Covid-19 Community-Led Organisations Recovery Scheme

Guidelines for applicants

Contents

About this guidance

This guidance will help you decide whether the Covid-19 Community Led Organisations Recovery Scheme is right for you. It includes information about the criteria that will be used to assess applications, and also provides information that will help you complete the application form.

Part one: Explores the programme criteria and will help you assess whether you can apply.

Part two: Goes through the application process.

Part three: Provides information about additional support that is available.

Part four: A preview of the application form and the information you will need to answer the questions.

Part five: Answers some frequently asked questions.

If you require this guidance to be sent to you in large print, Braille or an audio transcript, please get in touch by email: comms@powertochange.org.uk

Get in touch

If you have questions at any point during the application process, you can get in touch with us for free advice and guidance.

cclors@sibgroup.org.uk

We are expecting a high number of enquiries though so please make sure you have read this guidance thoroughly before contacting us as the answer you need may be in this document.

Welcome

About the Covid-19 Community-Led Organisations Recovery Scheme

The Covid-19 Community-Led Organisations Recovery Scheme will offer grants up to £100,000 to community organisations in England who are facing financial difficulties caused by Covid-19. The scheme is aimed at organisations delivering services in their local community to support people who are at high risk from Covid-19, with an emphasis on Black, Asian and Minority Ethnic (BAME)-led or BAME-supporting businesses.

The £9.5 million Covid-19 Community-Led Organisations Recovery Scheme is being delivered by Power to Change, Locality, The Ubele Initiative and Social Investment Business on behalf of the National Lottery Community Fund. Community-led organisations have played a crucial role in responding to the Covid-19 crisis at a local level. Yet research conducted in April[1] found that if the crisis continued, close to 90% of community and BAME-led organisations would have to permanently close within three months.

Data also shows that individuals from Black Asian and Minority Ethnic (BAME) communities are disproportionately affected negatively by the virus, whilst also being disproportionately not awarded funding. We want to make sure that this fund targets money where it is most needed and therefore we are committed to distributing a proportion of our funding to organisations that are BAME-led and/or to organisations that work closely with BAME communities.

This scheme will offer grants up to £100,000 to community led organisations, to continue to deliver vital services.

This funding is intended to cover the essential costs of sustaining current services or new services to address COVID-19 related needs. It is essential that the grant is spent on wholly charitable activities, purposes or outcomes. The grant can be spent on revenue and / or capital costs but must be spent by 19 April 2021.

Please read this guidance thoroughly to find out if you can apply.

Other Coronavirus Community Support Fund schemes

- If your organisation supports homeless people, you may be interested in the Covid-19 Homelessness Response Fund.

- If your organisation supports migrants, you may be interested in Barrow Cadbury Trust Covid-19 Support Fund.

- If your organisation is a social enterprise that helps with social inclusion, you may be interested in Social Enterprise Support Fund.

- If your organisation is a specialist social welfare legal advice organisation, you may be interested in the Community Justice Fund

If the above funds aren't right for your organisation then please consider applying to the Coronavirus Community Support Fund, where your application will be considered for either Government or National Lottery funding.

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1   Impact of Covid-19 on the BAME community and Voluntary sector, The Ubele Initiative, 2020

Welcome

Who is running the scheme

This scheme is being delivered by a consortium of organisations, on behalf of the National Lottery Community Fund.

Power to Change is the independent trust that supports community businesses in England. Endowed by the National Lottery Community Fund in 2015, we have since supported over 1000 community businesses to start, grow and make places better.

www.powertochange.org.uk

Locality is the national membership network supporting local community organisations to be strong and successful. By pooling knowledge, understanding and tools we build a better understanding of what works. Together we motivate and inspire each other to unlock the power of local communities.

www.locality.org.uk

The Ubele Initiative is an African Diaspora led intergenerational social enterprise founded in 2014. Our primary mission is to help build more sustainable communities across the UK. Since Covid-19, we have been designing, leading, and participating in a wide series of regional and national events, activities and meetings to provide a more strategic response, as well as very practical support to the BAME communities.

www.ubele.org

Social Investment Business provides finance to create fairer communities and improve people's lives.

Since 2004, SIB has deployed and managed over £400m of loans and grants into over 2,000 organisations and enabled almost 1,000 more to get dedicated support through programmes.

www.sibgroup.org.uk

Welcome

What can you apply for?

The Covid-19 Community-Led Organisations Recovery Scheme offers up to £100,000 in grant funding to help community-led organisations recover from Covid-19.

The funding must be used to:

▶ help people and communities experiencing disproportionate challenge and difficulty as a result of the COVID-19 crisis

▶ provide services and support for vulnerable people, for which there will be increased demand as a result of the COVID-19 crisis.

This funding is intended to cover the essential costs of sustaining current services

or refocusing services to address more immediate beneficiary needs, which may include:

Revenue
▶ Contribution to staff salaries
▶ Project (specific to this fund) related expenses
▶ Running costs/overheads (due to loss of income or new activities)
▶ Training and development (Staff or Volunteers) directly related to the Project (specific to this fund)
▶ Measures to ensure social distancing

Capital
▶ New/ improved systems (for example, itemised software purchases)
▶ Small equipment (itemised)
▶ Small refurbishments/ adaptions needed for social distancing measures

How much should you apply for?

We expect applicants to apply for a grant that is proportionate to the total annual income of their organisation. So:

• Total income less than £50,000: *expected grant size £10,000*

• Total income between £50,000 and £100,000: *expected grant size £25,000*

• Total income between £100,000 and £500,000: *expected grant size £50,000*

• Total income between £500,000 and £1,000,000: *expected grant size £75,000*

• Total income over £1,000,000: *expected grant size £100,000*

• The maximum grant for unincorporated organisations is £10,000.

You can request a grant that is bigger or smaller than the expected grant size for your organisation but you will need to explain why. Grants cannot exceed £100,000.

Part One | Can you apply?

To be considered for the Covid-19 Community-Led Organisations Recovery Scheme, you will need to demonstrate how you meet each of the following 9 criteria:

1. Operating within England at a local / neighbourhood level

Organisations must be rooted in a particular geographical place within England. They should be delivering services locally that build on the strengths and assets of that place to address community needs.

2. Incorporated, or if unincorporated the organisation must have a constitution and a bank account

Organisations must be:
- a registered, exempt or excepted charity, Community Interest Company or Community Benefit Society, registered with the relevant regulator; or
- a social enterprise, being: company limited by shares, a company limited by guarantee or a co-operative society organisation: or
- constituted, being: a charitable trust or a constituted not-for-profit group.

3. Your organisation would benefit from a grant of up to £100,000

We aim to fund activities that support people and communities affected by Covid-19 and to help organisations overcome any acute financial difficulties they're facing as a result of the crisis.

The size of the grant will be linked to the scale of the organisation. Please note that the maximum grant available to unincorporated organisations is £10,000.

We'll need you to describe how funding will enable your organisation to continue to operate to:
- support people and communities experiencing disproportionate challenge and difficulty as a result of the Covid-19 crisis and/or
- provide services and support (through existing or new activities) for vulnerable people, for which there will be increased demand as a result of the Covid-19 crisis and/or
- remain viable and able to meet payments and debts when they become due.

4. Able to spend the funds by 19 April 2021

This funding is being distributed to community led organisations to support some of the most at risk people in society to recover from the crisis.

We have a commitment to award all of this funding by 19 October 2020 and it must all

What is an incorporated organisation?

An organisation is called incorporated when it is formed into a legal corporation. This means it becomes its own legal business structure set apart from the individuals who founded the business. This protects people such as Directors and Trustees from personal liability.

What is an unincorporated organisation?

An 'unincorporated association' is an organisation set up through an agreement between a group of people who come together for a reason other than to make a profit (for example, a voluntary group or a sports club).

What is a constituted body?

A constituted body is an organisation that has a written constitution. A constitution is basically a written agreement of what a group is going to do and how they will do it.

Part One | Can you apply?

be spent by grant recipients within 6 months of their awards, and at the latest by 19 April 2021. You will need to explain how you plan to spend the money within this time frame.

5. Charitable purpose
The funds we award must support charitable purposes, charitable activities and/ or deliver charitable outcomes, and you must be able to clearly describe how the funding will help your organisation to do this.

Power to Change will fund the following charitable purposes:
- the prevention or relief of poverty
- the advancement of education
- the advancement of health or the saving of lives
- the advancement of citizenship or community development
- the advancement of the arts, culture, heritage or science
- the advancement of environmental protection or improvement
- the relief of those in need because of youth, age, ill-health, disability, financial hardship or other disadvantage
- the relief of unemployment
- the promotion of urban and rural regeneration (subheading under citizenship or community development)
- the promotion of social inclusion (subheading under relief of poverty)

We cannot support activities that promote the advancement of religion or that are party political in nature. This does not prevent faith groups from applying for funding for a community business which has a charitable purpose other than the advancement of religion.

6. For public benefit
For an organisation to be charitable, it needs to have both a charitable purpose and to be for public benefit. This means that your organisation must create benefits for a sufficient section of your community, including people who are experiencing disadvantage. If your activities are for private benefit and will only benefit a few people in your community or will only provide benefits to people who aren't experiencing disadvantage, we will not be able to support your organisation.

7. Community led
Organisations are accountable to the communities they serve. This can be demonstrated in many ways (e.g. membership structure, ownership, broad range of local trustees) but you must have evidence of regular community input into decision making.

8. Was in a stable position before Covid-19
Organisations will need to show they are well managed and had a reasonable level of financial resilience in 'usual circumstances'. They will have to evidence that they were viable before the Covid-19 crisis and were able to meet payments and debts when they became due.

Our priorities

As well as our eligibility criteria, we will be taking the following priorities into account. Our priorities have been formed to support those communities that have been disproportionately affected by Covid-19.

Multi-purpose organisations

Organisations that provide a variety of services to support their community.

BAME-led and BAME supporting organisations

Clear data shows us that individuals from Black, Asian and Minority Ethnic (BAME) communities are disproportionately affected negatively by the virus, whilst also being disproportionately not awarded funding. We want to make sure that this fund targets money where it is most needed and therefore we are committed to distributing a proportion of the funding to organisations that are BAME-led and/ or to organisations that work closely with BAME communities.

Part One | Can you apply?

9. State Aid

State Aid refers to forms of assistance given on a discretionary basis to provide an activity or service, which may distort competition in the European Union (EU) market by favouring one provider over another. Power to Change grants qualify within the EU definition of State Aid, and we must abide by EU regulations during the current "transition period" agreed in the UK – EU withdrawal agreement in which the UK will continue to be subject to the rules of the EU. Our application process will help us to identify the State Aid position of your application. Unlawful State Aid will have to be repaid.

Why would State Aid affect your application?

State Aid rules are complex, but as a general guide, applications to this fund are unlikely to breach State Aid rules if they are: small scale; delivered in a defined local area; are for charitable, social, cultural or educational purposes and do not affect trade between member states of the European Union. Also, there is currently a COVID-19 Extended Temporary Framework in place, which is targeted at organisations facing sudden shortages due to the coronavirus outbreak, and aid can be provided in the form of direct grants. For State Aid to be lawful under this framework, all of the following conditions must be met:

- The aid does not exceed EUR 800,000 per organisation
- The aid is granted on the basis of a scheme with an estimated budget;
- The organisation was not in difficulty on 31 December 2019 but entered into difficulty thereafter as a result of the coronavirus outbreak;
- The aid is granted no later than 31 December 2020; and
- Certain additional specific conditions are met for the agriculture, fisheries and aquaculture sectors, which are specified in the framework, which you can read via this link: https://ec.europa.eu/competition/state_aid/what_is_new/TF_consolidated_version_as_amended_3_april_2020.pdf

WHAT DO WE MEAN BY CHARITABLE PURPOSE?

You can find more information about charitable purpose on the Charity Commission website: https://www.gov.uk/setting-up-charity/charitable-purposes

WHAT DO WE MEAN BY PRIVATE BENEFIT?

Any personal benefits people receive through the community business must be no more than a necessary result or by-product of delivering public benefit.
Personal benefits could include financial payments to the owners of a property that an organisation uses or membership benefits. These private benefits need to be incidental in both nature and amount. Returns from community shares are allowable. Find out more: **https://www.gov.uk/government/publications/examples-of-personal-benefit/examples-of-personal-benefit**

Part One | Can you apply?

Data protection

Confidential information you provide, such as commercially sensitive data, will not be made public in any way, except as required by law. We may use non-sensitive data about awarded grants, including statistical data about applications, to promote the programme. Please note that the details captured via this application are deemed necessary in order to complete our review of your application for grant funds. Your personal details and those of your colleagues that you have shared here, will be stored and processed online with the GDPR regulations. We will only store your information for as long as is necessary and will delete your information if there is no further legitimate, legal or contractual reason to keep it. For more information and to understand your rights under the GDPR with regards to the information you supply as part of your application, please visit our website.

Disability and Inclusion

This consortium is committed to the advancement of equality, diversity and inclusion. We seek to be a genuinely inclusive organisations by advancing equality and diversity through our policies and practices.

Across all our funding activities, we encourage and welcome applications from community organisations which meet our eligibility criteria and which can clearly demonstrate how their work promotes inclusion.

To learn more about making your community business more accessible and inclusive for people with disabilities, please read our Accessibility and Inclusion Guidance.

Part Two | Application process

How to apply

The Covid-19 Community Led Organisations Recovery Scheme application is in three stages:

Stage 1 - to apply, you'll need to fill out a first stage application form to indicate whether you meet the key criteria

Stage 2 - if you are eligible, we'll ask you to fill out the second stage application form which asks you for more details about your organisation and evidence of how you meet the criteria. We'll then assess your response and perform due diligence.

Stage 3 - If we decide to recommend your application for funding, it will be taken to the decision making panel. It will decide whether your organisation will receive funding. Its decision is final. Social Investment Business will let you know by email.

How to apply

The Covid-19 Community-Led Organisations Recovery Scheme will have three application rounds. Each round will have a short application window as we expect a high level of demand.

Round One – Tuesday 28 July, 10am-1pm

Round Two – Tuesday 4 August, 10am-1pm

Round Three – Tuesday 11 August, 10am-1pm

When each round is open, you can apply on the Power to Change website: www.powertochange.org.uk

You must submit your application by 1pm for it to be valid.

Preview of Terms & Conditions

When you apply, we will ask you to agree to the following terms and conditions:

Power to Change will use the information you have provided on this form to make a decision about the suitability for a grant and administer successful grants, including contributing to research and evaluating the processes and impacts of the programme.

The information provided will be held on our secure Customer Relationship Management (CRM) systems which are based within the European Economic Area. All decisions regarding grant applications are made by a panel.

Successful grant application information is retained for a period of 7 years, whilst unsuccessful applications are held for a period of 2 years before being securely destroyed.

We take the security and privacy of the information you provide seriously and individuals have a number of rights under data protection legislation, if you wish to find out more about how we process your information, please find out privacy policy here - https://www.powertochange.org.uk/our-privacy-policy.

Part Two | Application process

How we assess applications and make decisions

| Stage 1 Application | Stage 2 Application and Assessment | Stage 3 Decision |

Is this the right scheme for you?
Before you apply, you need to make sure this scheme is right for you. You can do this by:
▶ reading this guidance thoroughly
▶ registering for our free webinar. We'll record it and post it on our website afterwards for people who couldn't attend.
▶ checking what other funding schemes are available through the National Lottery Community Fund's Coronavirus Community Support Fund.

Stage 1 Application
You can apply by going to the Power to Change website and applying during the following application windows:
Round One – Tuesday 28 July, 10am-1pm
Round Two – Tuesday 4 August, 10am-1pm
Round Three – Tuesday 11 August, 10am-1pm
At 1pm on each of the dates the application form will be taken down and no more applications will be able to be made until the next round is open.

You can see the questions we will be asking you in part 4 of this guidance. We advise preparing your answers in advance of the round opening, as you will only have until 1pm on the day to complete.

Once you have filled out your application, it will take three days for us to assess whether you are eligible for the scheme. Social Investment Business will If you can progress to the Stage 2 Application and then if you are through to assessment or not.

If you don't meet the criteria, you won't be able to access support through this scheme and won't be able to apply again.

Stage 2 Application
If you are eligible, we'll ask you to fill out the second stage application form which asks you for more details about your organisation and evidence of how you meet the criteria.

There will be guidance notes for the second stage application form, which will include the questions you will be asked to complete.

Assessment
At this stage we will ask you for more detail about your organisation and your funding needs. We do not expect detailed plans, but you should have some planning in place. We'll also ask for supporting information such as:
▶ A breakdown of all the costs you need a grant to cover
▶ A list of any State Aid you have received in the past 3 years
▶ Your most recent annual accounts
▶ A 6-month forward cashflow projection or similar that shows when you expect income into your account and when you expect to make payments out of it

The sooner you can submit this additional information, the sooner we can get your application to the decision committee.

Decision
Our committee meets weekly and will decide whether or not to award your organisation support through this scheme. The committee's decision will be based on a range of factors, including all the eligibility criteria, the fit with our priorities, the distribution of projects across groups, regions and sectors hardest hit by the COVID-19 crisis, value for money, and the amount of money remaining in the pot. A key priority of the scheme is to support BAME communities that have been hardest hit by COVID-19.

We expect high demand, and to ensure fairness, we may group applicants together (for example, by size of organisation, or by the services they offer) to assess like with like in different rounds. Even if you apply in Rounds 1 or 2, your application may not be reviewed by the committee until Round 3. So it may be a few weeks before you hear from us to confirm you have an award or not.

Because of the high demand, we also anticipate that we will only be able to take forward a small proportion of applicants to the committee. We will let you know as quickly as possible it you are not going to be taken forward, either because your organisation or request is not eligible for funding, or because you do not meet our priorities well enough or as well as others . Any decision is final.

Part Three | Additional support available

We want to make it easier for community-led organisations to recover from this crisis and continue to deliver the vital services needed by local people. Here's some of the additional support available for community-led organisations. We encourage you to sign up to the newsletters of the consortium members to get the latest support updates.

How to write effective emergency funding applications

The Ubele Initiative provide fundraising and organisational development support to BAME organisations who have been affected by the Covid-19 crisis via webinars and 1:1 support calls. Find out more.

Get a clear financial picture for free

Use the Twine Benchmark tool to assess your community business' financial health. It is powered by financial data from 650+ community businesses, gathered over 5 years, making it easier to understand how you compare to others in the community business market. It will help you to understand where you can cut costs and use the data to make the case to funders, test new business plans and forecast their results

Free advice to adapt your business

Power to Change and Locality have been running free webinars on everything from furloughing staff to setting up an online shop. Watch them again or check our newsletter for upcoming ones.

Other funding available

Government, councils, social investors and trusts are offering various grant and loan schemes, including Social Investment Business's Resilience and Recovery Loan Fund. We've compiled a list of them.

MyCommunity

MyCommunity is a platform that brings together all the latest tools, tips and ideas to make your community an even better place to live.

Join the network

The Locality network provides support community organisations to be strong and successful, to meet local needs and to give people a purpose, good places to live and good health.

As part of the Covid-19 Community-Led Organisation Recovery Scheme, successful applicants will receive support to help them deliver their survival and recovery plans.

This support will be outlined to grantees when all successful groups have been informed of their funding allocations. They will offer a combination of 1 to 1 support, tools and resources, and opportunities to network and learn.

The Ubele Initiative will also offer support through this element of the programme. To find out more about how Locality can support your community organisation visit their support page.

Part Four | Application form

A preview of the application form and guidance notes

In this section, you can see the questions we will ask in the application form. *Please note that all free text questions have a 300 word limit unless otherwise stated.*

If you get through to the detailed assessment stage, we'll ask you for more information. We have given some examples of the information and supporting documents we may require below.

QUESTION	GUIDANCE NOTES
Organisation information and contact details	
Project Name? (Max 75 characters)	Please provide a name for the project you are seeking to fund.
Organisation Name? Official name, as registered with regulatory body, e.g. Charity Commission, Companies House, Financial Conduct Authority	Please use the name of your organisation, exactly as it registered with the relevant regulatory body, for example Charity Commission, Companies House, Financial Conduct Authority.
Company/Society number? As registered with a regulatory body, e.g. Charity Commission, Companies House, Financial Conduct Authority.	As registered with a regulatory body, e.g. Charity Commission, Companies House, Financial Conduct Authority.
Is your organisation a charity?	Your organisation does not need to be a charity to receive funding, but it must have charitable purpose.
Charity registration number	As registered with the Charity Commission

Part Four | Application form

A preview of the application form and guidance notes

Which of the following organisation types best describe your organisation? **(Please select one option only)** Charitable Incorporated Organisation Charitable Trust Constituted not-for-profit group Community Interest Company Limited by Guarantee Community Interest Company Limited by Shares Co-operative Society Community Benefit Society Company Limited by Guarantee Company Limited by Shares Trust Other	To be eligible your organisation must serve communities in England. Organisations must be: • a registered, exempt or excepted charity, Community Interest Company or Community Benefit Society, registered with the relevant regulator; **or** • a social enterprise, being: company limited by shares, a company limited by guarantee or a co-operative society organisation; **or** • constituted, being: a charitable trust or a constituted not-for-profit group.
Postcode	Postcode of the organisation. It must be in the correct format for example, M2 1BB, CB2 1QA or BS32 0BQ.
What is your total annual income? **(Please select one option only)** **<£50K** **≥£50K, <£100k** **≥£100k, <£500k** **≥500k, <£1m** **>£1m**	We need to know the total income you have received in twelve months. This is the total amount you have brought in from all sources, such as your own earnings through things like rents, sale of goods and services, or from grants, gifts and donations. You will need to be able to provide financial records to show evidence of this if you are invited to progress to the Second Stage Application.
Contact first name	Please check that no one else in your organisation is applying to this fund, as duplicated applications from the same legal entity will not be accepted. This person should be in a position to answer any questions we may have if we need to get in contact about the application.

Part Four | Application form

A preview of the application form and guidance notes

Contact last name	
Contact job title	
Contact email	We need this to contact you to keep you informed of progress, and if you successfully pass this application stage we may need to contact you to request additional information for the detailed assessment.
Contact number	Just in case there is a problem getting through on email, please provide a number where we can contact you.
Locality Membership Number, if you have one	If you are a member of Locality please enter your membership number here.

Part Four | Application form

A preview of the application form and guidance notes

Information to support funding criteria	
How much money are you applying for?	The maximum grant any organisation can apply for will be £100,000. All applicants will be asked to explain all funding requirements and how they relate to COVID-19, either due to increased demand or loss of income. We anticipate that grant applications will reflect scale of the organisation, broadly as follows:

Income/turnover	Maximum grant award
<£50k	£10,000
>£50k - <£100k	£25,000
>£100k - <£500k	£50,000
>£500k - <£1m	£75,000
>£1m	£100,000

The maximum grant for unincorporated organisations is £10,000.

However this fund is aimed at responding to the crisis and so we have built in flexibility in the above financial limits to meet the costs of dealing with the pandemic.

You will be asked to provide a breakdown of all costs if you are invited to proceed to Stage 2 of the application process. Please note that no retrospective costs (that is, costs incurred before an award is confirmed) can be covered.

If your organisation has already received a grant related to COVID-19, then you will not be able to duplicate what you have already received. For example, if you have received a grant from the Social Enterprise Support scheme to make changes to comply with social distancing, you could not apply for money from the COVID-19 Community Led Recovery Fund for the same costs

Part Four | Application form

A preview of the application form and guidance notes

Do you have a charitable purpose written into your governing documents? **(Please select one option only)** **YES** **NO**	For us to be able to fund your organisation, it must have a charitable purpose written into its governing documents. It must aim to meet charitable needs in its community. It also needs to operate for public benefit. This means that your organisation must create benefits for a sufficient section of your community, including people who are experiencing disadvantage. If your organisation only benefits a few people in your community or will only provide benefits to people who aren't experiencing disadvantage, we may not be able to fund you. You will be asked to provide a copy of your current governing documents/constitution if you progress to Stage 2 of this application. The charitable purposes, objects and activities that Power to Change supports include: • Advancement of education, training or retraining • Health or the saving of lives • Citizenship or community development • Arts, culture, heritage or science • Advancement of amateur sport • Environmental protection or improvement • Youth, age, health, disability, finance • Prevention or relief of poverty • Relief of unemployment • Promotion of urban and rural regeneration • Promotion of social inclusion • Assisting socially or economically excluded to integrate • Housing, facilities, services to relieve financial hardship • Promotion of sustainable development • Regeneration in areas of social and economic deprivation • Workspace or assistance to provide training/ employment
Do you have a not-for-profit governance structure evidenced in your governing document? **(Please select one option only)** **YES** **NO**	Your governing documents must show that you operate for public benefit, not for private benefit. You will be asked to provide a copy of your current governing documents if you progress to Stage 2 of this application

Part Four | Application form

A preview of the application form and guidance notes

Prior to the crisis was your organisation financially viable? **(Please select one option only)** **YES** **NO** Before the COVID-19 crisis did your organisation have access to enough cash to be able to meet payments and debts when they became due? Do your income and outgoings usually either break even over the course of a year, or generate a surplus too?	We need to see that your organisation keeps track of its finances and was in good financial shape before the COVID-19 crisis. If you progress to the Stage 2 application, you will be asked to provide: management accounts (or equivalent document that show how you keep track of your finances on a monthly basis) up to 31 December 2019 and your most recent annual accounts/report (they needn't be audited or formally signed off).
How has the Covid-19 crisis affected your organisation? **(Please select all that apply)** A) Covid-19 has had a negative financial impact on our organisation. B) Our organisation currently faces an increased demand for our services from our beneficiaries and users. C) In the future, our organisation will face an increased demand for our services from our beneficiaries and users. D) None of the above.	

Part Four | Application form

A preview of the application form and guidance notes

Is your organisation BAME led? **(Please select one option only)** **YES** **NO**	Clear data shows us that individuals from Black, Asian and Minority Ethnic (BAME) communities are disproportionately affected negatively by the virus, whilst also being disproportionately not awarded funding. We want to make sure that this fund targets money where it is most needed and therefore we are committed to distributing a proportion of the funding to organisations that are BAME-led and/or to organisations that work closely with BAME communities. This question asks if you are BAME led, and the next question asks to what extent you work with BAME communities. If your organisation meets one of the following definitions, tick yes. Definition: By BAME-led we mean that either: i) 51% or above, of the board and senior management team are from diverse backgrounds: or ii) Organisations self-define as diverse-led based on who is making their key strategic decisions. By 'making key decisions' we mean that decisions on core strategic and financial matters are taken by a diverse group of decision-makers, not that consultation is undertaken as part of decisions that are subsequently taken by a group that is not diverse-led. These definitions are informed by research by the Arts Council.
Do you work with members of BAME communities? **(Please select one from the list)** A) We substantially support people from BAME communities as defined in the guidance. B) We work with some BAME individuals but not extensively so. C) We do not work with many BAME beneficiaries or users.	You will be asked to evidence the extent of your work with BAME communities alongside local demographic information if you are invited to submit a full application. We understand that there may be a reason why you do not work with BAME communities, such as operating in an area with lower BAME populations. This will not necessarily exclude you from proceeding to the next stage. If you select b. from the list you will be asked to explain at the next stage how you engage with people from BAME communities when you deliver your services.

Part Four | Application form

A preview of the application form and guidance notes

Where do the beneficiaries / users of your services mainly come from? **(Please select one from the list)** A) The majority of our beneficiaries and users are predominantly from our local neighbourhood. B) The majority of our beneficiaries and users are predominantly from our Local authority area. C) The majority of our beneficiaries and users are predominantly from across our Region. D) The majority of our beneficiaries and users are predominantly from across the country.	Organisations must be rooted in a specific geographical place at neighbourhood level
Is your organisation multi-purpose? **(Please select one from the list)** A) We provide one main service to one main group of beneficiaries or users. B) We provide one main service to a range of different groups of beneficiaries and users. C) We provide a range of different services to one main group of beneficiaries and users. D) We provide a range of different services to a range of different groups beneficiaries and users.	Organisations must be multi-purpose, delivering a range of goods and/or services (through trading, contracts or on a voluntary basis) that respond to community needs. Please look at the list and the examples provided below and select from the drop down list the one that best describes what your organisation does. - We provide one main service to one main group of beneficiaries or users. *(For example you might provide basic skills training for 16-20 year olds)* - We provide one main service to a range of different groups of beneficiaries and users. *(For example you might provide basic skills training for the whole community)* - We provide a range of different services to one main group of beneficiaries and users. *(For example you might provide training, advocacy, health support for 16-20yr olds)* - We provide a range of different services to a range of different groups beneficiaries and users. *(For example you might provide training, advocacy, health and wellbeing support for whole community)*

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Which of the following groups will form the largest proportion of beneficiaries who would benefit from this grant? **(Please select all that apply)** A) Black, Asian and Minority Ethnic B) Children and young people, and parents, living in poverty C) Communities experiencing health inequalities D) Lesbian, Gay, Bisexual, and Transgender E) Older people F) People who are pushed into crisis G) People with learning or physical disabilities H) People experiencing domestic abuse and violence I) People experiencing homelessness J) People experiencing poor mental health K) People experiencing loneliness and social isolation L) No specific disadvantaged groups M) Other	Think about why people use your services or facilities. For example, someone going to a café or pub, might be experiencing loneliness, those who have reduced income might be living in poverty and need support for essential needs, people whose lives have been badly affected by Covid-19 might be pushed into a crisis situation, for example, become long-term unemployed, become homeless or suffer addiction issues.

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How is your organisation accountable to your local community? **(Please tick all that apply)** Whether through a community share offer, membership, legal structure or regular community consultation, your organisation must give local people real, ongoing decision making power to shape how your organisation is run and what it does A) We are a membership organisation; members are drawn from a wide range of people from the local community B) The majority of our Board come from the local community C) We regularly get feedback from the following and act on their views to make decisions about our work: • Local residents • Staff and volunteers • Partner organisations including schools, health agencies, small businesses, and other community groups • Customers, clients and beneficiaries D) None of the above.	Whether through a community share offer, membership, legal structure or regular community consultation, your organisation must give local people real, ongoing decision making power to shape how your organisation is run and what it does. You will need to provide evidence of this if you proceed to the Stage 2 application.
What percentage of your income do you earn from trading? **(Please select one from the list)** A) Less than 25% B) More than 25% but less than 50% C) 50% or more D) Our income comes from donations, grants and gifts, we don't trade	Trading means earning income yourselves, for example by selling goods or services or from rents. This excludes money received as donations, gifts or grants.

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Over the next 6 months what would this grant enable you to do? **(Please select one from the list)** A) Prevent closure of some or all of our services B) Prevent significant disruption of our services C) Maintain current service provision D) Develop new services to respond to the crisis	If you are successful, all grants must be spent by 19 April 2021. No costs that pre-date your offer letter can be covered or claimed. Any grant not spent by 19 April 2021 must be returned by 31 May 2021.
Please give us the postcode of the main area that would benefit most from this grant.	Please provide the postcode in full for the area that will get the greatest benefit from this grant. The postcode must be in the correct format, for example, M2 1BB, CB2 1QA or BS32 0BQ. This information allows calculation of Indices of Multiple Deprivation, such as ethnicity, age distribution, and urban/rural split.

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What is the primary sector you operate in? (Please select one from the list) A) An arts centre / space B) A business centre / business support facility C) A cafe D) A community hub / facility E) Childcare F) Craft, industry and production G) Digital services, consultancy or products H) Energy services, consultancy or generation I) Environmental / nature conservation services, consultancy or products J) Finance services, consultancy or products K) Food catering and production / farming L) Health and social care services, consultancy or management M) Housing services, consultancy or management N) Information, advice and guidance / employability support O) A library P) A pub Q) A shop R) Sports and leisure services, consultancy or management S) Training and education T) A village hall U) Youth services V) Other	This information is useful for us to understand what sectors community led organisations are working in. This will enable us to monitor how funding is distributed across sectors.

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Submitting this application is a two stage process. When you click **Submit** you will have one more opportunity on the next page to review and print your answers.

If there is anything you would like to edit you will have the option to change your responses. This will take you back through the application form. In particular please check the figure that you have entered for the amount of funding you are requesting is what you intend to ask for if you progress to Stage 2.

You will then need to resubmit your form. Please ensure you scroll to the bottom of the next page and click **Confirm** when you are happy with your answers. Please note, if you do not click Confirm your application will not be submitted.

Please click the Confirm button when you are ready to submit your completed First Stage Application form.

What happens next?

If your grant application is successful and you're awarded a grant, Social Investment Business will let you know the decision by email. You'll then receive a formal offer letter to sign and return. You may also be contacted by the National Lottery to find out what the application process has been like for you, or by Locality about any further support needs you have. Support will be available to organisations that are most in need of help to deliver their survival and recovery plans.

If your grant application is unsuccessful, Social Investment Business will let you know by email, with the reason/s why. Unfortunately, we don't have capacity to give detailed feedback because of the volume of applications. Our decision final and if you are unsuccessful you cannot apply again to this scheme.

If your grant application is unsuccessful, we will let you know by email, with reasons why. We recommend you look at alternative sources of funding and support on www.mycommunity.org.uk and the National Lottery Community Fund website.

We also have a webpage signposting to funding available for organisations affected by Covid-19.

Part Five | Frequently Asked Questions

We will be answering the most Frequently Asked Questions (FAQs) as the scheme develops. You can find these on our website on the [Covid-19 Community Led Organisations Recovery Scheme page](#).

If you have a question which isn't answered in this guidance, please get in touch by email cclors@sibgroup.org.uk.