

SCVO Vision 2030 Community Grants – Commonwealth Games 2022: Guidance Notes

1. Introduction

Vision 2030 sets out the ambitions towards making Sandwell (in 2030) a thriving, optimistic and resilient community. Central to this vision is the message of closer partnership working between all sectors and communities across the borough.

The aspiration is for Sandwell (now and in the future) to be where we call home and where we're proud to belong – where we choose to bring up our families, where we feel safe and cared for, enjoying good health, rewarding work, feeling connected and valued in our neighbourhoods and communities, confident in the future, and benefiting fully from a revitalised West Midlands.

SCVO, is a local charity working across the borough of Sandwell with a mission to help local residents and communities access support, which enables them to take greater control of their lives, overcome challenges and make the most of opportunities available to them.

SCVO is delivering this grant programme, on behalf of and in partnership with Sandwell Metropolitan Borough Council, to enable voluntary and community groups to deliver activities in Sandwell, and to Sandwell residents, to support the following priorities:

(i) Purpose of the Fund – to support activities in 2022 that have a 'Commonwealth' and 'Games' focus:

2022 sees two major events that focus on the Commonwealth:

- 2nd - 5th June is the Queen's Platinum Jubilee Central Weekend; and
- 28th July – 8th August is the period of the Commonwealth Games in Birmingham (and, of course, Sandwell through the location of the Aquatics Centre in Smethwick).

Both events have, at their heart, a focus on bringing people together and getting involved (and not just in sport-related ways) and this V2030 funding stream seeks to support activities that tap into this focus.

(ii) Grant Amounts

Funding is available in two themes as follows:

A) Celebration:

- Activity (either single or multiple) that brings people together to celebrate and have fun, with a focus on/connection to (the) 'Commonwealth' and/or (the) 'Games'.
- Must take place between 1st June and 31st August 2022.
- £500 micro-grant.

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B) Getting Involved:

- Activity that encourages people to become involved in their local community, particularly those who haven't been involved before. (Being **creative** in terms of what's being proposed and how it genuinely involves local people in project design and delivery).
- Not specifically about Games-related activities.
- Contains an element of **legacy** – what will be the lasting elements that continue once the project delivery has ended? (see Q2, page 4)
- Anticipated length of delivery is between 6 and 12 months, but **MUST** include the period of the Games themselves (28th July – 8th August 2022).
- Grants of **up to** £3,000 available.

PLEASE NOTE – you may only apply for **ONE** grant in this round i.e. theme A or B. You may make another application in any subsequent round, but you will need to have completed your previous delivery and provided written feedback as requested – multiple grant awards can only be delivered consecutively, **NOT** concurrently.

(iii) Grant Eligibility

Eligibility for funding is limited to voluntary, community and not-for-profit/charitable organisations that fit within the definition of the Voluntary and Community Sector (VCS) as detailed in [Appendix 1](#).

If you are in any doubt as to your eligibility, please telephone/email (see below) to seek clarification.

2. Notes on Completing your Application

(i). General Advice

For this element of the Vision 2030 Grant programme, we are offering prospective applicants the opportunity to make video submissions (as opposed to completing a written application form).

*There are **TWO** different application forms (depending on your chosen application theme) – please be sure to request the correct one.*

- Please read through the relevant application form and these guidance notes **BEFORE** you begin so that you answer the questions as fully as possible.
- **For WRITTEN APPLICATIONS:**
 - **Please do not exceed the word count** on the questions, as we would like applications to be as focused as possible. There is no **minimum** word count, but the more relevant information you can provide to the panel the better they will understand your organisation and proposal.

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- **For VIDEO APPLICATIONS:**
 - **Please limit your video to a MAXIMUM of THREE minutes in length.** We recognise that it may not be appropriate to film beneficiaries but, where appropriate, you should gain the relevant consent; particular consideration should be applied if your beneficiaries are children or vulnerable people. (Please let us know if you would welcome support/guidance on this matter)
- Do not assume that the Grant Panel knows your organisation, even if your organisation has received funding from SCVO or Sandwell Council in the past.
- Please complete **ALL** questions and sections within the application form / ensure that your video responds to **ALL** the questions on the application form.
- **Financial Information Required:** please provide a copy of the most recent financial information for your organisation (and **not** simply a bank statement) – this should include items such as your income and expenditure for a 12-month period (as a minimum), but may also include a balance sheet (showing the assets of the group/organisation). **This is still required with video submissions.**

(ii). £500 Micro Grants

Q1. Describe your proposed engagement activity

- Each engagement activity must have a connection with promoting the celebration of ‘Commonwealth’ and/or ‘Games’. You might, for example, be delivering an activity that is related to the Queen’s Diamond Jubilee or an event that celebrates the multiple cultures that will be in evidence during the Commonwealth Games e.g. a ‘taster session’ of something that people may have not previously experienced, but that doesn’t necessarily have to be the case in all instances.
- Please also tell us how you have decided to deliver this particular event/activity. What conversations have you had (and with whom) that tells you this is what is wanted/needed?

Q2. How many people do you think will be engaged in your proposed activity?

- Audience engagement/participation is not restricted to any particular group – but you need to detail the split between children/young people and adults if it is a mixed (or family-type) activity.
- We’re also looking for a minimum of 25 people (in total) to be engaged per activity.

Q3. How will you promote your engagement activity in order to ensure its success?

- Tell us how you will go about promoting your activity – for example, who will you speak to, how will you advertise it (e.g. leaflets/flyers, word of mouth, social media etc.)?
- The method(s) of promotion should be relevant to the types of participants being sought.

Q4. How confident are you of attracting the number of people in Q2 above?

- We’re looking for you to tell us the sort of (similar) things that you’ve done in the past that have worked and how that makes you confident of ‘success’ for this proposal – you can give us some examples of what you’ve done and the outputs/outcomes that were achieved.

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Q5. How will you know that your activity has been a success?

- We'd like you to tell us how you will gather feedback from event/activity participants so that you know the project has been a success; •
- Think about what you're trying to achieve with your event and what questions you might ask (face-to-face, questionnaire etc.) to find out the difference that you've made to people.

Q6. What other contribution / resources might you offer as part of your proposed activity?

- Think about the other things you have available in your group, for example volunteers, premises etc. and how will you use these to contribute to delivery of the project?

(iii). For grants OVER £500:

Q1. Describe your project

- Please give us detailed information about your project, including such things as:
 - What you want to do
 - Where and when the project will take place
 - How local people have been actively involved in designing and will be actively involved in delivering the project
- **Remember** – how does your proposal link to the themes of 'Commonwealth' and 'Games'?

Q2. Please explain ...

- **How you know this project is needed** – tell us what evidence you have that shows the need for this project and how your experience of the COVID-19 pandemic has informed your proposal. For example, who have you spoken with, what did they tell you?
- **What difference it will make / what the legacy will be** – what changes do you expect to see in those taking part? For example, might they gain a new skill, be better connected with people, be better able to undertake everyday tasks etc. What might now be present (in a community) that wasn't there before the project took place? For example, a piece of artwork, a publication etc.
- **How you will evidence the changes** – tell us how project participants have experienced a positive change. For example, what sort of questions might you ask of participants and how will you record their responses to show that your project has made a difference? What methods of recording might you use? For example, face-to-face, questionnaires, etc.
- **How many people you expect to be involved** – please give us a TOTAL number and then detail any split between those under the age of 18 and over the age of 19 (for 'family'-type projects).

Q3. Why do you think this project will work?

- We're looking for you to tell us the sort of things (whether similar or not) that you've done in the past that have worked and how that makes you confident of 'success' for this proposal"
- Tell us how you will go about promoting your activity – for example, who will you speak to, how will you advertise it (e.g. leaflets/flyers, word of mouth, social media etc.)?
- The method(s) of promotion should be relevant to the types of participants being sought.
- Tell us how you plan to actively encourage the participation of people who are new to your organisation.

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Q4. How does your project link with 'Vision 2030 Sandwell'?

- Tell us which of the 10 Ambitions is/are supported by your project and how? (You can find out more information about Vision 2030 Sandwell by clicking [HERE](#) or visiting: www.sandwell.gov.uk/Vision2030).

Q5. Please tell us what you plan to spend the money on and provide a breakdown of costs – for VIDEO submissions you may wish to provide this in written format.

- Whilst Vision 2030 Community Grants are not primarily to fund capital expenditure e.g. land/buildings, property refurbishment, significant spending on technology etc. such expenditure WILL be considered within the overall context of the application and where it is proportionate to overall project value.
- We would **NOT** expect Vision 2030 grants to be funding the employment of new staff, but consideration will be given to increases in the hours of existing part-time staff and/or the use of sessional workers where appropriate.
- A finely detailed budget is not required – we are simply seeking detail of the broad headings and proposed spend e.g. room hire, office overheads, publicity, volunteer expenses etc.

Q6. What additional support from SCVO and/or local support agencies do you feel you might need to make sure that your project is a success?

- Please tell us if you have already identified areas of delivery that you feel would benefit from support – for example, how to work with/recruit more volunteers, help with funding applications, ideas around promoting the work of your group etc.

(iv). Monitoring and Evaluation (for all grants)

When you finish your activity/project delivery we will ask you for:

- The number of people benefitting from/involved in your activity/project;
- A short report with details of what happened during the engagement activity, including:
 - i. what went well;
 - ii. what people thought (feedback from those taking part – which can include photographs, but please get the permission of those being pictured as photos may be used in wider circulation)
 - iii. the difference (change) that your activity has made to those taking part and how you've been able to evidence this
 - iv. anything that you might do differently if you were to run a similar activity/project in the future.

3. Grant Timeline and Process

- **ALL** prospective applicants **MUST** have an initial conversation with the Community Partnerships Coach at SCVO prior to applications being submitted. Where **NO** prior contact has been received applications will not be considered.
- Applicants may only have **ONE** grant in delivery at any point.
- Applicants may apply for consecutive grants, but priority will be given to those applicants who have not previously received awards from the programme (of any amount). Project delivery needs to be complete, and monitoring/evaluation report received by SCVO, **BEFORE** subsequent applications will be considered.
- Application deadlines and assessment dates will be posted on SCVO's website - www.scvo.info - on a rolling basis until all funding is allocated.

- All funded activity needs to have commenced within 2 months of approval and monitoring/evaluation reports returned to SCVO within 2 months of delivery being completed.

(i). Process

- Initial contact and conversation with SCVO's Community Partnerships Coach
- Applications submitted to SCVO (within timeframe outlined above) –
 - for **WRITTEN** applications, please email the completed application and supporting paperwork to: grants@scvo.info
 - for **VIDEO** applications, please contact grants@scvo.info to arrange transmission of completed video (by the most appropriate means) and provide supporting documentation.
- **PLEASE NOTE** – all video applications submitted will only be displayed within SCVO and to Grant Panel members – they will **NOT** be shared more widely without first obtaining consent;
- Applications assessed by Grant Panel;
- Applicants advised of outcome – feedback and support are offered to ALL applicants;
- Successful applicants will be asked to sign and return a copy of the Grant Terms and Conditions, together with relevant Bank details, so that grant payment can be made;
- SCVO will provide 'monitoring/evaluation form' so that applicant organisation can report accordingly

For all enquiries / conversations before making your application, please contact SCVO as follows:

- **Community Partnerships Coach:** Liz Webster – email: liz@scvo.info / mobile: 07923 259821
Or
- **Operations Manager / Deputy CEO:** Stuart Ashmore – email: stuart@scvo.info / mobile: 07703 823226

APPENDIX 1 – Definition of the Voluntary and Community Sector

To be eligible to apply to the SCVO Vision 2030 Community Grants programme, you will need to be one of the following types of organisation:

- **A voluntary organisation/group** (a formal organisation run by a management body made up of volunteers who are engaged in that activity for environmental, economic or social good.)
- **A community organisation/group** (a less formally organised body run by a management body made up of volunteers who are engaged in that activity for environmental, economic or social good.)
- **A tenants and residents group**
- **A faith group**
- **Most co-operatives and social enterprises** (provided all profits are retained for the benefit of the members or community served)
- **Most sports organisations**

... **and** have one or more of the following structures/forms:

- **Unincorporated groups** (that have a written constitution/set of rules (governing document) that sets out the purpose of the group and how it is managed)
- **Registered charity** (incl. CIO)
- **Company limited by guarantee**
- **Community Interest Company (CIC)** limited by guarantee
- **Community Interest Company (CIC)** limited by shares (with a 100% asset lock clause to ensure that funds or assets can only be transferred to a named organisation or cause with charitable objects aligned to the applicant)
- **Community Benefit Society** with charitable status
- **Co-operative**

Additionally, organisations need to be able to demonstrate that they:

- operate on the basis of being wholly not-for-profit and/or do not distribute profits/assets for personal or private gain;
- have a Board or Management Committee comprising of a minimum of 3 members (ideally unrelated) who give their time in a voluntary (unpaid) capacity. If this Committee is not locally based, the organisation should demonstrate its long-term commitment to Sandwell;
- are actively delivering services in Sandwell or undertaking activities for the benefit of Sandwell Communities;
- principally reinvest any financial surpluses to further social, environmental or cultural objectives that bring a significant community benefit to Sandwell (at least 50% of any financial surpluses need to be reinvested in Sandwell for community benefit).

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