

HCF Coronavirus Relief Fund – Phase 2

Looking towards helping people on the path to recovery

Criteria and Guidance for applicants

Background

The HCF Coronavirus Relief Fund is made up of our own funds, generous donations to our appeal, and funds raised by the National Emergencies Trust.

In Phase 1, we focused on immediate response to the pandemic and made grants totalling over £400k to more than 100 groups. Criteria for Phase 2 have been informed by a survey we carried out in May 2020 to ascertain the needs of the voluntary sector and people in the county affected by the pandemic. We have also considered national reports on the impact of the virus.

As part of our Phase 2 response, we are keen to support those groups that are reaching out to new clients who may not have needed their services before the outbreak of the Coronavirus.

We will review the key priority areas by listening to organisations through continuing dialogue. We recognise that some of you are unable to deliver your services at present, especially those who provide face to face support and activities for older people and other vulnerable groups. This is not a short-term crisis and we are only at the beginning of the recovery phase. We will aim to make funds available as and when they are most needed in the future.

What grants are available?

There are three strands to our grant-making in Phase 2:

1. **Fast-track grants of up to £5,000.** Similar to Phase 1 and prioritising smaller organisations continuing to respond to immediate needs through social and community activities, especially for people who are isolated. These grants will need to be spent within six months.
2. **Larger grants of up to £10,000** for community organisations that have adapted their services to support people and are looking to meet longer term needs arising as a result of the pandemic.
3. **Collaborative grants of up to £20,000** for proposals that see organisations partnering strategically to address specific emerging needs. We are keen to support local organisations getting together to co-create projects which have the potential to have a bigger impact

When can applications be made?

Applications for all three strands will be assessed on a rolling basis and the process is now open. We may review this process according to the number of applications and the funds available.

We've already received funding in Phase 1, can we apply again for Phase 2?

Yes, you can reapply for funding if you have spent your initial grant and have reported back to us.

What are the priority funding areas for the three funding strands?

Areas of need we have identified through our research include the following and initially we will prioritise these in our grant making for all three strands.

- Mental health problems in people of all ages
- Social isolation in all vulnerable groups.
- Problems emerging due to lack of income, redundancies, long-term unemployment, housing issues, poverty and food poverty.
- Substance abuse, particularly alcohol
- Family breakdown, coercive behaviour, domestic abuse, pressure on parents and carers
- Bereavement support for those who have lost loved ones
- IT support for those who are not digitally competent and feel left behind
- Groups working to support individuals and communities identified as disproportionately affected by this pandemic including the following (not an exhaustive list): Over 65s; BAME communities; People with disabilities and chronic health conditions; low income families; carers; refugees and homeless people.

Who is eligible to apply?

We will support constituted charities, community groups and voluntary groups based in Hertfordshire. We will not normally make grants to individual organisations with an income of over £1m. If your income is greater than this then do get in touch with the grants team to discuss your needs before you apply.

- Your group must have a written constitution or governing document. You may also be a Community Interest Company or social enterprise limited by guarantee.
- 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.
- Your group must have all the relevant policies in place for your work, including Equality and Diversity Policies and Safeguarding Policies.
- 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 who have been affected by the pandemic.
- If your group is affiliated to a national body, you must have a local management committee and your own separate bank account.

Who can't apply?

- Individuals
- National Charities – unless there is a locally constituted branch

- Businesses or Community Interest Companies limited by shares
- Organisations where any one person has significant control
- Groups with very high levels of unrestricted and undesignated reserves – usually over a year
- 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)

We are unable to support:

- 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.
- Retrospective funding for items or services already paid for
- Services operating outside of Hertfordshire
- Medical research
- Promotion of religious or political causes
- Animal welfare
- One off events or activities that can't show long-term benefits

How long will the application process take?

You will receive an automated email when your application has been submitted.

1. Fast-track grants

We plan to let you have a decision within 10-14 days of your application being received

2. Larger grants

We aim to let you have a decision within 4 weeks of your application being received

3. Collaborative grants

We aim to let you have a decision within 4 weeks of your application being received

What can we apply for?

We ask you to carefully consider our priority areas when considering what to apply for. To enable your work, our grants can be used to fund expenses including staffing, small capital/equipment, volunteer and general running costs.

How do we apply?

- 1. Fast-track grants** Please complete the **HCF Coronavirus Relief Fund – Phase 2, Fast-track** application form which can be found on our website [here](#).
- 2. Larger grants** Please complete the **HCF Coronavirus Relief Fund – Phase 2, Large Grants** application form which can be found on our website [here](#).
- 3. Collaborative grants.** If you are considering a collaborative proposal, a representative from a lead organisation should contact Helen Doubal in the first instance to discuss your plans helen.doubal@hertscf.org.uk

In preparation for this discussion, we will be asking:

- Who the 'lead' organisation is (manager of the project and fundholder)
- The names of the collaborating organisations and their role
- Which of the priority areas your proposal is addressing
- The evidence and need for your proposal
- What the project will deliver and to whom
- Costs and how much required from HCF
- Timescale for the project

Please note that for all grants, you must:

- complete the online application form (for collaborative grants, this will be later in the process)
- upload the following supporting documents or send them to us via email. However, if they are already on the Charity Commission website, or if you have sent them to us with another application in the last year then you do not need to send them again.
 - A copy of your constitution or governing document
 - A copy of your most recent annual accounts
 - A list of the names of your trustee or management committee
 - A copy of your equality policy
 - Relevant safeguarding policy
 - A copy of a bank statement showing the account name – we need this to pay your grant by BACS if you are successful.

Let us know if you have difficulty with any of these.

All applications are assessed by a panel, and a member of the grants team may contact you to discuss your application. Please make sure the contact named on the application is the person who is happy to talk to us about the application. If you need to contact the grants team then please send an email to grants@hertsconf.org.uk

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. We really welcome email updates with photographs if you are able to send them.

Monitoring forms will be sent shortly after the grant has been awarded so you are aware of the information we require to monitor the effectiveness of our grant to you.

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