



**CLARION  
FUTURES**

# **Clarion Futures COVID-19 Recovery and Resilience Grants Programme**

*Project Grants - Open Call*

## **Application Guidance Notes October 2020**

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**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 COVID-19 response has seen emergency support provided to partners working in and for the benefit of Clarion residents and communities impacted by the crisis. We are now moving to providing support to organisations looking to reinstate and adapt activity delivery, provide essential services and connect and support communities in response to COVID-19 and its on-going impact.**

# Application form checklist

## Checklist of INFORMATION you will need to complete your application

- ✓ Your **charity or company number**, if you are a registered charity or company
- ✓ The **year** your organisation was **established**
- ✓ The **total annual income** for your organisation over the last financial year
- ✓ The **number of staff**, management committee members and volunteers in your organisation
- ✓ Your **project plan** including aims, tasks and activities, beneficiaries and impact objectives
- ✓ A **clear project budget** – the application will require a breakdown of all project costs

## Checklist of SUPPORTING DOCUMENTS

- ✓ A copy of your **Governing Document**
- ✓ A copy of your **most recent Annual Accounts**, or record of income and expenditure, or if you are a new group a spending plan and recent bank statement
- ✓ A copy of your Safeguarding Policy for working with children under 18/vulnerable adults
- ✓ A copy of your **in-date Employer and Public Liability insurance** certificate
- ✓ A list of the **names and addresses** of your **management committee / trustees**
- ✓ A copy of your **COVID-19 Secure Delivery Risk Assessment**  
This can be submission of your existing documentation or you can complete our template assessment matrix which can be accessed in the application form.

## TOP TIP!

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 clear **plan for engaging Clarion residents** to participate in your activity

# About the Clarion Futures COVID-19 Recovery & Resilience Grants



Grants of between **£1,000 and £5,000** are available to organisations seeking to deliver:

- (i) adapted and/or reinstated activities** that support Clarion residents and the wider community to improve lives and neighbourhoods
- (ii) essential services** to residents, communities and vulnerable people impacted by COVID-19
- (iii) projects and activities seeking to connect and support communities** in response to COVID-19 and its on-going impact

Grant requests need to be for the **primary purpose of supporting communities** not for support for organisational infrastructure (however, up to 10% of overheads can be included in your budget).

Funding will be prioritised for projects and activities which seek to support **vulnerable people who have been disproportionately affected by COVID-19** in England, including, but not exclusive to, BAME communities, lone parents, young carers, low income families and people with disabilities.

Following research into the impacts of the pandemic Clarion Futures have identified three key areas where we believe we can collectively help to reverse the impacts of COVID in our communities.

**We would be interested in receiving applications in these key areas as well as any other innovative projects that support this overall outcome.**

## Access to Opportunities - Young People (aged under 25)

-  Supporting work readiness, career planning and access to training or further education
-  Developing young people's confidence and leadership skills
-  Developing resilience and supporting young people through times of transition

## Wellbeing

-  Reducing social isolation and tackling loneliness
-  Connecting communities, including intergenerational activities
-  Access to community based mental health support
-  Activities that support physical and mental wellbeing

## Community & Household Resilience

-  Food poverty resilience – activities which support people to be able to consistently afford and access food, develop the skills and means to prepare meals and to find long term solutions to meeting essential household dietary needs
-  Employability support and skills development
-  Activities which promote emotional and practical support for families and households
-  Support for individuals and households dealing with issues related to domestic violence

# 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 the area
-  Make the best use of other local services, partnerships or networks

## 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.

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 and employer liability where required, before delivering activities
-  Have a **COVID-19 Secure Delivery Risk Assessment**

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 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 Team can talk to you about engaging our residents.

Please contact [grants@clarionhg.com](mailto:grants@clarionhg.com)



## What can I apply for?

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

- ✓ Remote delivery costs
- ✓ Resources/equipment to deliver in-person activities safely and in line with social distancing measures
- ✓ Delivery staff time
- ✓ Venue hire
- ✓ Volunteer expenses
- ✓ Publicity and marketing materials
- ✓ Overheads at a standard rate of up to 10% of your project total

## 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 organisation
- Activities promoting religious beliefs
- Activities where individuals are excluded on religious grounds, ethnicity, gender, sexuality
- Organisations with overdue or incomplete monitoring on a previous grant from Clarion Futures, either direct or via Affinity Sutton or Circle funding streams
- Activities which require staff or volunteers to deliver in-home support
- Any other costs considered unreasonable or non-essential for delivery of the proposed activity.

# 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>

Applications Open	Application Deadline	Decision Released
09:30 Thursday 15 October 2020	12:00 noon Thursday 12 November 2020	From week commencing 07 December 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 (80% of your approved grant amount) – for an 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 align with the programme priorities will be shortlisted.

Shortlisted applicants may be contacted by the Clarion Futures Team to gather any additional information about your project and/or organisation as required.

Shortlisted applications will be presented to a **Regional Grants Panel** who will assess each application based on the information provided in your form.

The Regional Grants Panels will make recommendations for funding based on the programme criteria. These recommendations will then be reviewed by member(s) of our **Grants Ratification Panel** who will make the final funding decisions.

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 and are final.

## COVID-19 Secure Delivery Resources

Clarion COVID-19 Secure Delivery Risk Assessment – *Template can be accessed within the application form*

COVID-19 Safer Community Centres Guidance Document - *can be accessed in the application form*

[NCVO Coronavirus information and resource hub](#)

[Government Coronavirus \(COVID-19\) guidance for the charity sector](#)

[Government COVID-19 guidance for voluntary, community and social enterprise organisations](#)

[LawWorks COVID-19: FAQs and resources for not-for-profits](#)

# 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 demonstrating the benefits for participants.

A Clarion Futures 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).

-  number of beneficiaries
-  demographic information of beneficiaries
-  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](http://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](mailto:grants@clarionhg.com)