guidance only this may  
change**

Please note that if your application is successful you will be given a spreadsheet on which to complete these returns. All references below to ‘sheet x’ refer to this spreadsheet.

Quarter	Period covered	To be completed and submitted by
Quarter 1	1st April - 30th June	31st July
Quarter 2	1st July - 30th September	31st October
Quarter 3	1st October - 31st December	31st January
Quarter 4	1st January - 31st March	30th April

**1 Contact Information**

Name of provider:	
Name of the service:	
Address of the service:	
Postcode:	
Your name:	
Your job title:	
Your phone number:	
Your Email address:	
Provider website address:	
Month return made:	
Quarter / half year:	

**2 Service User Numbers**

	Total No. of Hertfordshire Service Users using the service	
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	No. of Hertfordshire Service Users funded by HCC (personal budgets)	
	No. of Hertfordshire Service Users funded by direct payment	
	No. of Hertfordshire Service Users funded by HPFT	
	No. of Hertfordshire Service Users self funding	
	No. of Service Users funded by another local authority - please specify authority and number	
	No. of Service Users joining the service in this quarter - Please specify how these service users are funded	
	No. of Service Users who left the service in this quarter	
	No. of vacancies this quarter (if any)	
(comments)		

### 3 Accreditation

	Is all staff mandatory training up to date? If not, please detail your resolution plan:	
(comments)		

### 4 Occupancy and Utilisation

	Total number of applications/referrals received in this quarter?	
	Total number of applications/referrals accepted in this quarter?	
	Total number of signposting and referrals to other organisations/services in this quarter?	

	Total number of leavers in this quarter	
	Do you have a Waiting List?	Y/N
	How many sessions have been cancelled/ not attended by the Service User in this quarter?	

**5 Hertfordshire Care Partners Association (if applicable)**

	Are you a member of HCPA?	
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**6 Service Users - Care and Support**

	Do all service users have outcomes with identified goals?	
	How often are these reviewed?	
	Are carers/ other stakeholders invited to review these?	

**7 Feedback**

	Number of compliments received by the service in this quarter?	
	Number of complaints received by the service in this quarter?	

Summary of key complements and complaints received in this quarter (please set out below):

(comments)

**8 Safeguarding Adults**

	Number of adult safeguarding referrals made in this quarter?	
	Number of accidents / incidents in this quarter?	
	Please provide details below:	

(comments)

Key actions & learning undertaken as a result of safeguarding referrals / investigations (please set out below):

(comments)

**9 Staffing (WTE = Whole Time Equivalent - e.g. full time member of staff)**

	Name of Service Manager	
	Number of employed care/support staff (WTE)	
	Volunteer hours in this quarter	

**10 Feedback**

	number of compliments received	
	number of complaints received	
	Key actions & learning undertaken as a result of complaints (please set out below):	