



Sheffield City Council  
**Community Fund 2022/23 – October 2022**  
**Application Guidance**



**We are unable to accept postal applications at this time – all applications must be submitted by email please, to: [CommunityFund@sheffield.gov.uk](mailto:CommunityFund@sheffield.gov.uk)**

**Please read these Guidelines carefully. Your application will be rejected if your application does not meet the criteria outlined below.**

## **Our aim**

The Community Fund aims to support stronger, successful communities by making grants available to local voluntary, community and self-help groups and projects that want to make a difference in their local neighbourhood. It is funded through the Council's Housing Revenue Account, so the focus of the Community Fund is to support tenant-led communities across the City.

A total of **£74,487** is available in the Community Fund for the October 2022 round to support community projects. The Community Fund money is divided across the 28 wards in the City. The table at the end of this document gives a full breakdown of the amount available in each Ward for this round of bids. **Please check that funding is available for your Ward before you complete the application form.**

The exact allocation is based on the number of Council housing properties within the Ward and on local issues such as employment, poverty, health etc. within each Ward (through an Index of Multiple Deprivation multiplier). **This is why different amounts are applicable in different Wards.**

An additional Residual Levy Community Fund grant is available to Voluntary and Community groups delivering projects that benefit tenants in areas where there is no Tenants and Residents Association (TARA). Sheffield City Council (SCC) tenants have the option to pay 10p per week towards funding their local TARA. Currently any levy payments collected from tenants in areas where there is no TARA are put into the 'Residual Levy Account'. This Residual Levy, still ring-fenced to the Wards where it is collected, will be made available as an additional Community Fund allocation. The application and award process will be exactly the same as for the Community Fund, although the two funds will be administered separately. The Residual Levy Community Fund for October 2022 is **£98,145**.

**The maximum grant available is £2,500.** Community Fund allocations should normally be spent **within 12 months of receipt of payment.**

The Fund aligns closely with the Ward Priorities set by local Councillors. This allows for consistency in funding priorities within a local area and encourages Council tenants and TARAs to get more closely involved with the Local Area Committees (LACs) in setting and addressing these local priorities. The Housing and Neighbourhoods Service (HNS) may occasionally widen the Community Fund priorities to support a particular issue of concern to Council tenants in a locality.

Please read this guidance carefully to help you to complete the Application Form and to ensure that your group is eligible to receive funding. If you are unsure about your project and want to discuss it further please email: [communityfund@sheffield.gov.uk](mailto:communityfund@sheffield.gov.uk).

## Who can apply?

### For the Community Fund:

- Tenants and Residents Associations (TARAs) in receipt of SCC levy payments;
- Voluntary and Community Groups delivering projects that benefit Council tenants **in partnership or with the support of the local TARA** (where one is currently active).

### For the Residual Levy Community Fund:

- Voluntary and Community Groups delivering projects that benefit Council tenants.

### You can apply for a grant provided that:

- you are a not-for-profit organisation;
- you have a constitution/written set of rules for the organisation;
- you have a bank account in your group's name and at least two people (not related to one another) are required to sign any cheque or withdrawal from the account;
- you have a set of accounts and make these available for inspection;
- your group can run the activity and complete the form, even if you get some help with this. The contact for the grant and the person signing the form must be a member of the group or its management committee;
- your activities begin and costs are incurred **after** receipt of the grant. **You must also spend the entire grant and complete activities we have funded within 12 months of receipt of the grant.**
- your group or activity is open to everyone. If your activity is not open to everyone, you need to tell us why and the Assessment Panel will decide if your application is eligible;
- your group is locally-based with local people involved in the Management Committee;
- your activities are for the benefit of people who live in the Ward(s). If you are unsure which Ward your activities take place within, please use the postcode or location of your venue on the searchable map on: <http://www.sheffield.gov.uk/home/your-city-council/electoral-wards>;
- Your project/activities should contribute to the priorities set out in your Local Area Community Action Plan: [Local Area Committees | Sheffield City Council](#)
- you meet the Good Governance Requirements (TARAs only).

### We do not consider applications from:

- other City Council Departments and Services;
- public bodies such as Parish or Town Councils, hospitals or health bodies
- educational establishments including schools, academies, universities, colleges and PTAs;
- private businesses/companies;
- individuals, including consultants, tutors or instructors.

## **We do not consider applications for:**

- any activity that does not clearly benefit Council tenants. **It is important that your application demonstrates how your project will benefit Council tenants.**
- activities primarily aimed at promoting religious or political beliefs;
- activities which do not fit in with your Local Area Community Action Plan's priorities;
- activities for which there is no evidence of need or demand;
- costs which have already been incurred before the grant has been awarded;
- ongoing running costs for existing projects for example, wages (although extensions to existing projects may be considered);
- general running costs of existing activities for example tea and coffee, stationery, printer consumables;
- capital costs not linked to the proposed activity;
- any activity that is normally the responsibility of statutory bodies;
- loans, debts or endowments;
- flat rate volunteer expenses (as opposed to actual out of pocket expenses);
- anything that might bring the Council into disrepute;
- costs that you would reasonably expect to fund yourself eg newsletters;
- costs for the benefit of individuals;
- activities that target groups outside the area of benefit;
- IT equipment which is for individual/personal use. Any IT equipment requested should be categorised as a group resource and used for wider community benefit.

The Community Fund is a rolling programme of funding. If an application misses the deadline date for the current one, then it will be included for consideration in the next round of funding, provided that funds for that Ward are still available.

## **How to complete the form**

### **1. Complete all sections of the application form**

You must complete all sections of the application form or it will be automatically rejected. If you have queries, please contact us at [communityfund@sheffield.gov.uk](mailto:communityfund@sheffield.gov.uk)

**Please note that we are currently unable to accept postal applications** – all completed forms must be submitted electronically by email, to [communityfund@sheffield.gov.uk](mailto:communityfund@sheffield.gov.uk)

**THE DEADLINE FOR APPLICATIONS FOR THIS ROUND OF BIDS IS FRIDAY 4TH NOVEMBER 2022.**

### **2. Your organisation and partner organisation details (Questions 1 – 7)**

Please provide full details of your organisation and those of any partners to the application. **If you are a Voluntary or Community Organisation applying for the Community Fund then this should be completed either in partnership with, or with, the endorsement of a TARA (where one exists) and you will need to provide details of which TARA is supporting your bid.** Joint applications will also need a signatory from each of the respective organisations on the Signature and Grant Conditions Form. Wherever possible, provide a contact email address for your application in the Contact Details section of the form. If you provide an email address

we will use this to contact you about your application, so please be sure to check your emails regularly. If you don't have an email address, we will contact you by post and/or phone.

### 3. Activities (Question 8)

**This is one of the most important parts of the form and the Panel will use this section to assess your proposal.** Tell us why you want the grant and what you will do with the money. Tell us the date, time and venue if the grant is to pay for a **one-off event**. If you are going to buy **equipment**, tell us when you will do so, what it will be used for and who will be using it. If the equipment costs over £250 you must obtain three quotes for the item. If the grant is for an **ongoing activity**, please tell us the period over which the activity will run so that we will be able to remind you to return your monitoring form at the end.

In particular:

- How the proposal benefits Sheffield City Council tenants in the Ward;
- How you know that there is a need for this activity in the community;
- What research have you carried out – who have you consulted and/or talked to – what evidence do you have/can provide?
- How the proposal takes into account the diversity of the community. Please give details of **who** you expect to attend, for example their **ages**, their **gender**, their **ethnicity**, whether they are **disabled** etc.
- What activities will be delivered if we give you a grant?
- If the grant is to pay for a **one-off event** please include the date, time and venue.
- If it is to buy **equipment**, please tell us when you will do so.

### 4. Local Area Community Plans Priorities (Question 9)

**Question 9 will be used by the Panel to assess whether the proposal meets the aims and objectives of the Community Fund.**

Your application should also make reference to how it will contribute to the priorities in your Ward as set out in the Local Area Committee Community Plans. Please tell us in Question 5 which Ward(s) you are applying to. In Question 9 you need to tell us which of the Local Area Committee Community Plan Priorities your activity will contribute towards. The priorities for each Ward can be found in the document: "Links to LAC Plans by Wards".

**Questions 10-16 will be used by the Panel to assess whether the application demonstrates proper planning and appears feasible.**

### 5. Activities taking place in a park, open space or woodland or upgrades to premises (Question 10)

You must confirm that you have permission from the landowner (whether it is Sheffield City Council or another agency) to use the site for the purpose stated on your application. Your group should keep evidence of the permission and make it available if we ask to see it. **If your organisation does not have appropriate permission, your application will automatically be rejected.**

## 6. Adequate Insurance (Question 11)

We ask you to confirm that adequate insurance is in place to cover any activities being delivered or items purchased (for example, public liability insurance with a minimum of £2m cover). **If your organisation does not have adequate insurance, your application will automatically be rejected.**

## 7. Child protection and the protection of young people and vulnerable adults (Questions 12 – 14)

If you are applying for funding for a service or activity that involves working with children, young people or vulnerable adults it is your responsibility to have acceptable safeguarding policies and procedures in place which meet your legal responsibilities. You must have policies and procedures which are relevant and appropriate and these must be put into practice. This includes obtaining Disclosure and Barring Service (DBS) checks and ensuring that individuals are not permitted to undertake particular activities where a disclosure casts doubt on their suitability to do so. We do **not** need you to send a copy of your policy and procedures to us but we June ask to see them or June visit your organisation to check that these policies and procedures are being put into practice. You are asked to confirm that your organisation understands and discharges its duties and responsibilities in respect of their protection. If you do not have these in place please contact us immediately on 0114 205 3907 or email [communityfund@sheffield.gov.uk](mailto:communityfund@sheffield.gov.uk) otherwise your application will be rejected. For further information and guidance on the term 'vulnerable' adult in relation to current legislation see Sheffield City Council's webpage at: <https://www.sheffield.gov.uk/home/social-care/adult-abuse.html>

## 8. Equality of opportunity (Question 15)

We want to ensure that the grants we make comply with the Council's duties under the Equality Act. We do **not** need you to tell us how you try to promote equality of opportunity, eliminate discrimination and foster good relations in delivering your service or activity, but we do want to be sure that you do not unintentionally discriminate against anyone with a 'protected characteristic' which includes: age, gender, sexual orientation, religion and belief, race, gender reassignment, pregnancy and maternity, marriage and civil partnership and disability. We ask you about who can participate in the activity you are applying for funding in Question 8.

If your group/activity is for men/boys only or women/girls only you will need to tell us why in Question 15 so that we can be sure that you are exempt from the provisions of the Sex Discrimination Act 1975 as amended by the Equality Act 2010 which does not allow the Council to do anything that constitutes discrimination or harassment within the meaning of this legislation.

**Question 9 will be used by the Panel to assess whether the proposal meets the aims and objectives of the Community Fund.**

## 9. Financial Information (Questions 16 – 19)

Please provide a detailed breakdown of what you intend the grant to cover. If you want to purchase a single item or service over £250, you are required to obtain 3 quotes

from 3 different suppliers/companies and choose the quote that offers the most value for money. You are not required to send us the quotes, but may request you do so for verification purposes. Please keep these for your records.

**Please ensure you have checked there are enough funds available in your Ward to fund your project before submitting your application – see page 9 of this document. If you submit an application and there are insufficient funds in your Ward, your application will automatically be rejected.**

If you want a Community Fund grant as a contribution to something that is more than the grant you have applied for, or if you have already raised some funds but just need a grant to reach your final fundraising goal, please tell us how you have raised, or intend to raise the additional funds in Question 15, including any contribution from your group's reserves. The Community Fund grant **must be spent within 12 months of receipt of payment**. If you cannot raise the full amount and have not purchased the item or run the activity by the end of the 12-month period you will be required to pay the grant back to Sheffield City Council.

It is likely that the Community Fund will be oversubscribed. The Panel may decide that to support as many groups as possible, they will offer grants smaller than the amount you have requested. If you think you could still do what you intend to, for example, by fundraising from another source, using your own funds or scaling back on the event, please tell us about this and whether it will have any negative impact on what you want to do.

Please note, we do not require you to send us a copy of the group's accounts or a financial statement showing your group's income and expenditure for the most recent 12 month period, but we expect that these documents are in place and can be made available to us if needed. We will ask you to confirm if you have reserves in your bank account and why these can't be used to fund your activity. If you are a fairly new group, please set up a way of recording your income and expenditure, as we may ask to see this. For help with this, please contact Voluntary Action Sheffield on 0114 253 6615.

**Questions 18 and 19 will be used by the Panel to assess whether funding is essential for the proposal to proceed.**

## **10. General Data Protection Regulation**

Sheffield City Council is committed to full compliance with the requirements of the General Data Protection Regulation. The Council will therefore follow procedures which aim to ensure that all employees, Elected Members, contractors, consultants, partners or other servants or agents of the Council (collectively known as 'data users') who have access to any personal data held by or on behalf of the Council are fully aware of and abide by their duties under the General Data Protection Regulation.

## **Signature and Grant Conditions Form**

The Signature and Grant Conditions Form should be completed and submitted with the Application Form. This document outlines the terms and conditions that apply to all grants awarded from the Council. By submitting this completed form you are agreeing to adhere to these terms and conditions if your application is successful.

Your Grant Application cannot be considered until you have returned this form to us. The form must be completed by the Grant Contact, the person named in Question 3 of your application. Joint applications will also need a signatory from each of the respective organisations on the Signature and Grant Conditions Form.

Please return it to us by email with the Application Form to [communityfund@sheffield.gov.uk](mailto:communityfund@sheffield.gov.uk)

## Assessment Criteria

The following criteria will be used by the Panel to formally assess the application:

Assessment Criteria		5 – Shows strong evidence of criteria 0 – Shows no evidence of meeting criteria				
a.	Does the application demonstrate a genuine community need?	5	4	3	2	1
b.	Will the proposal generate benefits for Council tenants within the Ward?	5	4	3	2	1
c.	Does the proposal take into account the diversity of the community?	5	4	3	2	1
d.	Does the proposal meet the aims and objectives of the Community Fund?	5	4	3	2	1
e.	Does the application demonstrate proper planning and appear feasible?	5	4	3	2	1
f.	Is this funding essential to allow the proposal to proceed?	5	4	3	2	1
g.	<b>Does the proposal satisfactorily demonstrate that the project will be Covid-secure and adhere to prevailing Covid laws?</b>	<b>Yes / No (If no, the bid will be rejected regardless of the scores given above)</b>				

Applicants will be required to score **20 or more points** in order to be considered for a grant. The applications scoring the highest points will then be prioritised for the available grant funding. Feedback will be given to unsuccessful bidders and re-application to the next bidding round will be considered. Full details of successful applications will be reported through Local Housing Forums.

More detailed guidance on the application process and grant conditions can be found on the Application Form and Signature and Grant Conditions Form. Successful applicants will also be required to complete a Monitoring Form within 1 month of the activity/grant being spent.

## Who decides about our application?

A Community Fund Panel will assess the applications. The Panel will be made up of the HNS Neighbourhood Manager and Deputy for the area, or another Manager from HNS, a local Councillor, and a tenant representative. If there is a conflict of interest, then an alternative tenant member may be invited to join the Panel as substitute.

## **When will we find out if we've been successful?**

Panels will meet to discuss applications after the closing date for each bidding round. We will aim to contact you by email to let you know the outcome of your application within 8 weeks of the deadline dates. On some occasions, the Panel may decide to award you a grant but for less than you applied for. You will then have the opportunity to decline this award if your activity will not be viable.

## **How will our grant be paid?**

Grant payments will be made in one instalment by Bankers Automated Clearing Services (BACS) directly into your organisation's bank account. If your group has not had a grant or other payment from the Council before, or you tell us you have changed your account since your last payment, you will need to be set up or your details amended on our payment system. **Our Trade Supplier Team will send you an email asking you to follow a link that will take you to Sheffield City Council's secure website to enter your bank details electronically. Please do not include any bank details for your group in your application.**

## **What do we need to do after being awarded a grant?**

If you are awarded a grant, you will need to keep to the Community Fund's Grant Conditions, which you accept by completing the Community Fund Signature and Conditions form 2022-23, as part of your application. You will also need to return a Monitoring Form which we will send to you with your payment email. This will need to be sent back within a month of your activity ending. **Failure to adhere to the grant conditions, return the monitoring form by the deadline or to spend the allocated grant on activities specified in the application, may impact on any future application to the Community Fund.**

## **If you have a query or concern:**

Please email us at: [communityfund@sheffield.gov.uk](mailto:communityfund@sheffield.gov.uk). We will contact you to tell you what we have done in response to your concerns and explain how to take it further if you are not happy with the outcome.



## Community Fund – Octboer 2022 – Available amounts per Ward

Ward	Neighbourhood Team	Community Fund (£)	Residual Levy Community Fund (£)
Beauchief & Greenhill	South	9800	0
Beighton	South East	1700	10000
Birley	South East	3400	7750
Broomhill & Sharrow Vale	Central & South West	0	2250
Burngreave	Burngreave & Firth Park	7450	9000
City	Central & South West	0	0
Crookes & Crosspool	Central & South West	0	0
Darnall	East	5500	7950
Dore & Totley	Central & South West	500	8600
East Ecclesfield	North	1700	2050
Ecclesall	Central & South West	0	150
Firth Park	Burngreave & Firth Park	9200	900
Fulwood	Central & South West	0	0
Gleadless Valley	South	2700	0
Graves Park	South	400	250
Hillsborough	Central & South West	0	831
Manor Castle	East	2100	10000
Mosborough	South East	1900	8618
Nether Edge & Sharrow	Central & South West	1226	0
Park & Arbourthorne	East	5800	4800
Richmond	East	1	6350
Shiregreen & Brightside	Southey & Shiregreen	400	1550
Southey	Southey & Shiregreen	10000	5496
Stannington	North	2100	250
Stocksbridge & Upper Don	North	1800	0
Thorpe Hesley	North	100	0
Walkley	Central & South West	3260	10000
West Ecclesfield	North	1200	0
Woodhouse	South East	3300	300
		<b>74,487</b>	<b>98,145</b>