



Nottingham COVID-19 Self-Isolation Support Grant Guidance

Introduction

Nottingham Community and Voluntary Service (NCVS) is working in partnership with Nottingham City Council (NCC) to ensure Nottingham residents are supported to self-isolate in the event of a positive test for COVID-19.

It is recognised that when the self-isolation rules change from being mandatory to recommended people may find it difficult to receive support. Also, people that are more vulnerable to the effects of COVID-19 may feel the need to voluntarily self-isolate. This fund is to ensure that all people who self-isolate receive the support they need to be able to do so.

This document will set out how the fund will work. NCVS will not be able to meet every need and has focussed this fund on helping established organisations who support Nottingham City's communities and can tell us about needs they have because of the impact of COVID-19 on their work.

The fund will be open from **Thursday 24th February** until 12 noon on **Monday 14th March 2022**.

This fund is open to those organisations and community groups who are providing:

- Practical, social, and emotional support for those who need it
- Support for people on low incomes who are unable to work from home and will lose income through self-isolating.
- Communications to improve awareness of when people need to self-isolate, its importance in stopping the spread of the virus and the support available.

Grant criteria will be around providing support to and activities for people who have chosen to self-isolate by:

- carrying out essential tasks like collecting prescriptions, grocery shopping (including accessing supermarket delivery slots, linking individuals to local food bank deliveries or access to meals at home services)
- offering social or emotional support (including access to virtual Mental Health and wellbeing services whilst self-isolating)

- Helping people access vaccinations (if they are struggling to leave the house/travel to sites)
- other specific support requests such as debt and benefit advice, accessing self-isolation payments
- Other Health & Social Care needs (including support to Carers who have to self-isolate)
- Linking individuals and helping people to access other related support (e.g. accessing equipment to help digital exclusion, Domestic Abuse advice and support)
- Providing telephone check-ins
- Providing activities to help people/families to get through periods of self-isolation

Grant application forms will ask for information on:

- Capacity to provide support,
- What services would be delivered,
- How quickly they can ensure individuals are supported
- How cultural and (if applicable) dietary needs will be met.

Successful applicants will receive funding in March 2022 to support work until the end of October 2022.

Queries about the fund or support with this application should be directed to ncvs@nottinghamcvs.co.uk

Who can apply?

You can apply for this fund if you are:

- A registered charity
- A charitable Incorporated Organisation (CIO)
- A limited company with charitable status
- An industrial and provident society (Community Benefit Societies or Cooperative Benefit Societies)
- Community Interest Company (limited by guarantee)
- Constituted community group

You should also be:

- An organisation based in Nottingham City or accountable at a local level within Nottingham City to users, stakeholders, or residents

Types of organisations not eligible for funding

- City Council departments
- Public bodies such as Parish or Town Councils, hospitals, or health bodies

- Educational establishments including schools, universities, and colleges
- Registered social landlords
- Businesses other than not for profit enterprises with charitable status
- Consultants
- Organisations whose core function is to provide education, training, or childcare.

Types of activity or costs that will not be covered by the grant

Certain activities or costs cannot be met by a Self-Isolation Support Grant. If proposals are submitted that include ineligible costs or ineligible activity, either the application will be rejected, or the ineligible costs will not be considered when considering a grant award.

- Activity not in Nottingham City
- Activity not consistent with an organisation's stated charitable purposes
- Set up costs for new organisations
- Employment training activities
- Activities aimed at promoting religious or political beliefs
- Activities that are a statutory obligation or replace statutory funding
- Applications to support activity already being delivered by another organisation unless there is a clear need for additional capacity
- Costs that appear to be unreasonably high
- Loans, debts, or endowments

Grant Amounts

Organisations and partnerships can apply for up to **£15,000** to deliver activities. Applications for more than £15,000 can be considered if exceptional circumstances can be demonstrated. Please contact ncvs@nottinghamcvs.co.uk to discuss before submitting an application for more than £15,000.

Grants Process

NCVS will administer the grant process and form a grants panel for decision making

- Our grants panel will include partners from the public sector
- NCVS will appoint a Chair of the Panel who will have final say in instance of disagreement over an application

- We use a 2-stage process. We aim to support 75% of applications at stage 2, so stage 1 is proposed to be a shortlisting process so any applications that reach stage 2 will have 75% chance of success.
- We take responsibility for compiling information on applicants from publicly held records (e.g. accounts from the Charity Commission, governing documents from Companies House).
- We make all decisions about small grants within 30 days of receiving an application.
- We try to think creatively about how and when to give useful feedback to all unsuccessful applicants. (e.g. publish details of the reasons for rejection at each stage of our application process)
- When we make a grant, we jointly agree the expectations for the relationship between us and the organisation
- We will ensure that our formal reporting requirements are well understood, proportionate and meaningful

Monitoring requirements

- Total number of individuals supported during the reporting period,
- What support was provided,
- What services were delivered during the reporting period
- Number of individuals accessing who are flagged as needing support by the Local Authority (LA)
- overall spend on practical and/or emotional support during the reporting period)

Risks/mitigations

Groups do not understand funding priorities.

- We will explain our funding priorities clearly; we will be open and transparent about all our requirements and exclusions.
- After each round of funding, we review all rejected applications, looking for 'rules' that we hadn't identified or made clear.
- All our published application documents are independently copy edited for clarity and consistency

Ensuring risk management of projects funded

- Application forms will ask how organisations will manage risk
- Processes will be proportionate to the size of the organisation being funded, the nature of the work being funded and the size of the grant

Projects funded are not delivered on time

- We will publish and stick to our timetables; we will make our decisions as quickly as possible.
- If we have problems meeting our timetables, we get extra help rather than giving applicants less time or changing their deadlines.

- We will enable organisations to respond flexibly to changing guidance and needs.

Monitoring requirements are not met

- We explain why we have awarded a grant and then jointly agree the grant reporting requirements.

Groups are not able to deliver aims or objectives

- Grant applications will be judged on organisations' ability to provide other forms of support and a strong learning culture and monitoring and reporting process.

Ensuring inclusion and diversity

- Application forms will ask for how projects delivered will be inclusive and cultural considerations.

Safeguarding

If your organisation works with children or adults at risk, you must have a safeguarding policy and procedures that detail how and when it is appropriate for DBS checks to be carried out.

NB: We do not need you to send a copy of your policy and procedures to us but we may ask to check that these policies and procedures are being put into practice. For further information and guidance on the term adult at risk in relation to current legislation, see Adult Safeguarding Board: [Adult Safeguarding Board - Nottingham City Council](#) or for children Nottingham City Safeguarding Children Partnership: [Safeguarding Children Partnership - Nottingham City Council](#)

GDPR (General Data Protection Regulation)

While completing the application process you may share some personal information with us.

NCVS Privacy Statement & Data Protection

At NCVS we firmly believe that our relationship with volunteers and partners must be built on trust. We are committed to deserving that trust, and we take your privacy seriously. Should we ask you to provide certain information by which you can be identified, then you can be assured that it will only be used in accordance with this privacy policy.

Types of information we collect

We may collect the following information:

- Your name
- Job title, if applicable
- Organisation's name
- Contact information including e-mail address and/or telephone number

What we do with the information we gather

We require this information to understand the nature of your enquiry, and how best to handle your request. We may also use this information for internal record keeping. NCVS will never sell or give your details to anyone else unless we are required to do so by law.

The information you provide will be used as the basis of statistical analysis of our services, and funding applications; but any results of that analysis will not include your personal information. Any statistical analysis provided by NCVS to third parties will not contain any personal information or any information from which you can be identified.

Security

We are committed to ensuring that your information is secure. To prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

Links to other websites

Our website contains links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Data Protection

You may request details of personal information which we hold about you under the Data Protection Act 2018. A small fee will be payable. If you would like a copy of the information held on you, please write to Nottingham Community Voluntary Service at ncvs@nottinghamcvs.co.uk

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible and we will promptly correct any information found to be incorrect.

Grant Agreement

Attached to your application form is a Grant Agreement which you will be expected to complete and sign (part 2) before returning it to us, this forms part of the application process. Specifically, you must provide full and accurate details of your organisation on page 1; complete Part 1 before returning to us with your completed application form. Please note that if you fail to sign and complete the Grant Agreement, we may be unable to process your application. Please also note that completing and signing the Grant Agreement does not constitute a formal grant offer. Your application for funding will be assessed, if successful we shall notify you regarding the amount of funding that is being made available to you. Only if your

application is successful will NCVS enter into the Agreement where we will insert the amount of funding provided to you within the Grant Agreement and will sign and forward you a copy of it for safekeeping.

Decisions

NCVS grants panel will assess the proposals in the application form.

Applications which are deemed eligible will be assessed on the organisation's ability to provide the following criteria:

- Practical, social, and emotional support for those who need it
- Support for people on low incomes who are unable to work from home and will lose income through self-isolating.
- Communications to improve awareness of when people need to self-isolate, how long for, what this involves, its importance in stopping the spread of the virus, the support available and the consequences of breaking the rules.

Applications will be considered by the NCVS Grants Panel who will meet during March 2022 to make the final decisions.

Successful applicants

All successful applicants will receive a formal offer of a grant with a signed Grant Agreement during March 2022.

The Grant Agreement will include the additional information in Part 1 and will set out the terms and conditions of the Agreement specific to your organisation. This information will be the same as the information provided in your application form.

Monitoring

Successful applicants will be expected to complete a brief monitoring form no later than **15th July 2022** and **15th November 2022** that describes the activity that you carried out and the outcomes that were achieved through the work.

Please maintain all records that relate to this grant as we may ask to see them.

Guidance for completing the application form

About your organisation

- Please provide the name of the organisation applying for this grant, being careful to write it exactly as it is written on your bank account. This is so that if you receive an award, we can be sure it is paid to the right organisation.

- Please provide one, either, or both of your organisation's Charity Number / Companies Number if you have one.
- Who is the person from your organisation that would be the main point of contact (grant contact) for NCVS to discuss this grant application?
- Please ensure you provide as much information as possible to make contacting them as easy as possible.
- Please state, referring to your governing documents, the aims/targets/goal of your organisation. What is your organisation set up to achieve?
- Please state who your organisation is set up to benefit? / Who are the people that will benefit the most from the work done by your organisation?
- Attach to your application a copy of your most recent Annual Report or an Impact Report you have produced for funders/ management committee. If you are unable to provide either of these documents, or would like to supplement them, please use the text box provided on the application to provide qualitative and quantitative information to evidence the positive change/ outcomes your organisation delivers in the city for your beneficiaries.

Submitting your application

Once you have completed the application form, please ensure that you have signed the declaration on the last page before submitting. Please note we will accept electronic signatures.

Please then attach the requested supporting documentation which should include the following:

- Completed application form
- Completed Grant Agreement
- A copy of your governing document
- A copy of your most recent signed accounts
- A copy of your most recent Annual Report or an Impact Report you have produced for funders/ management committee (or other information as indicated on the application)
- Financial evidence supporting your application

Your application should be emailed to ncvs@nottinghamcvs.co.uk. Your email should state the name of your organisation and what fund you are applying for

If you have any questions or queries relating to this grant or the application process, please don't hesitate to get in touch: ncvs@nottinghamcvs.co.uk

Deadline for applications

Please submit your completed application form along with all the above listed documents to ncvs@nottinghamcvs.co.uk no later than **midday on Monday 14th March 2022**.