



**CLARION
FUTURES**

Clarion Futures Community Grants Programme

Application Guidance Notes 2020

	Application checklist	Page 3
	About the Clarion Futures Community Grants Programme	Page 4
	Our funding priorities	Page 4
	Who can apply?	Page 5
	What can I apply for?	Page 6
	What cannot be funded?	Page 6
	How to apply	Page 7
	How do we make our funding decisions?	Page 7
	Reporting requirements for funded projects	Page 8
	Further help and resources	Page 8

Clarion Housing Group comprises the country's largest housing association; a property development company, a charitable foundation and a repairs and maintenance service. As a result of a merger between Affinity Sutton and Circle Housing group in 2016, Clarion Housing Group owns and manages 125,000 homes across 170 local authorities.

As a business with social purpose we provide social and affordable housing to over 360,000 residents and invest in our communities by delivering one of the country's largest social investment programmes through our Charitable Foundation, **Clarion Futures**. Our mission is to provide social housing residents with the support, skills and opportunities to transform their lives and communities.

Clarion Futures has three key programmes areas, Jobs and Training, Communities and Money and Digital.

Clarion Futures Communities comprises all we do to make our estates and neighbourhoods more attractive and vibrant places to live. Every community is unique and all our work is shaped by the needs and aspirations of local people.

Application form checklist

Checklist of information you will need to complete your application

Before you begin your application, please find below some of the key details it would be helpful for you to have to hand.

- ✓ Your **charity or company number**, if you are a registered charity or company
- ✓ Key **organisation details** such as:
 - The year your organisation was established
 - Financials – income over the last financial year, annual income over the last 3 years and a record of any previous Clarion Funding received
 - Information regarding organisational structure such as number of staff, number of management committee members, number of volunteers etc.
- ✓ **Full overview of information** about your grant request including: aims of the project and activities, beneficiaries, volunteers, outcomes and impact etc.
- ✓ A clear and **detailed budget** – the application will require a breakdown of all project costs involved in delivering your project
- ✓ A saved copy of **supporting documents** such as:
 - A copy of your governing document (e.g. constitution, memorandum & articles or set of rules)
 - A copy of your most recent annual accounts record of income & expenditure, or if you are a new group, a spending plan and recent bank statement
 - A copy of your safeguarding policies
 - A copy of your safeguarding policy for working with children under 18 or vulnerable adults.

Once you begin your application, you are able to save your progress and return to it at a later date if you do not have all the information required to complete the question. However, you are unable to submit an application until all of the information that is required is complete.

TOP TIP! All our funding decisions are made by **Clarion residents** who are actively involved in their neighbourhoods and who are passionate about funding work in their communities.

When completing your application make sure you demonstrate:










- Your **knowledge of the local area**
- Your knowledge of what **other provision** is available to the community
- Demonstrate a well thought out **plan for engaging Clarion residents** to participate in your activity

Our residents know their communities and want to see that you do too!

About the Clarion Futures Community Grants Programme




Grants of between **£1,000 and £5,000** are available to organisations seeking to deliver innovative, well designed projects that support Clarion residents and the wider community to deliver local initiatives and project to improve their neighbourhood.

We are looking to fund projects and activities that **focus** on:

-  encouraging community engagement and cohesion
-  promoting health and wellbeing
-  engaging young people in positive activities
-  improving spaces, places and estate regeneration
-  reducing social isolation
-  engaging older people in positive activities
-  improving access to training and education based activities
-  supporting work and activities in Clarion Community centres
-  find new ways of reaching Clarion Housing Group's residents and the wider community

Our funding priorities

We are interested in applications that can demonstrate an understanding of what is already going on in the community, and how the proposed project/activity will, for example:

-  Make the most of existing provision in an area, add value, i.e. by reaching new participants, those that may be missing out or who are considered hard to reach
-  Address a gap in local provision, i.e. where there is no similar existing offer in a specific area
-  Make the best use of other local services, partnerships or networks











Other priority areas to consider when planning your application:

Volunteering	Volunteer involvement is encouraged, particularly where Clarion residents have the opportunity to volunteer and develop their skills in the process.
Sustainability	Plans for the longer term, demonstrating how activities could be sustained after Clarion funding has come to an end.
Certified Training	Activities that facilitate training opportunities for residents and the wider community that will result in certification or qualification.
Community Spaces	Projects that contribute to the improvement of community spaces and places
In-kind and match-funding	Projects that have secured grants from other funders, free venue hire, in-kind donations etc.

Who can apply?

Not-for-profit organisations including constituted community groups, registered charities, companies limited by guarantee, PTA or Friends of School groups, social enterprises or Community Interest Companies (CICs) are eligible to apply to the Clarion Futures Community Grants Programme.

Organisations must meet the following **eligibility criteria** before submitting an application:

-  Delivering a project aimed at supporting **Clarion residents** and the wider community
-  Projects must have a **clear plan for engaging** Clarion residents and the wider community
-  Have at least **three (3) unrelated management committee** members
-  Have a **governing document**
-  Your group's **annual income last year was less than £500,000**, unless your organisation is the managing body for a Clarion Community Asset
-  Have an **organisational bank account** in the name of the constituted group with at least two (2) unrelated signatories
-  Have a record of income and expenditure or set of **accounts**
If you are a new group you will need a bank statement and an income and expenditure forecast
-  Have a **safeguarding policy** if working with young people under the age of 18, or vulnerable adults
-  Have the relevant **insurance** in place, including public liability where required, before delivering activities
-  **Not** have received a Community Grant within the past 12 months

Funding is aimed at projects which are actively seeking to support residents of Clarion housing and we expect to see delivery in and around Clarion neighbourhoods. Projects can support a range of beneficiaries including both Clarion residents and members of the wider community.

If you are **not** working to benefit Clarion residents or you have no clear plan for how to benefit Clarion residents, you will not be eligible to apply.

A note about engaging our residents...

The Clarion Futures Communities Team will be available to help applicants who would like to discuss their application or develop their project idea. If you are unsure whether your project is operating in a Clarion Housing area, the Clarion Futures Community Team can talk to you about engaging our residents.

Please contact them at:

FuturesCommunities@myclarionhousing.com



What can I apply for?

Grants of between **£1,000 and £5,000** are available towards your **activity costs**, these can include, for example:

- ✓ Venue hire
- ✓ Event costs
- ✓ Volunteer expenses
- ✓ Equipment and resources
- ✓ Refreshments for participants
- ✓ Publicity and marketing materials
- ✓ Delivery staff costs
- ✓ Overheads at a standard rate of up to 10% of your project total

Funding existing projects

We are able to fund existing projects and continuation funding of the same project. However, please ensure your proposal demonstrates learning and development from previous iterations of the project delivery and/or new and creative ideas. We are looking for proposals that respond to community need and can demonstrate addressing a demand for the activities.

A note on capital costs

We are able to fund costs for space improvements and equipment to facilitate the delivery of projects that meet our criteria. However we are not able to support requests for 100% capital costs where it is not evident the capital expenditure will result in direct benefit for Clarion residents and the wider community.

The grants programme is highly competitive and our resident led panels are looking to fund projects which make a real impact in their neighbourhoods. It is important any requests for capital costs are linked back to the benefit that will be made for community members.

What cannot be funded?

We cannot consider funding for the following:

- Statutory organisations such as local authorities and schools
- Any party political activity
- Purely commercial ventures (for profit)
- Spending that has already taken place (retrospective funding)
- Individuals or projects run by individuals as opposed to an organization
- Activities promoting religious beliefs
- Activities where individuals are excluded on religious grounds, ethnicity, gender, sexuality
- If you have received a grant through the Communities Grants Programme, you are unable to apply for another grant from the fund for another 12 months
- Organisations with overdue or incomplete monitoring on a previous grant from Clarion, Affinity Sutton or Circle via any of their funding streams. If you or a member of your organisation management committee has an outstanding monitoring on a previous grant, please contact Clarion Futures to resolve this.

How to apply

Applications must be submitted via the Clarion Futures online grants portal (Flexi-Grant). Applicants are required to register on the system before starting an application form.

<https://clarionfutures.flexigrant.com/default.aspx>

There are two funding rounds per financial year.

Application Round	Applications Open	Application Deadline	Decision Released
Round 11 Spring 2020	20 January 2020	11 March 2020 12 noon Wednesday	w/c 18 May 2020
Round 12 Autumn 2020	01 July 2020	23 September 2020 12 noon Wednesday	w/c 30 November 2020

Important Note: when planning your project schedule please be aware your first grant payment will only be released once your grant agreement has been executed and any grant conditions have been satisfied. We will then ensure your organisation is set up on our finance system and raise a PO for you to invoice us for your first tranche – for the autumn round the festive period may see extended processing times for payment release.

How do we make our funding decisions?

All applications submitted by the deadline will undergo an initial assessment by our Grants Team.

All eligible applications which best fit the Clarion Futures Community Grants Programme priorities will be shortlisted.

Shortlisted applicants will then be contacted by the Communities Team or the Grants Team to gather any additional information about your project and/or organisation.

Shortlisted applications will be presented to the **resident-led community grants panel** that will assess each application based on the information provided in the application forms.

The resident led panel will make funding decisions based on the programme criteria.

Successful and unsuccessful applicants will then be notified of the decision in writing, via email.

Please note all funding decisions are made at the discretion of Clarion Futures Community Grants Panel and are final.

Reporting requirements

Groups in receipt of a grant will be expected to maintain regular communication with Clarion Futures, and will be required to complete a final report outlining how the grant was spent and highlighting the benefits for residents and other participants.





A Clarion Futures Neighbourhood Investment Officer will be allocated to each funded project and will be able to offer support on monitoring and evaluating your work.

Key areas to monitor when running your project

- The extent to which the project met the anticipated objectives
- The number of participants in the project, including the number of Clarion residents
- Learning gained when delivering the project, success stories and any unanticipated results/outcomes

Key data to capture when running your project

To help us monitor the impact of our grant funding we ask all grant recipients to record the following data (where applicable to the individual project). Your assigned Neighbourhood Investment Officer will support you with measuring and capturing the statistics you are required to report on, such as:

-  number of beneficiaries
-  demographic information of beneficiaries (e.g. aged 25 and under, or 55 and over)
-  number of beneficiaries completing certified training or accreditations
-  outcomes and positive onward progressions such as sustained volunteering or employment

Further information, tips and templates for monitoring the impact of your work can be found:

Inspiring Impact | <https://www.inspiringimpact.org/>

Inspiring Impact supports people who work and volunteer for charities, funders, and social enterprises across the UK. We provide free online resources, peer learning networks, and grant funding, so you can plan, understand, and improve your impact.

NCVO Knowledge Bank – Impact | www.knowhownonprofit.org/organisation/impact

Knowledge and e-learning for charities, social enterprises and community groups.

Further help and resources

For support completing your online application form, queries regarding deadline, criteria and submitting your proposal can be directed to grants@clarionhg.com

For support planning your project you are encouraged to contact the Clarion Communities Team on 0300 1000303. A sample application form is available from our website to support your proposal planning.