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|  | **EMERGENCY COMMUNITY RESPONSE**  **Hull**  **Guidance Notes** | **A logo with colorful dots and circles  Description automatically generated** |

**Overview**

This fund focuses on supporting organisations to provide emergency response to recent events that have deeply impacted the community. Grants will support short-term community action that is working to create thriving and connected communities.

**Fund priorities**

Applicants should clearly demonstrate how their emergency response will support their people to work through the impact of recent events and bring the community together. Organisations should be responding to at least one of the following priorities:

* Extended opening hours for community hubs (e.g. for drop-ins)
* Convening conversations in response to recent events
* Enhanced safety measures to enable community participation
* Immediate cost of clean-up and repairing damage of community own assets (we cannot make grants for private, or council owned assets)

**Who can apply?**

Emergency Community Response is open to all charitable and community groups responding to recent events who are working to create thriving and connected communities. You must have a turnover below £500k and be embedded in your local community.

**How much you can apply for**

You can apply for grants up to £2,500.

Activity must be for emergency response. We would therefore expect projects / activity to be completed within 3 months of start date.

You can apply for costs incurred as of **Saturday 3rd August 2024** as a result of the events in Hull.

**Application deadline – noon, 2 September 2024.**

**What grants can be used for**

Examples of the type of project that might be funded include:

* Taxis to support people to come to community groups or activities
* Room hire for conversations and support costs such as refreshments or travel costs to attend
* Convening planning conversations for longer-term community action and/or activity to help reduce potential future negative community impact
* Insurance excess relating to clean-up costs (this element can be retrospective)

This list is not exhaustive but gives an overview of the types of projects which may be a good fit with the current aims of the fund.

As part of your application, the Emergency Community Fund can also support a contribution towards core overhead costs (rent/ heating/ lighting etc). We cannot accept applications that are predominantly for core costs.

**Organisational Eligibility**

In order to apply to the **Community Emergency** **Fund** your organisation must be:

* Either a small voluntary organisation, community group, small charity or other type of not-for-profit organisation provided that the purpose of the grant is wholly charitable (please see our [FAQs](https://www.tworidingscf.org.uk/frequently-asked-questions/) for additional requirements for CIC’s & CBS’s )
* Be based in and / or delivering activities or services in Hull
* Have a governing document (also known as a constitution, rules, memorandum, or articles of association) in the name of their organisation which outlines their charitable objectives and includes a charitable dissolution clause with a named body in their asset lock
* Have a bank account in your group/ organisation’s name with at least two signatories, who are not related to one another
* Have an annual income of under £500k per annum

**Who and what cannot be funded?**

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| * Private Businesses or individuals * General appeals or sponsorship * National organisations and their affiliates * Work which has already started or taken place / retrospective funding * Work normally funded from statutory sources * Work undertaken by or on behalf of statutory bodies as part of their statutory activities * Prize money * Purchase of gifts * Work of a political nature * Loans, deposits or on-granting * Teacher training | * Work undertaken by / on behalf of schools, colleges or universities as part of their statutory curricular activities * Work where the main beneficiaries are animals * Work which does not directly benefit people living in the area of benefit * Overseas holidays or trips * Organisations that mainly give funds to other organisations or individuals * Work for the advancement of religion (applications are accepted from religious groups working in the community provided that the main focus of the project is not proselytising) * Work normally undertaken by infrastructure organisations |

**How to apply**

1. Ensure you meet all the eligibility and fund criteria above and that the fund is currently accepting applications.
2. Complete the online application form. A link to this is found on the <https://www.tworidingscf.org.uk/fund/hull-emergency-community-response-2024/> page of the Two Ridings website. The online application process is straightforward and provides an option to save your application as you go so you can dip in and out of the application before you submit it. If required a paper version of the application form is available on request.
3. Attach your supporting documents (listed below) to the online application or if you have requested a paper version of the application form, please send your completed application form along with copies of your supporting documents to: Two Ridings Community Foundation, Pavilion 2000, Amy Johnson Way, York, YO30 4XT

* The organisation’s constitution/governing document/set of rules
* Contact details (address & email) of your management committee / trustees / directors.
* The organisation’s most recent annual accounts or financial records that show your organisation’s balance of funds, income and expenditure. If you do not have financial records that cover a full year then you will need to provide a set of management accounts.
* A safeguarding policy if your organisation works directly with children or vulnerable adults.

**Applications will only be processed when all documentation has been received.**

If you do not have all these documents, please do get in touch, we may still be able to consider your application or signpost you to further support.

* If your application is successful, you must provide a copy of a Bank Statement (dated within the last three months) or Paying In slip in the name of the organisation applying. We cannot accept transaction lists or screenshots of transactions. [Click here](https://www.tworidingscf.org.uk/wp-content/uploads/2023/10/bank-statement-guidance.pdf) for some guidance on your bank statement.

**NOTE** – **if successful, you must submit your bank statement within 4 weeks of your grant awarded notification** **otherwise your application will be withdrawn**. Please make sure you have access to a statement when you apply.

**Assessment and Award**

* All eligible applications will be assessed. One of our volunteer or in-house assessors may contact you to chat about your application to help us better understand your funding request. This may be over the telephone or in person. When assessing applications, we will look at the following:
  + How your group/activity is set up and managed
  + How well your finances are managed
  + Evidence of need for your project
  + Your commitment to ensuring equal opportunities and the inclusivity of your project
  + Value for money offered by the project
  + How well the project meets the fund criteria and the priorities
* All eligible applications will be considered by a funding panel, which may include community members, people with lived experience and / or donors, and Two Ridings Grants committee members. The final decision cannot be changed and no discussion will be entered into although we will try to provide constructive feedback if we can. In certain circumstances applicants will be awarded a pledge. This is the promise of a grant if/when certain conditions are met within a defined timescale.
* There is no appeals process for grant awards. If an applicant feels dissatisfied with the outcome they can make a complaint and our [complaints policy](https://www.tworidingscf.org.uk/key-documents/) provides the detail of how to do this.
* Following the panel meeting, we will contact you by email to let you know the outcome. We aim to give you a decision within 2 weeks of the application deadline.

**Monitoring and Evaluation**

* + When your project is complete, you must fill in an End of Grant Monitoring Form. This is available as an online form very similar to the online application form and should your application for funding be successful the link to your end of grant report will be sent to you when your grant payment is made. After your grant period, you will not be eligible to apply for further grants from this scheme until we have received this form as it finalises your grant.
  + We aim to undertake monitoring visits on a proportion of funded applications and we will contact you to arrange a visit if this is required.
  + Successful applicants mustensure that Two Ridings is included in any publicity and our logo’s will be provided for this purpose.

**If you require any assistance with the completion of your application please contact Two Ridings on 01904 929500. We are happy to help.**

**Equality, Diversity and Inclusion**

Two Ridings is committed to equality, diversity and inclusion and ensuring an equity of access to all groups and organisations. We expect groups and organisations applying for grants to show that they are aware of equality, diversity and inclusion and can demonstrate commitment to them.