PEARS/DCMS funding via Contact

Grant guidance:

Grant size: £5,000-£15,000

Location: England Only

Deadline: 9am 30th November 2020

About the Grant

The funding has been made available to:

- **Ensure essential services are provided to vulnerable people,** both in the short and long term through increased community support through the work of charitable organisations.

- **Reduce closures of essential charities that provide essential services to vulnerable groups during the COVID-19 crisis by** ensuring they have the financial resources to operate, thereby reducing the burden on public services.

- Respond to the needs of the **most vulnerable and marginalised people** affected by the COVID-19 crisis.

The aim of the grants is to fund small and medium sized organisations who:

- Support people and communities who experience disproportionate challenge and difficulty as a result of the COVID-19 crisis.

- Provide services and support for vulnerable people, for which there will be increased demand as a result of the COVID-19 crisis.

- Connect communities and support communities to work together to respond to COVID-19.

Who can apply?

This funding is open to Parent Carer Forums and Rare Condition Groups, who have an annual income under 1 million pounds and who are in Contact's existing networks. You will have received an email invitation to apply by Contact if you are eligible, but your organisation will need to have a Financial Control/governance Policy and an organisational bank account to have your grant application considered.

How to apply:

You will have received an email from us containing the link to the grant application form and a ID number. You will need this ID number to apply for your grant. If you cannot find the ID number please contact ben.bennett@contact.org.uk

When you are ready to apply please click on the link to the form. (the link is at the end of this document) We recommend you read all the guidance before starting to complete the application form

The Form:

You will need to register as a New User so you are able to save your progress on the form. Be sure to click Save when you've completed parts of the form to ensure no progress is lost. We recommend that you ensure you have a reliable internet connection when trying to complete the form.

Contact Details:

This section of the form asks you to provide us with the ID number you've been sent. This will be in the email that was sent from us to invite you to apply for the grant. Enter this 9 digit Id number.

We then ask for a grant applicant's name (that is the person within your organisation who will be the main contact with regards to the grant application) and their email address. We will also require their home address details and date of birth.

We then ask for your organisational details i.e address/phone number/etc

For Parent Carer Forums who are supported and hosted by other organisations you will need to also complete their details

Declarations

Here our funders ask you to agree to certain terms and conditions of the grant specifically with regards to GDPR/ Safeguarding/The Equality Act/Code of Conduct/Intellectual Property/Duplication of spend.

If you are unable to agree to these declarations please get in touch with Contact to ask if an application will still be possible.

Organisational Information

In this part of the form we ask you to provide details about your organisation.

We will need to know what region of England you work within, if you work across multiple regions put the area you work in the most, or if you cover a region or England as a whole

We ask what type of organisation you are i.e (Registered Charity/Community Interest Group/Social Enterprise etc)

If you are a registered charity or Community Interest Group please provide us with your charity number or companies house number.

We then ask you to best describe your organisation using the options on the dropdown menu on the form. If you choose 'other' please specify.

We also ask if your organisation's work is aimed at benefiting particular seldom heard groups, please indicate all that apply.

Financial Information

Here we ask some financial information to get a picture of the financial situation your organisation is currently in. We understand that the current Covid-19 epidemic has put a lot of organisations in a precarious position and this grant is being made available to help with this. We need you to be honest with your responses in this section.

We ask that you upload your Financial control policy which should explain what financial governance you have in place as an organisation. You will need to upload this for your application to be considered.

Payment information

Here we ask for your payment details i.e Bank account name/account number/sort code. Please be sure to check these details before submitting your form.

There is a fraud declaration that needs to be read carefully and agreed to for your application to be accepted. Please be aware we may be in touch with your organisation to ask for proof of these banking details.

There is also a declaration to state you have understood the clawback clause where you confirm that you understand you must repay the Grant if requested by Contact if:

 a. you have materially breached this agreement including spending the grant other than on the Purpose or for purposes which are not charitable (for instance, by deriving personal benefit from the Grant);

b. it is found that you have provided Contact with any form of deliberately false information, if material information has been deliberately withheld or if you breach any terms of this agreement;

c. you or your organisation becomes unable to pay your debts as they fall due, ceases to

operate, becomes insolvent or goes into administration, receivership or liquidation before all or any part of the Grant has been expended; or

d. you use any of the Grant unlawfully, and you shall also repay interest on such sum at a rate determined by Contact , if requested.

e. you do not use the entirety of the grant awarded to you with in the agreed timeframe.

What You Plan to Do

Here we ask for an overview of what you intend to spend the grant on.

If you are planning on spending your grant in more than one way, then please do prioritise your planned activity in the Budget section in order of necessity (1 being the most urgent need)

Grants CAN be spent on:

The Grant can be spent on the Essential costs of addressing the needs of targeted beneficiaries within your communities, such as:

- Staff salaries
- Project running costs
- Running costs/overheads
- Gifts for vulnerable and disadvantaged people, particularly those who have been affected by Covid-19 and which are not capitalised (eg white goods, furniture, beds/bedding, computers, tablets, disability equipment).
- Goods and equipment which would not be capitalised Limited to costs incurred between the date you sign the grant agreement with Pears and the end of the financial year

Grants can NOT be spent on:

- Anything outside England
- Lobbying or activity intended to influence or attempt to influence Parliament, Government or political parties, or attempting to influence the awarding or renewal of contracts and grants, or attempting to influence legislative or regulatory action
- Petitioning for additional funding
- Input VAT reclaimable from HMRC
- Activities of a political or exclusively religious nature
- Long term research
- Goods or services you have a statutory duty to provide
- Payments reimbursed or to be reimbursed by other public or private sector grants
- Contributions in kind
- Depreciation, amortisation or impairment of fixed assets
- The acquisition or improvement of fixed assets*
- Interest payments
- Gifts to individuals other than promotional items with a value of no more than £25 a year to any one individual

- Entertaining (anything that would be a taxable benefit to the person being entertained, according to current UK tax regulations)
- Statutory fines, criminal fines or penalties
- Liabilities incurred before the issue of this funding agreement
- Costs reimbursed or to be reimbursed by funding from any other source
- Purchasing buildings or land

Impact and Beneficiaries

In this section we ask you to tell us who will benefit from you receiving a grant and how many people will benefit directly from this funding.

Budget

Please complete the budget section to outline how your planned activity is budgeted. Please choose a category of spend (i.e Staffing costs/project running costs etc) a breakdown of planned spend and the amount of each priority you're applying for. You can apply for 1-6 priorities 1 being the most urgent need, 6 being the least urgent.

You can apply for grants between £5000 and £15000, please be aware that we won't accept any applications that are more or less than this amount.

Funding Agreement

Here we ask you to read carefully and sign the funding agreement. The person responsible for the grant who is the named applicant in 'Contact Details' section of the grant application form will need to sign this section.

Submit Your Form

Once you have gone through the form and are happy with the content (Be sure to check your payment details are correct!) Then you are ready to submit your form. Please click Submit and you will then receive a confirmation email of the application with a PDF attachment (Your payment information will not be visible on this attachment for data protection reasons) Applications that aren't submitted will not be considered for approval. Be sure to submit before the deadline date and time of 9am on the 30th November.

What happens after you've applied?

We will acknowledge receipt of your application via our Grant form platform Formsite. Then after the deadline we will begin our approval process. We may be in touch to ask additional information regarding your application and you may be asked to make changes to your application. Be sure the grant applicant checks the email they provided in the Contact Details section of the form frequently so any questions we may have can be answered promptly.

We will write to you (via e-mail) to inform you of our decision with regards to approval of the grant application and let you know when payment can be expected. We are aiming to complete our approval process by the 14th December or sooner. We understand how important it is for you to know if you have been successful given the short time available to spend it.

If your grant application is successful, regardless of when you receive it you will still be expected to spend all monies awarded by **31 March 2021**.

Organisations who are unsuccessful in their grant application will also be informed via e-mail. Unfortunately we will not be able to offer feedback on unsuccessful applications and any decision made by Contact regarding approval of grant applications is final.

We may be in touch to verify payment information so please be ready to send over a bank statement for your organisation if we request it.

Please be aware that you should keep accurate accounting records of expenditure of this grant (including proof of expenditure) as we, or our funding partners may request it at a later date.

Link to Grant Application : Application Form