

Team Hackney Community Grants Fast Track

GUIDANCE NOTES

2008-2009

**Deadline: 12 noon,
Thursday 7th August 2008**

Team Hackney Community Grants – Fast Track

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What is the Team Hackney Community Grants?

The **Team Hackney Community Grants** has been established to provide a framework to enable voluntary and community sector involvement in contributing to meeting the national and local priorities of regeneration and neighbourhood renewal in Hackney. It is one way of helping Team Hackney (the Local Strategic Partnership), to meet its core objectives and priorities, which aim to reduce inequality and poverty in Hackney.

Team Hackney grants programme will be a means of mobilising voluntary activity, engaging hard to reach groups in the work of the partnership, increasing voluntary and community sector delivery of public services and piloting innovative approaches to delivery.

Up to £50,000 will be available for Fast Track projects. Application can be made for a grant of up to £1,000

The closing date for the Fast Track grants application is 12.00 noon, Thursday 7th August 2008 and you will be notified of the assessment panel's decision within 3 weeks of your submission

OBJECTIVES OF THE TEAM HACKNEY COMMUNITY GRANTS PROGRAMME

Funding will be available to support one of the eight programme objectives listed below. Applicants must select one main objective, Projects may address more than one objective but applicants must select a main objective, as this will affect the assessment process. These objectives have been selected as the most appropriate areas for voluntary sector intervention to contribute to LAA outcomes.

The **eight** objectives are:

- Objective 1 - Raising educational attainment
- Objective 2 - Engaging 16-25 year olds in education, employment or training
- Objective 3 – Cleaner, Greener and Safer public spaces
- Objective 4 – Tackling domestic violence
- Objective 5 – Supporting older people to live independently
- Objective 6 – Reducing worklessness
- Objective 7 - Reducing Healthy Inequalities for Young People

Objective 8 - Reducing the rate of Violent and Criminal Gang Culture

Example activities for each objective could include:

Raising educational attainment

- One to one or group support for reading (Key Stage 1)
- Holiday classes (Key Stage 1 and 3)

Cleaner, Greener and Safer public spaces

- Community clean up days or planting days in the Local Park, or estate.
- Community gardening projects.
- Litter picking projects or activities to educate people not to drop litter.
- Projects that work with young people who create graffiti to reduce damage to property.

Tackling domestic violence

- Peer support networks for victims of domestic violence.
- Activities at community events to raise awareness of domestic violence, particularly in communities in which it is hidden or taboo.

Supporting older people to live independently

- Healthy lifestyle programmes e.g. walking groups, low impact exercise classes (by instructors with appropriate qualifications in exercise and fitness), appropriate sports, dancing, 'exercise at home' projects, healthy eating projects.

Reducing Healthy Inequalities for Young People

- Engaging with Young People by making them aware of the health services available in the borough; providing them with necessary information to enable them to make informed decisions. Supporting them to engage with mainstream agencies that can provide them with advice about various health issues

Reducing the rate of Violent and Criminal Gang Culture

- Engaging with socially excluded young people (including those involved in crime or anti-social behaviour) and supporting them to engage with mainstream agencies that can provide them with advice.

All projects will be expected to deliver, and provide reasonable evidence of number of project beneficiaries, and breakdown of beneficiaries by age, gender, ethnicity and broad geographical area of residence.

Eligible groups

Grants will be for non-for-profit, voluntary and community groups with a constitution, management committee and bank account in its own name, and an annual turnover of under £250,000 and which can demonstrate that they are run according to equal opportunities principles. Community Interest Companies are also eligible to apply. Preference will be given to small, Hackney based; organisations that do not currently deliver statutory sector commissioned services.

Applicants who have received a grant in previous years through the Community Investment Programme, Team Hackney Community Grants Programme or the Hackney Council Grants Programme will be ineligible if they have failed to fulfil the funding requirements of the previous grant (including return of required monitoring forms). If you are still running the projects, which you receive funding for, you will need to submit an interim report on the progress of your project to be eligible for further grants.

Failure to submit all the required documentation with your application will make an application ineligible for funding, and will therefore be unsuccessful.

Team Hackney Community Grants awards are particularly targeted at small voluntary and community groups whose registered address is in Hackney, **based in and working in Hackney** (not statutory organisations). Organisations based outside of Hackney borough and planning or delivering projects in Hackney are not eligible to apply.

What the grant schemes cannot fund?

The grant scheme described above cannot be used for any of the following reasons:

- Political or exclusively religious activities;
- Overheads allocated or apportioned at rates materially in excess of those used in similar work carried out by the organisation;
- Costs paid or liabilities incurred before signature of any funding agreement letter unless otherwise agreed in writing by HCVS;
- Unpaid liabilities; Contingencies; Payments in advance of need; Interest charges;
- Service charges arising on finance leases, hire purchase and credit arrangements;

Completing your application form

Your request for an award must be submitted using the main application form, which is available from HCVS. It is important to write clearly using black ink. Alternatively you can type the form using the version available as a Microsoft Word file. Contact the Grants team by Email: elizabeth@hcv.org.uk or call us on 020 7923 1962 if you would like us to email you a copy, or you can download the form from our website www.hcv.org.uk

Late submission

Application forms received after the closing date will not be assessed or will not be eligible for funding.

Application Decision Making Process

Applications will go through 3 stages

Eligibility check

All applications that do not meet the eligibility criteria will not be put forward to the panel, these will be refused and these applicants will be sent a letter of refusal

Scoring

All eligible applications will be scored on how well the proposed project match the objective under which application has been made, this will be scored from 0 – 2 and also the budget will be scored both on value for money and the accuracy of the budget, total point for the budgets will be 4points

The final score will be out of 6 and it is on the basis of this scoring that your application will be evaluated and assessed by an external panel representing the Local Strategic Partnership, Team Hackney.

Grants Panel Assessment

The grants panel assesses all eligible applications received and decides whether to approve the grant or not. If the panel approves the project it will decide on the amount of the grant as well as the conditions under which it will be awarded. Applicants have no legal claim to financial support. Submitting an application does not automatically qualify or entitle an applicant for funding. **The Panel's decision is final. No appeals are allowed.**

Payment of the Grant

Once the panel has approved a grant application, HCVS will send your organisation an award letter. This will contain

- An acceptance letter. This must be signed and returned to HCVS as soon as possible to enable us to pay your grant.
- Details of the monitoring expected of your organisation including templates of the monitoring forms.

Once HCVS has the acceptance letter it will pay out the total amount approved by BACS system.

The Applicant's Charter

We aim to:

- Be accessible to all of the groups and communities in Hackney
- Reflect the cultural and ethnic richness of the groups and communities of Hackney
- Be open and responsible, fair and balanced in the way we do things
- Practice equal opportunities in all areas of our grant giving by ensuring that no applicant receives less favourable treatment on the grounds of race, colour, nationality, age, religion, ethnic origin, gender, disability, sexual preference or marital status
- Monitor and evaluate our work to ensure that we are providing the best service we can
- Answer questions promptly, professionally and courteously
- Assess all applications against our criteria and priorities.

HCVS is committed to giving you helpful information in the best way possible. If you would like to make comments or suggestions for improving our processes, please let us know.

How to reach us

For further guidance or information please contact the HCVS Grants Team at the address below.
84 Springfield House, 5 Tyssen Street, London E8 2LY

Telephone: 020 7923 1962

Email: elizabeth@hcv.org.uk Web: www.hcv.org.uk

[Appendix 1](#)

