

Administered by  HVA Hastings Voluntary Action on behalf of ESCC and the East Sussex CVSs	Community Partnership Finance SEEDCORN FUND Information & Guidance Notes Introduction	 East Sussex County Council
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This small grants scheme is made available by East Sussex County Council through the Community Partnership Finance (CPF) Programme Priority 3 – 2009/2012. During its lifetime, the aim of the scheme is to award a total of £150,000 in grants of up to £5,000 to voluntary organisations and community groups across East Sussex wanting to:

- **pilot innovative approaches to service delivery**
- **pilot the delivery of a local service to a wider geographical area**
- **develop new approaches to user involvement in service delivery**

In addition all applications must be delivering a service in at least one of the following areas:

- | | |
|---------------------|----------------------------|
| ▪ Adult Social Care | ▪ Disabilities |
| ▪ Children | ▪ Community Transportation |
| ▪ Young People | ▪ Volunteering Support |
| ▪ Mental Health | ▪ Substance misuse |

The application form is also available on the HVA Website at www.hastingsvoluntaryaction.org and on the websites of our partner CVS bodies. Forms sent electronically must be followed by a signed hard copy and any supporting documents.

Completed forms should be returned to

**The Seedcorn Fund, C/o Hastings Voluntary Action,
31a Priory Street, Hastings, TN34 1EA**
e-mail seedcorn@hvauk.org

Closing dates for applications

	Deadline (Midday)	Decisions advised by (latest)
Round 1	Wednesday 1st July 2009	Friday 14th August 2009
Round 2	Wednesday 2nd December 2009	Friday 22nd January 2010

Contact Details

For additional help and support with this application, please contact the Funding Advisor at your local CVS.

Eastbourne	Eastbourne AVS	Marie Tomblin	01323 419788	marie@eavs.org.uk
Hastings	Hastings Vol Action	Peter Thorpe	01424 444010	peter@hvauk.org
Lewes	South Downs CVS	Jackie Blackwell	01273 483832	jackie.blackwell@southdownscvs.org.uk
Rother	Rother Vol Action	Rod Davidson	01424 217259	rod.davidson@rothervoluntaryaction.org.uk
Wealden	Eastbourne AVS	Karl Parks	01825 765136	wealdencommunity@btconnect.com

Although the maximum is £5,000, **we encourage applications for smaller amounts where appropriate** in order to ensure that this limited fund stretches as far as possible, among equally deserving bids.

Applicants are encouraged to submit applications well ahead of the deadline where possible, to allow the administrator sufficient time to prepare all cases thoroughly. Where deficiencies are identified at an early enough stage, feedback will be given to enable groups to address shortfalls and resubmit (where appropriate) ahead of the deadline.

Comprehensive GUIDANCE NOTES are provided on the following pages to help you complete the form. These will help you make sure that that your group is eligible to receive funding and that the activities for which you are seeking funding meet the aims of the grant programme.

General Information SEEDCORN FUND

Who can apply?

The scheme is open to small Voluntary and Community Organisations based in, and offering a service within, the East Sussex area. Where a group is a part of, or is affiliated to a larger organisation, they must be able to demonstrate local governance, and the ability to produce financial records specific to the local service. In order to be considered, groups must be able to satisfy the basic eligibility criteria as detailed in question 5 on the application form, and have a service that meets the aims of the Fund.

What conditions are attached to grant funding?

There are usually two main conditions to be met:

- Grants are usually required to be spent and accounted for within one year, or before 31st March 2012 (whichever is earlier)
- On completion of the service a monitoring form should be completed and returned confirming that the grant money has been spent for the purpose originally specified. This should include any information and supporting evidence to demonstrate to what extent the service successfully achieved its intended outcomes.

Can we apply for a grant more than once?

The aim of the Seedcorn Fund is to support innovation and new ideas, and by definition, a new service can only be new once. Therefore, groups may only apply more than once if the second service differs significantly from the first. First time applicants will generally be given higher priority.

Are there any things that are excluded from funding?

Grants will not be considered to pay for:

- Activities designed to specifically promote party political or religious causes (although applications from Faith Groups involved in local Community Work are welcomed)
- Servicing of debt, monies already spent or liabilities incurred before the signing of any agreement
- Activity which another body (like a local Council) or person has a legal duty to undertake
- Construction or acquisition of buildings, purchase of freehold or leasehold land
- Statutory fines and penalties, criminal fines and damages
- Contingent liabilities (i.e. just in case) and payment in advance of need
- Interest payments and service charges on finance leases, hire purchase and credit arrangements
- Reclaimable VAT and any other tax (except PAYE)
- Depreciation

Costs of work and/or purchases must be at competitive market rates. Estimates/quotations must be supplied in respect of all items over £1,000.

How are decisions made?

The procedure for allocating funding comprises three stages:

- a) The applicant must meet the Eligibility Criteria in order to be considered.
- b) The application form will be scored by the fund administrator using clear guidance (please see below). There is a possible total of 41 points. Generally those scoring below 33 points will not go forward to the panel. The fund administrator will then compile a report which is given to the panel. This will include details and scores on applications which did not make the threshold which will assist with providing feedback to unsuccessful applicants.
- c) The panel then meets and considers only those application forms which have passed stages a) & b). The panel will review the scores awarded by the administrator and makes any adjustments as necessary.

At the **panel stage** the following questions will be asked:

- Which issues have been raised during the scoring process?
- Does the application form reveal any contradictions or inconsistencies in the information provided?
- Does the financial information state clearly the activities/services covered?

When all marks have been reviewed & agreed, the available funds will be distributed to the highest scoring applications. The panel may, at their discretion, decide to part fund a bid. In the event of a tie between bids for the final allocation, the decision of the panel will be final.

GUIDANCE NOTES

for the completion of the SEEDCORN FUND Application Form

Please write clearly in black ink or ballpoint pen in all of the spaces provided. Wherever possible, please obtain and attach quotations to this application, in relation to the proposed purchase of goods or services.

SECTION 1 – ELIGIBILITY

The details requested in this section are largely for statistical purposes and to establish the basic eligibility of the applicant group. **Please note that all questions on this page of the application must be fully completed before the application may proceed to the assessment stage.**

1-4. These questions are self-explanatory and need no further comment.

5. Eligibility Checklist

In order to qualify for funding you must meet all aspects of the eligibility checklist. If you cannot answer yes to all of the questions your organisation will not be eligible for funding. If you are uncertain please check with your local Funding Advisor (see contacts on page 1 of these notes) before proceeding further with your application.

- All groups must be voluntary or community groups, or a social enterprise

Community groups are voluntary organisations arising out of communities of locality or interest and being mainly controlled by their own users. Most are small and have no paid staff and about half are probably not registered as charities.

Voluntary organisations are non-profit public-interest organisations outside the statutory sector. Some are very large and running services for public agencies
(definitions from Community Development Foundation)

Social enterprise Social enterprises are businesses with primarily social objectives whose surpluses are principally reinvested for that purpose in the business or in the community, rather than being driven by the need to maximise profit for shareholders and owners. *(DTI definition)*

- All groups must have a constitution or other governing documents. This should describe the group's aims and objectives, its members and details of how decisions are made. Please remember to enclose a current copy along with the application.
- The two signatories to the bank account may not be related to each other. If you have an agreement with another organisation who will support you and receive money on your behalf, they must meet all aspects of this eligibility checklist and complete the declaration in section 3.
- Grants are intended for smaller groups, i.e. those with a turnover of less than £150K.
- All groups must provide a copy of their latest annual accounts or income and expenditure records to submit with their application **OR** as a new group provide income and expenditure plans as requested.
- A safeguarding policy must be provided if any of your service users fall into either of these vulnerable groups. If this applies, please enclose a copy with application.

6. Please describe the precise location (i.e. village or ward etc.) where the service will be based, and the approximate reach of the proposed service.
7. The aims must match those outlined in your constitution, although they may be summarised to some extent for this purpose.
8. Information given in this section will help to provide a picture of the size and strength of the organisation, and its capacity to deliver the proposed service successfully.

SECTION 2 – ASSESSMENT

Please note that information given in this section will be scored for assessment purposes.

	Guidance	Scoring
9.	<p>Please describe clearly the service for which funding is required. Your service should fall within at least one of the following themes:</p> <ul style="list-style-type: none"> ▪ Adult Social Care ▪ Children ▪ Young People ▪ Mental Health ▪ Disabilities ▪ Community Transportation ▪ Volunteering Support ▪ Substance Misuse 	<p>FULLY (8 points) The response gives a clear description of the service for which funding is required and clearly links to one of the theme areas described.</p> <p>LESS FULLY (4 points) The service links with one of the theme areas described but appears less well thought out.</p> <p>NOT AT ALL (0 points) The service is not well thought out and/or does not link with one of the theme areas described.</p>
10.	<p>Please indicate how the proposed service matches one or more of the aims of the Seedcorn Fund. Proposed services must demonstrate how they will:</p> <ul style="list-style-type: none"> ▪ pilot innovative approaches to service delivery ▪ pilot the delivery of a local service to a wider geographical area, or ▪ develop new approaches to user involvement 	<p>FULLY (8 points) The response gives a clear picture of how the service fits within the aims of the Seedcorn Fund.</p> <p>LESS FULLY (4 points) The service does not appear to fully meet the aims of the Seedcorn Fund.</p> <p>NOT AT ALL (0 points) The applicants have failed to demonstrate how the service meets the aims of the Seedcorn Fund.</p>
11.	<p>Please give an indication of the likely number of beneficiaries from this service. There may be direct and indirect beneficiaries. If there is any doubt as to the interpretation of "beneficiaries", clarification can be given in section 12. Please tick <u>only</u> those boxes in respect of sectors at which your service is specifically aimed. If the service is open to the whole community, do <u>not</u> tick every box on the basis that the old / young / BME etc. are likely to number amongst users.</p>	<p>Not scored</p>

12.	<p>Tell us about the needs of the people that will mostly benefit from your service. Include details of how you have identified these needs e.g. any statistical information, specific research, user feedback, consultation etc.</p> <p>Please explain clearly but concisely how the service will meet these needs by describing the specific benefits (outcomes) that will result from the service.</p>	<p>FULLY (5 points) The service is based on the clearly identified needs of East Sussex residents falling into one of the priority theme areas and has identified clear benefits/outcomes that will result from the activity.</p> <p>LESS FULLY (3 points) The service is aimed at meeting the needs of East Sussex residents falling into one of the priority theme areas but the evidence of need and the benefits that will result are less fully identified.</p> <p>NOT AT ALL (0 points) The applicants have failed to demonstrate evidence of need or specific benefits that will result for East Sussex residents falling into one of the priority theme areas.</p>
13.	<p>Please comment on what measures you intend to take to ensure equal opportunities for all who may wish to take part in your service. Consider what means are available to you to promote awareness of or access to this service, bearing in mind that a new or expanding service (as envisaged in the Seedcorn Fund aims) may need to reach people outside the reach of your existing services. Please also comment on the venue or location, including the availability of transport or disabled access as appropriate.</p>	<p>FULLY (5 points) The applicants have good plans to ensure equal access to the service.</p> <p>LESS FULLY (3 points) The applicants have given consideration to the subject of equal access, but their plans to ensure that the service is accessible to all who might benefit are less fully thought out.</p> <p>NOT AT ALL (0 points) The applicants have failed to consider how they might make this service accessible to all who might benefit.</p>
14.	<p>Management Please describe how your management structure will ensure that the service is delivered successfully. Please include comments on supervision, reporting and decision making. Also, please comment on arrangements for financial control and record keeping. New or inexperienced groups should describe any measures taken to overcome any lack of experience or resources which might hamper their ability to deliver the service successfully.</p>	<p>FULLY (5 points) The applicants have clear structures and a proven track record, which should enable them to manage the service and account for grant monies satisfactorily. New groups have clear structures and plans for managing service delivery and accounting for grant monies including links with support agencies that will help to overcome any weaknesses or lack of experience in their present structure if necessary.</p> <p>LESS FULLY (3 points) The applicants have less robust structures, experience and/or plans for service management.</p> <p>NOT AT ALL (0 points) The applicants fail to demonstrate that they have the appropriate management structures or plans to deliver the service successfully.</p>

15.	<p>Monitoring</p> <p>Describe how you will show that your service has made a difference in terms of the planned activities and benefits described in questions 9, 10 and 12. What monitoring systems will you put in place to collect and record information that will help you demonstrate results. This could include information about numbers and type of people helped, activities etc. as well as qualitative data such as feedback from the beneficiaries/ participants in your activities. You may also like to keep photos, make a small video etc.</p>	<p>FULLY (5 points)</p> <p>The proposals given for monitoring the service will clearly demonstrate whether the service has completed the activities and achieved the benefits/outcomes for which funding is sought in line with the aims of the Seedcorn Fund.</p> <p>LESS FULLY (3 points)</p> <p>Proposed monitoring will provide some evidence of the completion of the service, but less information concerning the overall effectiveness of the service.</p> <p>NOT AT ALL (0 points)</p> <p>The applicants fail to demonstrate how to quantify or measure the success or effectiveness of the proposed service.</p>
16.	<p>Sustainability</p> <p>What plans do you have for the service after this grant ends?</p> <p>Tell us about whether you will be looking for other funding/income to continue the service including who will do this, what approach you will take and when you do it.</p> <p>If you do not require further funding tell us how the delivery of this service will help to ensure that the needs identified in question 12 have been met or will continue to be met in another way. This may include things that you have learnt or put in place as a result of your pilot service to improve, develop or extend your other services.</p>	<p>FULLY (5 points)</p> <p>The applicants have clear plans in place for continuing to meet the needs identified or can demonstrate that the service will help to continue to meet the needs in another way.</p> <p>LESS FULLY (3 points)</p> <p>The applicants have some ideas for how the needs identified will continue to be met but they are less well thought through and carry a higher degree of risk.</p> <p>NOT AT ALL (0 points)</p> <p>The applicants have no clear ideas about what will happen when funding for the service ends.</p>
17.	<p>Budget Costs</p> <p><i>A separate summary may be attached if there is insufficient room here for a full breakdown. Estimates or quotes should be provided for items over £1,000.</i></p>	

SECTION 3

The Declaration should normally be signed by the Chair and Treasurer, or by one of these and by one other Committee Member.

If you have an agreement with another organisation who will support you and receive money on your behalf (*this sometimes applies to newly formed groups who are in the process of establishing a management structure and opening bank accounts etc.*), they must complete a supporting declaration, which will be supplied by Hastings Voluntary Action on request.