

DECISION BOOK

Issue: 659 Date: 1 AUGUST 2022

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The officer reports accompanying the decisions are attached.

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DECISION BOOK - ISSUE 659 - 1 AUGUST 2022

1. AWARD OF READING BOROUGH COUNCIL SMALL GRANTS FUND (ROUND 1) 2022/23

<u>DEC</u>	<u>CISION</u>	<u>LEAD</u> COUNCILLOR(S)	<u>WARDS</u> AFFECTED	<u>PAGE</u> NO.
1.	AWARD OF READING BOROUGH COUNCIL SMALL GRANTS FUND (ROUND 1) 2022/23	COUNCILLOR BROCK	BOROUGHWIDE	1

This report sets out the decision to award grants totalling £99,322.25, to 25 organisations, from Round 1 of the Reading Borough Council Small Grants Fund 2022/23.

It is the decision of the Interim Chief Executive, in consultation with the Leader of the Council to award grants totalling £99,322.25, from the Reading Borough Council Small Grants Fund 2022/23 as listed in Appendix 1.

READING BOROUGH COUNCIL

REPORT BY INTERIM CHIEF EXECUTIVE

LEAD COUNCILLOR:	COUNCILLOR BROCK - LEA	DER OF THE	COUNCIL
DATE:	1 AUGUST 2022		
TITLE:	AWARD OF READING BORC 2022/23	OUGH COUNG	CIL SMALL GRANTS FUND (ROUND 1)
SERVICE:	POLICY AND FUNDING	WARDS:	BOROUGHWIDE
AUTHOR:	CLARE MUIR	TEL:	0118 9372119/72119
JOB TITLE:	POLICY AND VOLUNTARY SECTOR MANAGER	E-MAIL:	<u>Clare.muir@reading.gov.uk</u>

1. EXECUTIVE SUMMARY

- 1.1 This report sets out the decision to award grants totalling £99,322.25, to 25 organisations, from Round 1 of the Reading Borough Council Small Grants Fund 2022/23 (see Appendix 1 for details of awards made).
- 1.2 70 applications were received, and awards of grants have been made to 25 organisations.
- 1.3 The Council allocated £200k for small grants to the voluntary and community sector for the year 2022/23 to be awarded in 2 rounds of £100k (June and Nov).
- 1.4 Applications were invited for community-led activities that support inclusion and connectivity for the most marginalised groups and most vulnerable adults and children in our communities. The funding is available to support the infrastructure and/or additional capacity needed by voluntary and community organisations to expand existing services, deliver services in a different way or to develop new activities
- 1.4 Appendices
- 1.4.1 Appendix 1 List of Reading Borough Council Small Grants Fund 2022/23 (Round 1) awards
- 1.4.2 Appendix 2 Equality Impact Assessment
- 1.4.4 Appendix 3 Small Grants Fund 2021/22 Guidance to applicants

2. DECISION

2.1 It is the decision of the Interim Chief Executive, in consultation with the Leader of the Council to award grants totalling £99,322.25, from the Reading Borough Council Small Grants Fund 2022/23 as listed in Appendix 1.

3. POLICY CONTEXT

- 3.1.1 Reading Borough Council agreed as part of its budget for 2022-23 to allocate £200k p.a. for small grants to the voluntary sector.
- 3.1.2 A key theme of our Corporate Plan 2022-2025 is Thriving Communities, recognising that it is the people of Reading, who make our town an exciting and diverse place to live and work. After the devastating attacks in Forbury Gardens in June 2020, we saw people unite under #ReadingTogether. Our aspiration is that this spirit of inclusivity and community is carried into every aspect of life in Reading, wherever people live and whatever their stage of life.

We know that where there is greater connectivity in communities, residents feel safer and are more resilient against risk, harm or emergency. We have seen this in the way communities came together around Covid-19. This connectedness also enhances a sense of belonging and wellbeing.

- 3.1.3 The aim of the Small Grants Fund 2022/23 is inclusion and connectivity for the most marginalised groups and the most vulnerable adults and children in our communities. Through activities that break down barriers of prejudice, discrimination, language, culture; that raise awareness, understanding and empathy; that engender hope through friendship, new skills, physical and mental wellbeing and respect for self and others.
- 3.1.4 Grants of up to £5,000 are available increased to £10,000 for bids made in partnership
 to support the infrastructure and/or additional capacity needed by organisations to expand existing service, deliver services in a different way or to develop new services.
- 3.1.5 The fund is administered in 2 rounds of £100k in July 2022 and November 2022. Applications are through an online form with guidance for applicants. The funding window for Round 1 was open from 9th May to 20th June 2022.
- 3.1.5 70 applications were received and assessed against the criteria for set out the guidance to applicants (Appendix 3).

4. THE DECISION

4.1 An award panel comprising the Assistant Director for Corporate Improvement and Customer Services, Assistant Director for Housing and Neighbourhoods and the Policy and Voluntary Sector Manager assessed the applications. The Panel awarded Small Fund grants to 25 organisations totalling £99,322.25, as shown in the table at Appendix 1.

5. CONTRIBUTION TO STRATEGIC AIMS

5.1 This decision supports the key theme of Thriving Communities in our Corporate Plan 2022-2025 and the aspiration that the spirit of inclusivity and community is carried into every aspect of life in Reading, wherever people live and whatever their stage of life.

6. ENVIRONMENTAL AND CLIMATE IMPLICATIONS

6.1 This policy is assessed as Net Nil impact.

7. COMMUNITY ENGAGEMENT AND INFORMATION

7.1 The funding opportunity was communicated via press release and via email through a network of voluntary and community groups covering neighbourhood groups, groups representing equality and cohesion interests, advice services, children and young people voluntary and community organisations, including SEND, culture and arts groups, community buildings, disability, older people, carers groups, RBC Grant recipients, health and wellbeing groups, Black and Minority ethnic and religious groups.

8. EQUALITY IMPACT ASSESSMENT

8.1 The Equality Duty is relevant to the decision. An Equality Impact Assessment has been carried out and is provided at Appendix 2. No negative impact is identified.

9. LEGAL IMPLICATIONS

- 9.1 The Local Authority has powers to make grant funding under the Localism Act 2011, Section 1 - general power to do anything that individuals generally may do
- 9.2 Equality Act 2010, section 149 placed a duty on the local authority to have regard to need to eliminate discrimination; advance equality of opportunity between persons sharing relevant characteristic and those who do not.
- 9.3 Health and Social Care Act 2012, section 12 places a duty to take appropriate steps for improving the health of people in area (information and advice, services or facilities to promote healthy living etc. including providing grants or loans

10. FINANCIAL IMPLICATIONS

The £200k for small grants to the voluntary sector is within the current budget.

11. BACKGROUND PAPERS

- 11.1 Grant applications for Small Grants Fund 2022/23 (Round 1)
- 11.2 Grants Panel assessment papers

Organisation	Awarded £	Purpose	
Art Celebration	5000	To extend the reach, programming, number of communities engaged and increase duration to two days of the annual Reading Mela that celebrates the music, art and culture of South Asia. To enhance the understanding between different communities of Reading.	
ASPIRE2	5000	To enable 225 disadvantaged children to go on trips to the outdoor education facility at Ufton Court during October half term, February half term and one week of the Easter holidays.	
AutAngel CIC	5000	To meet the costs of a weekly allotment group for 12 people with autism. Management, administration, gardening equipment such as tools and seeds and qualified horticultural therapist to lead gardening sessions for one year.	
Bengali Cultural Society, Reading	2500	To support the 10th Reading Autumn Festival (also known as Sharad Utsav or Durga Puja) to celebrate Indian culture and heritage. This is a Festival where all communities come together, take part in cultural and art related performances and activities, including workshops. BCS's ability to generate funds has been negatively affected by the Covid-19 pandemic in the last two years.	
Berkshire Vision	307.25	To deliver 3 two-day Living Well With Sight Loss courses that support people who are newly diagnosed with sight loss and those close to them who want to be able to understand and support them such as close friends and family.	
British Islamic Gardens	1000	To provide a covered shelter, purchase specialised tools/equipment and have a lockable secure environment for an Islamic Art Stone carving course, engaging a diversity of participants across nationalities, those learning English as a second language, living with disabilities and a diversity of age groups 20-72+	
Centre Skills Sports CIC	5000	To provide Friday evening football training sessions at the Ranikhet Academy School Astro turf sports pitch for children within the disadvantaged communities in the Central and West Reading communities, to provide meaningful out of schools activity that they might otherwise be unable to access.	
Churchend Primary Academy	5000	To provide extra-curricular clubs, resources and activities/events for children to enjoy experiences that reflect the diversity of the families at the Academy and the wider Tilehurst community. That increase their skills, appreciation and self-belief in raising awareness and celebrating different cultures, friendships and community groups. That help build relationships between children, develop social and emotional skills and support mental well-being. That encourage children's participation in and contribution to the local community and establish links for continuing opportunities in the future.	

Friends of Redlands	5000	 To create a place of development (POD) for children with special educational needs, English as an additional language, and those who struggle with emotional regulation, based at Redlands Primary School to mitigate the impact the Covid-19 pandemic has had on children's ability to create basic friendships, to share, and to understand the principles about what forms a community. The space will: support children to engage in positive social interactions if they are struggling in a traditional learning space to help facilitate our children's pathways into active and positive citizenship to help the children of the present and the future to understand the impact of their actions on the world to help those with additional needs to actively and positively access learning
Gabriels Wellbeing and Education CIC (community interest company)	4990	To provide 68 free places for children with diagnoses of Autism, ADHD and sensory processing issues and children with high anxiety whose families are unable to pay. Covering Nature Preschool, Saturday Wellbeing morning, Wellbeing Days in school holidays, targeted coaching on strategies to help manage anxiety, anxiety- related conditions, and stress, and enjoy better sleep
Autism Berkshire	4985	To run a series of six family activity sessions in 2022-23 for Reading families with autistic children, at Prospect Park Pavilion.
Make/Sense Theatre CIC	5000	To fund the costs of two Creative Enablers to support on a brand new drama based day service for adults (18+) with autism and/or learning disabilities in Reading. Running from South St Arts Centre and culminating in a performance in their theatre. The project will create its own acting company of 15 adults who will work with one Associate Artist and two Creative Enablers in the Make/Sense Theatre team.
Me2 Club	5000	To provide volunteer 'befrienders' for 22 marginalised young people, living in Reading, to enable them to connect with their local community. To address the challenges of isolation and exclusion of children and young people aged 5 to 19 years with wide ranging additional needs and disabilities, regardless of a formal diagnosis, by enabling them to experience, and benefit from, weekly mainstream leisure activities of their choosing. By working together children will be able to access the activities their peers take for granted including: uniform groups, sports clubs, drama groups and social activities.
Older People's Activities in Caversham (OPAC)	900	To provide items for the benefit of those attending the over 60s Thursday Club for the year. The Club provides a) a hot nutritious meal b) refreshments, including fresh fruit c) seated exercise provided by Keep Berkshire Active d) quizzes and mind stimulating activities e) the celebration of important personal and national milestones and f) befriending and signposting to other support services.
Progress Theatre	2500	To give access to the creative environment of theatre to up to 72 disadvantaged young people experiencing financial barriers, through free Taster sessions in each Youth Theatre Group, three annual full bursary places, and subsidised low charges for our workshops.

RABBLE Theatre CIO	5000	 Support to enable 5 adults and 5 young people who are restricted by finances and in Reading's areas of lowest cultural engagement, to engage with RABBLE's education activities for one year. The opportunities provided will include: Professional work experience Paid Internships (acting, backstage, office) Volunteer roles on stage, back stage and front of house Teacher training and career pathways (via the organisation's education programmes in 8 schools in Reading)
Rank & File Theatre (Lead Organisation) and Reading Refugee Support Group	10000	To develop a theatre performance through a participant led programme of acting, playwriting, poetry, films and podcasts involving 20 participants who are refugees or sexual/domestic violence survivors. The performance will be filmed for national/international audiences, including documentary/podcasts. There will be 30 workshops, joint cohort acting classes, options for LAMDA exams, and rehearsals.
Reading Association for the Blind	1500	To fund the running of a monthly social club for 20 and 30 people living with the effects of sight loss. It is a great opportunity for those who struggle to build relationships or who are lonely due to their disability and helps improve their mental health/wellbeing, enabling them to build confidence and have better tools to live full and meaningful lives.
Reading Ex Gurkha British Association (REGBA)	2000	To fund learning resources for twice weekly volunteer led English courses that provide better understanding of the English language for group of vulnerable individuals and promote confidence and better integration into the community.
Remap Berkshire	1000	To fund material costs and travelling expenses for the Remap volunteers service that engineers bespoke gadgets for disable people to facilitate difficult tasks in their every day life.
Sport in Mind	4500	To provide training opportunities for 45 more people aged 16+ to volunteer with Sport in Mind and gain new skills, whilst also improving mental and physical wellbeing. They will be provided with a mix of Mental Health First Aid training, Safeguarding training and sport/activity specific training/qualifications. This is aimed at age 16+ and is an opportunity to help a number of participants with mental health issues transition from their youth sessions into adult Sport in Mind sessions.
Thameside Primary School	5000	To fund the development of a sensory play area as a play haven for their most complex SEN children. To promote improved behaviour, enjoyment and improved learning outcomes for the children.

The Jamaica Society and Friends (Reading)	1500	To meet the venue costs for monthly meetings. The Jamaica Society and Friends (Reading) provides for the specific needs of this community group. A high proportion of members are elderly and benefit from the support they receive, which is relevant to their cultural needs. Members and friends benefit from attending the monthly meetings and other events, which they find stimulating, participative which is good for their morale. After having to communicate by Zoom, with difficulty for some, they are relieved to meet with friends and acquaintances again. Due to Covid and the subsequent Lockdown they have been unable to fundraise.
The Rising Sun Arts Centre, Double Okay and IOTA events	6840	To set up a new service for LGBTQIA+ people ages 14+ to engage in creative, arts-based activity sessions. These monthly sessions would be run and developed by Double Okay, a queer, trans and disabled Reading based artist collective, who would share their expertise with the group. The 12 sessions would support participants to learn new creative skills, focusing on different mediums and themes.
Weller Centre	4800	A weekly youth club promoting physical activity, leadership, competition and teamwork among youth. This is an outlet for children in an area where 31% of children live in 'out of work' households (v. 19% across England) and 42% live in lone parent households (v. 27% across England).
Total	99322.25	



Appendix 2

Equality Impact Assessment (EIA)

Name of proposal/activity/policy to be assessed: Award of Reading Borough Council Small Grants Fund (Round 1) 2022/2023

Directorate: Resources

Service: Corporate Improvement and Customer Services

Name: Clare Muir

Job Title: Policy and Voluntary Sector Manager

Date of assessment: 14/07/22

Version History

Version	Reason	Author	Date	Approved By
1	Initial	Clare Muir	14/07/22	



Scope your proposal

1. What is the aim of your policy or new service/what changes are you proposing?

A key theme of our Corporate Plan 2022-2025 is Thriving Communities, recognising that it is the people of Reading, who make our town an exciting and diverse place to live and work. After the devastating attacks in Forbury Gardens in June 2020, we saw people unite under #ReadingTogether. Our aspiration is that this spirit of inclusivity and community is carried into every aspect of life in Reading, wherever people live and whatever their stage of life.

We know that where there is greater connectivity in communities, residents feel safer and are more resilient against risk, harm or emergency. We have seen this in the way communities came together around Covid-19. This connectedness also enhances a sense of belonging and wellbeing.

The small grants fund is focussed on inclusion and connectivity for the most marginalised groups and the most vulnerable adults and children in our communities. It is aimed at activities that break down barriers of prejudice, discrimination, language, culture; that raise awareness, understanding and empathy; that engender hope through friendship, new skills, physical and mental wellbeing and respect for self and others.

2. Who will benefit from this proposal and how?

The fund is aimed at the most marginalised groups and the most vulnerable adults and children in our communities. Particularly those at risk of prejudice and discrimination and will benefit from raised awareness, understanding and empathy of the wider community; feel more hopeful and respected as a result of friendships made, new skills and enhanced physical and mental wellbeing.

The wider community will benefit from raised awareness, understanding and empathy

3. What outcomes does the change aim to achieve and for whom?

Benefits for people beyond the life of the individual project funded, in terms of skills gained; increased knowledge, confidence, self-esteem, independence; relationships built, self-help groups established etc.

Assess the Impact of the Proposal

The funding opportunity was advertised through a comprehensive network and a press release:



Reading Voluntary Action	wide voluntary sector (distribution list and newsletter)
Reading Neighbourhood Network	neighbourhood groups in Reading (e-newsletter)
Alliance for Cohesion and Racial Equality	groups representing equality and cohesion interests
Reading Advice Network and Advice Forum	advice services
Family Information Service (including the SEND Local Offer)	children and young people voluntary and community organisations, including SEND
Cultural Development	culture and arts groups
Community Development	neighbourhood groups and community buildings on RBC Housing estates
Adult Social Care	disability, older people, carers groups, Narrowing the Gap providers
Policy	Current and past RBC Grants fund recipients/applicants
Public Health & Wellbeing messages	Campaigns, services, activities and all communications relating to health and wellbeing. Black and Minority ethnic and religious groups
RBC Communications	Press release

Applications were through an online form with guidance for applicants. Applicants could request alternative methods of making their application. The funding window was open for 6 weeks from 9th May to 20th June 2022.

Applications were assessed based on:

- Eligibility of organisation to apply
- Contribution to the key themes of promoting inclusion and connectivity for marginalised groups and the most vulnerable adults and children in our communities:
 - \circ $\,$ break down barriers of prejudice, discrimination, language, culture
 - \circ raise awareness, understanding and empathy
 - $\circ~$ engender hope through friendship, new skills, physical and mental wellbeing and respect for self and others.
- Demonstrated benefit to people beyond the life of the project
- Showed evidence of need (data, research, community feedback, examples)
- Described what the grant will be used for and how many people are expected to benefit
- Stated how it will make a difference/how this will address the need
- Provided a realistic delivery plan
- Duplication of activity
- 3



• Availability of other funding sources

Grants were awarded to 25 organisations out of 70 applications. During the application window the funding team was available to assist applicants with any queries or problems they had. Regular checks were made on applicants where they had registered an application on-line but had not yet submitted it. This was to establish if they needed assistance.

The award criteria directly addressed issues affecting groups protected under the Equality Act 2010. It required proposals to address the most marginalised groups and the most vulnerable adults and children in our communities and meet at least one of:

- break down barriers of prejudice, discrimination, language, culture
- raise awareness, understanding and empathy; engender hope through friendship
- new skills, physical and mental wellbeing and respect for self and others

Table 1 shows that all the awarded proposals addressed the most marginalised groups and the most vulnerable adults and children in our communities, with the majority addressing breaking down barriers of prejudice, discrimination, language, culture and new skills, physical and mental wellbeing and respect for self and others.

Table 1

Target Themes addressed in application	Number of successful applications	Number of unsuccessful applications
address the most marginalised groups and the most vulnerable adults and children in our communities	25 (100%)	43 (95%)
break down barriers of prejudice, discrimination, language, culture	21 (84%)	23 (51%)
raise awareness, understanding and empathy	9 (36%)	17 (38%)
new skills, physical and mental wellbeing and respect for self and others.	24 (96%)	36 (80%)

diversity or meeting specific needs around language or well-being
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Describe how this proposal could impact on Sex and Gender identity (include pregnancy and maternity, marriage, gender re- assignment) One awarded project specifically includes sexual/domestic violence survivors.	Is there a negative impact? No
Describe how this proposal could impact on Disability	Is there a negative impact? No
10 awarded projects specifically include disabled people.	
Describe how this proposal could impact on Sexual orientation (cover civil partnership)	Is there a negative impact? No
One awarded project is targeted at LGBTQIA+ people.	
Describe how this proposal could impact on age	Is there a negative impact? No
11 of the projects are for children and young people	
2 of the projects are for older people.	
Describe how this proposal could impact on Religious belief	Is there a negative impact? No
Religious belief was not a specific priority for this funding programme but the priority to address prejudice, discrimination, language, culture would be expected to have a positive impact for people of diverse faiths.	
One of the supported projects is an Islamic Art Stone carving course where the barriers of prejudice, discrimination, language and culture are broken down by diverse nature of the volunteers learning stone carving together. Current beneficiaries are:	
- Eritrean, Bangladeshi, Pakistani, Nairobian, Chinese, Indian, Somalian, British	



- some who are learning English as a second language.

- some who are living with disabilities (such as being registered deaf and dumb, communicating only by sign language).

- some who are registered autistic.
- from a diversity of age groups 20-72+

Make a Decision

No negative impact identified

1. How will you monitor for adverse impact in the future?

The criteria for the Small Grants fund are developed based on analysis of need and priorities.

Each Small Grant awarded project is required to provide an interim and final monitoring report.

Unsuccessful applicants are offered feedback on the reason for the decision and encouraged to register with <u>Reading 4 Community</u> a free funding search website for not-for-profit organisations in Reading, which is updated on an ongoing basis and where one can be alerted to new or existing funding. Where appropriate applicants have been directed to other funding streams.

Clare Muir

Isabel Edgar

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Completing Officer

Lead Officer

Reading Small Grants Fund 2022/23

Introduction

Reading Borough Council has allocated £200k for small grants to the voluntary and community sector for the year 2022/23.

The Council is inviting applications for funding for community-led activities that support inclusion and connectivity for the most marginalised groups and most vulnerable adults and children in our communities.

The funding is available to support the infrastructure and/or additional capacity needed by voluntary and community organisations to expand existing services, deliver services in a different way or to develop new activities

Applications should be made using (Reading Small Grants Fund 2022/23 Grant Application Form) <u>www.reading.gov.uk/SmallGrantsFund</u>

There will be two opportunities to apply for this funding

Round 1: deadline for applications is the 20th June 2022. Applicants will be notified of the outcome of their application by 4th July 2022.

Round 2: deadline for applications is the 21st November 2022. Applicants will be notified of the outcome of their application by 5th December 2022.

Applicants for Round 1 should not apply for Round 2 unless they have been advised to resubmit.

If you have any queries please contact Clare Muir, Policy and Voluntary Sector Manager email: <u>clare.muir@reading.gov.uk</u> / tel: 0118 9372119

Purpose of the funding

A key theme of our Corporate Plan 2022-2025 is Thriving Communities, recognising that it is the people of Reading, who make our town an exciting and diverse place to live and work. After the devastating attacks in Forbury Gardens in June 2020, we saw people unite under #ReadingTogether. Our aspiration is that this spirit of inclusivity and community is carried into every aspect of life in Reading, wherever people live and whatever their stage of life.

We know that where there is greater connectivity in communities, residents feel safer and are more resilient against risk, harm or emergency. We have seen this in the way communities came together around Covid-19. This connectedness also enhances a sense of belonging and wellbeing.

With this fund we want to focus on inclusion and connectivity for the most marginalised groups and the most vulnerable adults and children in our communities. Through activities that break down barriers of prejudice, discrimination, language, culture; that raise awareness, understanding and empathy; that engender hope

through friendship, new skills, physical and mental wellbeing and respect for self and others.

What can you apply for?

Grants of up to £5,000 are available - increased to £10,000 for bids made in partnership proposing a co-ordinated approach by more than one organisation to support the infrastructure and/or additional capacity needed by organisations to expand existing service, deliver services in a different way or to develop new services.

Who can apply?

The grants programme is aimed at voluntary and community groups and schools based in Reading borough:

- Charitable organisations
- Voluntary organisations
- Community groups
- Faith groups
- Sports groups
- Arts groups
- Cultural organisations
- Uniformed groups (scouts, guides etc)
- Schools
- Not-for-profit social enterprises

What will be funded?

- 1. Activities that promote inclusion and connectivity for marginalised groups and the most vulnerable adults and children in our communities. This could be activities that:
 - break down barriers of prejudice, discrimination, language, culture
 - raise awareness, understanding and empathy;
 - engender hope through friendship, new skills, physical and mental wellbeing and respect for self and others.
 - But you know your communities best. So, you may have other ideas and we welcome them.

And

- 2. Demonstrate benefit people beyond the life of the project, in terms of skills gained; increased knowledge, confidence, self-esteem, independence; relationships built, self-help groups established etc
- 3. Grants can be awarded for purposes such as:
 - Local 'one off' and small projects
 - o Running events
 - \circ Minor start-up costs (e.g. to get a new idea/project 'off the ground')
 - Purchasing equipment
 - Sessional costs

4. Funding will only be given to projects or activities that address the grant criteria above and is not funded or able to be funded through other sources. Applicants will be expected to disclose their other funding sources

What should applications include?

Applications will be required to:

- Show evidence of need (data, research, community feedback, examples)
- Describe what the grant will be used for and how many people are expected to benefit
- State how it will make a difference/how this will address the need
- Provide a realistic delivery plan

Funding conditions

- The funding will be required to be spent within 12 months of the award.
- Monitoring Successful applicants will be expected to provide an Interim report on their project after 6 months and a Full report at the end of the project (12months)