



**Compassionate  
Sheffield**

## COVID-19 Community Memorial Fund Guidance Note

### Introduction

Sheffield City Council and Compassionate Sheffield are pleased to launch the Covid-19 Community Memorial Fund. The aim of this fund is to support community groups and organisations in Sheffield with grants of up to £2,000 to memorialise the Covid-19 pandemic. This will help to give people the time and space for reflection, acknowledging that the pandemic has impacted all of us in different ways.

*“Let’s celebrate the small acts of kindness, support positive change and remember those we’ve lost.”*

[Stories from the Pandemic website](#)

### The vision

Sheffield’s memorial activity needs to be representative and collectively owned by its communities, especially those hit hardest by the Covid-19 crisis. The Covid-19 Community Memorial Fund will enable local communities to come together, reflect on their experiences from the pandemic and engage in memorial activity together.

Different communities in Sheffield will be able to define what ‘memorial’ means for them, allowing for local flexibility and scope in how people remember the pandemic. Everyone has experienced this in different ways, so communities may choose to remember loved ones lost, celebrate how communities pulled together or reflect on how life changed.

The aim of this fund is to:

- Provide opportunities for communities to reflect,
- Encourage collective healing, and
- Promote social cohesion.

It is important that the memorial activities people do within their communities remain part of Sheffield’s history. Therefore, any funded activities will be collated by Sheffield City Archives for long term record.

We would also like community groups or organisations to complete their activities on, or before, March 23<sup>rd</sup>, 2023 (National Day of Reflection). This will help to complement city-wide events taking place on this date, to mark the third-year anniversary of the UK’s first Covid-19 lockdown.

### What can you apply for?

The Covid-19 Community Memorial Fund would like to encourage creativity and ownership around memorial activity. It is up to communities to decide what ‘memorial’ means for them. This creativity will help to show the diversity of the city.

Applications can be submitted for amounts of up to £2,000. This can be to fund part of an existing programme of activity or to support new projects within communities.

As a guide, the types of things we could fund include:

- Community activities – events / gatherings, the creation of a piece of music, play, film, exhibition, online project, or book.
- Physical items – a structure, community garden or tree, mural, artwork, a place to go, or space for loved ones to be named.

If you would like to see some examples of what has been done elsewhere, feel free to have a look at these links:

- [Holocaust Memorial Day events](#) (map) - Each year tens of thousands of activities take place across the UK to mark Holocaust Memorial Day. In the past, this has included vigils, film screenings, wall displays, photo exhibitions, speaker events, school assemblies, poetry reading and tree planting.
- [Grenfell Tower memorials](#) (video) - A garden, a silent walk and a memorial mosaic - these are just a few community-made projects dedicated to the victims of the Grenfell Tower fire.
- [AIDS memorials](#) (photographs) – Ever since individuals began to die from AIDs in the 1980s, memorials and monuments have been created to remember them. These have ranged from informal activities, e.g., memorial gardens, wish trees and celebration of life events, to formal projects, e.g., books of remembrance, memorial benches, and names in paving stones.

The grant money will be a one-off payment designed to cover the costs of your chosen memorial activity, not your organisation's or group's fixed costs. There will be no recurrent costs available for the maintenance of your memorial. If you decide to bid for money for a physical memorial, thought needs to be given to where this is placed (including whether you have the relevant planning, landowner, and building regulation permissions), how it will be maintained and by whom.

Please note: work is currently underway to develop a centralised statue, sculpture or other memorial structure in Sheffield city centre, giving people a central place to go to remember the pandemic.

## How will we choose successful applications?

(See questions 5 to 8 on the application form)

### The vision

We are looking to fund memorial activities that match the aims set out in the vision above. To improve your chances of being successful, you should use your application to reflect on how your community memorial will:

- Provide opportunities for communities to reflect,
- Encourage collective healing, and/or
- Promote social cohesion.

### **Disproportionate impact of the pandemic**

We recognise that certain groups in Sheffield have been disproportionately affected by the pandemic, due to pre-existing inequalities and structural discrimination. If the scheme is oversubscribed, priority will be given to activities which bring together those people who have been disproportionately impacted by Covid-19, including:

- Black, Asian, Minority Ethnic and Refugee (BAMER) communities;
- Disabled people and people with long-term health conditions;
- People with learning disabilities / autism;
- Children and young people;
- Older people;
- People on lower-incomes, unemployed or self-employed;
- Unpaid carers;
- Pregnant women / new mothers; single parents;
- LGBT+ groups;
- Homeless people;
- People experiencing domestic or sexual violence; and
- Health and social care staff.

There will also be other people who experienced inequalities during the pandemic, and we'd welcome applications from any group who has been affected by Covid-19.

### **Geographical spread**

We would like to encourage activities that are well distributed across the city and will look at the location of community memorials when considering applications. This will help to create variance in the geography of Covid-19 memorials across the city.

### **Who can apply?**

We would like to encourage applications from many different types of groups and organisations, including:

- Charities
- Not for profit groups
- Schools and other educational establishments
- Local businesses

Other groups and individuals, such as mutual aid groups and non-constituted community groups, are also able to apply, but we may need to work with you to establish other routes to give you the funds, such as appointing another local organisation to act on your behalf.

### **What happens next?**

#### **Submitting your application**

After reading this guidance, please complete the attached application form and declaration and send it to [sheffieldcovidmemorial@sheffield.gov.uk](mailto:sheffieldcovidmemorial@sheffield.gov.uk) no later than 12 noon (midday) on **Monday 22<sup>nd</sup> August 2022**.

### **Assessing the applications**

Council officers and partners will assess the applications, looking at if they meet the criteria described above. These assessments will then be considered by a Grants Advisory Panel who will meet during the week commencing **19<sup>th</sup> September 2022** to make the final decisions. We will contact all successful applicants by **Friday 30<sup>th</sup> September** and hope to contact unsuccessful applicants before Friday 14<sup>th</sup> October.

### **Receiving funds**

In order to receive the grant, your organisation or group needs to have a bank account with at least two unrelated signatories and requires independent authorisation before a withdrawal is made. If your organisation or group does not have this, please do not hesitate to contact us as we may be able to find an alternative solution.

If your organisation or group is not already set up as a registered SCC 'supplier', we will need you to set yourself up on our finance system. You will receive a link that will take you to Sheffield City Council's secure website to enter your details. Please note, this is currently a slow process.

### **Recording your activities**

We want all organisations and groups who have been awarded money to complete their activities on, or before, March 23<sup>rd</sup>, 2023. Upon receiving notification of your grant, we'll send you a short questionnaire to explain what activities you have done and how this has benefitted local communities. Please could you send this back to us within 28 days of the activity being completed. This should be no later than Friday 21<sup>st</sup> April 2023.

Groups and organisations will also need to think about how they can maintain a record of their memorial to share with Sheffield City Archives. This could include taking photographs, creating artwork or books, and gathering materials like programmes, posters, and leaflets. More information about how to send these items to Sheffield City Archives will be available on receipt of your grant.

## **What else should you be aware of?**

### **Insurance**

Your organisation or group will need to have insurance in place both for any items purchased and for the activities it delivers. As a minimum, this should include £5m public liability, £10m employers liability and appropriate building and contents insurance. If you have any questions about insurance, please do not hesitate to get in touch with us.

### **Safeguarding**

If your organisation or group works with children or 'vulnerable' adults, you'll need to have a safeguarding policy and appropriate procedures in place. This will include 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 may ask to see them or visit your organisation or group to check that these policies and procedures are being put into practice.

For further information and guidance on the term 'vulnerable' adult, please visit our [Adult Abuse website](#) which includes a safeguarding information leaflet.

### **GDPR**

In the course of completing the application process you may share some personal information with us. For information about how we may use this data please see the privacy notice attached.

### **Questions?**

If you have any questions about the fund or need help with any aspect of the application process, please email [sheffieldcovidmemorial@sheffield.gov.uk](mailto:sheffieldcovidmemorial@sheffield.gov.uk) or contact Lucy Darragh on 0114 205 2558.