



## **Bucks Coronavirus Stabilisation Fund**

### **Guidance for Applicants**

#### **Who can apply?**

Not-for-profit organisations who work for the benefit of Buckinghamshire residents (excluding Milton Keynes).

#### **Funding Criteria**

There are four strands to our updated funding offer, which are, in order of priority:

##### **Priority One**

To support groups who are providing emergency response services to support our local communities – this is likely to include projects providing food supplies, help with accessing medication etc.

##### **Priority Two**

To support groups to adapt their ways of working to be COVID-safe and/or to extend provision in response to increased COVID-related demand.

##### **Priority Three**

To support new projects that will help our communities to recover or prevent problems from emerging or getting worse.

##### **Priority Four**

To provide funding to help groups to stabilise their financial and operational position where they have experienced serious financial impact as a result of COVID-19.

#### **Groups may apply under one of the above categories.**

Our independent grants panel will prioritise awards to projects in the order above.

For priorities 2 and 4, we are *unlikely* to be able to fund:

- Organisations who are unable to give assurances about their ability to continue operating for the next 12 months
- National Organisations which don't have separately constituted or operational local branches
- Organisations lacking a demonstrable track-record (min. 12 months) of working in Buckinghamshire.

Town and Parish Councils or Community Boards may be considered as part of wider strategic initiatives on a case by case basis in discussion with the Grants Team.

### How much can I apply for?

Eligible organisations can apply for grants on a sliding scale determined by their **unrestricted** income in their last audited accounts.

Unrestricted Income in last audited financial year:	Maximum grant available
up to £5,000	£1,000
£5,001 - £25,000	£2,500
£25,001 - £100,000	£5,000
£100,001 or above	£10,000

### What can be funded?

**All the projects outlined below must have a clear, COVID-related connection.**

**Priority ONE: Emergency response.** Projects providing an emergency response to support our local communities with essential goods and services – these are often smaller, grass roots organisations working in very localised areas providing food supplies, help with accessing medication etc.

**Priority TWO: Adaptation and Extension.** Funding to support groups to adapt their ways of working to be COVID-safe and/or to extend provision in response to increased COVID-related demand. For example, to rent larger premises to accommodate social distancing requirements, installation of screens, changes to allow more online/virtual service delivery or recruitment of different/more staff to reflect changing/increased service needs

**Priority THREE: New projects.** Funding for newly developed projects which aim to help our communities to recover from the coronavirus pandemic or to prevent related problems from emerging or getting worse. We particularly welcome applications from organisations supporting groups who have been disproportionately impacted by COVID [explained below] and those delivering sport and physical activity opportunities or supporting digital inclusion.

**Priority FOUR: Replace lost income.** To apply under this priority you must be able to clearly evidence your loss of income due to the COVID-19 crisis. You will need to show how any funding will help your organisation to stabilise your financial and operational position.

### Types of expenditure that we can support include:

- Capital expenditure, such as new equipment
- Project costs associated with new, or the enhancement of existing, initiatives
- Core costs

### **We cannot fund:**

- Overseas travel
- Costs that are the responsibility of a statutory body
- Funding that duplicates grants applied for/ awarded by one of our funding partners
- Funds to be distributed to individuals or by onward grants to other organisations
- Animal welfare
- Activity/needs that is focused outside of Buckinghamshire
- Any activity which Heart of Bucks deems in its absolute discretion to fall outside of the remit of this fund
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### **What period can funding be awarded for?**

Where possible, grants for physical activity projects must be spent by **31<sup>st</sup> January 2021**.

In other cases, the grants from this fund should be fully spent by **31<sup>st</sup> July 2021**.

Exceptions may be made where the need is clearly evidenced. Retrospective funding cannot be awarded in the case of projects which have already started.

### **Disproportionately impacted groups**

Heart of Bucks are very conscious that some communities have experienced disproportionate impacts from Coronavirus and are mindful of the responsibility we hold through our funding decisions to help address these inequalities and to make Buckinghamshire a better place to live, for all.

We therefore particularly welcome applications from organisations who are reaching those at greatest risk of negative social, health or economic impact and/or who are disproportionately impacted by COVID-19. These groups include; BAME communities, refugees and asylum seekers, LGBT community, people with long term conditions, those with mental health challenges or people with other disabilities (this list is not intended to be exclusive).

We also wish to recognise and support the changes that many groups are making in adapting their ways of working to be mindful of their environmental impact.

Heart of Bucks reserves the right to amend the above priorities at any time, in light of new data or as a result of government/medical announcements, or as a result of requests from the NET, UKCF or other funders. We also reserve the right to run targeted promotions or to strategically solicit applications to ensure equity across our diverse communities.

### **Making an application**

Please ensure that you select the appropriate application form for the priority you are applying under, as the questions will be different for different priorities.

When you are completing the application, there is a wealth of help text available for most of the questions. You can access these by hovering over the **?** symbol next to the question.



To maximise your chances of a successful application it is important that you submit all the documents requested, which may include:

- list of your trustees/directors
- your constitution
- your latest accounts
- policies: safeguarding , health and safety, equality & Diversity
- a recent bank statement

(There are instructions in the form about how to attach documents. If you need to send us more than the form will allow, you can do so via email to [grants@heartofbucks.org](mailto:grants@heartofbucks.org)).

### **Terms and Conditions**

The terms and conditions and privacy notice for this Fund are more complex than our usual funds, in part because the fund includes monies from a number of different external funders which we have brought together in one fund to make the application process simpler for you.

The terms are set out in full in the application form, but we recommend that you [read the terms and conditions here](#) and our [privacy notice here](#) before starting your application to ensure you are able to comply with the conditions of award.

Decisions made by Heart of Bucks are final and there is no right of appeal. Heart of Bucks reserves the right to refuse applications for any reason, and not to share details with the applicant. Where criminal activity is suspected, Heart of Bucks will co-operate with law enforcement officials to the fullest extent required by law to identify and tackle this.

### **Help and Guidance**

If you have questions about your eligibility or need support with your application please email us at: [grants@heartofbucks.org](mailto:grants@heartofbucks.org) or call on 01296 330134 (please be aware that as our team are all working from home and doing a lot of work via video call we may not always be able to answer calls).