

# CHESHIRE COMMUNITY FOUNDATION

## THE HIGH SHERIFF FUND 2018 – 2019 PROGRAMME CRITERIA



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## **1. Introduction to the High Sheriff Fund**

Thank you for considering applying for funding through the High Sheriff Fund 2018-2019 and for taking the time to read the programme criteria.

As a supporter of culture and the arts, throughout my year as High Sheriff, I will be focusing on Cheshire's creativity and spirit of community. There is growing recognition of the value of early intervention in mental and social care through social prescribing, engaging people in cultural and local creative arts activity - as a way of combating loneliness and isolation and helping prevent the progression into worsening health and long-term conditions.

We are looking forward to receiving your application and ensuring that the High Sheriff Fund 2018-2019 can make a difference to lives of people in Cheshire West and Chester, Cheshire East, Halton and Warrington.

**Alexis Redmond**  
**High Sheriff of Cheshire**

## 2. PROGRAMME OUTCOMES

The programme wishes to support **local creative arts and cultural** charities, voluntary organisations and community groups delivering activities in **Cheshire West and Chester, Cheshire East, Halton and Warrington** (the High Sheriff ceremonial county area), which help to inspire more people to take part in creative activities and/or promote and strengthen a sense of community in new ways. Applications must be able to demonstrate that they can meet one or more of the following outcomes:

### Increased access to services and support

- Projects which increase access to creative and cultural activities and inspire more people to seek enjoyment and personal development and well-being, through creative and cultural activities
- To help individuals connect with professional services and support through creative and cultural activities

### Increased participation in arts, culture and heritage

- Projects which encourage a **sense of fun**, lift spirits, enabling people to participate and find enjoyment, through creative and cultural pursuits and community events;

### Increased sense of belonging

- Projects which provide a space in which people can **make new friends and connections** and explore ways in which communities can work together with like-minded groups to run events or creative activities;
- Projects which are **inclusive and bring communities together** to celebrate shared interests and/or enjoyment, tackle a disadvantage or social issue through taking part in creative and cultural activities.

## 3. PROGRAMME PRIORITIES

Funds are limited and so we would give priority to applications which:

- Are new projects - or activities currently not receiving support, or, in the case of a larger events, to activities which are new elements of an established event.
- Are from micro and small organisations (see Section 5)
- Are from organisations which are inclusive and connect diverse groups within our communities to each other.
- Engage people in local cultural and creative activity as a way of combating, mental health issues, loneliness and isolation, helping prevent progression into worsening health and long-term conditions or which use creative arts to tackle a social issue.
- Can demonstrate good practice and a clear rationale for the why the project activity would be successful - and be able to record and demonstrate the impact of the activity.

#### 4. GRANT FUNDING AVAILABLE

**£20,000 will be made available for distribution in 2018**

#### 5. WHO CAN APPLY

- This fund is open to registered charities, constituted community groups and other charitable organisations including Social Enterprises and CICs delivering projects in **Cheshire West and Chester, Cheshire East, Halton and Warrington**.
- The Fund is primarily focussed on micro and small charities (as defined in the National Council for Voluntary Organisations' UK Civil Society Almanac) - i.e. micro charities with annual incomes under £10,000 and small charities with incomes under £100,000.
- The applicant organisation will need to have been running activities for a minimum of 12 months to apply.
- We are keen to see some projects delivered in partnership with other organisations. In this instance, there must be a lead applicant - and all other partners must be eligible for funding.

#### 6. FUND PARAMETERS

- Applicants can apply for one-off grants of **up to £2,000**. Typically, average grant awards are expected to be **in the region of £1,000**. The maximum grant size may be increased marginally at the discretion of the High Sheriff, if such an increase is supported by the Foundation's due diligence and assessment process. Applicants wishing to apply for a marginal increase must contact the Foundation before submitting a proposal.
- The fund will support **new or extended** activities - or activities currently not receiving support. In the case of a larger events, the fund will support activities which are new elements of an established event. Note: Organisations requesting support within a larger event must specify exactly what the requested funding will be used for, as well as where the other funding sources are coming from and when that additional funding will be made available.
- Activities must be accessible to diverse communities **for example but not restricted to:** disabled people; carers, people in care or receiving accommodation from a local authority; people in contact with the criminal justice system; people from Black and Minority Ethnic (BME) groups; Lesbian, Gay, Bisexual and Transgendered (LGBT) people; people from lower social economic groups; people who may experience chaotic lifestyles, people with mental health issues.
- Organisations that can draw in match funding are positively welcomed, though this is not mandatory.
- Applications can deliver activities in a range of contexts and settings. **For example:** online, in clubs and groups, via outreach into communities - either informally, or as part of structured programmes.
- Applications should demonstrate how they will engage people to keep taking part in activities.
- Activities do not have to be led by beneficiaries, but it is important to have **consulted with the people who will benefit** in the planning and design to find out what they would want for themselves.
- Organisations can apply to the fund only once.

## 7. INELIGIBLE ACTIVITIES

- Activities generating private profit.
- Activities promoting party political activity.
- Trips abroad - or residential activities.
- General organisational training and development. We would however, consider some training costs as part of the project budget for the specific activity.
- Funding of activities retrospectively i.e. anything that has already been paid for or has already taken place or any costs incurred prior to receipt of a grant offer and signed terms and conditions.
- Applications from individuals.
- Building work, infrastructure or refurbishment work, routine repairs and maintenance
- Capital purchases which exceed 50% of the total project costs
- General fundraising campaigns or appeals.
- Any costs you incur when putting together your application.
- Day-to-day running costs (for example, utility bills, council tax, rent and insurance).
- Fundraising activities.
- Items that mainly benefit just one individual (for example, equipment that is not shared).
- Ongoing core staff costs (including salaries of permanent or fixed term staff). If you have a suitably qualified member of staff on your payroll, whose hours you are extending so that they can work on the project activity, the cost of their **additional hours** spent on the project can be included - you will need to tell us about the role they will undertake.
- The programme is open to faith-based organisations. However, we cannot fund the practice of religion or any activities that actively promote religion or particular belief systems (or indeed the lack of belief). This is because these activities could exclude people from accessing an activity on religious grounds.
- We would expect all organisations to be able to be able to evidence the practical implementation of their diversity policy, so that people from all faiths - or none - can become a member of staff, board member, volunteer, or benefit from the work.

## 8. QUALITY PRINCIPLES TO CONSIDER

- Clear evidence of need for the project.
- Involvement of beneficiaries, where possible, in the planning, delivery and evaluation (see also Section 12).
- Clear safeguarding policies and procedures and a strong safeguarding culture. This includes an up-to-date Safeguarding Policy and a named Designated Safeguarding Officer, confirmation that all eligible staff, Board members and volunteers have a Disclosure and Barring Service Check and ensuring that all staff, volunteers and governing Board members attend appropriate safeguarding training for their roles.
- A well costed budget which represents good value for money.
- Strong tools and techniques to measure and report on positive changes

## 9. WHEN TO APPLY

**The Online Application form for the High Sheriff Fund 2018-2019 will be available from 23<sup>rd</sup> July 2018 on an ongoing basis, until sufficient applications to distribute the funds available, have been received.**

To avoid unnecessary disappointment, the Foundation wishes to highlight that we will close the application process if we receive three times the total value of applications, relative to the funds available. The online application form would at that point, be removed from Cheshire Community Foundation's website. Therefore, groups are encouraged to **apply early**.

Applications will be assessed and reviewed monthly. We aim to process your application within a maximum 6 to 8 weeks of receipt, subject to receipt of a fully completed application with all necessary documents (see Section 11).

Applicants must be able to **report back on the spend and use of any grant awarded using an online monitoring form by 31<sup>st</sup> March 2019**.

## 10. TYPICAL EXAMPLES OF ELIGIBLE PROJECTS

**The following new or extended activities are eligible within Cheshire East, Cheshire West and Chester, Halton or Warrington:**

- Events which celebrate creativity and talent
  - Art classes on the Green or in Village Halls
  - Villages fetes and community art exhibitions
  - Performances held in a shared public space enabling participation in performance/music/dance
  - Festivals which promote creativity, i.e. music, arts & crafts, literature, design, visual arts
  - Tie-ins with creative themed days, i.e. World Book Day – fiction and poetry readings
  - Projects offering open access to cultural events
  - Projects using digital technologies, content and platforms to open the arts to wider or more diverse audiences
  - Projects that use the arts to address some form of disadvantage or effect social change which address difficult issues and/or increase the participation, involvement and engagement of harder to reach groups.
- **Other positive elements for the people supported could include:**
- Making new friends and feeling less isolated
  - Being better able to cope with the normal stresses of life and being more active,
  - productive and having a sense of purpose

## 11. DOCUMENTS TO ACCOMPANY APPLICATION

- **A list of the names of your management committee members**
- **A copy of your governing document (e.g. constitution, memorandum and articles or set of rules)**
- **A copy of your most recent annual accounts**
- **A photocopy of a bank statement no more than 3 months old. The bank account must be in the name of the organisation applying**
- **Copies of your safeguarding and equal opportunities policies**

## 12. FINAL TIPS WHEN APPLYING

- Involve the people who will benefit in design, benchmarking, planning, delivery and evaluation of your activity.
- Include sociable, enjoyable activities where people can be with their peers or make new friends, or even work intergenerationally.
- Consider flexibility and responsiveness which is considered key to maximum engagement. Regular activities held at the same time every week may work well but may not always be the right formula. Bite size events at key points could also be a possible option and help overcome clashes with other commitments and timings challenges.

### 13. FURTHER ADVICE

- For any enquiries about grant applications or the process of applying, please contact Cheshire Community Foundation on 01606 330 607 or email [MBNA@cheshirecommunityfoundation.org.uk](mailto:MBNA@cheshirecommunityfoundation.org.uk)
- Please also refer to the page on our website <https://cheshirecommunityfoundation.org.uk/apply-for-funding/> for further information

### 14. YOUR DATA WHEN APPLYING

By completing an application form for this programme, Cheshire Community Foundation will use the personal data about you and other individuals named in your application to assess and administer a grant application for the **High Sheriff Small Grants Programme**. Personal data about your management committee may also be used for identification.

When necessary, personal data collected through the application process will be shared with Cheshire Community Foundation, The High Sheriff, CCF programme assessors and with other third parties, where the law permits - or requires it.

Any photographs and commentary provided to support your application may include personal data relating to individuals supported by your organisation. These photos, logos and details may be used in promotional material created in relation to your application and may appear on our website and literature.

We will only use your information where we have a legal basis to do so, for example, to carry out our legitimate business interests to manage and promote our grants or to meet our legal or contractual obligations. By providing any personal data about another person you are confirming that they understand how their data may be used and shared.

You have certain rights when it comes to your personal information. This includes rights to access and correct your information, and to erase, transfer, object to, restrict or take away consent around how we use your information. Please contact Cheshire Community Foundation if you or anyone named in your application has any concerns with the information being used publicly or if you wish to exercise any of these rights.

### 15. COMMUNICATIONS

For successful organisations, we will be producing materials, press releases and social media posts to celebrate the grants awarded. We will always ask your permission before giving your contact details to the press or any third parties.

Organisations will also be able to produce their own literature; however, any public facing promotion will need to be signed off by Cheshire Community Foundation, including use of any programme or organisational logos.

## 16. MONITORING AND EVALUATION

Successful organisations will be required to complete one End of Grant monitoring report at the end of the grant term. We will be asking you how the grant was spent, as well as the difference the project has made, what was achieved, any key issues and lessons learnt.

Before beginning the project, we suggest successful organisations take the time to read the monitoring forms so that necessary information can be recorded from the outset. This should include:

- Sharing the evaluation form with staff in the organisation
- Discussing and deciding specific goals based on the application
- Deciding who will write the report
- Collecting data from the outset
- Quantitative data (numbers) – how many people are taking part or using the service, achieved goals (e.g. employment, improved health)
- Qualitative data (stories) – feedback from users and volunteers, observed increase in skills, confidence etc.
- Learning – feedback from project participants, what went well, what would you do differently etc.
- Build in time to complete the form.

Funded organisations should also be willing to discuss the progress of the project over the phone as and when necessary and to host visits that will assist with any interim monitoring, learning and best practice.