Comic Relief Community Fund in Wales

Funding to help community led action to bring about positive, lasting social change

This guidance document is designed to help applicants understand more about the Comic Relief Community Fund in Wales which offers two types of grant:

Small Grants £1,000 - £10,000
Large Grants (Organisational Growth) £30,000 - £60,000

This guidance includes information on who can apply for funding, what kinds of project we are able to fund, and what is required from applicants.

Contents

1. Introduction

Third Sector Support Wales (TSSW) is administering two grant funds from Comic Relief in Wales:

- Community Fund - Small Grants
- Organisational Growth Fund – Larger grants

Comic Relief knows that in order to bring about positive social changes, action needs to be taken at a grassroots level.

TSSW is a Wales wide network of support for the charitable and third sector in Wales. TSSW will deliver this funding scheme in a way that is accessible to community groups all over Wales, ensuring it reaches those taking action to make social changes happen in their locality.

2. General principles

This new approach will offer funding under the four Strategic Themes of Comic Relief funding:

Children Survive & Thrive – Actions to give children the best start in life and access to opportunities to achieve their potential

Gender Justice – Actions to improve equality for women and girls

A Safe Place to Be – Actions to help vulnerable people improve their circumstances and safety

Mental Health Matters – Actions to enable access to support and increase awareness

Organisations with a socially focussed purpose and an annual income of less than £250,000 are eligible to apply.

For small Community Fund applications (£1,000 - £10,000) - we are looking to fund community led action on local issues. Speak to your County Voluntary Council (CVC) for help with project development and general enquiries - https://thirdsectorsupport.wales/

For the larger Organisational Growth grant (£30,000-£60,000) - we are seeking applications from organisations looking to build their capacity, with activities such as exploring a new area of work or filling a training gap. Fundable activity is non-prescriptive, we hope to get applications covering a broad range of activity. Speak to the Grants Team at Wales Council Voluntary Action (WCVA) for a discussion around your project idea on 0300 111 0124 or email us at comicreliefgrants@wcva.org.uk

3. How will the scheme work?

There is £1,350,000 in grants available, grant allocations are set by region. The map below shows how much is available.

Comic Relief Community Fund Wales

Organisational Growth Grants - £240,000 across Wales

Small Grants

North Wales - £290,000
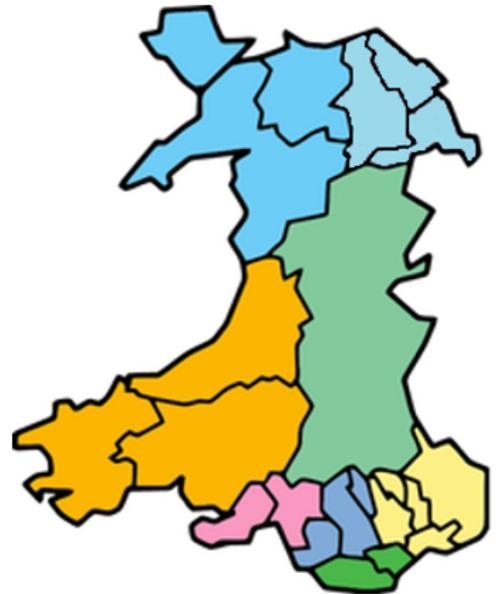
West Wales - £145,000

Mid Wales (Powys) - £95,000

Swansea and Neath Port Talbot - £105,000

Rhondda Cynon Taff, Merthyr Tydfil and Bridgend - £145,000

Gwent - £225,000

Cardiff & Vale of Glamorgan - £105,000

3.1 Small grants
The Scheme will offer small grants of £1,000 to £10,000. The application window will open 22 July 2019 with a closing date of October 31 2019. The earliest projects can begin is the 1st January 2020. Projects should be completed by 31 March 2021.

The aim of this fund is to ensure that Comic Relief funding is reached by the community groups leading change and growth in their locality; enabling positive change shaped in response to the specific needs of their community.

Funded projects will demonstrate a robust understanding of an identified need or challenge within their community and are seeking funding to address it with a realistic and lasting approach.

All projects will need to demonstrate through their application:
- How the project will benefit the community within the area where their activity will take place
- Community-led community engagement, involvement and support should be demonstrated throughout the application
- Contribution to one or more of Comic Relief's Strategic Themes

3.2   Large grant: Organisational Growth

Comic Relief and Third Sector Support Wales (TSSW) recognise the great work that community led organisations do across Wales and want to help organisations to build their own capacity in a sustainable and impactful way.

The aim of this fund for organisational growth, is to give organisations the chance to make a strategic impact and to increase resilience.

There will be £240,000 available to organisations with a social purpose, grants between £30,000 and £60,000. The application window will open 22 July 2019 with a closing date of October 31 2019. The earliest projects can begin is the 1st January 2020. All projects should be completed by 31 March 2021.

These grants are available for organisations wishing to undertake activity in the following areas:
- Build on what is working well in relation to your organisation's community activity
- Strengthen and measure the impact of your core community led activity
- Develop new ways of working
- Give leaders time to develop organisational strategy
- Implement a change within the organisation to increase resilience and self sufficiency
- Fill an identified skills gap within the organisation
- Explore a potential area of growth for the organisation

The above list is not exhaustive, please get in touch to chat through any ideas you may have.

Organisations will need to be able to demonstrate:
- Operation at a community level, with the community and its need helping shape direction
- Methods for measuring the impact achieved
- A willingness to share their experiences and learning with other organisations upon funding completion
- The sustained impact/continuation of the activity

4. Who can access the funding?
The fund is open to project applications from, organisations in the following categories with an annual turnover of less than £250,000:

- Registered Charities
- Constituted groups and clubs
- Not for Profit or Community Interest Companies
- Social Enterprises
- Town, Parish and Community Councils

- Partnership projects – a lead partner will need to make the application and if successful, hold the grant award and manage the monitoring and reporting

We are unable to accept applications from:

- Individuals
- Sole traders
- Companies aimed at generating profit primarily for private distribution
- Organisations based outside of Wales
- Applications made by one group or organisation on behalf of another

Project activity must take place in Wales.

The applicant must:

- be a constituted group or organisation and be able to supply copies of governing documents

- have the relevant land permissions, where applicable

- have an organisation/community group bank account (no grant payments will be made to the bank accounts of individuals)

The Scheme will not fund:

- Retrospectively

- Projects on land or a facility that is not accessible to the community within which it is located

- Street scene improvements, e.g. signage, car parks

- Activities that generate profit that won't be used for further community benefit

- One off events or conferences – conferences and workshops as part of a project with lasting impact can be included in your project's costings

- Delivery of services which are the Government's/Health Board's responsibility

- Any religious proselytising activity

If you are unsure please get in touch and we'll be happy to discuss your project idea and its eligibility.

5. Pre-application checklist

Before applying to the fund, please check that you can supply the following with your application, your local CVC will assist and advise. Part of the role of TSSW is to support the sector with advice on good governance practices. If you don't have any of the below please get in touch for support with your local County Voluntary Council (TSSW partner):

- Signed constitution/governing documents for your organisation - the governing documents of the organisation must clearly outline the organisation's social purpose, demonstrate that any profit or assets are used for this social purpose, and show that an asset lock is in place, where applicable.

- The relevant permissions for activity to take place

- Signed copies of your organisation's most recent financial statements or audited annual accounts

- Bank Statement

- A copy of your organisation's Environmental Policy

- A copy of your organisation's Equal Opportunities Policy

- A copy of your organisation's Welsh Language Policy

- A copy of your organisation's Safeguarding Policy – if you will work with children or vulnerable adults

- Evidence/letters of community support for project (5 max)

- Proof of match funding – if your project will use funding from multiple sources, applicants will need to let us know the source of match funding and provide evidence that it is secured. If you are in the process of applying for other funding, please tell us at what stage you are at.

6. Community Benefit

All projects will need to demonstrate through their application how the project will benefit the community within the area where their activity will take place. Community-led community engagement, involvement and support should be demonstrated throughout the application. Supplementary evidence is welcome. This could Include survey results, letters of support, quotes from community members etc.

7. Match funding

Match funding for the scheme is not required and the scheme can support 100% of project costs. Although match funding is not a specific requirement of the scheme, it can be used to support wider projects in conjunction with other sources of funding. In-kind match funding can be included into your project's overall budget: examples of this may include the provision of works, goods, materials or services donated to the project by another provider.
Volunteer hours should also be included into the project's budget profile. The notional volunteer rates for different project roles undertaken are obtained from the UK Annual Survey of Hours and Earnings (ASHE). The minimum volunteer rate will be set at the living wage rate. We are keen to record the value contributed to projects by volunteers and so do ask that you include them as part of your project profile.

8. Application and decision-making process

Applications will be made through an application form. There is one application form for small grants (£1,000 – £10,000) and one application for the larger grants (£30,000-£60,000), these can be downloaded from TSSW's website here: https://thirdsectorsupport.wales/comicreliefcommunityfund/.
You can also download the application form from your regional lead's website, listed at the end of this guidance. Applications must be submitted in keeping with the published deadline. Any applications received after the deadline will not be considered.

Applications will be assessed and put to an advisory panel for approval or rejection. The Advisories panels take place at a regional level for small grants, and a national level for the large grants.

9. Payment of grants

Grants will be paid into the bank account of your organisation or group. Bank details should be submitted with your application form. The account must have at least two unrelated authorised signatories, these people will need to be named in your application form and email addresses provided.

10. Project Reporting

10.1 What will I be asked to measure?

- What positive impact will be made by the project?
- How does this fit with your chosen priority theme?
- How will the impact be measured? Will you be able to record a baseline and measure the improvement after the project has taken place?
- How long lasting will the impact of the project be? For example, will the activity continue, will it build skills or resources in the community?

Successful projects will be required to submit a monitoring report at the halfway and full-term project points, dependant on the length of your project. Case studies from your project will also be required.

10.2 Why is this information needed?

Collecting this information from grant recipients will help us to demonstrate the collective difference that the funding has made to the communities where the activity has taken place.

10.3 Comic Relief Community Funding in Wales project targets:

All applicants for small grants will set their own target numbers against the targets listed below. Please include as many targets as you think is realistic, as this will help demonstrate the full variety of potential impact of your activities.

Targets

Number of:
- Volunteers delivering activity
- Beneficiaries (community members) engaged with the project
- Talks/presentations/engagement events held
- Training or work experience opportunities offered
- Followers on social media gained

11. Further support and guidance

Grant Level	Regional Lead	Contact
Organisational Growth Grants - £30,000 - £60,000	National	Email - comicreliefgrants@wcva.org.uk Website - WCVA WCVA's helpdesk - 0300 111 0124
Small Grants - £1,000 - £10,000	North Wales (Conwy, Denbighshire, Flintshire, Wrexham, Anglesey, Gwynedd)	Email - grants@cvsc.org.uk Website - CVSC
	West Wales (Ceredigion, Pembrokeshire, Carmarthenshire)	Email – development@pavs.org.uk Website - PAVS
	Swansea & Neath Port Talbot	Email - grants@nptcvs.org.uk Website - NPTCVS
	RCT, Merthyr Tydfil & Bridgend	Email - Ian.davy@vamt.net Website - VAMT
	Powys	Email - grants@pavo.org.uk Website - PAVO
	Gwent (Blaenau Gwent, Caerphilly, Monmouthshire, Newport & Torfaen)	Email - Sandra.davies@gavo.org.uk Website GAVO
	Cardiff and Vale of Glamorgan	Email - Mary.D@c3sc.org.uk Website CS3C

For support in developing your project please contact your local County Voluntary Council.