

# East Durham Trust

## Reopening and Returning during Covid-19 - Small Grants Scheme

### Guidelines



East Durham Trust  
*Moving our community forward*

Charity No. 1117642  
Company No. 05934124

Please read these guidelines carefully before completing the application form. You are strongly encouraged to contact Colin Jackson to discuss your application and ensure you are eligible prior to applying.

The guidelines and application form are available by post and email. They are also available in large print format.

For further details or assistance completing this form please contact Colin Jackson

East Durham Trust  
Community House  
Yoden Road  
Peterlee  
County Durham  
SR8 5DP

Telephone: (0191) 5693511

Facsimile: (0191) 5693522

Email: [colin.jackson@eastdurhamtrust.org.uk](mailto:colin.jackson@eastdurhamtrust.org.uk)

# What is the Reopening and Returning during Covid-19 - Small Grants Scheme?

As part of our programme of supporting community members during the ongoing Covid-19 situation the Trustees of East Durham Trust have chosen to use £10,000 of donated funds through a small grants programme. Small grants of up to £1000 are available to community groups based in East Durham. We expect that the majority of grants will be around £500. Grants will be allocated based on local need across East Durham. The aim of these small grants is to:

## 'Support and assist community group in reopening and returning the delivery of services and activities across East Durham in a safe and Covid-19 secure way'

There are two distinct areas we wish to support within our community membership. These are: **Community Building Members** – these are groups or associations who own or look after community buildings and facilities.

**Community Groups and Activities** – these are member groups who are offering services or delivering activities in locations and venues in the community.

The types of things that we could fund include:

- The purchase of items to promote Covid-19 secure status such as cleaning and sanitising products, PPE such as masks and gloves and digital thermometers
- Costs to support the delivery of additional activities or sessions due to increased demand or needs
- Supporting groups who have reopened and restarted where income has been reduced or costs have increased due to Covid-19

This is not an exhaustive list and we will consider all applications that demonstrate the request is to support and assist members in reopening and returning the delivery of services and activities across East Durham in a safe and Covid-19 secure way.

East Durham Trust are open to talking all of this through in advance and can help members with completing the form if required. If you have any questions regarding this small grant scheme please contact us.

## Are you eligible to apply?

To be eligible for the fund, you should be able to **AGREE WITH** or answer **YES** to the following statements/questions: (Please place an X in the box to make agreement)

- Your Constitution/Governing documents allow you to deliver the proposal.
- The funding will not be used for the promotion of politics or faith
- The funds required are up to £1,000.
- The activity beneficiaries will be primarily from the East Durham area.
- Activities will take place in the East Durham area.
- The activity is to support the delivery of services effected by Covid-19
- The activity will be completed by end of March 2021.


## What we will not support

Grants will not be considered for:

- Activities that do not benefit primarily the residents of East Durham.
- Statutory responsibilities (i.e. services that should be provided by a statutory body).
- Activities promoting political activities.
- Faith groups promoting religious, non-community based activities.
- Application requests in excess of £1,000.
- Retrospective support (i.e. for activities that have already begun or taken place)

At this stage we will only consider one application per group for this round of the grant scheme.

## Completing the application form

### Section One – Contact details

**Activity Title** – This will be the name given to the activity to identify it from other activities.

**Name of Group** – In most cases this will be the name of the group/delivery as it appears on your governing document.

**Main Contact** – This must be someone from your group who can talk about your application in detail.

**Telephone number and email address** – It is likely that we will contact you during the day, especially for assessment purposes, so please supply an appropriate telephone number and also the best time for us to contact you. Likewise, any email address supplied should be one checked on a regular basis.

### Section Two – About your group/organisation

**Purpose of your individual/group/organisation** - In this section you should detail why your group was set up, what the aims and objectives are and who are the main beneficiaries of your group's activities.

**When was your individual/group/organisation set up?** - When did you first start meeting or running activities or activities?

**How many people are involved in your group?** – This information gives us an indication of your group's capacity.

### Section Three – About your proposal

**3.1 Please detail what you propose to use the small grant for and detail how this will help you to reopen and return to delivering services and activities in a safe and Covid-19 secure way.**

**(200 words)**– In this section please describe how the funding you are requesting will allow for safe and secure reopening or returning of services. Please consider how this activity relates to being 'Covid secure'. How will being Covid-19 secure benefit your service or activity?

**3.2 Activity start/end date** – Please give the day, month and year when your initiative will start and end. We expect that activities will be completed within this financial year however we are willing to consider applications for activities which will run for longer than this if the service or activity justifies an extend timeframe.

**3.3 How will your activity benefit communities in East Durham effected by Covid-19, including evidence of need? (100 words)** – Consider the priorities of the Scheme of reopening and returning to safe service delivery during Covid-19. How will your service or activity help and benefit the communities of East Durham? What experience does your service or activity build on? How do you know your service or activity is effective in making positive changes in the community?

**3.4 Where will your activity take place?** - include details of any venues/locations, and if you are using a venue please ensure they have been approached and support your proposal. Please note support is only available to activities that take place in East Durham. (If you are unsure whether your activity is in East Durham, please contact us.)

**3.5 How many people will be reached by the activity? –**

Please indicate the number of people your activity will support. If this is for a centre provide numbers based on centre footfall over the activity period. If this is for sessions or activities please details the total number of people who will take part.

## **Section Four – Financial Information**

**4.1 Total Cost (A)** – Please give the total cost of the activity and provide a breakdown of the costs, e.g. room hire, travel, etc. East Durham Trust is committed to fair pay and are keen to see that all wages are paid at the minimum of the Living Wage Foundation Real Living Wage (Currently £9.30ph). You can find out more about the Living Wage Foundation at [www.livingwage.org.uk/what-real-living-wage](http://www.livingwage.org.uk/what-real-living-wage)

**Breakdown of Costs** – Please provide a breakdown of the costs;

e.g. Sessional worker £20 per session x 5 sessions = £100

Please feel free to include any 'in-kind' contributions. Please make in-kind contributions clear adhering to the following principle *'The value of in-kind time contributions from individuals should be estimated by multiplying the number of volunteer hours by the Living Wage Foundation Real Living Wage (£930ph).*

**4.2 Amount Requested (B)** – Please state the amount you are requesting from East Durham Trust.

## **Section Five – Declaration**

This section must be signed by the person named on the application form, to confirm the information provided is correct and that person is authorised to submit the application on behalf of the group/organisation.

## Supporting Documents

Once you have completed the form please send, with the following supporting documents to: Colin Jackson, East Durham Trust, Community House, Yoden Road, Peterlee, County Durham, SR8 5DP, or email: [colin.jackson@eastdurhamtrust.org.uk](mailto:colin.jackson@eastdurhamtrust.org.uk).

### Application checklist

Application form completed, and signed by appropriate person

Governing document attached (community groups only)

Safeguarding policies attached

Latest set of accounts (if you are a new group your last three bank statements and a cash flow forecast) including details of any financial reserves held


## How will the decision be made?

An assessor from East Durham Trust will review your application to ensure it meets the essential criteria including reviewing any supporting documents. Your application will then be considered by the Reopening and Returning during Covid-19 - Community Small Grants Scheme Panel. The panel will be formed of the CEO and Deputy Manager of the trust, members of the Board of Trustees and other key community and statutory partners. We will support those applications that are determined to best meet the scheme's aims. We predict a very high level of demand for the support available and unfortunately we may not be able to fund every good application we receive.

## How will I know if the application has been successful?

All applicants will receive notification of the Panel's decision within the stated timetable, or will be notified otherwise.

Deadline for Applications	5 <sup>th</sup> October 2020
Initial Assessment of Applications	6 <sup>th</sup> – 9 <sup>th</sup> October 2020
Grant Panel Meeting	Week Commencing 12 <sup>th</sup> October 2020
Applicants Notified of Outcome	By 16 <sup>th</sup> October 2020

## If I am successful when and how will I get the money?

Before any monies can be released you will need to sign a contract to confirm that you accept or decline the contract (including any special conditions laid out in the contract offer letter). 90% Payment will be released on receipt of signed offer letter and 10% will be made upon receipt of a completed Monitoring Claim Form along with evidence of expenditure\* (e.g. copy invoices, bank statements, receipts). The form will provide us with important information that we require to monitor the activity.

## Monitoring and Record Keeping

You need to ensure that robust systems are in place for monitoring finances and outputs/outcomes. The financial systems should ensure that all documents (e.g. invoices, receipts, bank statements) are clearly filed and easily obtainable. East Durham Trust will provide a feedback and evaluation form on completion of your project.

\*The activity may be subject to audit/monitoring visits to ensure the systems are adequate. It is vital that all records are retained for the length of the activity and beyond. For example, an original invoice, receipts, plans of refurbished buildings, personnel records and legal documents.

**GDPR Compliance** - *All information and data within this application will be held in compliance with GDPR and will only be used for the purposes of assessing suitability for receipt of a grant through the Reopening and Returning during Covid-19 - Small Grants Scheme. Information and data provided will be held in line with East Durham Trust's policies and procedures.*