














Clarion Futures West Ealing Community Grants Programme 2021/2022

Application Guidance 2021/2022



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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.

A2Dominion operates across London and southern England and provides landlord services to 68,000 customers. A2Dominion has a particular focus on providing housing for people who are unable to afford to rent or buy on the open market and offers additional care and support services and homes.

We don't just build, manage and sell homes. We do our best to create vibrant communities. We reinvest all of our profit into creating new homes, maintaining our properties and supporting communities. Workshops to develop skills and help people find good jobs. Personal support for older and more vulnerable residents. Buzzy neighbourhood centres with activities for all ages.



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 the local community** to participate in your activity








About the West Ealing Community Grants Programme




Grants of between **£1,000 and £5,000** are available to organisations seeking to deliver well designed projects for the benefit of residents and the wider community in the **West Ealing area**.

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

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 **West Ealing area**.

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



Delivering a project aimed at supporting residents and the wider community in the **West Ealing area**.



Projects must have a **clear plan for engaging** 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**



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

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/>

Please note: From December 2021 Flexi-Grant will not be supported on the following browsers: Microsoft Internet Explorer, Microsoft Edge Legacy (and older Apple Safari browsers from December 2021). Flexi-Grant recommends using the following modern browsers: Google Chrome, Microsoft Edge, Mozilla Firefox, or Apple Safari to ensure full programme functionality, security and performance.

The programme will be running 3 more Rounds. You must submit your application before the published deadline to be considered for the upcoming round. Applications not submitted will need to be redrafted via the online portal for the subsequent round.

N.B. applicants will still have access to their forms but will be required to copy it into the form for the upcoming deadline.

Applications Open	Application Deadline	Decision Released
09:30 Monday 11 October 2021 (Round 2)	12:00 noon Thursday 11 November 2021	Mid-December 2021
09:30 Monday 4 April 2022 (Round 3)	12:00 noon Thursday 5 May 2022	Mid-June 2022
09:30 Monday 10 October 2022 (Round 4)	12:00 noon Thursday 10 November 2022	Mid-December 2022



Important Note: when planning your project schedule please be aware your 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.

Project Starts dates: we envisage that projects will start:

Round 2 – Decisions released mid-December 2021 – projects to start January 2022.

Round 3 – Decisions released mid-June 2022 – projects to start July 2022.

Round 4 – Decisions released mid-December 2022 – projects to start January 2023.

Previous West Ealing Grants holders: Existing West Ealing Grant Holders will be eligible to apply for one more Round. Please speak with your A2Dominion contact or contact the Clarion Futures Grants Team if you are considering applying again. Contact details are provided at the end of the document.

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

[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
- 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 – beneficiaries aged under 25 and over 55
-  number of volunteers involved in delivering the activity
-  number of volunteer hours delivered in total as part of your project

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 | <https://knowhow.ncvo.org.uk/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 queries relating to your project ideas, community engagement, delivery plans or any other aspect of your application please contact caroline.wolff@a2dominion.co.uk or marisa.fletcher-patrick@a2dominion.co.uk