**Guidance Notes**

**Good Neighbour Scheme Development Grant Fund 2018**

**WHO CAN APPLY**

East Sussex County Council is **offering grants of up to £500** (five hundred pounds) to existing and new Good Neighbour Schemes with an income of under £50,000 to support activities that either:

1. Support an established Good Neighbour Scheme to develop, either through expanding or ensuring that the GNS can remain self-sustaining

b. Assist a new Good Neighbour Scheme (GNS) to become operational

**Please note:** If you are considering setting up a new Good Neighbour Scheme please visit <https://www.eastsussex.gov.uk/community/volunteering/good_neighbour_schemes/> for toolkits (guidance and information) on how to develop a GNS, before completing an application.

**Good Neighbour Schemes** (GNS) contribute to the development of neighbourhood level asset-based community initiatives, in order to support older and disabled people with social care and support needs, and build community resilience so that people are enabled to rely less on formal care and support services, and are prevented from accessing services for longer.

Volunteer led Good Neighbour schemes are developed as part of community-based network. There are currently over 30 schemes already up and running in East Sussex. Once established, Good Neighbour Schemes receive Adult Social Care and Health referrals to provide the following basic levels of support (in accordance with the persons assessed needs) e.g.:

* Popping in to check everything is ok
* Assistance with shopping or ordering shopping, and putting things away
* Providing assistance with odd jobs as they arise
* Occasional visits to local community centres, clubs or mainstream activities and services – i.e. the local pub, Garden Centre etc.
* Information about and introductions to other local groups and social clubs of interest
* Introductions to other members of the community
* Accompanying on trips to hospital and other appointments, e.g. transport through volunteer car schemes

**WHAT A GRANT CAN BE USED FOR**

Types of activities:

* Core Costs (phone, paper, stationary, rent, etc.)
* Public Liability Insurance
* Volunteer Expenses
* Publicising and running events such as:
  + Bring-and-buy sales
  + A stall at the village Fete
  + Charity auctions, jumble sales
  + Raffles and coffee mornings
* DBS (Disclosure and Barring Service) Checks (administrative cost)
* Ongoing Publicity

**HOW TO APPLY**

Completed Grant Applications should be sent to [external.funding@eastsussex.gov.uk](mailto:external.funding@eastsussex.gov.uk) anytime, however the fund closes for applications at 5pm on Friday 23rd February 2018.

The total grant funding pot is £8,000 and applications for up to £500 will be assessed as they come in. Applicants will be told if they are successful within three (3) weeks of the receipt of a completed application and supporting documents.

Please be aware that although the fund closes for applications at 5pm on the 23rd February, this is a limited grant funding pot, so applicants are advised to apply early to ensure that sufficient funds are still available.

These Guidance Notes are to help you complete the grant application form. If you would like further support and advice about completing your application please contact one of the following organisations, in your relevant area:

**Eastbourne Havens and Seaford South - Age Concern Eastbourne (ACE)**

Linda Warner - Services Manager Tel: 01323 638474

**Eastbourne Havens and Seaford North- Sussex Community Development Association (SCDA)**

Alice Matthews - Project Development Officer Tel: 01323 446404 / Mobile: 07341 563649

**High Weald Lewes and Havens South - Action in Rural Sussex (AiRS)**

Teresa Gittins -Head of Services Tel: 01273 407306 / Mobile: 07825 506652

**High Weald Lewes and Havens North - Action in Rural Sussex (AiRS)**

Teresa Gittins - Head of Services Tel: 01273 407306 / Mobile: 07825 506652

**Hastings and Rother West - Hastings Voluntary Action (HVA)**

Tanya Vice – Project Officer    Tel: 01424 444010 / Mobile: 07834 573135

**Hastings and Rother East - Rother Voluntary Action (RVA)**

Jan Cutting - Active Communities Lead Tel: 01424 217259 / Mobile: 07875 420320

**BEFORE YOU START**

It is important that you work through this GNS application checklist before you start completing the GNS development grant application form. The GNS application checklist will help you decide whether this grant fund is right for your group.

**Part one - You must be able to answer yes to one of the options to apply**

Is your group: Yes No

* Existing Good Neighbour Scheme □ □
* Community group/ voluntary organisation intending to set up a GNS □ □

If you answered ‘No’ to both of the above questions then you are not eligible to apply to the GNS Development Grant Fund.

**Part two**

* If you are an **established GNS** you must be able to answer yes to all requirements in this section to apply.
* If you are applying as a **new GNS** you must be able to demonstrate that you are in the process of meeting these requirements and commit to providing future evidence of this, before being awarded a grant.

**Does your group:** Yes No In Process

* Have an income of under £50,000 □ □
* Have a set of rules or constitution □ □ □
* Have at least three people named in the set of rules/constitution □ □ □
* Have a bank account, with two unrelated cheque signatories □ □ □
* Have Public Liability Insurance cover up to £10,000,000 □ □ □
* Have an Equalities Policy □ □ □
* Have a Child Protection Policy if relevant □ □ □
* Have a Vulnerable Adult Policy if relevant □ □ □
* Have a Health and Safety Policy □ □ □

**About your activity:** Yes No

* Is your application for up to £500? □ □
* Will your activity be completed by 31st March 2018? □ □

**Please note**: If you are an existing GNS you will be expected to submit a completed application and the following documents:

* + - * A set of rules or a constitution
      * A copy of a recent bank statement from the last three months
      * Latest accounts or record of expenditure

Before beginning to your application you should gather some key information to assist you:

* Group details and contact details
* When your group started
* A description of the structure of your group
* If your group has received any funding in the last year (2017)
* How much money are you applying for and what costs is it covering
* A description of how you will use the grant, and who it will benefit
* A description of how you will measure the benefit the grant has made

The information that you provide in your application will be shared with East Sussex County Council, and the local area Good Neighbour Scheme support organisations.

This is to ensure that if you are successful in your grant application partners will be fully aware of the activities you will be providing.

**Section 1 – Your group or organisation**

**Q1 – Q5** We need to have basic information about your group

**Q6 – Q8** We need to know information for any social media your group uses (we are not asking for personal social media information)

**Q9** We would like to when your group began?

**Q10** We would like to know if your group has received any funding in the last year (2017). This is to help us understand your group and will not mean you are not eligible for funding from this grant.

**Q11** We need to know the structure of your group, what it does, who benefits, to get an idea on how it operates

**Q12 – Q18** We need to know the details for the person that can be contacted with regards to your application. Ideally this person should be the person who completed the application, but if not, please make sure that the named person fully understands the application as they may be contacted during the assessment of the application.

**Section 2 – About your activity**

Please note that the information you provide in this section will be used as part of your activity monitoring.

**Q 19** Please indicate which category your group selected.

**Q 20** Please indicate the locality within East Sussex your activity take place in. Please refer to the localities listed on the application form.

**Q21** Please indicate the start and end dates (no later than 31st March) for the activities this grant will fund. The dates should be the actual start and finish dates of your activity, if it is a one off activity please provide either the exact date if known or the month that it would take place in.

**Section 3 – Who will benefit**

Please note that the information you provide in this section will be used as part of your grant monitoring.

**Q 22** It is not always easy to know exactly how many people will benefit from an activity.

If it is a new GNS and/or activity please estimate how many people might take part or benefit.

If your GNS is already established and the grant is to help develop, please put the number of people that you expect to benefit.

**Q 23** Your activity may benefit lots of different groups of people so you can tick more than one box.

**Q 24** This will be specific group from those you selected in question 23.

**Q 25** Your activity will probably benefit more than one age group so you can tick more than one box. Also provide the number of people for each age group ticked, this gives an indication of the number of who will benefit.

**Section 4 – Activity Budget**

**Q 26** Please list all the costs for the delivery of your activity. Make sure that you have covered all the costs.

*For assistance with this question you can contact* *the organisations in your local area that can support you with your application, as listed on page 2 of this guidance.*

**Section 5 – Your Activity**

Please note that the information you provide in this section will help with the monitoring of your grant.

In this section you will need to be aware of the word count for each question, the word counts are highlighted at the beginning of each question.

**Q 27 Your activity**  **(Use up to 150 words)**

We’d like you to tell us about how you will use the grant and what you are hoping to achieve. Please make sure this directly relates to your answers to Sections 2 and 3 of your application.

**Q 28 How will you measure the benefit the grant?** **(Use up to 150 words)**

We recognise that it can be difficult to measure benefits or to know how to demonstrate the success of your activity.

Please make sure this directly relates to your answers to Sections 2 and 3 of your application.

Below are some examples:

* You will have successfully developed a new Good Neighbour Scheme in your locality which adheres to the specific requirements of a GNS (see GNS development toolkits for information)
* You will have increased the number of Good Neighbour Volunteers through publicity raising activity
* You will have ensured that all volunteers have appropriate background checks and support to undertake their voluntary work
* The scheme is strengthened through good communication, support and networking arrangements

*Please discuss the approaches you are planning to use with the support organisations listed on page 2 of this guidance.*

**Supporting documents**

Please note: If you are an existing GNS you will be expected to submit a completed application and the following documents:

* A set of rules or a constitution
* A copy of a recent bank statement from the last three months
* Latest accounts or record of expenditure

*If you have a problem with any of these you can contact the relevant support organisation listed on page 2 of this guidance.*

**Please send the completed grant application (along with supporting documents) to the following East Sussex County Council email address:**

[**External.Funding@eastsussex.gov.uk**](mailto:External.Funding@eastsussex.gov.uk)

After your application has been submitted we may get in touch with you if anything is not clear or we need some more information.

A decision will be made within 3 weeks of receiving an application.

A panel made up of representatives of East Sussex County Council will assess applications.

**Don’t forget, both referee and yourself need to sign your application!**