



## Shropshire Council Adult Social Care

### Small Grants Programme 2023 - 2024

#### Guidance Notes

**The programme is a grant funding opportunity for community-based activities that enable people to stay physically and mentally well, that support independent living and prevent avoidable admissions into hospital. Funding is up to a maximum of £5,000 for activity delivered between 1<sup>st</sup> April 2023 and 31<sup>st</sup> March 2024.**

Shropshire Council's Adult Social Care Small Grants Programme is aimed at voluntary organisations and community groups working in Shropshire.

We're welcoming funding applications for community-based activities that enable people to stay physically and mentally well, that support independent living and prevent avoidable admissions into hospital. Funding should contribute to growing existing activity and/or the development of new ideas and start up initiatives that support the wellbeing of Shropshire's residents.

*Community-based activities and groups are vitally important to us in maintaining our well-being and independence and creating strong and resilient communities.*

Applications to the programme will need to demonstrate how they support [The Shropshire Plan](#) and the priorities for Healthy People. These are:

- Tackle inequalities
- Early intervention
- Partnerships
- Self responsibility

## **Projects we are looking to fund:**

We particularly want to fund activity in local areas over the next 12 months that connects people to activity that supports and enables them to maintain their independence by promoting good physical and mental health.

### **This will:**

- Improve the health and wellbeing of Shropshire residents
- Improve community resilience, cohesion, integration and equality
- Offer preventative or early interventions for local people that will help reduce the need for statutory health and social care services
- Support people's mental wellbeing, reducing social isolation and loneliness
- Support people's physical health, reducing rates of inactivity, preventing the risk of falls and other comorbidities
- Avoid admission to hospital
- Support discharge from hospital settings which prevents the risk of readmission
- Support residents with the cost-of-living pressures
- Prevent Falls and reduce levels of inactivity

### **Examples of activities that can be funded could include:**

- Enabling people to get together for social and physical activities
- Creating opportunities for befriending support
- Creating opportunities to connect people to their local communities and other networks of support
- Activities that improve health and wellbeing by connecting people to community-based assets and outdoor spaces

### **Expected outcomes:**

- A vibrant Voluntary, Community and Social Enterprise (VCSE) sector offering a diverse range of preventative activity
- More people with care and support needs living as independently as possible in their community and avoiding admission to hospitals
- Effective place-based community partnerships
- A greater degree of resilience and resourcefulness from individuals and communities

### **Eligibility:**

Voluntary and community organisations located in the administrative area of Shropshire Council and that predominantly serve Shropshire Council residents are eligible to apply if they meet the following criteria:

### **Organisations must have the following in place:**

- a constitution (a constitution sets out aims and objectives of your group/organisation and some clear rules around how you operate and make decisions)
- a bank or building society account in the name of the organisation applying with at least two signatories who are unrelated to each other
- all relevant insurances but as a minimum public liability insurance and employer's liability insurance where appropriate/relevant to the application

### **Who can apply?**

- constituted voluntary and community organisations and groups
- registered, exempt or excepted charities
- charitable incorporated organisations (CIOs)
- community interest companies (CICs)
- community benefit societies

### **We are not able to fund:**

- organisations based outside of Shropshire Council's administrative area
- individuals
- sole traders
- groups looking for funds for political campaigning or promoting religious activities (however, we may be able to fund community activity provided by multiple faiths and for wider community benefit)
- third parties (applications cannot be made on behalf of another group or organisation)
- activities that make profits for private gain
- loan or debt repayments
- the topping up of organisation reserves
- public sector organisations, schools or town and parish councils
- activities that public bodies have a statutory responsibility to provide or commission

### **How to apply?**

Applicants should complete an application form that can be submitted via email (please see details below)

### **The information we will ask for includes:**

- information about your organisation
- contact details for the organisation
- the current activity of the organisation
- the financial position of the organisation
- how much funding is being requested
- how the funding will be used.
- a copy of your constitution

### **General Conditions:**

A summary of the grant conditions is set out below. **NOTE: This is for information and guidance and the offer acceptance letter/form will include full terms and conditions.**

The conditions attached to this grant include:

- only eligible organisations and eligible activities/spend will be supported and the application form must be completed in full
- the grant must only be used for the purposes stated in the application form. If any change in the amount of grant funding is required, it must be agreed in advance with the grant administrator (and appropriate sign off documented)
- no more than one application per organisation
- grants are one-off. There is no commitment by Shropshire Council for any ongoing or further financial support
- grants must be claimed in the timescale set out in the offer acceptance letter.
- grants must be spent, and projects delivered, within 12 months of the grant start date and in any event by no later than 31<sup>st</sup> March 2024
- any profits made because of grant use must be reinvested into the community activities and support
- organisations must demonstrate a commitment to equality, diversity and inclusion. We expect your organisation and the activities we fund to be open and accessible, to promote equalities and challenge discrimination
- organisations must demonstrate a commitment to reducing environmental impact.
- organisations must describe the Social Value that will be delivered as a result of the grant in accordance with Shropshire's Social Value approach <https://shropshire.gov.uk/social-value/>
- if the project is cancelled or only partly achieved, this must be reported to the grant administrator. In most cases the remaining grant will need to be repaid unless the grant funding can be spent on another eligible activity
- all conditions outlined in the formal offer letter must be met. Failure to do so could result in the organisation being asked to repay the grant to the Council

### **Monitoring and Reporting:**

All grant recipients will be required to complete a monitoring form and to provide information about the grant funded activity on request.

Successful applicants must retain records relating to the grant for 6 years following allocation.

### **Repayments**

If applicants fail to provide requested information prior to the award of the grant, the grant offer may be withdrawn. If successful applicants are unable to spend the grant allocated, they may be asked to repay the grant so that it can be reallocated to another community group. However alternative proposals to reallocate grant funding to benefit the community will be considered if they align with the overall aim and objectives of the pilot grant scheme.

Failure to comply with the conditions of the grant may be considered within the allocation of future grants by Shropshire Council.

### **What happens next?**

To apply please download an application form by clicking on the following link [the grant application form](#)

**Grant Applications must be returned by 12 noon on Friday 10<sup>th</sup> February 2023.**

Once completed please email your application to: [ness.hicken@shropshire.gov.uk](mailto:ness.hicken@shropshire.gov.uk)

Once the application is received you will receive a confirmation of receipt email. Your application will be reviewed to ensure it meets criteria and is eligible for support. We will contact you if there are any questions or missing information.

### **Decision making and timescales:**

Shropshire Council reserves the right to offer less than the amount requested. The grant pot is limited, and this may mean a proportion of applications cannot be supported. If there is a high demand for support Shropshire Council will aim to distribute resources to best meet needs and ensure as many communities are able to benefit as possible. Decisions will be final and there will be no process to appeal those decisions.

The contact person listed on successful applications will receive an email advising them of the outcome, grant amount, grant conditions, and payment information. The email will also tell you about what will be required in terms of feedback and evaluation. This will be a straightforward process to tell us about how you spent the money and how you have met the proposed outcomes.

The Local Authority have limited funds for 2023-24, and therefore may not be able to award grants to everyone. Applications will be assessed based on how well the suggested activity aligns with local needs and priorities.

Applicants will be contacted if the requested amount cannot be awarded (i.e. the offer of a partial grant).

If your application is unsuccessful, the main contact on your application will receive an email to inform you. We will provide feedback on request.

Applicants will be informed about the outcome of their applications by 6<sup>th</sup> March 2023.

Your acceptance of the grant offer and the grant agreement form should be returned in line with the dates requested within the offer letter.

Payments will only be made once a signed grant agreement form has been returned. Purchase Order number will be raised and emailed to you. This must be quoted on the invoice you submit.

As stated above, decisions are final and there will be no right of appeal, however feedback is welcomed and any comments, concerns or complaints about the grant process can be made to [customer.feedback@shropshire.gov.uk](mailto:customer.feedback@shropshire.gov.uk)

If you have any questions regarding your application, please contact either:

Ness Hicken: [ness.hicken@shropshire.gov.uk](mailto:ness.hicken@shropshire.gov.uk)

Lisa Middleton: [lisa.middleton@shropshire.gov.uk](mailto:lisa.middleton@shropshire.gov.uk)