

Crowdfund Portsmouth

Guide to extra funding



Crowdfund Portsmouth: Guide to Match Funding

Contents

| | |
|--|---|
| About | 3 |
| How much money is available? | 4 |
| Who can access matchfunding? | 4 |
| Eligibility criteria | 5 |
| How to apply | 6 |
| Assessment of application | 6 |
| Awarding funds | 6 |
| Releasing funds | 7 |
| Monitoring the funds | 7 |
| Unsuccessful applications | 7 |
| Exclusions | 8 |
| Funding Terms and Conditions | 9 |

About

Crowdfund Portsmouth is an innovative partnership between Shaping Portsmouth, Crowdfunder, the UK's largest crowdfunding website, and Portsmouth City Council (PCC).

If you are a new business start-up or existing SME looking to grow, and you have the support of the people of Portsmouth to back your business development idea, then you may be eligible for our Small Business Grant Scheme. Grants of up to 50% of the total project cost, up to a maximum of £5,000 per enterprise.

This guide explains about our matchfunding pot, the eligibility criteria for receiving funding from us, how to make an application for matchfunding, and the process for doing so.

Please read this document carefully before launching a crowdfunding campaign and filling in the online application form. We have very clear criteria as to what we can and can't fund.

If you have an idea that you would like to develop or test with us before launching your crowdfunding project or applying for matchfunding then please get in touch and we can give support and advice. Additional coaching and support is available directly from Crowdfunder to help you crowdfund successfully.

We wish you success and look forwards to supporting your ideas and initiatives.

How much money is available?

We have established a matchfunding pot to support local crowdfunding projects. Matchfunding awards will be made throughout the year for as long as funds remain available.

The maximum matchfunding amount we will award to any single project is up to £5,000, or 50% of the total project value, whichever is the lesser. You can raise as much as funds as you need for your project, anything over our maximum award value will need to be raised by the crowd.

Who can access matchfunding?

Matchfunding is available to constituted organisations operating in Portsmouth City postcodes PO1 to PO6.

To apply you must be:

- a sole trader
- partnership
- a limited partnership
- or a social enterprise

And you must have:

- A business plan if you are a startup business / business growth plan for existing SMEs
- A business bank account

As part of the application process, and to confirm your eligibility to receive public money, you will be required to submit:

- Constitution document; Memorandum Of Understanding, Memorandum Of Association & Articles Of Association
- Public Liability Insurance
- Accounting or financial information to prove solvency
- Not in current disputes with the council

Where this information cannot be supplied you will need to provide a written statement of the reasons.

Eligibility Criteria

To receive matchfunding from us your project must:

Essential Criteria:

- Located within the City (within postcodes PO1 to PO6)
- Have strong local support, shown through a vibrant crowdfunding campaign.
- You should be a constituted organisation / social enterprise, which builds cohesion in the community, encourages civic pride or benefits the health and wellbeing of residents.
- Your project should help residents into employment, or closer to employment, or bring economic benefit to the City.
- You must also reach 25% of your funding target, before a pledge from Portsmouth City Council is considered

Desirable Criteria

Priority will be given where the project is for an existing independent, small or medium sized enterprise seeking to grow. Projects are most likely to be supported if purchasing equipment, machinery, computer equipment etc.

Projects that we cannot support with a Portsmouth City Council pledge include:

- Projects from individuals. If you are an individual with an idea you could link up with a local organisation. Contact us if you would like help with this.
- Activities that promote political views or religious beliefs.
- Statutory organisations.
- Spending that has already taken place.
- Projects already fully funded by other sources.

Portsmouth City Council reserves the right to not fund, or to withdraw funding during a campaign if it becomes apparent that any of the criteria are not being met.

PCC reserves the right to amend this information at any time.

How to apply

To apply for matchfunding you will need to upload detail of your project to Crowdfunder. Once your project is identified as within Portsmouth you will have the opportunity to make an application online through Crowdfunder's website. In the application form we will require you to tell us:

- The aims and objectives for the project and why it is needed
- The outcomes to be achieved
- How the impact will be achieved and measured.

You may also be required to submit the following documents specific to your project:

- Health and Safety policy
- Risk Assessment
- Equality and Diversity Policy

We may follow up your application with additional questions or queries in advance of making a decision.

Assessment of application

We have established a Matchfunding Panel to ensure fair decision-making and application of our eligibility criteria.

If at any point during planning or delivery, there is a major change in your project plan or change to delivery milestones please notify us.

Awarding Funds

If your application is successful, we will approve a pledge on your Crowdfunder. The pledge will, as a minimum be subject to checking of the any supporting documents you have been asked to provide.¹

If your project is awarded matchfunding then delivery of the project must be underway, and our funding element spent within one year of the date of the Crowdfunder.

¹ If the information is not satisfactory, we may withdraw the offer and will write telling you the reasons why. You will be free to submit a new application which will be assessed on its merits and in competition with any other applications.

Releasing Funds

The release of matchfunds is subject to the crowdfunding target being reached. You will receive your funds in two parts:

1. Monies raised from the crowd will be transferred to your nominated account shortly after you hit your funding target.
2. Matchfunding will be paid upon completion of your successful crowdfund and once all due diligence checks are complete.

All monies are transferred using MangoPay, a secure end-to-end payment technology. MangoPay has the highest levels of payment security and is fully compliant with anti-money laundering and anti-terrorism law.²

Monitoring the funds

If we matchfund your project you will need to complete an end of project report to confirm how the funds were spent and what you achieved.

We reserve the right to request invoices or receipts to evidence that matchfunding has been spent for the purposes intended. For the same reason, we reserve the right to audit project delivery.³

Unsuccessful applications

If your application is not successful, we will write to you telling you the reasons why. Please consider the feedback carefully before deciding whether to apply again. Since we seldom have enough funds to support all the applications we would like to, if you send us the same application again it is likely to be unsuccessful. We suggest you only apply again for the same project if you can make a much stronger case.

² Anyone that uses MangoPay is required to prove their identity and legal status before any funds can be transferred.

³ Legal action may be taken if you do not comply or co-operate with these activities or the council is not satisfied that public money has been used for the purposes that it was awarded

Exclusions

Matchfunding is the giving of public money so it is important that it is used appropriately. Therefore, it cannot be used to:

Matchfunding will not support projects for activities that cannot evidence how they will meet the identified needs of the beneficiaries.

Furthermore, matchfunding cannot be used to fund:

- More than 10% of the capital costs of the total value of the project purchase of land, building/refurbishment or building projects
- Projects which are purely research
- Costs of ongoing staff – including salaries of permanent or fixed term staff.
- Costs incurred in putting the application together
- Core costs of the organisation – (utility bills; rent; management costs etc.) which are not directly related to the project activity
- Contingency costs e.g. funds to provide a source of income or for fundraising activities
- Political or religious⁴ activities
- Projects that take place outside Portsmouth
- Repairs and maintenance to buildings or equipment
- Vehicles – maintenance or usage
- VAT that you can recover
- Loans or interest payments
- Purchase of alcohol or illegal substances

This list is not exhaustive. You should contact us if you are unclear whether your project, or elements of your project, would breach these rules.

⁴ This does not preclude religious organisations applying for matchfunding, however applications will need to demonstrate inclusivity, and that the majority of beneficiaries are from the wider community.

Funding terms and conditions

If you are approved for, and subsequently receive, a grant from Portsmouth City Council, it will be on the basis that you have agreed the following general terms and conditions:

1. You confirm the money will be spent on the project approved by Portsmouth City Council and set out in your Small Business Fund application and crowdfunding page.
2. No changes to the project will be made without our agreement. You must also inform us immediately at business@portsmouthcc.gov.uk of any proposed change relating to grant expenditure or the organisation.
3. You will return an impact report using the form provided; this will usually be requested three months after your crowdfunding project closed successfully.
4. Shaping Portsmouth, Crowdfunder or Portsmouth City Council representatives may wish to visit to see the work funded by the grant and we hope you will support this.
5. The Council reserves the right to withhold a grant or require repayment if it finds that any form of deliberately false or misleading information was provided to the Council or Crowdfunder.
6. The Council reserves the right to withhold a grant or require repayment if the applicant becomes insolvent or goes into administration, receivership or liquidation, and if the grant has not already been spent on its intended purpose.
7. The grant is subject to the Small Business Funding Terms and Conditions as well as the Crowdfunder terms and conditions.
8. If you want to acknowledge our grant in a press release or any other type of media coverage, you will need our agreement first. Please contact business@portsmouthcc.gov.uk
9. You agree that Portsmouth City Council, Shaping Portsmouth and Crowdfunder may publicise the grant and use any of our own material in doing so. This may include your agreement to allow us to produce a case study.