

# Guidance for Applicants to the Safe and Inclusive Community Fund

Kirklees Council has launched a new grant scheme, which will invest in community activities delivered by individuals and community organisations in the Kirklees Voluntary, Community, and Social Enterprise (VCSE), education and faith sectors to enable a range of projects that help deliver outcomes for people and communities.

The grant scheme will fund work that is part of the Kirklees Communities Partnership Plan 2022-2027 [Kirklees Communities Partnership Plan](#)

The **Safe and Inclusive Community Fund** will be available in a variety of different rounds that will have a specific focus on a theme or priority.

Each will be based on a clear set of objectives such as:

- **Tackling violence, abuse and exploitation** – domestic abuse, exploitation including slavery and violence.
- **Reduce anti-social behaviour (ASB) and neighbourhood crime.**
- **Building resilient communities** – hate crime, Prevent, asylum and refugee resettlement, inclusive communities.
- **Reducing risk** – road safety, drugs, and alcohol, reducing re-offending and water safety.
- **Other** – meeting local needs as directed by the funder, for example, the Violence Reduction Unit or the Home Office.

Each round of funding will help to build collaboration, partnership and relationships between the Council, community organisations in the Kirklees Voluntary, Community, and Social Enterprise (VCSE), education and faith sectors and people in communities, learning what works best whilst achieving the best outcomes for everyone involved.

Each grant round will be available for a specific timeframe in order for you to apply, with a clear set of priorities and outcomes.

Refugee Week is the world's largest arts and culture festival celebrating the contributions, creativity and resilience of refugees and people seeking sanctuary. Established in 1998 in the UK, this annual festival aligns with World Refugee Day, celebrated globally on June 20th. In 2024, join us from June 17th to 23rd for a community-powered week!

Kirklees Council will provide a small grant for partners and local charities to hold their events. We aim that this funding will be used to celebrate refugees and people who support them, raise awareness of refugees, increase cohesion of local communities and wider Kirklees, an opportunity to meet new people and build

relationships with refugees as well as myth-busting and challenging the misinformation about refugees.

## **Grant Round Name & Number**

Refugee Week Fund 2024 – Projects - Small Grants Programme

## **Grant Round opening and closing dates**

- Open from Monday **29<sup>th</sup> April 2024 until 12:00 AM 14 May 2024**
- (Applications will not be accepted after this date)
- Panel decision will be delivered by **21 May 2024**
- We will make decisions that will allow successful projects to be delivered during the **Refugee Week 17 – 23 June 2024**

## **Who can apply?**

- Community groups / Voluntary organisations

## **Overall priority**

- The primary objective is a celebration of refugees and asylum seekers and / or the people who support them.

## **Targeted themes**

- Myth busting – misinformation is challenged, and evidence provided to reduce its negative impact on refugees and asylum seekers.
- Meet new people and build relationships with “strangers”.
- Learn about different cultures.

## **Targeted Outcomes**

- Increase in the cohesion of the local communities and wider Kirklees.
- Raise awareness of refugees and asylum seekers including why and how they arrive in Kirklees and contribute to their new communities.

## **Monitoring**

- Evidence of how themes and outcomes have been met will be required at the end of the project.
- Monitoring will include qualitative and quantitative evidence.

## **Applicants to demonstrate.**

- How they will meet the priority themes and targeted outcomes.

## **Geographic priorities**

- The project will be delivered in Huddersfield and across Kirklees

## Grant limits

- Community Groups / Projects can apply for up to **£250**

## Applying for the funding

As our application process is electronic, we recommend that you register for a [My Kirklees account](#), and log in before you begin, this will enable you to save your application mid-way for further work.

To apply to this round of funding, please click here [Grants and funding - Start your application - About your organisation - My Kirklees Account](#)

Please ensure you have completed a Safe and Inclusive Community Fund Financial Breakdown sheet which can be accessed here [Financial Breakdown](#) this will need uploading as part of your application.

We have put together a package of support which may help you when completing your application.

- [A selection of frequently asked questions](#)
- [A list of the questions we will ask on the application form.](#)
- [Safe and Inclusive Fund - Privacy Notice](#)

If you would like any further information on this round of funding, or to speak to someone about your project ideas and how they may be suitable for investment from this round, please send an email to [SIC.fund@kirklees.gov.uk](mailto:SIC.fund@kirklees.gov.uk)

## **Frequently Asked Questions:**

### **Q. We are looking for funding and support, who can help us?**

We can help you promote your project, signpost you to specialist support and connect you with partners and council services. We also recommend you speak with your [Ward Councillors](#) and [TSL](#) for additional support and advice. Other funding sources are available on the [Kirklees 4 Community website](#).

### **Q. How much Safe and Inclusive Community Funding can we apply for?**

Each grant offered through the Safe and Inclusive Community Fund will be subject to grant criteria so amounts available to apply for may vary.

### **Q. What is the first thing we need to do if we are thinking about applying?**

You **must** be registered with the council's [Grants Access Point](#) and registration may take several weeks. Individuals or small groups bidding for up to £1,000 do not need GAP registration, however, you will be asked to show evidence of public liability insurance if they are carrying out any activity that may give rise to a liability and may be asked to show evidence of any relevant safeguarding policy or risk assessment if the service manager thinks this is necessary. For example, if the project involves vulnerable people or has elements which are deemed to be of high risk. You must accept full responsibility for all your funded activities and the safety and well-being of the participants, staff, volunteers, equipment, premises, or project location.

### **Q. How do we apply?**

We will help you! The Application Form and Financial Breakdown must be completed and submitted prior to the grant's set deadline date.

### **Q. Can we use the funding to maintain an existing service or project?**

No. However, if you offer improvements and enhancements, or extend or upscale the offering, reach or inclusiveness, funding may be available to support the costs of these enhancements. For example, if you already offer an activity at location A one afternoon per week, as long as you maintain this, you could be supported to offer a service on a different day, time, or location if this would improve the reach, offer and availability of your service.

### **Q. Do people taking part in our project delivery (paid staff or volunteers) need DBS checks?**

Yes. You need to be able to show us proof of valid and appropriate DBS checks for anyone involved in your project, paid or voluntary. It will need to be an Enhanced DBS check for anyone who could come into contact with under 18s or vulnerable adults as part of the funded project.

**Q. Can we use the Safe and Inclusive Community Fund money for other activities or another project?**

No, funding only covers costs directly associated with the project detailed in your bid. If your project aims or outcomes change significantly, you must return to Panel with a new bid.

**Q. Can we include multiple projects in our bid?**

No, however, you can include more than one activity if you can suitably demonstrate the overall bid has a cohesive theme and financial structure and it will be managed as a single project.

**Q. When will we get the money?**

All grants over £5000 will be paid in instalments; the first instalment will be paid up to 15 working days after the signed grant agreement is received. Further instalments will be paid after completion and successful sign off of each of the monitoring review process.

**Q. Who decides if we get the money or not?**

Eligible bids are considered by two Panels of council managers, VCSE representatives and other partners. Bids up to £5,000 will go to the Small Panel and bids over £5,000 will go to the Large Panel. Small Panel is chaired by a Communities Services Service Manager and attended by VCSE representatives and team managers. Large Panel is chaired by the Head of Communities and attended by VCSE representatives and service managers. After Panel, we contact you, usually within a 10 working days, to let you know if you have been successful or not.

**Q. Is the decision of the Panel final, or can we appeal if our bid is rejected?**

If your bid is rejected, you will be given feedback as to why it was not granted. You can present an appeal in writing which will be delivered to the next available Panel. Your appeal must show either a significant change to your application or have a valid reason you feel your application was unjustly rejected based on the feedback we present to you from Panel. If following this stage, you still do not feel that your application has been correctly considered you can make a second stage appeal. Appeals against a decision made will be restricted to a material error in the process. Additional supporting evidence to the original application will not be considered. An independent person at the council's head of service level, not involved in the panel process, will undertake this role.

**Q. When do we find out if we get the money or not?**

We will be in touch with feedback from Panel via email as soon as possible after the meeting, usually within ten working days. Sometimes, the Panel wants to know more about your bid and may adjourn an application until the next Panel to give you the opportunity to respond to their questions. You will be asked to sign a grant agreement

which will set out important elements of your grant proposal, any specific criteria, the sum of the grant offered and any crucial monitor or completion dates.

**Q. Can we include expenses for Volunteers?**

Yes, you must include a breakdown in your bid and if funded, produce receipts where possible. The mileage limit is the HMRC no profit rate, currently no more than 45p / mile (correct on 11.10.22).

**Q. Can we include expenses specifically for Market Research?**

No, this is not allowed.

**Q. What happens if we do not meet the monitoring requirements?**

Monitoring is due within the lifespan and end dates of your project. Failure to comply with the deadline or the requirements may result in payments of the grant being withheld, some or all of the monies needing to be repaid to us and / or ineligibility to receive council funding in the future. You will be given the monitoring forms at the beginning of your project so there are no surprises along the way, and you can be well-prepared. If you do not meet the objectives set out in your approved grant agreement you need to explain why as a part of your monitoring, and the Head of Communities will determine if it is appropriate to change the criteria or funding on offer. This may involve a requirement to return part or all of a grant already paid.

**Q. Can we include funding for a salary?**

Yes, as part of a project. You must demonstrate the future sustainability of the role and its impact, such as the number of beneficiaries and the effect it will have on people's lives.

**Q. Will we be left to get on with the project?**

Our communities' teams are here to support you along the way and will visit your project at various times.

**Q. Will our local Councillor be made aware that we are applying for funding ?**

Yes, Councillors are invited to submit comments / feedback which are presented at Panel with your application.

**Q. Can with apply for another Safe and Inclusive Community Fund grant in the same period as part of another organisation?**

No.

**Q. Can we use the funding to keep us going, i.e. core running costs?**

We will consider up to 20% of your full bid as a contribution towards your core running costs for the duration of the specified project only, provided that this is not funded using other council grant funds.

**Q. What happens if we produce a public report as part of the funding?** This will need ratification from the Communities and Access Services Service Director prior to publication or distribution.

**Q. Can we add extra money to our bid for contingencies or extra things that we may need as we go along?**

No.

**Q. What do we do with any unspent money left over at the end of the project?**

Any underspend must be returned to the council.

**Q. Can we use the funding to deliver the same project in the same area which is already provided by others?**

No.

**Q. Can we have funding for activities, or a project already being funded by the council?**

No. However, you can apply for funding for a different project or activities if you can demonstrate there is no risk of funding being duplicated.

**Q. Can we use the funding to repay loans, pay interest repayments, shore up deficits or support gambling?**

No.

**Q. Can we use the funding for religious or political activities?** No. However, faith organisations can apply to support projects for the common good.

**Q. *When do we tell you how the project has been going?***

Quarterly monitoring will be required throughout your project and at the end of your project, you will need to fill in a monitoring form and supply storyboards. You will be given these forms at the start of your project so there are no surprises along the way, and you can be well prepared for the monitoring stages.

**Q. Can a school, nursery, or any private business or public organisation apply for a grant under this scheme?**

No.

**Q. Does the Fund have a GDPR Privacy Notice?**

Yes, this is available on the web application form. [Safe and inclusive community fund - Privacy notice](#)



## **List of questions in application**

**Our application process is online and via a weblink which is provided earlier in this document.** To help you prepare to complete the form, here is the list of questions we will ask:

### **About your organisation:**

- Name of organisation
- Main email contact
- Telephone number
- Social Media or webpage
- Postal address of your organisation
- Postcode

### **Bank details:**

- Name of the bank or building society
- Account holder name
- Bank account number
- Sort code

### **Grant Access Point:**

- Do you have a GDPR statement (if you do, we will ask you to upload a copy of it)
- Are you registered with the Grant Access Point (GAP)

### **Further Information:**

- Project Title
- Project start date
- Project finish date
- How much are you applying for
- Have you had any support from a Ward Councillor?
- Are you willing to complete DBS checks for all project staff?
- Is a similar project being delivered in Kirklees?
- Please state how you will connect with other partners or projects.
- Do you receive any support or funding from Kirklees Council?
- Are you receiving other support or funding from other sources

### **Key Contacts:**

- We ask that every organisation applying provides us with the name, role, email and telephone number of 2 people.
- This is in case we need to speak to someone in your organisation about the bid, so both people should be aware of the application

## Your Project:

- What is your project and how will you deliver it? Please tell us what you want to do, and some information about yourselves.
- Where will you deliver your project - which wards? Please note you can deliver in more than one ward.
- Why is there a need for your project? What is the problem you are trying to solve? Why do you want to do this? Who are you trying to reach?
- What will the Communities service learn from your project? How will what we learn help us shape our approach to working with communities? What are you testing? Trying out?
- Who will benefit from your project? Think about how many staff, volunteers and participants you hope to involve. Please include age ranges if applicable. Are there any specific groups of people you want to engage with?
- Which of the Safe and Inclusive Community Fund approaches does your project most relate to? \*
  - *Tackling violence, abuse and exploitation – domestic abuse, exploitation including slavery and violence.*
  - *Reduce ASB and neighbourhood crime.*
  - ***Building resilient communities – hate crime, PREVENT, migration and asylum dispersal, inclusive communities.***
  - *Reducing Risk – road safety, drugs and alcohol, reducing re-offending and water safety.*
  - *Other – meeting a local need as directed by the funder, for example, the Violence Reduction Unit or the Home Office.*

## How?

- How will your project make a difference in the community? Think about, for example, what positive change will it make to people's lives.
- How will you promote the project and attract participants? Think about your target audience and also consider both online and traditional ways (flyers or posters) to tell people about your project.
- What challenges might you face? Be realistic and honest.
- How will you measure and evaluate success? Think about what success will look like for those delivering your project and for those taking part and benefitting from it. Also, how you will record success? This is important as you will need this information for your Monitoring forms halfway through your project and at the end.
- What is your plan for sustainability at the end of your project? How will you fund your project when the SIC money runs out?
- We want to improve how we work alongside communities - how would you like to work with the Council in the future?

**Financial Information:**

- You will be asked to upload a Financial Breakdown Sheet, which includes all of your costings.

**Declaration:**

You will be asked to sign to declare the following:

- I have authorisation from the organisation submitting this application to do so.
- I declare all the information on this form to be accurate.

If the application is successful, then.

- I agree to the organisation delivering the work within a set timescale, and with any conditions that are included in the grant offer letter.
- I am aware that any unspent grant money will be liable to be returned to Kirklees Council

This will be followed by a confirmation of your name and electronic signature.



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Working together to support and celebrate migration

