



City of Westminster
Charitable Trust

Application Guidelines: Community Contribution COVID-19 Grant Scheme

These guidelines are for organisations seeking to apply for the Community Contribution COVID-19 Grant Scheme. To apply for this, your project must deliver on at least one of the fund's aim to:

- support people who find themselves sleeping rough on Westminster's streets
- help young people achieve their full potential
- help lonely people feel less isolated

How much can I apply for?

Organisations seeking funding under the Community Contribution COVID-19 Grant Scheme can apply for up to **£15,000**. The Grant will be paid in two equal instalments – the first instalment of the funding will be made immediately after the Grant award and execution of the grant agreement and the second instalment of the funding will be released on receipt of a satisfactory mid-term report. Please note that you may be offered part funding for the amount you apply for. In order to assist Trustees in making a decision on your application as quickly as possible, you should detail in your application form how you will scale your project if needed.

Who can apply?

Applications for funding will only be accepted from organisations that operate in Westminster.

You can apply if your organisation is a:

- voluntary or community organisation
- registered charity
- constituted group or club
- not-for-profit company or community interest company
- social enterprise
- school

Preference will be given to Westminster based organisations.

Individuals and businesses are not eligible.

If you are a mutual aid group (i.e. you have come together to respond to the COVID-19 crisis but have not applied for funding before and are not able to hold a grant), you will need to find an organisation in the list above to apply on your behalf and who will be accountable for the project delivery.

The activities which you are applying for funding for need to be legally charitable and benefit people in the borough of Westminster.

You may apply to this grant scheme if you are already delivering a project funded by us. You may apply for this grant scheme to supplement funding already provided by us, although you must detail what additional benefit the extra funding will deliver. You may also apply to this scheme and one of our other schemes for funding for the same project, although you should detail what additional benefit each piece of funding will deliver (you should also note the different timescales and guidelines for each scheme). You may apply for funding for part of your project (for example if you have another source of funding) but you should be clear what the funding from the Trust will be used to deliver. You may apply to the Trust's different schemes for funding for different projects. These issues will all be considered when evaluating an application's value for money.

Application process

You will need to download the application form on the website at www.westminster.gov.uk/westminster-trust and email it to communitycontribution@westminster.gov.uk

The application **MUST** be made using the application form template and submitted as a Word document.

When can you expect to hear the outcome of your application?

Applications will be assessed on an ongoing basis as and when they are received. We aim to process all applications as quickly as possible but due to the high volumes of applications expected, please allow a delay of several weeks. The scheme will close at the Trust's discretion.

What we are looking for in your application

Projects will be assessed against the eligibility criteria below to ensure funds are used appropriately and for the intended purposes: Applications should support the response to COVID-19 and support at least one of the three aims of the fund.

- Applicants must be a community organisation (as defined above).
- Applications must demonstrate how the project will benefit people living in Westminster against specific outcomes.
- Applications must provide a cost break-down of the project.
- Applications must provide value for money (in terms of the numbers of people who will benefit from the project).
- Funding will not be used for services which Westminster City Council has a statutory responsibility to provide.
- Projects must start within 1 month of the award being granted and be completed within 6 months of starting.

Your project must meet **all** of these essential criteria to be considered by the Trust.

What your project should focus on

Applicants should clearly evidence how they will support the response to COVID-19 in line with the Trusts priorities and meet the basic criteria. The fund is open to consider all applications including (but not limited to) the following:

- Recruitment and support of volunteers to provide additional capacity.
- Rent or other costs relating to a new site or community hub where people can more easily access community support and services.

- Transport costs to enable outreach services, or help people provide local transport for those who are in vital need of it (e.g. hospital appointments).
- Befriending support for people in isolation.
- Equipment and other measures to enable community support to be delivered safely.
- Retrospective funding (to 1 March 2020, in line with Government schemes) including organisations currently funded by the Community Contribution Fund.
- Providing physical, educational or social activities online
- Providing emotional support by telephone or online
- Providing telephone advice on how to access benefits relating to COVID-19.

For illustration only, evidence applicants might include could cover the following:

- Clear links to robust and credible research that supports or underpins their project.
- Clear links to data or statistics from a credible source that supports or underpins their project.
- Testimony or support for the project from a credible organisation
- Evidence of success using performance data (e.g. KPIs) from previous projects that the applicant has run.

Final decisions on grant awards are made by the COWCT trustees following recommendations from a Westminster City Council Officer advisory board.

Successful Applications: Monitoring, reporting and evaluation

If your application is successful Trustees will expect that you keep them updated about the progress of your project. It is important to the City of Westminster Charitable Trust that we know about the difference that our funding is helping to make.

Reports are an effective way for us to see if your project is on track and, if not, if there is anything we can do to help address any issues. It will also give us vital information that we can use to feedback to those who have supported the Community Contribution Fund.

We will ask you to send us an update mid-way through your project to let us know how things are going and then provide a more in-depth report at the end of the project.

If there are any significant issues or changes that happen before the reporting deadlines, contact communitycontribution@westminster.gov.uk to update us and get our support.

Mid-term update

We will request a short update to help us understand more about:

- What has happened with the project including how many people are involved.
- The profile of service users benefitting from the project including age, gender and ethnicity.
- The progress the project has made so far towards outcomes identified in the bid.
- What have been the successes of the project?
- What have been the challenges (and how they are being managed)?
- Any significant issues or updates that we need to be aware of?

In some cases, we may want to discuss this update with you further, either in person or over the phone (with the current social distancing measures in place we will endeavour to meet either over the phone or in a virtual meeting. We may ask to meet with you for publicity purposes). The second half of the funding is dependent on a satisfactory mid-term report.

Final report

The end of grant report is your chance to give us a complete picture of what your project has achieved, what you learnt, and the change our funding has helped to create. It will also give you the opportunity to say where the project will go from here. We will ask for a full narrative report including information on the impact of the project against identified outcome areas, and a financial report. Any photos, videos and feedback from service users would also be appreciated and we may contact you about publicity in the future.

Further questions

If you have any other questions or would like more information on whether your bid is suitable please contact communitycontribution@westminster.gov.uk