



# ECCLESFIELD PARISH COUNCIL

*Serving your Community Since 1894*

## **COVID SUPPORT AND RECOVERY FUND 2022/2023**

### **Draft Grant Guidelines and Criteria**

The Covid 19 pandemic has had a serious effect on the wellbeing of Ecclesfield Parish including many local groups and organisations. At the same time, COVID 19 has also demonstrated the value and contribution that many local organisations and bodies make to the delivery of important local services and the community of the Parish of Ecclesfield.

In response, the Council has established a Covid Support and Recovery Fund to support local groups and organisations most adversely affected by COVID-19. It aims:

*‘to support groups and organisations in the Parish to continue to deliver activity, supporting existing users and services, responding to the immediate crisis, or undertaking recovery or resilience activity in response to COVID-19 in Ecclesfield Parish’.*

**The Fund has a value of at least £13,000 and will provide grants of up to £10,000 for the financial year 1 April 2022 to 31 March 2023.**

### **Are you eligible to apply?**

Groups or organisations should be locally based, and local people should be involved in their management. Groups should be and operate within the Ecclesfield Parish Council area. Community groups who apply must have a bank account in the name of the group; payments cannot be made to individuals.

### **Completing your form**

Please write clearly and check the phone numbers you give. Make sure that you answer all of the questions fully. If you need help with any part of the form, please contact the number below. Please put as much information as you possibly can and use additional sheets of paper if necessary.

The Fund closes on 31 March 2023. This means that the last date for completing and submitting an application is on 18 March 2023.

### **In Your Application Form you need to show your activity is:**

- Set up by local people within the Parish.
- Meets the aim of the fund.
- Has a co-operative, partnership or self-help approach.

### **Alongside your application you must submit:**

- An up to date Public Liability Certificate held in the name of the applying group.
- End of year accounts.
- Most recent bank statements.

### **What We Fund:**

Any activity by a group (both capital and revenue) in support of the aim of the Fund, and which enables them to '*Continue to deliver activity, supporting existing users and services, responding to the immediate crisis, or undertaking recovery or resilience activity in response to COVID-19 in Ecclesfield Parish*'. This includes both helping bodies and organisations to:

- Continue to deliver activity in response to COVID-19 pandemic.
- Change, enhance and adapt to become more resilient to respond to new and future challenges arising from the COVID-19 pandemic.

Please note we can only fund an organisation or body for a maximum of £10,000 in one or more grants between 1 April 2022 and 31 March 2023 and they can only hold one grant at a time from the Fund.

### **We don't fund?**

- Individuals – childcare, training, travel expenses, salaries or wages.
- Salary costs – for paid workers.
- Party political or religious activities – though we may fund community activities run by churches and faith organisations.
- Groups or activities outside the Parish area.
- Services which other bodies, such as Sheffield City Council, has a statutory responsibility to provide such as road maintenance, schools – though we may be able to fund activities in support of these.
- Things that have already happened or have been paid for.

### **What about the Council's main grant Programme?**

- Groups and bodies may also apply to the Council's main grant programme for different activities - you cannot make duplicate or similar applications to this and the Council's main grant programme – if you are in doubt about which programme you should apply to, please get in touch.

- Please note, if we consider you could receive the funds you are applying for more appropriately from the Council's main grant programme, or another organisation, then we may ask you to apply to them instead.

### **Are there any conditions that apply?**

- If you decide to change how you will spend the money, then you must let us know.
- You must keep receipts – we may need to see copies.
- You must complete the activities we have funded normally within six months.
- You will be sent or given a monitoring form that you must complete and return to us by the date stated on the form.
- If you don't return the monitoring form you may not get any funding in the future.
- We do expect that participants on workshops, trips etc. would contribute to the cost, even if it's a small amount.
- It is a requirement of the Parish Council that photographic evidence is provided of the event/purchase for which the grant is given.

### **Who decides about our application?**

We anticipate that we will get a lot of applications for really worthwhile projects. This may mean we have to make some tough decisions around which projects we can fund, and the amount they receive.

The Finance and Premises Committee of the Parish Council will consider any applications and make recommendations to Full Council on whether it should be supported and the amount to be awarded. Applicants may also be invited to speak and answer questions about the application at a Finance and Premises Committee. Their recommendation is then approved or rejected by Full Council at the subsequent Council meeting.

**Adopted by Council XXXX 2022**

**Review date XXXX 2023**