Brand New Funding Programme for

Redcar and Cleveland Communities Opens Today

REDCAR AND CLEVELAND'S COVID 19 COMMUNITY COMMUNICATION SMALL GRANTS OPENS TODAY

Protecting residents by stopping the spread of Covid-19 is important to the Council. We aim to reduce the number of Covid-19 outbreaks in Redcar and Cleveland, keep the numbers of new and secondary COVID-19 cases low, and make sure people are supported if they are affected by an outbreak.

Communication and engagement are key to this and getting the right information and support to the residents of our community that need it most is crucial. This grant is to enable community organisations to share information within their communities in ways that will have the most impact. We want communities to know how to stay safe, and how to participate in test and trace services if they are concerned about symptoms as this will help reduce the spread of the disease.

To do this we need to use both old and new ways of passing on these messages, particularly those that will have the most impact on specific communities.

Applications are invited for bids from £1,000 to £5,000. Successful groups will receive regular Covid-19 information from Public Health to cascade to their target groups. Groups will be encouraged to engage with the communications network involving communities and the Council.

The deadline for applications will be noon, Monday 30th November 2020
Applications will be assessed by 17th December 2020

Covid-19

Community Communication

Small Grants

Closing date for applications:

Noon, Monday 30ᵗʰ November 2020

If you need help completing this form, email: vcsgrants@redcar-cleveland.gov.uk

Please read through the criteria at the end of this form before starting your application.

This grant programme is for awards up to £5,000.

To bid for grants of between £1,000 and £5,000 your organisation **must** be constituted.

> *To be constituted your organisation must have an up to date, democratically approved constitution*

For grants between £100 and £1,000 **you do not need** to be constituted but must represent a community group.

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Application Grant Form

How much do you want to apply for? (please choose)

£100 to £1,000	Yes/No
£1,000 to £5,000	Yes/No

Your organisation can make only one application.

Please tick which target group/s best fit with your proposal.

Older population	
BAME communities	
Shielded people	
Clinical risk groups (including multiple morbidity/obesity)	
Those with addictions	
Wards with high levels of deprivation	
Domestic abuse	
Mental Health (including causes of anxiety such as food poverty/debt management)	

In advance of completing the rest of this application, please read the criteria at the bottom of this form.

Your information	
Organisation	
Name	
Address	
Contact Telephone number	
Email address	
Bank Details	ACCOUNT NAME:
	ACCOUNT NUMBER: SORT CODE:

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Brief details of your project:

Consider these questions: What do you do? Have you already started this project? Where will this be delivered?

If you are applying for between £1,000 and £5,000 you will be required to provide a Covid Community Champion. How will you ensure this is done?

Briefly describe the activity you would carry out if awarded this grant
(continue on an additional page if necessary)
Consider these questions: What would you do with this grant? How many people would you reach?

How will this help to ensure that the target communities you have ticked receive appropriate information on COVID 19?

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Are you doing this in partnership with any other organisation if so who?	Yes/No	
How much money do you need in total for your project? List here the things you would like to spend the grant on. The opportunity lies with the organisation applying to ensure they are fulfilling the requirements listed at the end of this document, read this carefully.	**What will you spend it on include full costs for your project?**	**Cost**
	Total	£
	Amount requested from us	£
	If the amount requested is lower than the total project cost please explain how the balance is being met?	
What difference do you think the funding will make?		
How will you know that your project has been a success?		

Declaration

I confirm that the statements contained in this application are correct.

Redcar and Cleveland Borough Council reserves the right to withdraw or recover any grant aid awarded in the event of non-compliance with the terms and conditions of the grant aid.

All applications must be signed and dated.

Signature

Date

If you are completing this form digitally then print your name in the box, along with the date.

All funding applications must be returned to: vcsgrants@redcar-cleveland.gov.uk

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Covid-19
Community Communication
Small Grants
Guidance

1. Background

Protecting residents by stopping the spread of Covid-19 is important to the Council. We aim to reduce the number of Covid-19 outbreaks in Redcar and Cleveland, keep the numbers of new and secondary COVID-19 cases low, and make sure people are supported if they are affected by an outbreak.

Communication and engagement are key to this and getting the right information and support to the residents of our community that need it most is crucial. We must remind communities how to stay safe, and encourage them to take part in test and trace services if they are concerned about symptoms as this will help reduce the spread of the disease. We also need to let people know how to respond to a local lockdown if it is necessary.

To do this we need to use both old and new ways of passing on these messages, particularly those that will have the most impact on specific communities.

2. Grant Opportunities

The Council has some money to mitigate against the impact of Covid-19 and has decided to use some of this to provide a grant programme, which will support community groups to communicate prevention advice for a period of 12 months. The messages that will be communicated will encourage:

- continued safety measures,
- use of test and trace facilities,
- signpost to support and,
- give clarity if an outbreak should happen.

3. Target Groups for Communications

Some communities are at higher risk of direct and indirect Covid-19 harm. It is therefore essential that your grant will target one or more of the following groups:

1 **Older population**
2 **BAME communities**
3 **Shielded people**
4 **Clinical risk groups (including multiple morbidity/obesity)**
5 **Those with addictions**
6 **Wards with high levels of deprivation**
7 **Domestic abuse**
8 **Mental Health (including causes of anxiety such as food poverty/debt management)**

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Possible examples of grant funded activity could include:

- Community groups/organisations embedding COVID messaging into their engagement work and service delivery in a way that will resonate with their communities
- Key community anchors/champions supporting the Council's COVID communication campaigns and spreading the right key messages to their communities
- Ensuring communication is strengthened with vulnerable shielded people who have no support network
- Creation of printed materials in target locations, in community hubs, shops used by specific communities etc.
- Ensuring messages are translated and distributed as required
- A wide variety of social media campaigns

4. How to submit your application

Your completed application can be submitted by email: vcsgrants@redcar-cleveland.gov.uk or post completed application to:

Covid-19 Community Communication Small Grants,
Redcar and Cleveland Borough Council,
The Support Hub,
The Heart,
Ridley Street,
Redcar and Cleveland Borough Council,
TS10 1TD

The deadline for applications is:

12 noon, Monday 30th November 2020

Helpful Notes to assist you in completing your application in full

Try to answer all the questions on the form but do not worry if you're not sure what to put as we will ring or email you if we have any questions.

We are looking for projects of varying sizes.

Your project **must** support one (or more) of the Target Groups listed above.

Please remember to tell us what your project is about, so that we understand what you will do if you are successful with your application.

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Criteria

Successful projects will have high involvement and ownership by the community. This grant fund must benefit communities in Redcar and Cleveland.

We cannot fund:

- One off events including, for example, annual fun days.

- Food and drink.

- Religious/faith activities.

- Retrospective activities

- Lobbying or activity intended to influence or attempt to influence Parliament, Government or political parties, or attempting to influence the awarding or renewal of contracts and grants or attempting to influence legislative or regulatory action.

- Input VAT reclaimable from HMRC

- Payments for activities of a political or exclusively religious nature.

- Payments to carry out long term research.

- Goods or services that the organisation has a statutory duty to provide.

- Contributions in kind (i.e. a contribution in goods or services, as opposed to money).

- Depreciation, amortisation or impairment of fixed assets owned by the organisation.

- Acquisition or major improvement of fixed assets.

- Interest payments (including service charge payments for finance leases).

- Gifts to individuals other than promotional items with a value of no more than £25 a year to any one individual.

- Entertaining (entertaining for this purpose means anything that would be a taxable benefit to the person being entertained, according to current UK tax regulations).

- Statutory fines, criminal fines or penalties.

- Liabilities incurred before the issue of this funding agreement unless agreed in writing by the funder.

- Costs reimbursed or to be reimbursed by funding from any other source.

- Purchase of buildings or land.

- Costs associated with the running of one-off conferences or workshops unless they are a part of the organisation's ongoing delivery

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Outcomes/Criteria

Applications must be able to demonstrate the following:

- How they can communicate effectively with residents who are within the target group/s.
- How they plan to engage with those identified residents.
- How they will engage with residents on their own terms and required format

Community Champions

For those groups bidding for grants between £1,000 and £5,000 they must provide a Community Champion; who will become part of the Covid Champions communications network for a minimum of 12 months. This means having a named person who will receive information from Public Health to cascade to their target groups. The network will be a forum for the communities and the council to share information in relation to mitigating the impacts of Covid in Redcar and Cleveland. Frequency of meetings and methods of meeting will be agreed once successful applications have been notified.

Monitoring and Evaluation

There will be a mandatory requirement for successful applicants to complete a simple evaluation report. This will be provided to successful applications.

Evidence will be required for proof of expenditure. This may include receipts, invoices or copies of bank statements.

Projects working directly with vulnerable adults or children must have the appropriate safeguarding policy in place. Support is available to help you with this.

Projects may be involved in a publicity campaign run by the Council communications team. Please note you must inform any members of your group/participants of the council's privacy notice, see below.

Privacy notice – https://www.redcar-cleveland.gov.uk/site-terms/Pages/privacy.aspx

Marketing

Redcar and Cleveland Borough Council may contact you in the future about other grant programmes, training, events or other information of interest.

Please indicate here if you are happy to receive this information

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