



COVID-19 Information and Support Small Grants Programme

Application guidance

Is your organisation a voluntary and community sector (VCSE) group working with people most affected by the coronavirus pandemic in Hackney and/or the City of London? We want to fund small VCSE organisations to provide information and support to communities disproportionately affected by the coronavirus pandemic.

Grants of up to £5,000 are available.

The following guidance sets out what we would like to fund, together with information on the types of group who can apply. Please read it carefully before you begin your application.

Is this the right funding for you?

Purpose of funding

We want to fund organisations working to support communities during the ongoing pandemic. We know that VCSE organisations are trusted by their communities and can provide important public health messages in a way that people will listen to and understand.

We will fund projects that do one or more of the following:

- increase residents' access to Public Health information about the COVID-19 vaccinations including responding to valid concerns about the vaccines and the vaccination process
- reduce misinformation about COVID-19 and the vaccines via open and respectful dialogues where concerns and mistrust can be addressed
- support communities to understand the evolving rules and guidance around lockdown and lockdown easing, social distancing, testing and self-isolation
- increase residents' understanding of the mental health and wellbeing support available to them
- increase residents' understanding of the practical support available to them, such as benefits and financial support
- help communities understand the bereavement support services available to them
- make a positive difference to residents' health and wellbeing by communicating messages about public health issues other than COVID-19 (e.g. healthy eating, physical activity, stop smoking services etc.)

You can decide what activities you will do as part of your project to contribute to the outcomes listed above. You will need to describe what you will do in the application form.

Target communities

This funding is to support communities most affected by the coronavirus pandemic. For example, we know this includes communities with specific language needs, older people, people with serious mental illness, people with learning disabilities and Black African, Black Caribbean and South Asian communities.

In your application, you will need to outline which communities you work with, and in what way they have been disproportionately affected.

Eligibility

To be eligible for a COVID-19 Information and Support Small Grant, your organisation must:

- Work in Hackney and/ or the City of London with Hackney and/or City of London residents
- Have a formal constitution or governing document
- Be constituted to be not-for-profit
- Have at least two people on its Board of Trustees or Management Committee
- Have had a turnover of less than £300,000 in its last financial year
- Not be in overall financial deficit
- Have a bank account, requiring at least two signatories
- Be able to declare that all bank account signatories are unrelated (by blood or marriage) and living at separate addresses

Your proposal must:

- Be for a project operating in Hackney and/ or the City of London
- Not be for the benefit of a single individual

Partnership working between organisations (including unconstituted groups)

Applications from consortia/ partnerships are welcome. The lead partner (which will accept the grant and manage the funding) must be a constituted group. Delivery partner organisations can be constituted or unconstituted. A project can have only one lead partner but there can be more than one delivery partner.

The lead partner should be the organisation making the application and should be eligible according to the criteria above. All delivery partners should be not-for-profit groups.

Funding available

You may apply for up to £5,000. The total available for distribution is £150,000.

We aim to support small organisations with this funding and aim to distribute at least 10 grants to organisations with a turnover under £50,000.

Project start and end dates

Projects can start from 23 August 2021. Projects must end by 31 December 2021.

It's up to you how long your project lasts, depending on what you want to do with the funding.

How to apply

Application process

The application form is in Microsoft Word format. A plain text version that is compatible with screen readers is available on request.

Please send your completed application form in .docx format via email to applications@hackneygiving.org.uk along with the supporting documentation detailed below. We are unable to accept postal copies of the form on this occasion.

Please meet the application deadline (shown at the end of this document). In the interests of fairness, late applications cannot be considered.

Please note: If you have any technical difficulty with the form, in the first instance please contact us for advice. If you are short of time and cannot contact us to resolve the issue, please submit your answers to the questions in a plain text email. Be sure to answer all questions including those with tick boxes.

Supporting documentation

Please attach electronic copies of the following documents with your application:

- Your organisation's constitution
- Your organisation's most recent set of accounts or financial statement approved at your AGM
- Proof of the bank account that you will use to receive any grant from Hackney Giving
- Your organisation's equal opportunities policy
- Your organisation's safeguarding policy/ policies.

Help available to prepare your application

Hackney CVS is running several online "How to Apply" sessions. Please see the Hackney Giving website for details. These workshops will explain the programme in more detail and cover how to complete an application.

In addition, Hackney CVS Organisational Development specialists can give you one to one support on completing an application. To book a one to one support session, please go to: <https://outlook.office365.com/owa/calendar/HackneyCVS@hcv.org.uk/bookings/>

Running a funded project

Keeping up to date

The nature of the pandemic means that messages around COVID-19 change frequently. It is important that organisations funded through this programme communicate public health messages that are up to date so that communities receive the correct information. The City and Hackney Public Health team is on hand to provide up to date information as the situation changes. This will include specialist support and advice in public health messaging, access to a range of communications materials (including in different languages) and training opportunities. The Public Health Team will also be available to provide regular updates relating to COVID-19 and respond to questions on an ongoing basis.

All funded organisations will have access to the communications channels set up to help information flow between the Public Health team and VCSE groups delivering COVID-19 Information and Support projects. Funded organisations will be able to:

- Participate in the existing Community Champions programme
- Sign up to receive newsletters
- Join the WhatsApp Broadcast group set up by Public Health
- Join a welcome meeting for newly funded groups

Reporting requirements for funded projects

You will need to send us an interim report part way through and then a final report at the end.

Further information: please read this carefully

Source of funding

Funding for this programme has been provided by the Ministry of Housing, Communities and Local Government (MHCLG) to City and Hackney Public Health Team and is being distributed on its behalf by Hackney Giving.

Excluded activities

Hackney Giving will not fund:

- Expenditure or activities that have already taken place. By this we mean that retrospective funding will not be awarded; applications may be for ongoing provision
- Services which are a statutory responsibility (i.e. are the responsibility of the Council, Government or Health Authorities)
- Projects that have no community or charitable element
- Projects that are purely for the advancement of religion or politics

Hackney Giving does not make grants to individuals.

Repeat applications

Applications are welcome from all eligible organisations. This is a new stream of funding and organisations who have applied to any round of Hackney Giving before (including those who have been funded) may apply in this round. Your proposed project should be additional to any work previously funded. This can include increasing your organisation's capacity so that you can do more of an activity that is already running or extending an activity that would otherwise finish.

And finally...

Application deadline

Applications must be received by **11am, 26 July 2021**.

In the interests of fairness, late applications cannot be considered.

Decision-making timescale

We expect to be able to let you know the outcome within six weeks of the application deadline.

We will let all applicants know the outcome of their application.