



# Building Life Chances

## Fund Criteria and Guidance for Applicants

### Introduction to Building Life Chances Programme

#### Background

The Building Life Chances programme is a multi-agency programme addressing the impact of Covid-19 on those Hertfordshire residents already vulnerable, whose life chances have worsened during the pandemic.

This grant fund is part of Hertfordshire County Council's commitment to ensure that all Hertfordshire residents adversely impacted during the pandemic are supported, that any inequalities are addressed, and actions are taken to narrow gaps.

The needs have been identified based on national evidence and also local evidence gathered during the last two years through the work of **Volunteering & People Assistance Cell (VPAC)** which is a multiagency partnership with Hertfordshire's voluntary and community sector providers and partners, including all 10 District and Borough councils. VPAC provided emergency front line support including deploying volunteers, providing hot meals, food parcels and pharmacy deliveries, help with those isolating and shielding, extended HertsHelp support, worked on digital inclusion, worked in partnership with NHS and BAME Covid workers, and trained Covid information champions. These are just some examples. HCC wants to develop the VPAC legacy to ensure identified inequalities are addressed. This grant fund is part of a wider approach and focuses on grants for particular vulnerable adults.

#### How much can I apply for?

Grants of up to £5,000 are available. For work reaching a large number of beneficiaries over a wide geographic area £10,000 will be considered

Our grants must be spent within 12 months of award.

**When can I apply?** The deadline is midnight on Monday 13<sup>th</sup> May

#### When will I hear back?

You should hear the outcome before the end of July, but we will be in touch after we receive your application to talk about your plans.

## Who can apply?

- Charities
- Community or voluntary groups and faith groups with a written constitution or governing document
- Social enterprises, or Community Interest Companies limited by guarantee not by shares
- Other non-profit format (e.g. co-operative societies)



We welcome applications from charities, community and voluntary and faith groups and not for profits of all sizes. However priority will be given to local groups with an in depth knowledge of the issues they are dealing with and the communities they serve. Ideally, applicants will be organisations that are embedded within the local community with a proven track record of supporting vulnerable people and who understand the challenges of engaging BAME, Gypsy/traveller communities and other minorities groups within their locality.

## What do I need to have?

- Your governing document must include your charitable aims or objectives and a dissolution clause or asset lock which states what would happen to any funds should the group have to close
- Your group must be governed by a voluntary trustee or management committee with a minimum of three members, at least two of whom must be unrelated.
- Your group must have a bank account in its own name, with at least two unrelated signatories
- You must have all the relevant policies in place for your work, including Equality and Diversity Policies and Safeguarding Policies
- If your group is affiliated to a national body, you must have a local management committee and your own separate bank account
- Your group must be based in Hertfordshire, or be able to show specifically how the funding you are applying for will benefit people in the county

*Please note – fulfilling the above criteria means your group is eligible to apply, but it is not a guarantee of receiving a grant.*

## What can I apply for?

### **<b>What you can apply for</b>**

You can apply to fund work which helps to address inequalities through providing support and also by ensuring service users have access to essential services. Support and services can address inequalities in for example health, food security, financial insecurity, access to work and education. It is important that you know where to refer people for further support or work in partnership with other organisations.

We would like to fund work and projects which

- Are helping address the inequalities of those most affected by the pandemic. We encourage applicants to use our Hertfordshire Matters reports or other relevant research including their own knowledge and data to evidence this need
- Can demonstrate how the money requested will help them to make a positive difference (i.e. have clear objectives and outcomes)

- Are well thought through and costed appropriately
- Are well connected to the communities they serve. Will be able to spend the funding requested within 12 months of the grant being awarded



We will consider a wide range of requests including:

- Staffing costs
- Capital equipment
- Project costs
- Volunteer costs
- Training costs
- Applications should include a reasonable contribution to overheads

### **Who can't apply?**

There are some groups that are not eligible for this funding including:

- National Charities without a clear Hertfordshire focus
- Businesses or Community Interest Companies limited by shares
- statutory organisations including schools, parish councils and CCGs
- Organisations that cannot demonstrate public benefit as defined by the Charity Commission (for more information visit [www.charitycommission.gov.uk](http://www.charitycommission.gov.uk))
- Individuals

Projects we won't support include:

- General fundraising appeals i.e. where a request is made for a general contribution to a much larger project without a specific aspect being identified.
- Projects operating outside of Hertfordshire
- Medical research
- Promotion of religious or political causes
- Retrospective funding
- Animal welfare
- One off events that can't show long term benefits
- Overseas travel for groups
- Training and development costs that could be covered by the Workforce Development grants (when available) from HCF Training and Development ([click here for more information](#))

### **Monitoring and evaluation requirements:**

All successful grant recipients will be required to complete an online monitoring form to report back on how the money has been used and what difference it has made in terms of working towards reducing inequalities.

We will ask you to tell us how many people you have been able to support, how they came to you and whether you have signposted anyone to other support, such as HertsHelp.

We would love a case study showing how your work has helped.

You will receive your monitoring form shortly after the grant has been awarded so you are aware of the information we require.

The forms will be required after the project ends or within 12 months of the grant being made, whichever is sooner.



Information will be shared with the HCC board and Building Life Chances steering group.

Failure to submit appropriate monitoring will affect the likelihood of future funding from HCF.

### **How do I apply?**

Organisations can apply through the HCF website and will need to:

- Complete the online application form
- Upload or send via [email](#) or post the required supporting documents which include:
  - A copy of your constitution or governing document
  - A copy of your most recent annual accounts (if your organisation does not have first year accounts yet, please supply working or management accounts)
  - A list of the names and addresses of your trustee or management committee
  - A copy of your equality policy
  - A copy of your safeguarding policies
  - A copy of a recent bank statement showing the account name (no more than three months old)

You will need to complete and submit the application form and all required supporting documents by the application deadline.

### **Who can I speak to about my application?**

All applications are assessed and a member of the grants team will contact you to discuss your application. If you would like to discuss your application before submission please call 01707 251351 to speak to the grants team or email [grants@hertscf.org.uk](mailto:grants@hertscf.org.uk)