



# COMMUNITY PROJECT FUND 2024/25

## INFORMATION EVENT

# Welcome from St Albans City & District Council and Communities 1<sup>st</sup>

- **Peggy Sharp**  
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Partnerships & Projects Coordinator, Communities 1st

# Funding Streams

- Strategic Fund – key partners
- Community Revenue Fund – for running costs for established organisations working across the district (closes 17 June)
- Community Project Fund- a year round fund for projects and activities

# Key Information

## Community Project Fund:

### **How much?**

Grants will be between £200-£2000

### **How many rounds?**

This year, there are no set rounds. You can apply all year round until 5 January 2024 (but if you want to apply for a summer activity, get your application in by 17 June)

### **How are decisions made?**

Applications will go to a monthly Grants Panel who will assess them against the criteria. You can expect to hear within 6 weeks of applying.

# Who can and can't apply?



Social Enterprise Organisations/ Community Interest Companies (Company Limited by Guarantee model)



Constituted Voluntary and Community Sector Organisations



Groups who do not have a constitution, bank account and management committee/ trustees or a full year's accounts



Statutory organisations such as Local Authorities, Primary Care Trusts and Schools, (this includes Parent Teacher Associations making applications for projects that will only benefit a particular school community)



Organisations in receipt of Community Revenue Fund and Strategic Funding



Private companies and individuals



Organisations outside St Albans City and District and who do not serve the needs of those living, working, or studying in the district



Organisations whose purpose is to give out funding to other groups.

# General Funding Criteria

Applications will be assessed against the criteria outlined below

Provide support to vulnerable communities leading towards greater equality within the District

Enable local people to become involved in community life

Encourage people from different groups to get on well together

Having a say -Increase people's involvement/interest in local decision making

# Equality Diversity and Inclusion Strategy Current Priorities

Better Engaging with Children and Young People

Ensuring Communications are Accessible to all

Tackling exclusion in the move to Digital Services

# What can be funded/what is it for?

## What is it for?

Projects and activities supporting vulnerable people in the District to enjoy community life and be included.

This could include, services to support vulnerable families (e.g. life skills, food banks) and activities which reduce isolation and increase social and emotional well-being (e.g. sports, arts, music, outdoor activities or social groups).





## Previous recipients of SADC Grants



### Active Lifestyles

For trips, activities and a regular social group for the older generation with the aim of reducing loneliness and isolation.

***Awarded £1748***



### Grow Chiswell Green

Provided a community garden space, open to all, the primary aim of which is to bring people together to mutually grow and maintain the site.

***Awarded £2000***



### Redbourn Village Museum

Free activities that offer relaxation, friendship and support over a hot drink and cake during a time of increased cost of living

***Awarded £620***

# Key points

Service users/ beneficiaries should be involved in the planning and design of the project wherever possible



Did they write it, help to put the project together?

Projects and activities can be time limited



For example, over a school holiday or can run over a longer period

Projects can be for a small number of vulnerable people or a bigger group.



The important thing is to evidence the difference it will make to beneficiaries

# The application form- Key Questions

## Q 9b- Service user involvement in writing application

Volunteers and service users took part in a survey to choose what activities they would like to take part in as part of the project.

A long standing service user helped to complete the application, whilst another was able to put together a draft budget with support of the Treasurer.

- How have your service users/ beneficiaries been involved in making this application?
- How have they shaped the proposed project?
- Have they helped to write the application?

The Users Committee came to us with a problem they wanted to fix and we shaped the project around it

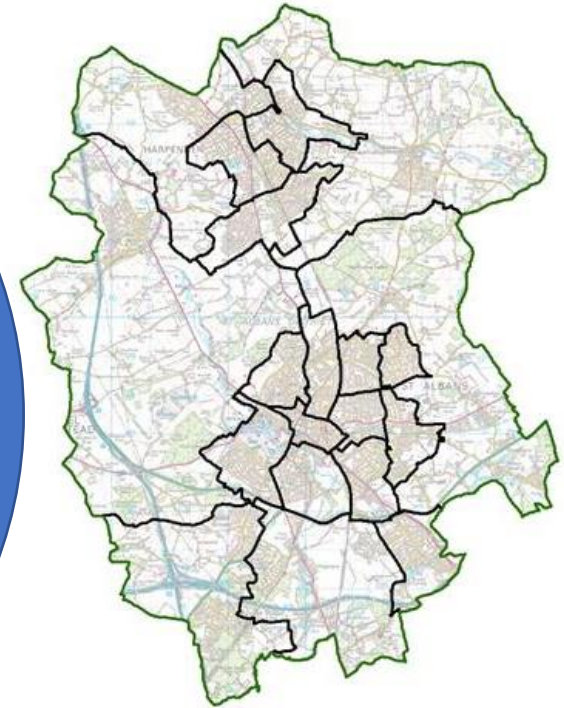
“I really liked completing the application form and learned a lot. I’d like to do more in the future”

# Question 10 and 11- your projects beneficiaries

Who are the beneficiaries and where are they from? Why do SADC need to know who the project is for?

	Tick here	Approximate number and further details ( <i>if known</i> )
People with disabilities		
Physical disability	<input checked="" type="checkbox"/>	15 people – all with a mobility difficulty
Learning Disability/Difficulty	<input checked="" type="checkbox"/>	7 people
Hearing or sight impairment	<input type="checkbox"/>	
Autism	<input type="checkbox"/>	

It is helpful for SADC to know who is benefitting from the grant in the District. This can help us understand where there are gaps in our funding and to make sure everyone has equal opportunity to participate in community life



# Q12 Local decision making

## Examples of good answers

We consult the community for feedback and future direction of the project/ regular planning meetings where everyone is welcome to attend and have their say.

*We maintain close links with ward councillors, residents associations, schools and faith groups. Ward councillors will be encouraged to attend our events, and we intend to have an annual event and invite the Mayor.*

*The project provides a valuable opportunity for people to voice their challenges and unmet needs.*

*We would engage people in commissioning the services they need or presenting their needs to CCGS and others who may be able to support future projects and training.*

We will ensure the management groups are aware of SADC wellbeing strategy and the wellbeing boards aspirations and how they can engage in local decision making to enhance and shape those goals.

# Question 13- Impact (Changes)

- Examples of good answers

**Outcome** - Older people are aware of services and activities that they previously did not know about

**What will you do to achieve this-** We will include a broad cross section of organisations offering activities and services to older people with a requirement that all are accessible by phone

**How will you measure it-** We will use qualitative and quantitative data from feedback from recipients and partner organisations whose information we include to report on the impact of the project.

**Outcome** - 85 people will have the opportunity to be involved with their community.

**What will you do to achieve this-** By enabling the service users to meet their friends through one to one opportunities and enabling them to access the activities and the club safely.

**How will you measure it-** By talking to the service users and carers, questionnaires and how many people are accessing the activities.



# Question 18– Safeguarding

## Examples of good answers

If someone makes an allegation or disclosure of abuse the scheme will follow the Hertfordshire County Councils SAFA, Safeguarding Adults from Abuse

If a volunteer is told something they have concerns about they are encouraged to inform the co-ordinator who will escalate the matter to the Named Person within the organisation, who will if needed contact HCC Safeguarding Board.

We have comprehensive and well-established safeguarding policies and procedures. These include clear protocols and systems in place for our staff and team should we identify that a person is at risk or in danger of significant harm.

We have clear processes in place for referring any potential child protection issues to the relevant authorities, and all of our Trustees and key staff members have undertaken an enhanced DBS and safeguarding training



# Question 17 – Equality and Inclusion

## Examples of good answers

We provide the opportunity for individuals of all abilities, of all faiths, race, gender, age, disability, religion and sexual orientation to take part. We promote the events across all groups in the district.

We reduce isolation of individuals with a disability/additional needs. This includes providing the opportunity for people to meet each other and to make friends and support each other too.

We work closely with referrers to ensure that our service can support when needed and there is no discrimination

As part of the ethos of the events across the entire group of participants, coaches, volunteers, parents, carers, friends, siblings, we talk at the beginning of the event and at the end about respect and understanding people's differences.

We do not charge for any of our services, which keeps them open and accessible to all, regardless of background.

We have an inclusion, equality and diversity forum

We ensure venues are accessible and near to public transport links and encourage parents/carers to bring the individuals where possible so everyone is included.

# Your budget

- This must be a separate document
- Projects need to demonstrate value for money.
- List all the individual costs associated with the project and you must total the costs.
- **Grants may only be awarded for part of the requested amount. Please cost up your project, rather than trying to make your project fit the grant amount.**
- **Don't just apply for £2,000**

Minibus Hire 3 days (£100 per day) £300.00  
Petrol 3 Trips of 20 miles @45p per mile) £ 27.00  
Volunteer Driver – 3 days (worth £300) £ 0.00  
15 Adults entrance to Zoo (15 x 10) £150.00  
15 Adults entrance to pier (15 x £2) £ 30.00  
15 Adults talk at museum (15 x £4) £ 60.00  
Carers on 3 trips (negotiated - free) £ 0.00  
Meal at café paid for by members £ 0.00  
Volunteer escorts – 10 x 6 hours x 3days (worth £2000) £ 0.00  
Volunteer organiser – 50 hours (worth £600) £ 0.00  

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**Total Cost £ 567.00**

# Financial information

- Accounts including a Balance Sheet & Income & Expenditure account (for 2 years where possible)
- If accounts are over 9 months old, a Trading Statement or Management Accounts for the period since the last set of accounts bringing the position as up to date as possible.
- A budget looking forward into the period in which the grant funding will be spent.
- If the above, particularly 1&2 is a serious challenge for very small organisations bank statements may be acceptable if they show a pattern of sustainability.
- **Clarity & quality of information is most important.** Avoid items in accounts with a description of 'Other'. The more detail that can be presented helps save time with the process and enhances transparency.

## **Communities 1<sup>st</sup> Advice**

1. Read SADC's Guidance document & Equality Diversity and Inclusion Strategy and follow carefully
2. Review SADC's priorities versus your aims
3. Attend an open ZOOM Advice Surgery
4. Start writing your application early
5. Have a clear project plan
6. Cost your budget , don't just apply for £2000

**More groups have successful applications if they work with C1st first!**

## Communities 1<sup>st</sup> Advice Surgeries

To discuss project ideas, how to fill in the form in detail, discuss what's expected etc

Advice Surgery dates:

- Thursday 30<sup>th</sup> May 2024
- Subsequent dates through the year will be arranged and publicised through our newsletters, social media platforms etc

Completed draft applications should be emailed in advance to [StAlbansGrants@communities1st.org.uk](mailto:StAlbansGrants@communities1st.org.uk).

Communities 1st can offer some guidance for improvement

# Summary



# Timetable

## Community Project Fund

2024/25 Community Project Fund open	<b>15 May 2024</b>
Advice Surgeries	<ul style="list-style-type: none"> <li>• Thursday 30<sup>th</sup> May 2024</li> <li>• Dates of subsequent surgeries to be advised</li> </ul>
Closing date for applications	<p><b>Open until 5 January 2025 (but apply by 17 June for Summer 2024 activities)</b></p> <p>Send to: <a href="mailto:StAlbansGrants@communities1st.org.uk">StAlbansGrants@communities1st.org.uk</a></p>
<p>Decision process: scoring of applications by Community Engagement officers and officers from relevant SADC departments (including finance), recommendations presented to Grants Panel. A representative from Communities 1<sup>st</sup> will attend the Grants Panel in an advisory role but will not be involved in the decision making process</p>	
Notification of Grants awarded	<b>Usually within 6 weeks of application</b>

**Thank you for attending!**  
**Any questions?**