

TARGETED SUPPORT FUND GUIDANCE NOTES

This fund is about helping voluntary organisations, charities, and social enterprises – that provide advice, support and skills development services – to respond to increased demand as a result of the current economic downturn. It is part of the Government's *Real Help for Communities* action plan.

Grants will be made to third sector organisations to help deliver extra support to those that need it most.

The Government's Office of the Third Sector (OTS) has appointed Telford and Wrekin CVS as Co-ordinator of this funding opportunity for Telford and Wrekin in 2009.

This means Telford and Wrekin CVS will:

- deal with all enquiries;
- issue application packs;
- assess all applications;
- notify decisions and process awards;
- monitor expenditure and gain feedback for evaluation.

Eligibility

Organisations that are offering services that specifically relate to needs resulting from the recession, e.g. housing, debt advice, relationship breakdown, mental health, employment and skills development programmes.

Applicants must:

- Be a registered charity and/or company limited by guarantee;
- Be an established, solvent, and separately constituted third sector organisation;
- Have been active for a minimum of 18 months with a proven track record;
- Be connected with and/or meeting the needs of the local community providing services under one of the following

themes:

1. Information, advice & guidance (housing, financial, debt and legal advice and support);
 2. Employment and employability (training and support related to finding employment);
 3. Health and wellbeing (mental health, relationship breakdown, counselling, domestic violence and substance abuse).
- Have an income of no less than £30,000 and no more than £250,000 per annum;

Organisations that deliver advice related work must give assurance that the appropriate insurance and accreditations are in place.

Partnerships and consortia

Applications may be submitted from partnerships or consortia of organisations as long as the eligibility criteria are kept. The maximum grant remains at £40,000.

Who is not eligible?

- statutory organisations, such as Local Authorities, Schools and the Police Force;
- regional or local offices of a national organisation;
- unregistered charities;
- any purely social, cultural or leisure organisations;
- any party political activity;
- purely commercial ventures;
- organisations that are for the sole benefit or relief of animals or plants.
- An organisation that does not have a physical local presence.

Asylum Seeker groups

There are restrictions on the types of activities that can be supported - funding cannot be used for the provision of services to asylum

seekers when those services are inconsistent with immigration laws or Home Office policy. For the purposes of this fund, an asylum seeker means a person who has brought an asylum or human rights claim in the UK which has not yet been determined by either the Secretary of State or, as applicable, any relevant appellate authorities. It also includes a person who is a dependant on such a claim. Further information can be found at <http://www.ind.homeoffice.gov.uk>

Purposes of a grant

An application cannot be entirely or in the main for capital purchases (computers, photocopiers etc.). For the purposes of this programme, capital costs are defined as being for any single asset that costs more than £1,000 (net of VAT), with a life of more than one year.

The expectation is that grants will primarily fund revenue costs such as:

- Wages and on-costs (National Insurance, insurances, pension);
- Associated overheads (rent, telephone, heating, lighting, materials);
- Delivery specific costs (events, marketing, website, leaflets);
- Contribution to core costs (this should be explicit in the application).

Who should benefit?

Organisations that are experiencing high increases in demand for the above services.

Grant amounts

From a minimum £10,000 up to a maximum of £40,000.

Who decides?

A local Grants Panel will be chaired by Telford and Wrekin CVS with representation from the Local Authority and members who are experienced in grant-making and have a good knowledge of the Telford and Wrekin community matters.

How to apply

The fund is open from 4 May 2009.

You need to complete the application form, which must be signed by two contact names at your organisation. Include signed copies of your governing document and last set of annual accounts.

THE DEADLINE FOR APPLICATIONS IS 29 JUNE 2009

If you need any guidance, please ask CVS – contact details are below.

If successful, what happens? – You will be issued with a cheque made payable to your organisation by 1 September 2009

Thereafter, you will be required to provide receipts to show that the money has been spent in accordance with the application.

All expenditure must be completed by 31 March 2010.

You will be requested to complete a questionnaire, giving feedback on the outcome of the award.

Completed application forms should be returned to:

Telford and Wrekin CVS
Targeted Support Fund
Meeting Point House
Southwater Square
Town Centre
Telford
TF3 4HS

Contact: Mick Lloyd or Ella Sips on 01952 291350
micklloyd@tandwcvcs.org.uk
ellasips@tandwcvcs.org.uk