

SCVO Vision 2030 Community Grants – King’s Coronation 2023: 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 that celebrate the King’s Coronation:

- 6th – 8th May 2023: The King’s Coronation ‘weekend’

Proposed events should have, at their heart, a focus on bringing people together from across the local community.

(ii) Grant Amounts

Funding is available 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 King’s Coronation
- Must take place between 1st May and 31st May 2023
- £500 micro-grant.

PLEASE NOTE – you may only apply for **ONE** grant in this round.

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(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 on Completing the Application Form

- Please read through the relevant application form and these guidance notes **BEFORE** you begin so that you answer the questions as fully as possible.
- **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.
- 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.

(ii). £500 Micro Grants

Q1. Describe your proposed engagement activity

- Each engagement activity must have a connection with promoting the celebration of the King's Coronation.
- 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 to ensure a wide participation and 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.

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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.

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). Monitoring and Evaluation

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 be delivered between 1st and 31st May 2023 and monitoring/evaluation reports returned to SCVO within 2 months of delivery being completed.

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(i). Process

- Initial contact and conversation with SCVO's Community Partnerships Coach
- Applications submitted to SCVO (within timeframe outlined above);
- 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 the provision of relevant Bank details, so that grant payment can be made;
- SCVO will provide:
 - a 'monitoring/evaluation form', so that applicant organisation can report accordingly
 - any relevant logos for use on promotional materials, social media etc.

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).

[Back](#)