> **Please read this information sheet carefully. It will help you decide whether or not you can apply to the reducing the impact of COVID grant 2021-23**

Deadline for applications for round 3:
The closing date for all applications is
Sunday 23:00 16 October 2022

The Reducing the Impact of COVID grant 2021-23 is aimed at community and voluntary organisations. £60,000 is available in this round across Warwickshire to support:

- Warwickshire's communities and individuals to be safe, healthy and independent
- Warwickshire's economy to be vibrant and supported by the right jobs, training, skills and infrastructure

All applications should aim to build community capacity and improve the health and wellbeing of predominantly ethnically diverse communities living in Warwickshire by focusing on one or more of the following key impacts of COVID:

- Reducing social isolation as a result of COVID and/or Long COVID
- Mental health and wellbeing as a result of COVID and/or Long COVID
- Unemployment as a result of COVID and/or Long COVID
- Physical health as a result of COVID and/or Long COVID

If your project does not meet the below conditions, it is unlikely to be considered:
- Are you delivering a project that will benefit residents of Warwickshire?
- Will your project target ethnically diverse communities?
- Will your project address one of more of the key impacts of COVID and/or Long COVID:
  - Reducing social isolation as a result of COVID and/or Long COVID
  - Mental health and wellbeing as a result of COVID and/or Long COVID
  - Unemployment as a result of COVID and/or Long COVID
  - Physical health as a result of COVID and/or Long COVID

If your project does not meet these three conditions, please visit www.warwickshire.gov.uk/grants for alternative WCC funding options.

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1. 1. Who can apply?

- ✓ Constituted 'not-for-profit' community organisations in Warwickshire
- ✓ Non-constituted or new 'not-for-profit' groups working in Warwickshire that can be supported by a mainstream service or community group willing to administer the funds through an organisational bank account
- ✓ Warwickshire Town and Parish Councils
- ✓ Schools, if applying as a PTA or 'Friends of' group
- ✓ New or existing voluntary/community groups and organisations who are continuing to support COVID-19 response across Warwickshire
- ✓ Those who have applied previously are eligible to apply again

2. 2. Who cannot apply?

- ✗ Groups or organisations that have failed to meet the conditions of previous award agreements from Warwickshire County Council

- ✘ Party Political/lobby groups
- ✘ Individuals
- ✘ It is unlikely that applications from statutory organisations will be supported, with the exception of applications from town and parish councils and patient participation groups.

3. 3. What will not be funded by the grant fund?

- ✘ Projects that promote religious or party political beliefs
- ✘ Projects for personal profit or personal gain
- ✘ Costs relating to items purchased or work already carried out before the grant has been awarded
- ✘ Loans or debt repayments
- ✘ Activities that are part of statutory obligations
- ✘ Running costs of an established group or activities which are that group's main service
- ✘ Existing contractual arrangements with WCC

All projects must follow national legislation, guidance and good practice in relation to: equality and diversity; health and safety; and safeguarding.

4. 4. Application Process

a) Applications should be submitted using **both** the online application webform and the Word document application form found on our webpage warwickshire.gov.uk/impactgrant. You cannot save progress on the webform, we advise you to read the questions below in advance. The Word document should be emailed to impactgrant@warwickshire.gov.uk

Online application webform questions:
* District or borough where your project is located
* Name of applying organisation
* Status of organisation (e.g. charity), charity number if applicable
* Contact details (name of person managing project, position, address, email, mobile)
* Do you have a constitution?
* Do you have a group bank account?
* Details of administering organisation if applicable
* Details of any existing contracts, commissioned work or funding from WCC
* Your project name and brief description
* Which ethnically diverse communities you will target, and any further targeting within that community (e.g. by gender or age)
* Planned project start and end dates
* Amount you are applying for
* Overall cost of project
* Any other funding either applied for or secured
* Declaration and privacy statement

b) Please fill in both the online application webform and the Word document application form carefully, bearing in mind the following:
- Pay careful attention to the questions that are being asked, and to the scoring criteria and word count. In order to score highly, your application will need to provide clear evidence that it meets the stated criteria.
- The word count for the criteria questions on the Word application form is 300 words.
- Applicants should submit evidence of cost (e.g. quotes) where appropriate.

- Applicants are free to submit any additional information they wish in support of their application.
- If requested, applicants may be <u>required</u> to submit their governing document as part of their application (electronically if possible, or as hard copy where this cannot be done).

c) Applicants are welcome to discuss their project idea with the team (contact details in Section 7). For help with completing your application form, applicants are encouraged to speak to their local Warwickshire Community and Voluntary Action (WCAVA) Funding and Group Development Officers. Details can be found on their webpage www.wcava.org.uk See also Section 5 below.

d) Applications must be submitted by **the deadline date as detailed above**. Application forms can be submitted at any time, but funding decisions will only be made following the deadline date. Once you have submitted the application, no amendments can be made. If you feel you need to make amendments, please resubmit the application and we will consider the most recent application.

e) You will receive an automatic on-screen acknowledgement that your application has been received. Please note that you will not receive any email acknowledgement. If you do not receive an on-screen confirmation of your submission, please contact impactgrant@warwickshire.gov.uk

f) All applications will be assessed against the scoring criteria as outlined in Section 6 and will be considered by the relevant panel before grant awards are made. You can apply for up to £10,000 per application.

g) Successful applicants will be duly notified of the outcome of their application and arrangements for receipt of funding for successful applicants. Please see main website for further details.

h) All successful applicants will be required to complete a monitoring report on the impact of their project. Further details will be provided with a successful grant acceptance letter.

i) All applicants must tick to confirm that they have read the Subsidy Control Declaration and declare any subsidy/state aid (grant or financial assistance) that they, or their organisation, may or may NOT have received in the previous 3 fiscal years exceeding £325,000

TIME SCALES

a) Thursday 22nd September 6pm – 7pm - Webinar on how to fill in the application form (led by WCAVA)
b) 16th October 2022 - Close of application
c) 11th November 2022 - Applicants notified if they are successful
d) 25th November 2022 – Successful applicants to submit grant acceptance forms
e) 9th December 2022 - Funding payment made

5. 5. Help and Support

WCAVA provide general advice and support to Third Sector organisations across Warwickshire including accessing volunteering opportunities, developing a community group, accessing funding or strengthening governance arrangements. Visit their website at www.wcava.org.uk for more information. They also have funding resources available at https://www.wcava.org.uk/resource-library/funding and recently ran an online webinar about the benefits to groups of developing a case for support: https://www.youtube.com/watch?v=VpeZrfFop2k

6. 6. Scoring criteria

All applications will be scored against the following criteria, based on the information you provide in your application form. Projects will gain marks by clearly demonstrating they meet the criteria as detailed.

The 'Weight' of each question represents its importance. You will see in the table below that Question 3 has a Weight of 2, where the rest of the questions have a Weight of 1; this means that your score for Question 3 will be doubled due to the importance of this question and your response to it.

Criteria	Maximum Points	Weight
1. Please describe how your project aims to address one or more of the following within Ethnically Diverse Communities as a result of COVID and/or Long COVID: • Reducing social isolation • Mental health and wellbeing • Unemployment • Physical health Projects do not have to address all four of the priorities, sometimes focusing on one priority can produce a really good project. Projects could include, for example, ideas to increase the uptake of COVID vaccinations, support for people suffering bereavement due to COVID, groups to help people cope with the effects of Long COVID, etc (please note this is not an exhaustive list).	2	1
2. How do you know there is a need for this project? What services are there already, what is new about this service. What data is there to prove there is a need for your project in the community? Data sources to consider: Monitoring Health Inequalities dashboard Fingertips dashboard for: Mental Health	Physical Activity	COVID-19	2	1
3. How have you engaged with the wider community to develop this project and how will you continue this engagement with the wider community once the project is live? What have the community said about your project idea, have you changed your project idea based on their feedback, please describe how you have engaged the **ethnically diverse community**, and how have you targeted the right people? Will you continue to engage this audience once you have been successful with the grant?	2	2
4. Are you intending on working in partnership with other organisations or groups to carry out this project? If yes, please explain how. If no, please explain why not.	2	1

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Partners are other people / businesses or organisations that will come and help you deliver parts of your project. They can be voluntary or statutory organisations; how will this partnership strengthen your project?		
5. Please describe how your project will provide a direct and lasting benefit to the local Ethnically Diverse Community around reducing the impact of COVID and/or Long COVID? What positive change do you anticipate from delivering this project? How will you target the **Ethnically Diverse Community** that you intend to work with? Will this project continue after the funding has finished? Please describe how this will maintain itself (if possible and how long). Are there any items that will be purchased from this funding that can be used by the community thereafter?	2	1
6. Please explain how any potential volunteers for the project will be recruited, involved, managed and retained in the delivery of your project? If you do not plan to utilise any volunteers as part of the project please explain why. What training will be provided to the volunteers? What skills will the volunteers gain from this project? How will advertise / recruit volunteers, how will you retain these volunteers, and how will you support them?	2	1
7. How will you evaluate the project and measure its impact on participants in reducing the effects of COVID and/or Long COVID? How will you know that your project is successful, how will you record, monitor and evaluate this process? Consider the expectations you have set in the above, how will you report on this and know that the project has made an impact on people's lives?	2	1
8. Criteria 8: Financial value: We will be judging financial value by referring to the 'Project Outcomes' and the 'budget' sections of the application form.	2	1

Scoring range		
Criterion not met = 0 points	**Criterion partly met = 1 point**	**Criterion fully met = 2 points**

a) The maximum score for applications is 18 points.

b) The benchmark score is 10. Applications scoring 9 or less are unlikely to be awarded.

7. 7. Project team

For further information, to discuss your application or if you require the information in a different format, please email impactgrant@warwickshire.gov.uk