

The Community Action Sutton & Sutton Giving COVID -19 Crisis Fund

The Guidance

Sutton Giving, which is a local giving partnership platform and part of Community Action Sutton, has launched the Sutton COVID-19 Voluntary and Community Sector Crisis Fund to support local registered Charities, Community Interest Communities and constituted community organisations, as well as self-help & Mutual Aid Groups.

This fund brings together new and existing funding from across Sutton including from: Sutton Community Fund; donations from local community groups; Sutton Council, Sutton Clinical Commissioning Group; and private sector donations. It is expected that as further funding is generated then this will be added to the fund.

Objective of the Crisis Fund:

To assist groups and organisations providing services and support to individuals and families, whether singly or collectively, affected by the Coronavirus pandemic

WHO CAN APPLY?

The following are the eligible organisations who can apply to the fund:

- Registered Charities
- Registered Charitable Incorporated Organisations (CIO)
- Charitable company (limited by guarantee)
- Registered Community Interest Company (CIC)
- Constituted Community organisation or association
- Social enterprises
- If you are a mutual aid group (i.e. you have come together to respond to the crisis but have not applied for funding before and are not able to hold a grant), you will need to find an organisation in the list above to apply on your behalf. Community Action Sutton may be able to help to identify an organisation if required

The following additional criteria will also be taken into account when assessing the applications:

- The activities which you are applying for funding for must be legally charitable, for the public benefit and benefit Sutton residents.
- This fund is for organisations with an annual turnover of up to £500,000 and less than 6 months reserves but please make contact us if you fall outside of this and feel that you are in an exceptional situation
- Organisations with unrestricted reserves that equate to more than 6 months running costs of the organisation are not eligible to apply for this fund.

WHO IS THE GRANT FOR?

For the above organisations who are:

1. Delivering COVID-19 Frontline Services OR
2. Whose ability to operate has been severely impacted by the measures put in place to stem the pandemic

WHAT WILL THE GRANT SUPPORT?

The Crisis Fund is intended to provide urgent financial assistance for:

- Increased demand leading to an increase in costs incurred to run your service

AND/OR

- The effects that COVID–19 is having on your organisations (future) financial sustainability for a predicted period of 6 months following the date of your application

AND

- In the first instance priority will be given to organisations that provide vital community support in areas of disadvantage and who have a strong and demonstrable community reach and with limited reserves

Other Important Criteria includes:

- Enabling the delivery of services to vulnerable people – including but not limited to food banks, befriending schemes and other crucial community services and activities to support vulnerable people at this time.
- Providing information, advice, counselling and other support and community services to help people cope with isolation and the emotional stress caused in the short and medium term.
- Supporting essential running costs to enable organisations to continue to deliver vital services.
- Enabling organisations to deliver differently – for example equipment to enable remote working or telephone helplines rather than face-to-face support, and moving to one-to-one outreach rather than group activities.
- Where an organisations viability is at risk due to decreased revenue that would have been expected had Covid-19 restrictions not been in place.

PRACTICALLY THIS COULD BE:

- Support for core organisational running costs, for organisations that have a primary focus on supporting vulnerable people and that have experienced a loss of income due to services closing or operating at a reduced level and where this may lead to the

permanent closure of the organisation e.g. Short term core costs, overheads and equipment (for example, rent, rates, utilities, broadband connection, laptops to enable remote working)

- Additional staffing capacity required to meet existing/current or increased demand for services, to support vulnerable people during the crisis
- The need to rapidly adapt current service delivery models to maintain contact with service users
- Funding for essential capital equipment such as ICT equipment, safety equipment e.g. PPE, or any other essential equipment
- Funding for use of vehicles, transport, fuel etc. to enable visits to service users
- Funding for increased expenses costs such as reimbursing travel costs for staff/volunteers who need to visit service users, if it safe to do so, in their home or in other locations
- Retrospective funding for organisations who incurred additional costs supporting communities, for example the costs associated with moving face-to-face services online

HOW MUCH CAN YOU APPLY FOR?

We anticipate applications to the crisis fund are likely to be more than the fund has available and so we would ask that you think carefully about whether you need funding from this fund or whether there is other income streams/funding you can access.

The maximum amount that you can apply for will be £15,000.

If you are a community based, mutual aid or self-help group you can apply for up to £500.00 through an eligible organisation (please contact Community Action Sutton if you require support with this)

WHAT WE WILL NOT FUND

- Long term core costs including salaries or wages.
- Funds that will be used to provide grants and donations to other organisations or individuals
- Losses that are not as a result of COVID-19
- Promoting the cause or beliefs of political or faith organisations

GRANT PRIORITISATION AND DECISION MAKING

Eligible applications will be prioritised as follows:

- Small, local organisations with limited reserves.
- Organisations delivering vital services to maintain residents' wellbeing during this crisis.
- Organisations providing services to the most vulnerable in the community
- Organisations whose operations are in serious jeopardy.

DECISION MAKING

Timescale: The intention is to respond to eligible and successfully completed applications within 7 days of receiving the application. The application form will ask for information relating to other funding that you have received in the past from other funders and we will

cross reference with other funders to check key information that they may already hold, where necessary, to speed up the process.

Assessment: Eligible applications will be reviewed on a rolling basis with a panel sitting and making decisions on a weekly basis. Applications submitted by the end of the day Sunday will be put forward and assessed at panel meetings held on the Wednesday with the decision communicated on the Friday.

It may be necessary to clarify certain aspects of your application and we may contact you to discuss this.

The decision of the panel is final and there will be no appeals process so that we can expedite applications and the distribution of funds as efficiently as possible

Notification: Outcomes of all applications will be made via email

REPORTING ON GRANTS

If your application for a grant is successful, you will need to report back monthly (or quarterly depending on the request and timescale within your application) on how you have used your fund. You will be expected to complete a very quick and simple monitoring questionnaire.

The information you provide us with will be anonymised and shared with the wider community to demonstrate how funding delivers positive impacts.

This is important as this information will help us in our fundraising efforts to grow the fund.

In the spirit of the fund being a crisis fund to cover immediate shortfalls and the ability to continue to deliver your services, if you subsequently receive any other funding for the same purpose then the Crisis Fund would be happy to be reimbursed!

HOW TO APPLY

1. Before you apply, please check your eligibility
2. Please answer all questions and provide short, succinct answers
3. Ensure that you give all the detail you have been asked for
4. Ensure that you give all contact details required and that they are entered correctly
5. Please don't chase your application. We will respond to all applications via email.
6. Before applying, please read all of the above information carefully.
7. Complete the [online application form](#) here.