

GUIDANCE NOTES

Please read this information sheet carefully. It will help you to decide whether or not you can apply to the Round 2 of the Cost-of-Living Grant Fund

**Deadline for Round 2 Applications:
5.00pm on Sunday 26th of February 2023**

Cost-of-living pressures are placing a significant and growing strain on our residents, communities and businesses. Across Warwickshire, communities and agencies are taking action to help people with cost-of-living pressures. In October last year, Warwickshire County Council's Cabinet approved a Support fund of £180,000 for Voluntary, Community and Social Enterprise organisations and Town and Parish Councils to establish projects addressing cost-of-living pressures. These organisations can apply for funding of up to £1,000.

The fund criteria are deliberately broad to encourage applications from a wide range of groups including smaller grass-roots groups and a wide range of potential projects:

- Weighting will be added in the scoring of applications to prioritise those originating and benefitting areas high in the [Indices of Multiple Deprivation](#) and therefore considered priorities aligned to the [Council's Levelling-Up Approach](#)
- Weighting will also be added in the scoring of applications to those that can identify a positive impact on the mental wellbeing of project beneficiaries.

Successful applications will focus on one or more of the following cost-of-living pressures:

- Food and other household essentials
- Improving community assets and their sustainability
- Improving access to services
- Improving financial capability (e.g., maximising income and reducing debt)
- Improving mental wellbeing
- Tackling social inequalities

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 parent-teacher association or 'Friends of' group

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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
- ✘ Projects that have been funded through other Council grant funds within the last 6 months, including the Councillor Grant Fund and Household Support Fund, will not be further supported through this fund

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
- ✘ Activities delivered under the existing contractual arrangements with Warwickshire County Council

4. Application process

- (a) Applications should be submitted using the online application form found on the county council's [Cost-of-Living Grant Fund webpage](#). **Please note you cannot save the progress of your application and will be required to complete the form in one go.**
- (b) Please complete the application form carefully, bearing in mind the following:
 - Pay careful attention to the questions that are being asked, and to the scoring criteria. To score highly, your application will need to provide clear evidence that it meets the stated criteria.
 - 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 required to submit their governing document as part of their application (electronically if possible, or as hard copy where this cannot be done).

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- (c) Applications must be submitted by **5.00pm on Sunday 26th of February 2023**. Application forms can be submitted at any time within the application window, but funding decisions will only be made following the deadline date. **This is your copy of the application form so please remember to save it.**
- (d) You will receive an automatic on-screen acknowledgement of your application upon submission. Please note that you will not receive any email receipt. If you do not receive an on-screen confirmation of your submission, please contact **colgrant@warwickshire.gov.uk**.
- (e) All applications will be assessed against the scoring criteria as outlined in Section 6 before final decisions on grant awards are made.
- (f) We will inform all applicants of the outcome of their application from the week beginning 13 March 2023. Please note that the decisions on the outcome of each application are final.
- (g) Successful applicants will be duly notified of arrangements for receipt of funding.
- (h) All successful applicants must spend the funding within 6 months of receipt. All successful applicants will be required to complete a simple monitoring report on the impact of their project within 9 months of receipt of funding.
- (i) All projects must follow national legislation, guidance and good practice in relation to equality and inclusion, health and safety and safeguarding.
- (j) All projects must be free at the point of delivery for people living and working in Warwickshire.
- (k) 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 £345,000.

5. Help and Support

WCAVA provide general advice and support to Voluntary, Community, and Social Enterprise 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.

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6. Scoring Criteria

All applications will be scored out of a total of 8 points 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.

Criteria	Maximum Points
1. Project clearly demonstrates how it supports the community with the cost-of-living pressures. (2 points) An additional point will be added for projects within the benefitting areas high in the Indices of Multiple Deprivation (1 point)	3
2. Project clearly identifies how it will improve mental health and wellbeing of beneficiaries	2
3. Evidence that the local community has been involved in shaping the project	1
4. Project can demonstrate it is working effectively with other organisations	1
5. Evidence that the project will provide a direct and lasting benefit to the local community, what the longer-term impact of the project will be and how this will continue after the Cost-of-Living Grant has been spent	1

Scoring range	
Criterion not met = 0 points	Criterion fully met = 1 point (3 points for criteria 1 and 2 points for criteria 2 above)

- a. The maximum score for applications is 8 points.
- b. The benchmark score is 5. Applications scoring 4 or less are unlikely to be awarded.

If you require this information in a different format, please contact us by email at colgrant@warwickshire.gov.uk