Clarion Futures Hackney Grants Programme 2020

Application Guidance October 2020

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

- ✓ 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

- ✓ Your **project timeframe**

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 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 a 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 Holly Street Legacy Fund Hackney Grants Programme

Grants of between **£1,000 and £5,000** are available to organisations seeking to deliver well designed projects for the benefit of Clarion residents and the wider community in the **London Borough of Hackney**

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

Young People *(aged under 25)*

- engaging young people in positive activities
- developing resilience and supporting young people through times of transition
- maximising opportunities for young people
- developing young people's confidence and leadership skills
- improving perceptions of young people

Older People

- reducing social isolation
- engaging older people in positive activities
- improving physical and mental wellbeing

Families & Communities

- financial literacy and money management
- digital skills and access to online services
- reducing the impact of poverty
- safer neighbourhoods
- mental health and wellbeing

We understand your activities and the needs of your beneficiaries will inevitably be impacted by COVID-19. We recognise the above focus areas will each encounter new challenges and new ways of working in your delivery models – you can include information on this in your application form when detailing your project plan.

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) working in or for the benefit of residents in the **London Borough of Hackney**

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

- Delivering a project aimed at supporting **Clarion residents** and the wider community in the **London Borough of Hackney**

- 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

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.

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

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:

- ✓ Venue hire
- ✓ Remote delivery costs
- ✓ Delivery staff costs
- ✓ Volunteer expenses
- ✓ Equipment and resources
- ✓ 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.

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
09:30am Thursday 01 October 2020	**12:00 noon Thursday 05 November 2020**	**Week commencing 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 – 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 **Grants Panel** who will assess each application based on the information provided in your form.

The 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 Document 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.

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
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