



# Building Stronger Communities Fund 2019/2020

## GUIDANCE NOTES

### Contents

1. Criteria
2. Eligibility
3. Application process
4. Monitoring and Evaluation
5. What we will not fund
6. Unsuccessful Applications

Please read this document carefully before launching a crowdfunding campaign and filling in an application form.

## 1. Criteria

In order to be considered for a pledge of up to £2,500 from the Building Stronger Communities Fund your project must meet the following criteria:

- Be located in East Sussex to support East Sussex residents
- Be creative and engaging
- Demonstrate real community support, by having achieved 25% of the project fundraising target on Crowdfunder
- Have plans for how the project will continue after this funding has ended

And look to develop one of the following:

- Community facilities
- Community activities

And promote at least one of the following:

- Inclusion of people who have previously been excluded from community life.
- Diversity - by bringing together groups across different cultures, ages, or any other diverse groups.
- Empowerment of people and communities by drawing on their strengths to participate in community activities.

Your organisation will also need to demonstrate how your project addresses a community issue that was identified through conversations or engagement with the people in the community who will benefit.

The Building Stronger Communities Fund is particularly interested in projects that have plans for how the project will continue after this funding has ended.

## **2. Eligibility**

The Building Stronger Communities Fund is available to not-for-profit organisations based in East Sussex, with an annual income of less than £200,000.

Your organisations project will benefit the people of East Sussex, and not be in receipt of monies from the public sector for the provision of part of the project, unless sustainability is clearly evidenced and the project increases outcomes for the people in the community who are beneficiaries.

Your organisation will have a bank account with at least two signatories who are not related nor live at the same address, and have a set of accounts, or financial records covering one full year of operation if you are an established organisation.

Your organisation will also have in place/be willing to adopt the following documents for your organisation to receive a pledge from Building Stronger Communities Fund:

- Constitution – Governing document
- Safeguarding Policy - Children and Adults
- Complaints Policy/Procedure
- Insurance - Public Liability (£5m)/Employers Liability (£5m)

The Building Stronger Communities Fund will not make pledges to political or religious projects.

### 3. Application Process

- Submit your idea through the Building Stronger Communities Fund page on Crowdfund East Sussex. This should be done at the beginning of your crowdfunding Campaign.
- Pre-screening – an initial assessment of your application will be completed and if your application meets the criteria of the Building Stronger Communities Fund, then this will be forwarded to the Fund Manager for a full assessment. Further information may be requested at this stage.
- As part of the assessment process your application may also be shared with and viewed by partners with expertise and experience relevant to the project proposal. This will help to inform the decision making and assessment process.
- If your project meets criteria and eligibility requirements, the project will obtain approval for a pledge.
- The Building Stronger Communities Fund assessors may choose to pledge up to 50% of the project fundraising target to a maximum of £2,500.
- Before a pledge payment can be approved and released to your organisation all checks will need to be completed (policies, insurances, terms and conditions/grant agreement signed).
- Before a pledge can be released the full project fundraising target must be reached and the Grant Acceptance Letter is signed by the organisation.

#### **4. Monitoring and Evaluation**

If your Building Stronger Communities fund application is successful you will be required to complete an end of project report to confirm how the funds were spent and what you achieved. This will help inform learning for future projects and funding, as well as support other organisations that may have developed similar projects and ideas.

The Fund Manager reserves the right to request invoices or receipts to evidence that match funding has been spent for the purposes intended. For the same reason, the Fund Manager reserves the right to audit project delivery.

Please ensure that no personal information of beneficiaries is included in the monitoring and evaluation returns.

#### **What we will not fund**

We will not make pledges to projects that:

- Only benefit one individual
- Do not promote community cohesion
- Are managed by groups that have had a previous grant which has not been managed satisfactorily
- Are raising funds for works or equipment already committed, bought or completed
- Solely benefit people who live outside of East Sussex
- Include unspecified expenditure (e.g. a campaign with flexible funding)
- Overtly or exclusively promote a political agenda
- Overtly or exclusively promote a religious agenda
- Loans or interest payments
- Purchase of alcohol or illegal substances



## **Unsuccessful Applications**

If your Building Stronger Communities Fund application is not successful you will be provided with feedback explaining to the reason why.

Organisations will be advised to consider the feedback carefully before deciding whether to apply again. The Fund Manager will suggest the organisation only applies again for the same project if they can make a much stronger case.