



Shropshire Council

Guidance - Covid-19 Small Grants Programme 2020

Shropshire Council has made a total of £75,000 available to distribute in grant funding to community / VCS organisations running local initiatives to help with the Covid-19 response and other funding pressures brought about by the pandemic at a local level.

The Small Grants Programme is aimed at supporting very local initiatives. At the same time, we want to ensure that the funding is distributed across the whole of the Shropshire Council area. Many communities have begun initiatives to help people who are finding it difficult to cope with the current situation. This Programme will provide financial support to help these initiatives take off and be sustained throughout the coronavirus crisis. Additionally, some community facilities and village halls will be facing lost income during this time and so the council wants to help ensure that they are sustained as well.

The maximum grant available through the Small Grants Programme will be £500 per grant

Eligibility

Your organisation can apply to the Small Grants Programme if you're:

- A not-for-profit voluntary or community organisation
- A registered charity
- A not for profit company or community interest company or other social enterprise
- A parish or town council

All organisations we fund will need to provide evidence of their status when applying.

We appreciate that there may be some new and informal initiatives setting up in response to the Covid-19 situation. If these initiatives want to apply for funding and don't have a formal constitution and bank account they should speak to another local organisation, such as a parish or town council, to partner with in order to make an application.

What can the grant funding be used for?

We recognise that there will be many ways in which communities can help each other during this crisis and we don't want to be too restrictive about the sorts of things that this funding can be used to support. However, applications for funding may only be made for:

- supporting a local community response to Covid-19, OR
- sustaining a local asset, e.g. village hall, which has been adversely affected by loss of income as a result of the coronavirus crisis

The Council may ask to see evidence of how the grant payment has been spent and to receive a refund for any ineligible expenditure or underspend. All expenditure must therefore be supported by invoices, which should be available for inspection upon request.

When can organisations apply for the grant funding?

The grant funding will be made available in 3 rounds. This will allow us, after each round, to review where the funding has gone and what it has been used for, to help us target future funding rounds.

Round 1 ended at close of business on Friday 17th April 2020.

Round 2 will close on Friday 22nd May 2020

Round 3 of the grant funding will be developed over the coming months, directly with a handful of community and voluntary organisations.

Any applications received after the end of Round 2 will not be considered.

How can organisations apply for funding?

We want to make the application process as simple as possible. You can either:

- Download and complete the Small Grants Application Form from our website <https://shropshire.gov.uk/coronavirus/grant-funding-opportunities-and-resources-for-local-communities/covid-19-small-grants-programme/> and email it to covid19grants@shropshire.gov.uk ; OR
- Email us at covid19grants@shropshire.gov.uk and we will send you an application form to complete

When submitting your application form you should also provide us with:

- The name and contact details of the person with whom we can correspond in relation to your application
- Proof that your organisation is a constituted voluntary or community organisation, charity or parish / town council. However, if another organisation is making the application on your behalf, they should provide us with their details

- A scanned copy of a recent bank statement in the name of your organisation (you may obscure the balance and transaction details if you wish)
- Bank account details for the organisation

We may request additional information once we have reviewed your application

How long will it take to process the application?

After the end of each funding round we will review your application and contact you within 5 working days of the end of that round. If your application is successful we will issue a simple offer letter which you should then sign and return by email. Scanned or electronic signatures will be acceptable.

How will the Council decide whether or not to award the funding?

- We will review and evaluate all applications received in each funding round only after the end of that round
- You may only submit one application per funding round. For clarity, this means only one application per organisation AND only one application per project
- You may submit further applications in later funding rounds, although priority will be given to those organisations which have not yet received any funding under this scheme
- An application will not be accepted if your organisation does not meet the eligibility criteria and/or the purpose of the funding is ineligible
- We will aim to achieve a geographical balance of funding so that no single area of the county receives proportionately more or less of the overall fund
- Grant funding awards are made entirely at the Council's sole discretion
- No appeals are permitted

If successful when will we receive the grant funding?

Once we have received your signed acceptance of the grant offer we will aim to make payment into the designated bank account within 5 working days.

What else should we consider?

Shropshire Council has set up a Community Reassurance Team (CRT) to work with communities during the Covid-19 crisis. Please speak to your local team who may be able to help with developing your ideas communityreassurance@shropshire.gov.uk

Alternatively please contact Gemma Jones in the CRT for help or advice with making your application gemma.jones@shropshire.gov.uk

Please speak to your local Shropshire Council elected member who may be able to link you up with other initiatives in your area <https://shropshire.gov.uk/committee-services/mgMemberIndex.aspx?bcr=1>

Please ensure that your volunteers and staff are following the latest guidance <https://www.nhs.uk/conditions/coronavirus-covid-19/>

Shropshire Council also has a suite of resources and information available on its website <https://www.shropshire.gov.uk/coronavirus/>

Insurance You may already have appropriate insurance cover but if not you should consider any applicable risks and consider insuring these. We will not insist on you having insurance as a condition of the grant funding but you should give this some consideration.

DBS checks and safeguarding The government has produced some very helpful information which can be viewed [here](#)