

VOLUNTARY AND COMMUNITY SECTOR FUNDING PROSPECTUS

2021- 2024

ENABLING PEOPLE & SHAPING PLACE

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# Introduction

Across the District we are lucky to have a strong, vibrant and diverse voluntary and community sector which plays a key role in supporting residents and local communities and particularly those who need some extra help. Voluntary and Community Sector organisations are able to reach people and places where statutory organisations may not be able to, delivering earlier support, individually tailored help and offering great added value. Volunteering in itself brings huge benefits, not only to the organisations they support but also to the individuals who volunteer, helping them to stay healthy and active.

This funding recognises that:

* By tapping into our volunteering community, third sector organisations can achieve more for less and deliver increased value for money
	+ - * + Voluntary organisations are able to work at a very local level and can identify and respond to local issues
				+ Community and voluntary organisations are close to communities and often best placed to support those who are vulnerable and disadvantaged
				+ There is evidence that individuals who are experiencing difficulties tend to approach community and voluntary organisations earlier than statutory organisations
				+ Volunteering itself has a positive impact on the individual and the local community
				+ The Voluntary and Community Sector can play a key role in helping the council achieve its Strategic Plan outcomes.

Going forward, a focus on enabling people and shaping place will mean that the funding achieves more for those individuals and communities who need help and supports neighbourhoods and the wider community. It also recognises the impact of the Coronavirus on individuals and communities.

We look forward to receiving applications from any organisation that can make a contribution towards:

* **Enabling people** to help themselves and others
* **Enabling people** to collaborate and engage with us
* **Enabling people** to live healthy and active lives
* **Shaping Place** to keep it green and safe
* **Shaping Place** to preserve the character and appearance of the district

# What are we aiming to achieve?

Our Strategic Plan identifies the outcomes we want to achieve and the action plan identifies what we as a council are delivering to impact on those outcomes. However we cannot impact on the outcomes on our own. We recognise the role that the voluntary and community sector plays, particularly for those communities and areas who need additional help and support and the everyday difference the sector makes to the quality of life for local communities and residents. In continuing to make funding available to the local community and voluntary sector, the council wishes to ensure that the funding makes a positive impact on enabling people and shaping places. We want to prioritise funding where the voluntary and community sector can have the greatest impact and create a positive legacy for the district.

# What we want to fund?

We want to fund projects/activities that will impact on the 5 strategic plan outcomes identified below, address where the VCS can make a difference and meet the needs of target groups:

* **Enabling people** to help themselves and others
* **Enabling people** to collaborate and engage with us
* **Enabling people** to live healthy and active lives
* **Shaping Place** to keep it green and safe
* **Shaping Place** to preserve the character and appearance of the district

We would particularly welcome new or innovative approaches and organisations working together with Lichfield District Council to combine skills and expertise.

The total amount of funding available is £163,000 with no indicative value set against each outcome. We do want to award funding across all areas, with a minimum award of £5,000 in order to have sufficient impact. Overall funding has been agreed for a three year period, subject to funding being available. All awards will be made on an annual basis. Continued funding will be awarded over that period for projects that can demonstrate impact and performance. Where impact is not evidenced and new projects come forward that better meet local needs funding may be reallocated.

The focus on **enabling people** and **shaping place** is not intended to indicate that funding will just be available for organisations who have ‘traditionally’ delivered in this field, we would very much welcome projects from any organisation that can demonstrate how it can help deliver these outcomes.

We want you to ‘think differently’ about what you as an organisation can deliver and how you can achieve more with this funding, including possible examples of partnership working, match funding and developing the communities that you are targeting, for example, by using or training volunteers.

In your application you should also show how and where the following cross cutting criteria are met.

1. It demonstrates impact on the Strategic Plan outcomes
2. It involves collaboration with other VCS groups
3. It evidences need within a specific group or locality
4. There is a focus on preventing problems and early identification rather than reacting to them
5. The project/activity works to try and address the source of the problem or signpost to others who can help
6. The project/activity involves collaboration with relevant statutory agencies
7. Reliance on public sector support is reduced
8. Reliance on Lichfield District Council is reduced
9. The project/activity promotes personal responsibility, independence and self reliance
10. It encourages and promotes volunteering
11. The project/ activity makes use of assets available to us in Lichfield District and creates a positive legacy for the local area.

**We will use these criteria as part of our scoring criteria, so it is important that you refer to them fully in your application.**

**Your application should address the outcomes below and identify where you can make a difference and for which target groups. Please include any areas and target groups you have identified.**

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| **Strategic Plan Outcome - Enabling people to help themselves and** **others** |
|  **The potential areas the VCS can make a difference*** Supporting those in most need of help and helping them to become more resilient
* Helping people live independently in their community
* Promoting and providing activities that support good neighbourliness and community resilience
* Providing opportunities for groups and activities that support individuals who are socially isolated
* Helping residents who need advice and support on managing money and debt
* Supporting those at risk of being homeless to get help before reaching crisis point
* Achieving greater collaboration with partners to problem solve and help individuals with complex needs
* Supporting volunteering and a thriving voluntary and community sector
* Helping those who need extra support to get back into work
* Supporting activities that bring different generations together and build community resilience

  | **Target groups could include but are not limited to:*** People who feel socially isolated
* People with low level mental health problems
* People with disabilities
* Older people who are socially isolated or at risk of becoming isolated
* Men aged 60+ who are socially isolated or at risk of becoming isolated
* Those particularly impacted by Covid
* Low income households and those experiencing economic deprivation and food poverty
* People who have experienced bereavement
* People who have been recently impacted by redundancy and are struggling to find work
* People at risk of homelessness
* Young people who lack positive role models
* VCS Support organisations
* People who would benefit from volunteering

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| **Strategic Plan Outcome - Enabling people** to collaborate and engage with us |
| **The potential areas the VCS can make a difference:*** Collaborating with the council to deliver local services
* Working with us to support communities in need of extra help
* Developing community based support to enable people to use digital technology
* Collaborating and working with us to develop and deliver shared ideas
* Helping us engage better with communities through use of new technology
* Helping us to engage with communities in ways that work for them
* Developing community navigators who can build positive relationships with communities
* Helping us understand our communities and their needs so we can respond to them
* Supporting councillors as community leaders and ambassadors
 | **Target groups could include but are not limited to:*** Local and rural communities
* Communities of interest
* Communities who feel disengaged
* People that are seldom heard (hard to reach)
* Groups that are digitally excluded
* Groups that rely on social media
* VCS Support organisations
* People who would benefit from volunteering
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| **Strategic Plan Outcome - Enabling people** to live healthy and active lives |
| **The potential areas the VCS can make a difference:*** Helping older people and vulnerable people in our communities to stay active or become more active
* Supporting community based approaches that reduce social isolation and improve personal wellbeing
* Providing activates that engage people to have healthy lifestyles and be more active preventing ill health
* Helping those who need help with substance misuse issues
* Giving support for those with low level mental health issues
* Helping people who need help to achieve and maintain a healthy weight
 | **Target groups could include but are not limited to:*** People who feel socially isolated
* People with low level mental health problems
* People with disabilities
* Those particularly impacted by Covid
* People who need to be more active
* Children and adults who are obese
* People who would benefit from volunteering
* People with addictions
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| **Strategic Plan Outcome - Shaping Place to keep it green and safe** |
| **The potential areas the VCS can make a difference:*** Supporting activities that help enjoyment of parks and freely accessible green spaces
* Helping groups maintain their local community environment
* Helping bring about environmental improvements
* Delivering diversionary activities for those engaged in or on the cusp of anti-social behaviour
* Offering support to people who experience anti-social behaviour
* Supporting activities that help those affected by domestic abuse
* Supporting targeted engagement for those at risk of becoming involved in county lines
* Raising awareness of how communities can help protect themselves from crimes such as car theft and fraud
* Supporting activities that help address climate change and offset environmental impact
* **Supporting activities that help address climate change and offset environmental impact**
* Supporting activities that help address climate change and offset environmental impact
* Supporting activities that help address climate t
 | **Target groups could include but are not limited to:*** People who would benefit from the outdoor environment
* Children and young people
* Vulnerable people
* Children and Young people at risk of exploitation
* People with high levels of fear of crime
* People more likely to be victims of car theft
* People more likely to be victims of fraud
* People who would benefit from volunteering
* Neighbourhoods with high levels of ASB
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| **Strategic Plan Outcome - Shaping Place to preserve the character and appearance of the district** |
| **The potential areas the VCS can make a difference:*** Supporting activities that celebrate the heritage and culture of the district
* Helping maintain the character and appearance of the district
* Helping improve the appearance of public areas in the district
* Encouraging or helping local communities to keep their neighbourhoods free from litter, flytipping and graffiti
* Delivering volunteering schemes that encourage the community to improve and protect the local environment
 | **Target groups could include but are not limited to:*** People who benefit from the heritage and culture of the district
* People whose wellbeing would be improved by improvements to public areas in the district
* People who would benefit from volunteering
* Neighbourhoods with public areas in need of improvement
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# Who can apply for funding?

* Any formally constituted not-for-profit community group serving Lichfield District
* Any Parish Council in Lichfield District
* Locally based Community Enterprises and Charities
* Public sector organisations
* Collaborative partnership bids from 2 or more partners (with a lead partner clearly identified)

If you need any support meeting the requirements of this prospectus or making an application Support Staffordshire may be able to help you. Please contact Claire.Ferris@supportstaffordshire.org.uk

# What can be funded?

* Any project or activity which is for the benefit of the community and meets the requirements of this prospectus. This can include small capital elements of a larger proposal and / or revenue based costs
* If the project/ activity includes the purchase of equipment the application must be able to demonstrate plans to use the equipment in future activities which are of benefit to Lichfield District
* Staffing costs can be funded, providing they are directly linked to the project/activity being applied for
* Projects/ activities that are delivered for the benefit of Lichfield District residents

# What cannot be funded?

* Organisations that cannot provide documentary evidence that they have the required governance and policy framework in place (see page 12 )
* Any school curriculum based activity
* Any projects for the sole benefit of an individual
* Events or activities the principle aim of which is to fundraise for another organisation
* Political or religious activities or events (although secular activities promoted by faith based groups are welcome)
* Projects that are being entirely sub contracted to another party
* Any projects that are a statutory duty of public bodies (excluding Lichfield District Council) unless they are an enhancement to existing service delivery
* Projects/ activities which have happened prior to receiving notification of an award. Applications cannot be made in retrospect -
* Projects being delivered outside the Lichfield District boundary unless they benefit Lichfield district residents
* VAT for any project cannot be funded as this is a grant process The payment of the grant is believed to be outside the scope of Value Added Tax but if any Value Added Tax shall become chargeable all payments shall be deemed to be inclusive of all Value Added Tax and the Funder shall not be obliged to pay any additional amount by way of Value Added Tax.

# What successful applicants will need to be able to demonstrate

You will need to be able to demonstrate the following in your application:

* Evidence of an understanding of need and how the project / activity will address this need
* Evidence of how the project will be targeted to have the maximum impact
* How the project addresses the cross cutting criteria
* The organisational capacity and financial management skills to enable successful delivery of your project / activity
* A breakdown of costs and other funding contributions
* What success will look like and how it will be demonstrated
* The ability to adapt a project/activity if changes will better impact on outcomes
* Evidence of an Exit Strategy and/or how you will make the project/activity sustainable and leave a positive legacy when funding ends

**Information Sources for consideration:**

* [Strategic plan 2020 - 2024](https://www.lichfielddc.gov.uk/downloads/file/1514/strategic-plan-2020-2024)
* [Local plan strategy 2008 - 2029 and associated documents](https://www.lichfielddc.gov.uk/local-plan/local-plan-strategy/1)
* [Lichfield District Analysis](https://www.staffordshire.gov.uk/Search.aspx?search_keywords=Lichfield%20district)
* [Sustainability scoping-report-november-2020](https://www.lichfielddc.gov.uk/downloads/file/1711/scoping-report-november-2020)
* [Scoping Report 2020](https://protect-eu.mimecast.com/s/oSKOCDQp1IOjYlt5sH1X?domain=lichfielddc.gov.uk)
* [Health and wellbeing strategy 2018 - 2020](https://www.lichfielddc.gov.uk/downloads/file/1073/health-and-wellbeing-strategy)
* [Housing and homelessness strategy 2019-2024](file:///%5C%5Cldc-file02%5CDepartmental%5CCommunity%20and%20Partnerships%5CCommunity%20Regeneration%5C1.Partnerships%5CCVS%20Funding%5CFunding%2021-24%5CProspectus%5Cdraft%20VCS%20funding%20prospectus%20v6%20-%20LT.docx)
* [Physical activity and sports strategy 2016 - 2020](https://www.lichfielddc.gov.uk/sports-fitness/physical-activity-sport-strategy/1)
* [Lichfield city centre development strategy 2015 - 2020](https://www.lichfielddc.gov.uk/planning/city-centre-development-strategy-2015-2020/1)
* [Economic development strategy 2016 - 2020](https://www.lichfielddc.gov.uk/business/economic-development-strategy-2016-2020/1)
* [Environmental Crime Strategy 2018-2021](https://protect-eu.mimecast.com/s/Ag9ACGMyvHLWNJT7NL44?domain=lichfielddc.gov.uk)
* [Community safety delivery plan 2020- 2023](https://www.lichfielddc.gov.uk/downloads/file/1634/community-safety-delivery-plan-2020-2023)
* [Playing Pitch Strategy 2020](https://protect-eu.mimecast.com/s/r5cgC4zEQF7Y2yhxI6lS?domain=lichfielddc.gov.uk)

**How much can you apply for?**

We are looking to award funding across all outcomes but have not apportioned specific amounts of funding against each outcome. We want to fund projects or activities of an annual value of at least **£5000** so thatthis funding is able to make a demonstrable difference and directly impact towards enabling people and shaping place. If you are looking for a smaller amount of funding there are a number of other options, for example:

* [We Love Lichfield Fund](http://staffsfoundation.org.uk/grants/welovelichfieldgrants/)
* [Lichfield Community Lottery](file:///%5C%5Cldc-file02%5CDepartmental%5CCommunity%20and%20Partnerships%5CCommunity%20Regeneration%5C1.Partnerships%5CCVS%20Funding%5CFunding%2021-24%5CProspectus%5Cdraft%20VCS%20funding%20prospectus%20v6%20-%20LT.docx)
* [Proceeds of Crime Fund](http://www.staffordshire-pcc.gov.uk/proceeds-crime-fund/%20)
* [People Power Fund](http://www.staffordshire-pcc.gov.uk/people-power-fund/%20)

Funding advice and opportunities can also be sought from [Support Staffordshire (Lichfield and District](http://www.ldcvs.org.uk/home-0%20)) or from the [Community Foundation](http://staffsfoundation.org.uk/)

Matched funding is not a requirement of this scheme and you can apply for 100% of the cost of your project or activity. However any other contributions from other funding sources will strengthen your application. Contributions “in kind” (e.g. volunteer time or hall use given free of charge) can be counted towards a contribution. Volunteer time can be costed, with the hourly rate included.

If your application is successful but there is not sufficient funding available you may be asked to scale down your project and show what can be delivered with less funding.

If you wish to apply for funding **over £40,000** the following requirements will also apply:

* Application to include detailed project plan setting out:
	+ - 1. What is currently being delivered by the organisation and what actions and outcomes additional funding will deliver
			2. Projects tasks and key deliverables, with associated resources required
			3. Timescales and milestones for each task
			4. Identification of risks and how these will be mitigated
			5. Key performance indicators and targets
			6. A detailed Exit Strategy
* Presentation of project proposal to Assessment Panel including elected members
* Quarterly performance reports

# What is the application process?

If you wish to apply for funding, you will need to complete an application form which is available from [here](https://www.lichfielddc.gov.uk/community-funding/voluntary-community-sector-funding/1)

Guidance on applying for funding is available at the end of this prospectus.

The closing date for receipt of applications is **29 April** **2021**

Only emailed / electronic applications will be accepted to vcsefunding@lichfielddc.gov.uk .

You may apply for funding for more than one of the five funding outcomes if you have a number of different projects but will need to submit a separate application one for each outcome. However, if you are apply for one funding outcome but can also demonstrate that your project also impacts on any or all of the other 4 funding outcomes you should evidence this in your application.

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|  **What Happens?** | **Timescales** | **Supporting Information** |
| The Prospectus including the application form and guidance notes will be made available online | To be made available on **18 February 2021**Applications to be submitted by **29 April** 2021 to vcsefunding@lichfielddc.gov.uk | You will receive an email confirming receipt of your application |
| Funding Panels will consider the applications and will make recommendations to the Cabinet Member for Community Engagement | Panel meetings will take place from week commencing 3 May | A Funding Panel will assess your application and make recommendations to the Cabinet MemberFor applications over £40,000 applicants will be required to present their proposals to a member panel which will be scheduled as soon as possible after the closing date. |
|  | Applicants will be advised of the outcome of their submission by the middle of May(excluding those where a member panel needs to be set up) |  |

# How we will make our decision

**Pre Assessment**

In order to be considered for assessment all applications need to meet the following requirements:

* Application forms must be submitted electronically
	+ Applicants will need to be able to supply evidence of the following documents / policies to be eligible for funding (Electronic / scanned copies relevant to the organisation making the application). These should have been developed/ reviewed within the last 3 years.
1. Constitution
2. The latest available Annual Report (if produced) and annual accounts / or, in the case of new established organisations, statements from 6 months operation
3. Health & Safety Policy and when it was approved or last reviewed
4. Equalities and Diversity Policy (for service delivery) and when it was approved or last reviewed
5. Public Liability Insurance certification
6. Children’s Safeguarding Policy and when it was approved or last reviewed \*
7. Adults at Risk safeguarding Policy and when it was approved or last reviewed \*
8. Project Implementation Plan

\**Where the project/activity involves these groups*

* The organisation must be eligible for funding:
	+ A formally constituted not-for-profit community group serving Lichfield District
	+ A Parish Council in Lichfield District
	+ A locally based Community Enterprise or Charity
	+ A public sector organisation
	+ A collaborative partnership bid from 2 or more partners

**If you cannot meet the above requirements your application will not be assessed. If you need any help meeting the criteria you can email** **Claire.Ferris@supportstaffordshire.org.uk** **or find more information from** [**Support Staffordshire**](http://www.supportstaffordshire.org.uk/)

**Full Assessment Criteria**

Applications will be assessed against the following criteria.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Application Form section** | **Criteria** | **Range of marks**  | **Weighting** | **Indicative scoring**  |
|  | ***Organisational Capability*** |  | **5%** |  |
| **Section 1****(Questions 1-10)**Reference will also be made to the Project Delivery Plan | *Evidence of the organisations experience, knowledge of delivery and capacity relevant to the proposed project**Management / Supervision / performance/project management of the project**Capacity and capability to adapt project delivery to adapt to changing needs* | 0-5 |  | 5- Strong evidence demonstrating organisational capability and project delivery4- Good evidence demonstrating organisational capability and project delivery3- Some evidence of some organisational capability and project delivery2- Limited evidence of organisational capability and project delivery1- Little evidence of organisational capability and project delivery0- No experience organisational capability and project delivery |
|  | ***Evidence Base for Project*** |  | **10%** |  |
| **Section 2****(Questions 11-15)** | *Does the project evidence insight and understanding of local needs (based on target group(s)and how these needs will be met* | 0-5 |  | 5- Strong evidence of insight and understanding of need and how these needs will be met4- Good evidence of insight and knowledge of need and how these needs will be met3- Some evidence of insight and knowledge of need and how these needs will be met2- Limited evidence of insight and knowledge of need and how these needs will be met1- Little evidence of insight and knowledge of need and how these needs will be met0- No evidence of insight and knowledge of need and how these needs will be met |
|  | ***Impact on Outcomes*** |  | **40%** |  |
| **Section 3****(Questions 16-18)**Reference will also be made to the Project Delivery Plan | *How does the project/activity address and impact on the strategic plan outcome(s)**How can the project support Lichfield District Council deliver services to local residents?**How will the impact be evidenced?*  | 0-5 |  | 5- The proposed project/activity demonstrates strong evidence of addressing and impacting on 2 or more of the strategic plan outcomes 4- The proposed project/activity demonstrates good evidence of addressing and impacting on at least one strategic plan outcomes3- The proposed project/activity demonstrates some evidence of addressing and impacting on the strategic plan outcomes2- The proposed project/activity demonstrates limited evidence of addressing and impacting on the strategic plan outcomes1- The proposed project/activity demonstrates little evidence of addressing and impacting on the strategic plan outcomes0- The proposed project/activity fails to demonstrate evidence of addressing and impacting on the strategic plan outcomes  |
|  | ***Meeting Cross Cutting Criteria*** |  | **20%** |  |
| **Section 4 Question 19** | *How well does the project meet the cross cutting criteria* | 0-5 |  | 5 The proposed project/activity strongly meets all the cross cutting criteria4- The proposed project/activity meets at least 8 of the cross cutting criteria3- The proposed project/activity meets at least 6 of the cross cutting criteria2- The proposed project/activity meets 5 of the cross cutting criteria 1- The proposed project/activity meets 2 to 4 of the cross cutting criteria0- The proposed project/activity only meets 0-1 of the cross cutting criteria |

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|  | ***Value for Money - Costs***  |  | **20%** |  |
| **Section 5****(Questions 20-25)** | *Percentage of funding required of total project/activity costs**Other funding streams being used to fund the project**% of funding apportioned to core costs, management , IT, buildings, staffing**Use of volunteering* | 0-5 |  | 5- Strong evidence of value for money4- Good evidence of value for money3- Some evidence of value for money2- Limited evidence of value for money1- Little evidence of value for money0- No evidence of value for money |
|  | ***Sustainability/ legacy***  |  | ***5%*** |  |
| **Section 6****Question 26** | *Assessment of sustainability of project/activity* *Exit strategy if funding ends and a positive legacy* | 0-5 |  | 5- Strong evidence that the project is sustainable or has an exit strategy and a positive legacy4 Good evidence that the project is sustainable or has an exit strategy and a positive legacy3- Some evidence that the project is sustainable or has an exit strategy and a positive legacy2- Limited evidence that the project is sustainable or has an exit strategy and a positive legacy1- Little evidence that the project is sustainable or has an exit strategy and a positive legacy0- No evidence that the project is sustainable or has an exit strategy and a positive legacy |
|  | ***Total*** |  | ***100%*** |  |

**Approach to scoring**

Only applications that meet the organisational requirements and have the attached the required documents will be scored.

The Funding Panel will allocate a maximum score out of 5 as outlined in the table above, against each related response. This score will be converted to a percentage (to 2 decimal places) relative to the weighting allocated to that evaluation criterion.

For example, if the Funding panel allocates a score of 3 to a response to a criterion which is weighted 10%, then the weighted score allocated is calculated as follows: (3/5)x10 = 6%.

Following the evaluation, applications will be ranked according to their score, with the highest scoring applicant(s) being selected.

All applicants will be informed of the outcome of the evaluation. Unsuccessful applicants will be provided with the opportunity to request feedback. The decision of the Council is final.

# Help and advice

Although we are keen to encourage enquiries from potential applicants, we are mindful of the need to treat everybody fairly and transparently in terms of help and advice. Consequently, if you have any questions about any aspect of this Prospectus or the application process, please email vcsefunding@lichfielddc.gov.uk

We will respond as soon as possible. We will keep a log of all questions and answers and update these regularly on the website.

Support is also available from Support Staffordshire by contacting Claire.Ferris@supportstaffordshire.org.uk.

# Guidance on applying for funding

These guidance notes give information about eligibility criteria and how to apply.

Please ensure you read these guidance notes before applying for funding.

## Application forms are available electronically [from here](https://www.lichfielddc.gov.uk/community-funding/voluntary-community-sector-funding/1)

## Or by emailing vcsefunding@lichfielddc.gov.uk

## Completing the application forms

When completing the application form, please:

* Make it clear which Strategic Plan funding outcome you are applying for
* Give your project a name
* Ensure that you have answered all the questions
* Read through the scoring matrix in the Funding Prospectus
* Attach all supporting documents to the application(s) and submit electronically
* Check the additional requirements if you are applying for over £40,000
* Check the eligibility criteria for funding

**Section 1: Questions 1 - 10 Information about your organisation**

* Ensure that you give full name, address and contact details
* Include the name of your organisation as written in your governing document
* If you are applying as a collaborative partnership give details of the lead partner, plus all other partners and their project contribution
* Your main contact does not have to be the person named under the declaration but it should be someone who can talk about your organisation and this application
* Please give details about how your organisation is registered legally. If you have more than one legal status please indicate each one that applies
* Indicate which geographical areas or neighbourhoods you operate in or where most of your service users live
* Describe the outcomes your organisation is achieving – e.g. the impact it has had / is having
* Give details of any experience, knowledge of delivery and capacity that shows that your organisation can deliver the proposed project. This might include evidence of delivery of similar projects, how your organisation is structured for this type of delivery, key staff in post (or to be recruited) and any project management expertise
* Identify any partners that may be involved and describe each organisation’s responsibilities. Give details of any project management, performance measuring (including systems or tools) and evaluation processes that you will use to monitor the outcomes and success of your project
* Indicate the documents from the list that apply to your organisation and the date these were agreed / reviewed

**Section 2: Evidence of Need and Outcomes**

**Evidence of Need: Questions 11 - 14**

* Use the Delivery Plan template at the end of the application form to describe your project delivery. Consider the type of activities we might fund that will address the areas and target groups identified as set out in the Prospectus, however these are intended to be indicative and not prescriptive.
* Use available evidence of need to show what needs your project will meet and how and include any relevant insight to local needs. Also show how the project will target those who will benefit the most and give an indication of the scale and reach of your project e.g. how many people do you think you will reach, will they be from all over Lichfield District or a smaller, specific area within the District?
* Please include any additional needs information that your organisation has and give details of the basis for this information

**Outcomes: Questions 15 - 17**

* Refer to the 5 strategic plan outcomes set out in this prospectus and state which outcome your project will deliver and identify any additional contribution that will be made to any of the other strategic plan outcomes
* Identify how you will know whether the project has addressed the outcome and the impact it will have – e.g. what would success look like?
* The project delivery plan will also be used to assess how the project addresses and impacts on the outcome applied for

**Section 3: Question 18 how the project meets the cross cutting criteria**

* Show how the project meets the cross cutting criteria:
1. It demonstrates impact on the Strategic Plan outcomes
2. It involves collaboration with other VCS groups
3. It evidences need within a specific group or locality
4. There is a focus on preventing problems and early identification rather than reacting to them
5. The project/activity works to try and address the source of the problem or signpost to others who can help
6. The project/activity involves collaboration with relevant statutory agencies
7. Reliance on public sector support is reduced
8. Reliance on Lichfield District Council is reduced
9. The project/activity promotes personal responsibility, independence and self reliance
10. It encourages and promotes volunteering
11. The project/activity makes use of assets available to us in Lichfield District and creates a positive legacy for the local area.

**Section 4: Questions 19 – 24 how the project delivers Value for Money**

* Indicate the total cost of the project and the amount of funding applied for. There is a minimum level of £5,000 to be awarded but no value specified for award to each funding outcome. However we do want to be able to award funding across each outcome and there are additional requirements if you apply for funding over £40,000
* Identify the added value brought by your organisation and project through other funding and/or activity. You may already have a base in Lichfield with knowledge and experience of working with a specific customer group, you may have volunteers/staff working on complementary projects. Your project may give added value to other services and be able to demonstrate that it can deliver ’more for less’
* Please give details of any other funding already in place or applied for and specify what this will fund
* Give details of how the funding will be spent - e.g. room hire, staffing costs, specialist equipment and say how any costs have been calculated and apportioned
* In the event that the funding is oversubscribed please give details as to whether your project/activity could be scaled down with lesser funding available

**Section 5: Question 25 – Sustainability**

* Identify whether the project will continue after this funding has ended. If Yes, how any on-going costs will be met and if No, what your Exit Strategy will be. We are not looking for detailed proposals here but an indication that this has been considered and thought through. What will happen to your staff, volunteers, resources and materials? What will happen to your project participants/beneficiaries? What will its legacy be?

**Section 6: Question 26 - What else, if anything, you want to add**

* If you feel that there is any information not already in your application please add here, (referencing the Funding Prospectus) At this stage we wouldn’t be expecting you to need to add much more to your application but this is also an opportunity to briefly summarise your application (no more than 500 words)

**Section 7: Declaration**

* Finally, the application needs to be certified by the person submitting the form and a senior representative of the organisation

**What happens after you apply?**

* When you email your application to vcsefunding@lichfielddc.gov.uk you will receive an email receipt. If you don’t, please email advising of the case so that we can check receipt of your application. Applications need to be received by **29 April 2021.**