



Llywodraeth Cynulliad Cymru  
Welsh Assembly Government

# Tackling Poverty Small Grants Fund

## Guidance

This general Guidance is aimed at Lead Delivery Bodies (LDBs), Cluster Managers and community groups thinking about applying for funding from the Fund.

### Roles and Responsibilities

#### The LDBs and Clusters should:

- Jointly develop processes to ensure that the Fund is administered, monitored, outcomes measured and evaluated;
- Provide the Welsh Government with completed Intent to Award forms for all potential awards prior to funding; and
- Ensure the funding is spent in the appropriate financial years.

#### The LDBs should:

- Have overall responsibility for the funding on behalf of the Clusters in:
  - Submitting Intent to Award forms to Welsh Government by 6 January 2014;
  - Accepting the Terms and Conditions of the Welsh Government's offer letter;
  - Submitting valid claims for eligible expenditure by projects supported by the Fund.
- Report to the Welsh Government on all aspects of the administration of the funding and the outcomes of projects and/or activities; and
- Inform the Welsh Government of any issues arising in relation to the projects and/or activities.

#### The Clusters should:

- Identify projects from within their areas. Cluster managers should get to know the local community groups and organisations and be able to encourage applications from groups carrying out activities which match the Fund's criteria;
- Engage with the community groups and organisations within their areas to consider potential projects and how activities fit into the three strategic outcomes of Communities First;
- Ensure the group or organisation has the capacity to apply;

- Ensure the project and/or activities fit the Fund's criteria;
- Report to the LDB on all aspects of the funding and project outcomes; and
- Inform the LDB of any issues arising in relation to the project or activities.

### **Role of the Community Group or Organisation (the applicant)**

#### **The Applicant should:**

- Consider whether the activities they carry out or seek to carry out meet the criteria of the Fund;
- Engage with the appropriate Cluster Manager to discuss making an application to the Fund;
- Develop (with the help of the Cluster manager) realistic and measurable outcomes for the activities to be funded;
- Agree to spend the funding within the required timescales; and
- Agree to provide information to the Cluster manager on these outcomes and on any other issues arising as a result of the activities being carried out.

### **The operation of the Tackling Poverty Small Grants Fund**

The Tackling Poverty Small Grants Fund is available to community groups/organisations within or benefitting Communities First Clusters; funding is available in financial years 2013/14 (to be spent by end March 2014) and 2014/15 (to be spend by end March 2015). All 52 Cluster areas will be allocated up to £25,000 per financial year for projects costing no more than £10,000. The funding is Revenue only in 2013/14 with both Capital and Revenue available in 2014/15.

#### Meaning of "Revenue"

In the context of this guidance, "Revenue" means, items of equipment costing less than £5,000, short term staffing, operating or running costs,

#### Meaning of "Capital"

In the context of this guidance, "Capital" means any physical building work, related professional fees, and the purchase of items of equipment costing over £5,000.

Funding will be awarded through the Lead Delivery Bodies for to suitable projects identified by the Clusters working with local community groups and organisations.

### **Criteria**

In all cases eligibility for funding would be dependent on applicants demonstrating:

- the relevance of the proposal to the Tackling Poverty agenda (refer to the Tackling Poverty Action Plan);  
<http://wales.gov.uk/topics/socialjustice/publications/taking-forward-tack-pov-plan/?lang=en>
- that the beneficiaries would be primarily people most in need of support (socially excluded, young people, elderly, those with a disability or those experience high levels of deprivation etc);
- that the impact of the project is clear and the outcomes of the project are measureable;

- that there is community support for the proposal.

Subject to proposals meeting these requirements, the following activities would be eligible for funding:

- Education and training initiatives, workshops or information events including practical sessions.
- Play facilities.
- Child care facilities for those undertaking education or training.
- Sports equipments and kits.
- Venue and equipment hire for events or sessions directly connected to promoting healthy living, economic or educational development.
- Visits relating to the promotion of activities around learning, healthy or prosperous communities.

The following list gives you some idea of what the Fund is **not able** to support (this list is not exhaustive):

- projects that involve physical improvement works to a building in 2013/14. Physical improvement projects may be eligible in 2014/15,
- applications for unspecified items e.g. contingency money;
- retrospective applications, for example we would not accept an application for equipment which has already been purchased or an event which has all ready taken place;
- staff costs for permanent or contracted posts. The Fund will consider applications for fixed term, sessional workers or non contractual work (i.e. play schemes)
- applications can not be made on behalf of a project for another group, if the group is un-constituted but meets all other criteria the group must apply in their own name but ask a constituted group to provide their bank account details, constitution and accounts.
- applications for any form of vehicles e.g mini buses, buses, boats, caravans, etc
- duplication or additional funding for a project

### Who can apply?

Groups and Organisations are eligible if they:

- are a community led organisation;
- are a not-for-profit group;
- are working in and involving people from a Communities First area, or if outside the area, the beneficiaries must be living in a Communities First area;
- have a constitution or set of rules, dated and signed as “adopted” by the Chair, or other senior office holder on behalf of the group;

- have a bank account, in the name of the group, which requires at least two signatures;
- can provide a copy of their most recent accounts or statement of income and expenditure **and** a bank statement. These must be audited or signed as approved by the Chair or other senior office holder;
- spend the grant in the appropriate timescale and use the grant only for the purpose agreed in the offer letter.

**Who is not eligible for funding?**

The rules of the Fund prevent the following groups/organisations/ individuals from applying.

- Communities First Clusters.
- Communities First Lead Delivery Bodies.
- Political Organisations.
- National Organisations, unless the group is a local branch with local management/accountability arrangements and bank account.
- Organisations whose annual turnover exceeds more than £150,000.
- Town and Community Councils.
- Other Statutory Organisations.
- Schools – however the school PTA/Friends may apply to the Trust Fund provided the funding is not to carry out improvements to the building or grounds or is to provide equipment or educational trips, which could reasonably be expected to be provided by the LEA.
- Projects that have not been endorsed and submitted by a Communities First Cluster.

**When can we apply?**

Clusters should seek out potential projects within their area working with the community groups and organisations as soon as possible. Proposed projects should be discussed at a local level and agreed between both the Cluster and LDB,

Once the decision has been made on which projects/activities are to be considered for funding in 2013/14 Intent to Award forms should be submitted to the Welsh Government by the LDB by no later than 6 January 2014.

Funding will be in arrears and has to be spent by **31 March in order to be considered as eligible expenditure for the financial year.**

**What are the terms and conditions of the Fund?**

If the LDBs application is successful, they will be offered a grant subject to Welsh Government terms and conditions which will form part of the offer letter.