

# DEFRA - Emergency Assistance Grant Guidance & Criteria



**Nottingham**  
**City Council**

On 10 June the Government announced an emergency fund of £63 million to be distributed to local authorities in England to help those struggling to afford food and other essentials due to Covid-19. The city council is administering the distribution of this grant to organisations and groups within the city, who can provide support to those individuals most impacted by Covid 19.

Funding will be awarded to organisations and groups who support families and individuals within their communities who are most in need and struggling to afford food and other essentials due to Covid 19. Funding can be used to support existing schemes where funding is not already provided or to meet the financial gap where demand has increased. New schemes are also eligible, however applicants must consider whether they are able to launch and manage a new programme of activity, and whether activity of the same or similar nature already exists in their community, which they could instead support.

Applicants should consider how or whether their activity could provide advice and information to beneficiaries to help them to access any longer term support they might need. Applicants should also evidence what mechanisms they will use to ensure that the people supported through this grant are those in most need. Basic support can be offered to all individuals including those with no recourse to public funds, for example if there are community care needs, serious health problems or there is a risk to a child's wellbeing.

In line with central government requirements, all funding awarded to successful applicants must be spent by 31<sup>st</sup> March 2021.

## **Who is eligible to apply for funding?**

Most community and voluntary organisations / groups, and social / not for profit enterprises working to develop activities and services within the city boundary are eligible to apply for funding.

### **You must also have the following in place;**

- A constitution or memorandum and articles of association or set of written rules which set out your aims and objectives. This must also contain a dissolution clause that guarantees any assets purchased with grant funding will be kept for community use should your group come to an end or close.
- An Equality and Diversity policy or statement.
- A Safeguarding policy if working with children, young people and/or vulnerable adults.
- A bank or building society account in the group's name, with at least two unrelated signatories.
- Annual accounts for groups over 12 months old.
- A 6 month cash flow for groups under 12 months old showing predicted income and expenditure.
- We expect groups to consider risk assessments appropriate to their project, seeking appropriate guidance to ensure the safety of everyone involved.
- Locally managed branches of national organisations can apply, as long as they have their own local constitution, management committees and accounts.

**By signing the grant agreement you are stating that you have the above requirements in place. If subsequent checks show that these requirements have not been met, your grant could be reclaimed and you will be unable to apply for grants from the City Council in the future.**

## **How much can I apply for?**

You can apply for grants of between £1,000 - £20,000

### **Most successful grants are anticipated to be £5,000 or less**

You must make it clear on your application which area your activity covers and how much funding you want. If you intend to apply for an amount greater than £5,000, you should discuss your application before you begin with **Louise Graham - Voluntary and Community Sector Partnerships Manager** [louise.graham@nottinghamcity.gov.uk](mailto:louise.graham@nottinghamcity.gov.uk). The maximum you can apply for is £20,000, subject to funding being available. We will not accept applications that are for amounts greater than £20,000.

## **How can I apply?**

Online applications will be accepted from 30<sup>th</sup> October with an extended application deadline of 5pm on Wednesday 25<sup>th</sup> November. If any funding remains after this period, a possible second application window may open in January. However, you should not postpone your application to this later point if you could undertake the application process before the 25<sup>th</sup> November as there is no guarantee that funds will be available.

If you are unable to apply online, please contact Louise Graham for further guidance and support [louise.graham@nottinghamcity.gov.uk](mailto:louise.graham@nottinghamcity.gov.uk)

The online portal for applications can be found here:

[https://myaccount.nottinghamcity.gov.uk/service/Emergency\\_Assistance\\_Grant\\_Application](https://myaccount.nottinghamcity.gov.uk/service/Emergency_Assistance_Grant_Application)

## **Completing the application form**

Once you have planned and discussed your activity you should complete the online application form. You will need to register an account with Nottingham City Council to access our online systems.

The form cannot be saved to return to at another time, but you can move between answers to add/change information. Answers are limited to 3,500 characters but you do not have to write this much. Keep information straightforward and to the point (bullet points are acceptable).

Please ensure you read all the questions thoroughly and give clear, straightforward answers. Make sure you give a good description of what you want to do and what you will achieve. There are no trick questions and you don't need to use 'buzz' words or jargon.

Remember you will need to upload the following supporting documents as a minimum with your application:

1. Constitution/Memorandum and Articles of Association/Similar governing document
2. Equal opportunities policy or statement
3. Annual accounts
4. Safeguarding policies
5. Relevant Food hygiene qualifications or EHO Inspection
6. Quotes for costs (these can be images from a catalogue/webpage as well as formal quotes)

**You will be able to upload original digital copies of documents or scanned versions with your online application form. We do not accept applications or supporting documents received after the deadline.**

## **What will the funds support?**

The key aim of your project should be to use the funding to meet immediate need and help those who are struggling to afford food and essentials due to Covid-19, as per the criteria below.

The Government Grant Guidance for this fund to Local Authorities to distribute and administer this fund can be found here: <https://www.gov.uk/government/publications/coronavirus-covid-19-local-authority-emergency-assistance-grant-for-food-and-essential-supplies>

The objectives and principles can be summarised:

- (a) Use discretion to identify and support those most in need
- (b) Use the funding to meet immediate need and help those who are struggling to afford food and essentials due to Covid-19
- (c) Use the funding for existing schemes and other support which delivers the same outcome and where the need is greatest

In Nottingham the funding will support costs like the examples below. In all cases the costs must relate closely to the activity you are providing and you must be able to complete your activity by 31<sup>st</sup> March 2021.

<b>Food</b>	The cost of purchasing, preparing and cooking food
<b>Logistics</b>	Transportation/delivery/storage of food and essential items, purchase of parcels/containers for food supplies or meals
<b>Essentials</b>	The costs of any proposed essentials to support those most in need, such as toiletries/hygiene and cleaning products/baby products/pet essentials
<b>Rent</b>	The cost of using premises to deliver your project
<b>Publicity</b>	Production of a leaflet or newsletter to advertise the activities you are undertaking
<b>Expenses</b>	Travel, parking or similar costs incurred by volunteers delivering help, support or assistance
<b>Training</b>	Necessary courses that you intend to offer volunteers to deliver your services
<b>Equipment</b>	Essential equipment specific to the delivery of the grant objectives
<b>Administration</b>	Membership costs (for Fare Share as an example), general costs of running the project

## **What will the funds not support?**

The fund cannot be used to support;

- Individuals applying directly to Nottingham City Council
- Activities where making profit is a primary aim
- Statutory organisations or private businesses
- Activities where the primary purpose is to promote religious beliefs, or where people are excluded on religious grounds
- Political groups or groups promoting political activities

- Deficit or retrospective costs (in other words, costs you owed or promised to pay before your application was approved)
- Grant making bodies applying for funding to redistribute to individuals or groups
- Charitable or fund raising activities
- Activities that take place outside the City Council boundary
- Costs associated with foreign travel
- Projects that will take longer than 31<sup>st</sup> March 2021 to complete

## Sources of help

If you are looking to apply for a sum greater than £5,000 please contact **Louise Graham - Voluntary and Community Sector Partnerships Manager** [louise.graham@nottinghamcity.gov.uk](mailto:louise.graham@nottinghamcity.gov.uk)

Each area within the city has dedicated **Neighbourhood Development Officers** and **Area Based Grant Leads**. These officers and organisations can help groups seeking to apply for funding and give advice in developing activities and projects. Please ask for contact details of your local officer or grant lead.

You might also wish to contact **Nottingham Community and Voluntary Service (NCVS)** who should be able to help you with other funding information and opportunities. They can be reached on 0115 934 8400 or [ncvs@nottinghamcvs.co.uk](mailto:ncvs@nottinghamcvs.co.uk). Their web site will also offer details of any training relating to fundraising <https://www.nottinghamcvs.co.uk/support-for-groups/training-courses>

For information and statistics about Nottingham, please go to the voluntary sector hub on **Nottingham Insight**: This information may help you to show the need for your project.

Please read the rest of this document, before you ring the City Council as these will answer most questions.

## What happens next?

Applications must be submitted via the online portal (unless previously agreed) by 5pm on the 25<sup>th</sup> November 2020. Urgent applications submitted before this date **may be considered** on a rolling basis.

Failure to supply the required supporting documents or in answering all the questions will result in a delay to your application.

Using the information from your application, supporting documents and in some cases a follow up call, we will assess your project to see:

- Whether you are eligible to receive funding from Nottingham City Council
- How well your activity fits with the priorities we have identified
- How well you have shown the project is needed
- How much local benefit the project will have
- Your ability to successfully deliver the project within the timeframe identified
- How clearly you have presented the costs
- Value for money
- How inclusive your activity/project is
- How sustainable your activity/project is

The information regarding your project, activity or event contained in your application may be shared within the City Council and with appropriate external partners or agencies. By submitting your application, you are agreeing to this information being shared. We will not share personal details.

We will write or email the named contact on the application form once a decision has been made.

If the offer of grant is conditional, we will not release payment until any outstanding conditions have been met. Once complete, payment will be made directly into your group or organisational bank account via bank transfer.

### **And finally.....**

Please ensure that you have read all of this information and the general guidance on applying for a grant before you complete an application form. Take into consideration the costs that we can support and the level of funding that is available and bear in mind that we may decide to award less money than you requested. Please ensure you have thought your activities through and have considered how you will monitor your success.

**Finally, make sure you attach all the supporting and additional documentation such as your constitution and quotes in order to ensure your application is not delayed whilst we wait for this information.**

