



Guidance Notes for Applicants

VALE HEROES CRISIS GRANT FUND

For further information and advice contact the Council's Economic Development team with your idea:

Email: heroes_applications@valeofglamorgan.gov.uk

Telephone: 01446 704755

Guidance Notes for Applicants

What is the Vale Heroes Crisis Grant Fund?

The Vale Heroes Crisis Grant Fund will offer grants to Community Groups, the Voluntary Sector, and Town and Community Councils and eligible businesses* towards the cost of initiatives within the Vale of Glamorgan that help members of the community severely affected by the Covid-19 pandemic.

The fund aims to:

1. Meet the cost of purchasing equipment, machinery, and other assets for the purpose of delivering services efficiently to Vale residents in need of support.
2. Offer support to test new initiatives which help address residents needs and which have the potential to achieve impacts in the longer term and / or be replicated in communities across the Vale.
3. Offer general support to deliver services to communities in need as a result of the Covid-19 outbreak.

See '**What can be funded**' section on page 3 of this document for further details of the type of projects that can be supported.

How do I apply?

Applicants must complete a Vale Heroes Crisis Grant Application Form and submit this online. Anyone considering making an application should contact The **Economic Development Team** before completing an application form, to discuss your idea and for advice on eligibility.

Enquiries and completed applications should be sent by email to:

heroesapplications@valeofglamorgan.gov.uk or
Tel: 01446 704755 for pre- application advice

Additional information will normally be required in support of your application. In particular, evidence of any consents, permissions or licences needed to allow you to carry out your project will be required. If possible, quotations should be provided with your application. See further advice on page 7 of this guidance on tender requirements.

Who can apply?

The following categories of organisation are eligible to apply:

- Community groups and voluntary organisations
- Town and Community Councils, independently or in partnership with a community group where the latter lacks legal status
- *Social enterprises and businesses wishing to trial a new initiative aimed directly at addressing evidenced local community need/s.

How much can we apply for?

There is no minimum grant. There is a maximum grant limit of £3,000. Funding applications are invited for the current year and projects must be completed before 31st December 2020.

Please do not be discouraged from applying by the application form – the Council is here to support you through the application process. We hope that this will help you in the future if you apply for funding from other bodies. Before you make an application, talk through your idea with a member of our team. The main details we want to know are what you want to spend your grant on, what you hope to achieve, who will benefit and how this will help the community in the longer term.

You can apply for 100% of the cost of your project up to £3000 maximum grant. Volunteer time, or contributions from businesses and organisations will need to be quantified in some cases. You should also tell us if your project is part of a bigger initiative and /or if there are other contributors so that we understand the full extent of the project.

What can be funded?

Here are some examples of things that could be supported. (This list is not exhaustive).

- Purchase and hire of equipment (including IT equipment), tools, furniture, machinery, fixtures and fittings or other materials needed for the project or to deliver identified services
- Marketing, printing, translation and cost of other materials required for the project.
- Minor works to land and premises and adaptation of premises to allow a service to be delivered.
- Adaptation of vehicles
- Activities which pool resources across several organisations in order to save costs
- Costs associated with consultation on the project
- Project Staff Costs
- Training
- Travel & subsistence related to the project, including volunteer expenses
- Irrecoverable VAT
- A contribution to project overheads up to a maximum of 10% of the total value of the funding applied for

What can't be funded?

The following are examples of things that would not generally be supported. (This list is not exhaustive).

- Day-to-day running costs (e.g. core staff, utility bills, council tax, rent and insurance)
- Projects that are eligible for support from other Council Schemes
- Projects that cannot demonstrate need
- One off fundraising events
- Projects that happen or start before we confirm our grant

- Items that mainly benefit individuals (for example, equipment that is not shared)
- Religious or political activities, including campaign groups
- Hospitality e.g. Purchase of alcohol
- Routine repairs and maintenance – e.g. Boiler servicing, grass cutting
- Projects that do not take place in the Vale of Glamorgan
- Purchase of motorised vehicles.
- Recoverable VAT

The following examples may help you to judge the eligibility of your project.

What we would support:

Example 1: Connecting older people

Community led

An initiative to provide residents in care homes with iPads or other devices to help them stay connected with family and friends. The grant could cover the cost of purchase, delivery as well as some training for staff. Residents would be encouraged to share their experience of new ways of communicating, and lessons learned taken on board for future similar initiatives.

Example 2: Delivering food supplies to vulnerable or isolated residents

Business led

A café wishes to support their local community by offering a home delivery service to vulnerable and isolated residents. They have been approached by a number of producers who have surplus produce and want to find a way to get it into their local community. A grant could cover the costs of a stock of boxes, some volunteer expenses such as petrol, a trolley or sack truck, and some initial marketing.

With support from council staff to ensure the appropriate regulations are followed, that this could become a permanent food distribution hub, and share this learning with other communities to make a network of local food distribution hubs.

Do I include VAT in my application?

You can only include VAT in the application if you cannot claim it back from HM Revenue and Customs. Applicants are responsible for taking advice on VAT. Unfortunately the Council cannot offer this advice.

How long does a grant last?

Funding is available until 31 December 2020 and must be spent and claimed by this date. You will also be required to report on the progress of your project in line with the terms and conditions of your grant offer.

How will the grant be paid?

The grant is normally paid retrospectively. However, please talk to us about your financial position and we will do our best to work out the best method of grant payment to allow you to deliver your project.

What is the application timetable?

Applications to the **Vale Heroes Crisis Grant Fund** are invited from April 2020.

You can submit your application at any point during the window. Keep in touch with us and don't hesitate to ask any questions. If your application is successful, you will be issued a funding letter and associated documents to sign and return. The pack will explain any conditions, the approval process and how to submit a grant claim. If you have any questions at this point we will be happy to help you.

Who makes the decision and what are the assessment criteria?

Your application will be examined by the relevant Grants Officer at the Vale of Glamorgan Council and any queries followed up with you. Decisions on applications will be made by the Leader of the Council together with the Chief Executive and the Operational Manager Economic Development.

Your application will be assessed against the following criteria:

Assessment Criteria

The Vale Heroes Crisis Grant Fund project proposals will be scored using the following scoring scale of 0 – 25 to give a maximum total score of 100. No application will progress which scores less than the minimum quality threshold of 60.

	Priority Criteria	Score
1	Evidenced need for the project and stakeholder engagement in shaping and delivering the project	0 - 50
2	Value for money and outcomes	0 – 25
3	Sustainability and potential for long term impact	0 – 25
	Total	100

Criteria 1 – Evidenced need for the project and stakeholder engagement in shaping and delivering the project - Score up to 50

Projects should be developed in response to detailed local knowledge and sound evidence of need. Local communities are best placed to understand their local circumstances and to identify the barriers and opportunities facing them. Applicants should explain **who** their stakeholders are; **how** they have been engaged during the development of the project and how they will

continue to be involved in its delivery. Applicants should explain the ways in which the project reflects the outcome of the community engagement.

Criteria 2 – Value for money and outcomes

Score up to 25

We want to know what you intend to achieve through your project. You may improve health, communication, tackle isolation or provide a specific service for a key group in your community. Give us an idea of what you hope to achieve and how much this will cost. We have a limited amount of money and projects that achieve more with their grants will score more highly in this section.

Criteria 3 –sustainability and potential for long term impact

Score up to 25

Applicants should explain the added value that will derive from their project, beyond the core activities it currently delivers and what the implications of the investment could be. A consideration in project development should be how the project can improve services in the future.

Marketing / Promotional Materials

Your grant offer is conditional upon the use the funding partners’ logos on associated marketing / promotional products e.g. flyers, website, interpretation panels. If you are successful with your grant application we will supply all of this as part of your funding letter.

Will I need to monitor the project?

As part of your application you will have set out what you hope to achieve with your funding. This might be the number of individuals benefiting, receiving training, or physical projects completed. We will put these in your funding agreement and we will ask you to report to us in due course on the impacts of your project.

The Vale of Glamorgan Council must be notified if you propose to change the use, or sell any building or equipment acquired, reclaimed or altered using this grant. If this does not continue to reflect the objectives of the grant scheme VOGC may recover from you funds up to the total amount of grant paid in respect of that project for a period of up to 5 years from final payment of the grant.

Date of disposal of asset (s)	Amount to be repaid
Within 1 year	Funding to be repaid in full
Within 2 year	80% of funding to be repaid
Within 3 year	60% of funding to be repaid
Within 4 year	40% of funding to be repaid
Within 5 year	20% of funding to be repaid
After 5 year	No funding to be repaid

How many quotes do I need to provide?

The tendering table below sets out the procedure you need to follow. Ideally, the quotation/s should be submitted with your application. If this not possible, they must be submitted along with your initial claim for payment of grant.

Tender Information

Estimated Value	Tender Action Required
Below £250	One written quote from single supplier
£250 up to £5,000	Written quotes from a minimum of two suppliers on letterhead or email from the supplier to the same specification. Please keep a record of your specification.

Your application for grant funding must be approved prior to starting work. No grant money will be available for works carried out prior to written approval being issued.

All approved work must be completed and evidence of payment by the applicant submitted before the grant can be claimed.

IMPORTANT

It is important that you read these notes and the step by step guide to completing your application form – they will help you complete your application correctly and help avoid any delays in processing.

This scheme is jointly funded by the Vale of Glamorgan Council and the Wales rural Development Programme 2014-2020 (RDP), which is funded by the European Agricultural Fund for Rural Development and the Welsh Government.