

Rossendale Council Grant

GRANT GUIDANCE AND CRITERIA FORM (2014/15)

If you require assistance please contact Alison Wilkins on 01706 252593 or email alisonwilkins@rossendalebc.gov.uk .

Closing date for applications is 12 noon, 13 January 2014

Applicants can apply for funding from £7000 upwards

Before submitting your application, please ensure that you have:

- Answered all the questions
- Enclosed all of the required supporting material
- Signed the form

Please send the application form and all supporting documentation to either:

Email: alisonwilkins@rossendalebc.gov.uk

Postal: *Alison Wilkins, Rossendale Borough Council, The Business Centre, Futures Park, Bacup, OL13 0BB.*

Section 1: Your Organisation

Please complete all sections and attach a signed constitution or your registered charity number, as proof of your group's status.

You must be a Rossendale based constituted community and voluntary sector organisation providing services in Rossendale that facilitate financial inclusion.

Section 2: Funding Request

For the year 2014-2015 you can apply for a one year grant.

Please note: There is no guarantee that the grants process will be open in the following years. Rossendale Borough Council will review the grants process annually as part of the annual budget setting process to reflect the serious financial pressures the Council is experiencing.

Section 3: Financial Information

Please note that without these details we cannot administer your grant.

Section 4: Questions

Please answer all questions in as much detail as possible. Please attach any additional information necessary, clearly stating which question it relates to.

All questions will be scored out of 5, following the criteria below.

- 5)** The question has been answered clearly, with robust evidence that addresses all the issues raised in the question.
- 4)** The question has been answered and evidence given; however, it does not fully address all the issues.
- 3)** Evidence has been provided and answers given, but these are not explained clearly and fully. They only partially answer the issues raised in the question.
- 2)** Minimal evidence has been given and the question has not been answered clearly.
- 1)** No evidence has been given and the question has not been answered clearly.
- 0)** The question has not been answered and no evidence has been supplied.

Please follow the word counts given for each question, excessive use of words may lead to the answer not being considered and or the score being reduced.

Question 1: Equality and Access to Services

Question	Guidance	Scoring System
<p>Please attach your organisations Equality Statement.</p> <p>Please clearly demonstrate how your project /service supports or promotes equality of opportunity and/or address specific inequalities?</p> <p>Please consider the below aims:</p> <ol style="list-style-type: none"> 1) To eliminate unlawful harassment and victimisation and other conduct prohibited by the Equality Act. 2) Advance equality of opportunity between people who share a protected characteristic and those who do not. 3) Foster good relations between people who share a protected characteristic and those who do not. 	<p>If you do not have an equality statement, RBC can provide a framework for the organisation to develop one.</p> <p>The Equality Act 2010 sets out clear public sector duty on equality and in particular to drive equality through procurement of its goods and services.</p> <p>Please clearly outline how you will address one or more of the included aims. As we must comply with the Equalities Act, so must the groups we fund and work with.</p> <p>Each aim means:</p> <ol style="list-style-type: none"> 1) You will not break the Equality Act law and you will act/intervene when a breach of the law has occurred. Your organisation can demonstrate how they tackle discrimination, harassment and victimisation. 2) You address how you give different people equal chances and opportunities. You will treat all people from different groups fairly and equally. 3) Your organisation will work towards helping different people, from different groups, get on with each other. 	<p>Higher scores will be awarded for those organisations that have an Equality Statement that is adhered to.</p> <p>Higher scores will also be awarded to those organisations that actively address one of the key aims and can clearly highlight this through their statement.</p> <p>Lower scores will be awarded to organisations that do not recognise the diversity of their project, or cannot justify why the project only delivers to a certain group.</p>

Question 2: Project/Organisation Overview

Question	Guidance	Scoring System
<p>Please give an overview of what your project/organisation does and what the funding is required for.</p> <p>You must demonstrate a track record of working in partnership to deliver services which support the aims of the Rossendale Financial Inclusion Group – ‘To improve financial inclusion in the Borough through a more co-ordinated approach to debt recovery, access to welfare benefits, access to financial services, prevention of problem debt and the provision of money advice’.</p> <p>Applicants must also have experience of working with Rossendale residents and have local knowledge of the issues facing the different communities within the Borough.</p>	<p>Please clearly outline what your organisation does and what the funding is required for. These can be outlined as bullet points but must include details of your record of delivering financial inclusion services in partnership with other organisations and working with Rossendale residents.</p>	<p>Higher scores will be given to organisations that show innovation and have a developed, well structured idea or already existing service.</p> <p>Lower scores will be given to organisations that cannot clearly demonstrate how the project will work and what it will actually do.</p> <p>Higher scores will be given to organisations that can demonstrate a track record in delivering services in partnership which support the aims of the Rossendale Financial Inclusion Group.</p> <p>Higher scores will be given to organisations that can show experience of working with Rossendale residents and an understanding of the issues facing the different communities within the Borough.</p>

Question 3 What is the funding for and what outcomes will it deliver

Question	Guidance	Scoring System
<p>Please explain what you require funding for and how it will help to enable people who live and work in Rossendale to:</p> <ul style="list-style-type: none"> • Manage their money on a day-to-day basis, effectively, securely and confidently. • Plan for the future and cope with financial pressure, by managing their finances to protect against short-term variations in income and expenditure and to take advantage of longer-term opportunities: and 	<p>Please clearly detail what you require the funding for and how the funded activity will specifically support these financial inclusion aims.</p>	<p>Higher scores will be given to organisations that clearly show that the services they are seeking funding for will provide in depth support to local residents to improve financial inclusion in the Borough.</p> <p>Lower scores will be given to organisations that cannot demonstrate how their services will improve financial inclusion or demonstrate that the scope of their services includes in depth support as stated.</p>

<ul style="list-style-type: none"> Deal effectively with financial distress, should unexpected events lead to serious financial difficulty. 		
<p>What will be the outcomes and how will you report/evaluate these to the Council. At least one outcome must relate to partnership working with other organisations to deliver financial inclusion services.</p>	<p>Please give no more than five outcomes, which support the financial inclusion aims. Where possible each outcome must be SMART (specific, measureable, achievable, realistic and time bound) Please state clearly how you will report these to us, e.g: through evaluations, reports, documentation.</p>	<p>Higher scores will be given to stronger outcomes, which support the financial inclusion aims and the Council can measure the organisation against and a clear method of reporting is provided. Higher scores will also be given where at least one outcome will support partnership working with other organisations. Lower scores will be given to organisations that do not give clear outcomes and cannot clearly demonstrate how these will be measured and evaluated. Lower scores will also be awarded to organisations that cannot demonstrate how they will report these to Rossendale Borough Council.</p>

Question 4: Value for Money and Added Benefits

Question	Guidance	Scoring System
<p>Please include a total breakdown of costs, with a clear outline of what this grant will fund and how additional costs will be funded. Also indicate if this grant will help to draw in further funds.</p>	<p>The Council recognises the importance of using grants to lever in other possible grants and the added value this brings to an organisation and the Borough. Please clearly state what money will be spent on, with a clear breakdown</p>	<p>Higher scores will be awarded to those projects that have a clear plan, with full cost breakdown and can clearly demonstrate that: The organisation is using other financial support and assistance; The service offers value for money; The project is unique to the area.</p>
<p>Can you demonstrate: That the same services could not be achieved for less, including delivery by the council, please explain.</p>	<p>Please include quotes from other providers and all research you have done. If you are using the grant to fund your own work, please demonstrate it is fair in relation to other similar organisations.</p>	<p>Lower scores will be awarded to organisations that do not offer a unique service, have no clear outline of spend and proof that it is offered at good value for money.</p>

Can you demonstrate: The added value the project will bring with it, for example through volunteer time?	The service maybe unique to Rossendale, it may utilise local volunteers, or it may benefit additional groups or businesses. These can be listed as bullet points.	Higher scores will be awarded to organisations that clearly demonstrate where additional funds are from.
Can you demonstrate: That the project provides a unique 'selling point' for Rossendale and potentially beyond.	Please clearly demonstrate why your organisation/project is unique to the area and what you deliver that others do not or cannot. Please clearly outline which other services you may be similar to.	Lower scores will be awarded to organisations that do not disclose all additional funding.

Question 5: Sustainability		
Question	Guidance	Scoring System
What is the projects exit strategy or what is the organisations strategy for seeking future funding or generating self sustaining incomes.	It is important to demonstrate future funding options and that the project does not rely on a repetition of council funding. It is recognised that sustainability does not solely rely on the finance, but also other aspects, such as use of resources and training staff/volunteers. Please clearly state how you will generate/access other funds.	Higher score awarded for projects/organisations that can identify a clear exit strategy to take place at the end of the funding, how they will receive further funding and how they might tackle potential issues that arise throughout the project, which may require additional support, including financial. Higher scores may also be awarded for organisations that can generate some form of self sustaining income, including resources or trained/developed staff/volunteers. Lower scores will be awarded to organisations that cannot clearly demonstrate they have considered other means of raising funds and considered the long term sustainability of the project.

Question 6: Project Development and Potential Risks

Question	Guidance	Scoring System
Is there a risk if this project is not delivered/funded? Please explain	Please explain what the consequences may be if the project is not delivered, or the organisation does not receive the funding. Please clearly state these as bullet points.	Higher scores are awarded for organisations that can clearly identify what the risks will be if the project isn't delivered, considering the community, the organisation and the Borough.
What would be the risk if the project fails and how do you intend to mitigate/manage against that risk?	Please clearly state how you will manage the above identified risk and what your organisations responsibility will be.	

Question 7: Partnerships
Priority: Low Weighting 1

Question	Guidance	Scoring System
<p>Which other partners does the project/organisation work with? Applicants must demonstrate a track record of working in partnership with other organisations to deliver services.</p> <p>Please give brief details of each partnership link and explain how each partnership works.</p>	Please give an overview of what these partnerships entail and how you work with them to improve the delivery of services; these may include the Council, other community organisations, and other statutory services. These can be outlined as bullet points.	<p>Higher scores will be awarded to these organisations that work closely with other organisations to provide better value for money, a more developed programme and shared workloads. Higher scores will not reflect the number of partnerships, but the depth and use of each one.</p> <p>Medium scores will be awarded to organisations that work with other organisations, but cannot clearly demonstrate/describe the relationship.</p> <p>Lower scores will be awarded to organisations that do not work with other organisations.</p>

Section 5: Check List

Please tick everything you have completed/attached.

Section 6: Signatures

Please note this form can be signed electronically and submitted by email.

Other formats available on request.

Tel: 01706 217777 or contact:

Rossendale Borough Council

PO BOX 74, Bacup, OL13 0WU

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