

**WCC COUNCILLORS' GRANT FUND 2020-21
(COVID-19 SUPPORT FUND)**

APPENDIX 2 -- GUIDANCE NOTES

Please read this information sheet carefully. It will help you to decide whether or not you can apply to the Councillors' COVID-19 Support Fund.

Deadline for applications is Sunday 26 April 2020

The WCC Councillors' COVID-19 Support Fund has replaced the traditional Councillors' Grant Fund and is aimed at community and voluntary organisations. The Fund provides each of the county council's 57 Councillors with an allocation of £6000 to support community groups and voluntary organisations in their area respond to the current COVID-19 situation and be resilient, safe and connected. This in turn will support the council to meet the following outcomes:

- Warwickshire's communities and individuals are supported to be safe, healthy and independent
- Warwickshire's economy is vibrant and supported by the right jobs, training, skills and infrastructure

Funding can be used by:

1. **NEW Community groups** to support new community activity that helps:
 - people self-isolating or in quarantine
 - the community to be resilient against the wider impact of COVID-19
 - develop community networks to support either of the above
2. **Existing volunteer/community groups** to:
 - keep activity running that is supporting people through the Covid-19 crisis
 - keep running - e.g. if they have experienced a loss of income through a lack of participants and still need to pay overheads

Groups applying to this stream will be asked to evidence why they need this money. This stream is not available to commercial enterprises. For applications to this funding stream, overheads costs must only be for the period to 30 June 2020.

1. Who can apply?

- ✓ Constituted 'not-for-profit' community organisations in Warwickshire
- ✓ Non-constituted or new 'not-for-profit' groups working in Warwickshire that can be supported by a mainstream service or community group willing to administer the funds through an organisational bank account
- ✓ Warwickshire Town and Parish Councils

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2. Who cannot apply?

- ✗ Groups or organisations that have failed to meet the conditions of previous award agreements from Warwickshire County Council's Locality Working Service
- ✗ Party Political/lobby groups
- ✗ Individuals
- ✗ It is unlikely that applications from statutory organisations will be supported, with the exception of applications from town and parish councils.

3. What will not be funded by the grant fund?

- ✗ Projects that promote religious or party political beliefs
- ✗ Projects for personal profit or personal gain
- ✗ Costs relating to items purchased or work already carried out before the grant has been awarded
- ✗ Loans or debt repayments
- ✗ Activities that are part of statutory obligations
- ✗ Running costs of an established group or activities which are that groups main service
- ✗ Existing contractual arrangements with WCC

All projects must follow national legislation, guidance and good practice in relation to: equality and diversity; health and safety, safeguarding and the current COVID-19 guidance.

4. Application Process

- a) Applications should be submitted using the simplified online application form found on our webpage <https://www.warwickshire.gov.uk/grants>.
- b) Applications must be submitted by **the deadline date as detailed above**. Application forms can be submitted at any time, but funding decisions will only be made following the deadline date.
- c) You will receive a copy of your submission following the closing date.
- d) All applications will be considered by the relevant County Councillor(s) before grant awards are made.
- e) We will endeavour to inform all applicants of the outcome of their application within approximately 2 weeks of the deadline date.

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- f) Successful applicants will be duly notified of arrangements for receipt of funding. We will endeavour to process payments as early as the week commencing 11 May 2020.
- g) All funding must be spent by 30 June 2020, as it has been put in place to help communities respond to the current COVID-19 crisis.
- h) Within 3 months funding receipt, all successful applicants will be required to complete a simple monitoring report on the impact of their initiative.

Please note due to the changing nature of COVID-19, WCC may change the dates as stated above.

5. Help and Support

Any questions in relation to your application should be sent to funding@warwickshire.gov.uk, or please contact Warwickshire CAVA who will be able to assist you with completing your application if you require - www.wcava.org.uk.

7. Area Team – Local Contact Details

Details of all Warwickshire County Councillors and the divisions they represent can be found on the WCC website at www.warwickshire.gov.uk/councillors.

If you are unsure which area your project will benefit, or to discuss your application, please contact the Area Team using the contact details below.

District / Borough	Localities and Communities Officer	Contact details
Stratford	Amanda Wilson- Patterson	amandawilsonpatterson@warwickshire.gov.uk 07780 995817
Warwick	Alistair Rigby	alistairrigby@warwickshire.gov.uk 07881 920605
Rugby	Jennifer McCabe	jennifermccabe@warwickshire.gov.uk 07887 650641
Nuneaton and Bedworth	Mike Slemensek	mikeslemensek@warwickshire.gov.uk 07557 814937
North Warwickshire	Lori Harvey	loriharvey@warwickshire.gov.uk 07827 284406

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If you require this information in a different format, please contact us by email on funding@warwickshire.gov.uk.