

# Silver Sunday Small Grants 2016 Guidance Notes



## **Introduction**

This year sees the fourth annual Silver Sunday event, scheduled for Sunday 2<sup>nd</sup> October 2016. Silver Sunday is a celebration of the contribution of older people to their communities, and the aim is to give older people a chance to try new things, stay active, meet new people and combat loneliness. It is also an opportunity to encourage good relationships between young and old.

The Council wants to support Silver Sunday and appreciates that some local groups may need support to arrange local activities or events in order to participate in the scheme. As well as supporting groups by publishing a Silver Sunday guide, which will be available on the Council's website and as a printed copy posted to all local older residents, funding has also been made available through the Council's Fast Track Small Grants scheme for Silver Sunday events and activities. We anticipate most applications being for sums under £500, if for a launch or promotional event or activity, more only if organisations are proposing an ongoing service or activity that will address loneliness and isolation for local older residents.

Groups can apply for between £100 and £5,000. Applications can be made at any time and will be assessed as they arrive. We expect to be able to inform groups about assessment outcomes within a few days of receiving their application (though it might take a bit longer if we were to receive a large amount of applications at the same time).

**Organisations failing to deliver the service for which they were awarded a Silver Sunday Grant may be required to repay the grant, or part of it, to the Council.**

## **Eligibility criteria:**

In order to be considered for a Silver Sunday Grant:

1. Your organisation must exist as a not for profit voluntary or community organisation, club or association and have a constitution, or rules, or terms of reference. You need to confirm that you have this, but do not need to send it with your application.
2. Your organisation must have a bank account in the organisation's name that requires two unrelated people to sign cheques.
3. Ongoing activities funded by a Silver Sunday Grant should be provided in the borough, with the occasional exceptions of trips and days out.
4. Activities funded by a Silver Sunday Grant must directly benefit residents of Hammersmith & Fulham.
5. Organisations seeking funding for an ongoing service or activity, which may bring them into contact with vulnerable older people, or a service which visits people in their own homes must have a current policy on safeguarding and equal opportunities policy (or subscribe to the relevant parts of LBHF's policies).
6. The service or activity will be promoted by the Council, and must be accessible and open to new users.

## Assessing your application:

The Silver Sunday Grants aim to promote, stimulate and establish services and activities that address loneliness and isolation for local older people. The assessors will consider both the organisation's merit, and the service or activity for which funding is sought.

Priority will be given to organisations and services which:

- Will clearly address loneliness and isolation amongst older people in the borough
- Offer interesting and stimulating activities that will encourage a diverse range of local older people to participate
- Will reach new users, not just current users/members of the organisation or service
- Will offer or support an ongoing programme of activities throughout the year
- Offer good value and high quality services to residents
- Offer volunteering opportunities for Hammersmith & Fulham residents
- Deliver measureable benefits to residents

## Restrictions

1. Funding will **not** be granted for:
  - Political aims, campaigns and lobbies
  - Services that promote religious interests and objectives
  - Schools
  - Individuals
  - Your organisation's on-going running costs such as rent or rates, salaries and wages
2. Organisations who have been awarded Fast Track Small Grant funding in previous rounds but have yet to return completed any overdue monitoring information **will not be eligible**. If you are unsure please contact Katharina Herrmann [Katharina.Herrmann@lbhf.gov.uk](mailto:Katharina.Herrmann@lbhf.gov.uk) or 020 8753 2482.
3. Only one Silver Sunday Grant per organisation will be awarded in any financial year (April - March).
4. Only fully completed funding applications with the required supporting documentation will be considered.
5. You cannot apply for funding for activities or events that have already taken place.
6. Incomplete applications or applications without financial information, constitution or completed Conditions of Grant Aid will be disregarded; we will not contact you to request missing information.

**PLEASE NOTE: The budget for Silver Sunday Grants is limited and it may not be possible to award funding to all applicants, and in many cases, only part of the requested sum will be awarded. Officers may prioritise a specific aspect of your project and award funding to reflect this.**

## Completing the application

Your application form will be used to assess how well you meet the funding criteria. Council officers may also contact your organisation by telephone or email for further information during the assessment process. Organisations that best show how their service or activity will address loneliness and isolation for older residents will be given higher priority.

If you are not able to type your application form you may complete it by hand. Please make sure it is legible, try to be concise and do not exceed the space provided.

### Required supporting documentation

Signed Conditions of Grant Aid (We have included this within your application pack): This will help us to ensure that successful applicants receive their payment promptly.

## SECTION 1: About your organisation

**Questions 1- 5:** Details about your organisation. Accurate and up to date contact details are essential.

**Question 6:** Please state the overall aim or purpose of your organisation. This would usually come from your Constitution or Terms of Reference. If you are a very small organisation that doesn't have these formal documents, tell us what your organisation was established to do and provide some form of supporting evidence. Also tell us when your organisation started.

**Question 7:** Please detail what sort of activities **for older people** your organisation currently provides, if any. If you do not provide activities for older people at the moment, please explain why you are starting now.

## SECTION 2: About the proposed activity or service

**Question 8:** The more specific you can be about the service or activities you are seeking funding for, the more it will help us to assess your application. Please tell us what you will do, how you will do it and when.

**Question 9:** Please tell us what difference the activity will make to people attending – will it make people feel less isolated, more active, take up local opportunities more regularly, improve their emotional and/or physical wellbeing etc. Think about how you will know whether people have realised these benefits – will you ask or survey your users, keep a record of new customers that start to access your ongoing activities etc.

**Question 10:** please tell us where and when your activity will take place, whether (and how) people need to book and whether there is a charge for people attending. This information will be used to publicise your activity if your application is successful.

## SECTION 3: Who will benefit from the service or activity

**Questions 11 - 15:** We are interested in understanding the mix of Hammersmith & Fulham older people that will take part in your activity. Please estimate numbers by gender, age, ethnicity, disability and the part of the borough they come from.

**Question 16:** Please tell us how volunteers will contribute to the activity and how many volunteers are likely to be involved. Will you use their feedback to influence any future services?

**ONLY COMPLETE SECTION 4 IF YOU ARE REQUESTING MORE THAN £1,000**

**SECTION 4: Planning your service or activity**

**Question 17:** Please outline your plan to deliver your event/activity. This information is used to assess your organisation's ability to organise, plan and deliver the event/activity proposed, and will also help with any monitoring we may undertake.

**ALL ORGANISATIONS MUST COMPLETE SECTION 5**

**SECTION 5: The cost of the service or activity**

**Question 18 & 19:** Assessing officers need to see the total cost of your service and how you anticipate spending the grant. Different activities have different expenses, but the more information you can provide, the better we can assess value for money.

Listed below are some of the more common areas of expenditure, and the sort of information we need to gauge value for money. This is just a guide, and your service might include some, all or none of these, and/or other sorts of expenditure.

Sessional workers or performers costs	Please detail the hourly rate, total hours to be delivered, and number of sessions/performances
Venue Hire	Please include hourly rate, number of hours and sessions. We expect organisations to think creatively about reasonable venue hire costs and ensure value for money is achieved. Consider using different types of venues for activities (e.g. establishing a regular social club or group in a local café, rather than hiring a hall, which can be costly).
Volunteers expenses	Please detail the number of volunteers at each activity/session and the level of expenses to be met. We would not expect volunteers expenses to cost more than a one day travel card.
Refreshments	We would not expect refreshments to necessarily be free to service users. A contribution towards refreshment costs is not considered unreasonable.
Equipment	We do not envisage funding major equipment such as computers/laptops, printers etc. However, small items needed (particularly for activities that will be long term and ongoing) will be considered.
Publicity and stationery	Cost of flyers, posters, adverts etc.
Materials/labour	Please provide any quotes you have been given
Transport	Number of trips, number of users and estimated cost of minibus/coach/fuel or parking costs/Community Transport.

Please note that a Silver Sunday Grant cannot be used to pay for ongoing salary costs.

Many groups seek a grant to pay for part of a service or activity they wish to deliver. If this is the case for your organisation, please tell us what other funding sources you are applying for, and whether your bid has been successful.

If your application is successful, payment will be made by BACS transfer. If you are not already registered as a council provider, you will need to complete a New Vendor form. Please contact us should you require this.

**Some final advice from the assessors:** The Council needs to administer these grants fairly as well as sensibly and is accountable for how all grants are spent.. This means that organisations able to demonstrate competence are more likely to get recommended for funding. The following problems have regularly occurred in previous funding rounds and do **not** show an organisation in a positive light:

- submitting an incomplete application form
- not submitting the requested monitoring forms for previously awarded grants in time
- stressing how onerous the application process is, and that there is only one already very overworked person available to deal with the application and/or service provision: this causes assessors to question how the proposed service can be delivered should that one person become ill or not be available for other unavoidable reasons – having a backup or fall-back position is considered good practice.

**THE BUDGET FOR SILVER SUNDAY IS LIMITED AND IT MAY NOT BE POSSIBLE TO ALLOCATE FUNDING TO ALL APPLICANTS. IN MANY CASES, ONLY PART OF THE REQUESTED SUM WILL BE AWARDED.**

## What happens next?

- Officers aim to assess your application quickly. You may be contacted if further information is required. You will be notified about the outcome of your application asap.
- Successful applicants will receive their funding within 2 weeks of being notified.
- Organisations will be required to submit a monitoring report, detailing how your grant has been spent (e.g. providing receipts), by the end of the financial year. Failure to provide this information will affect any future applications for funding.
- All funding must be spent within 12 months (starting with payment date). Any community events funded by this scheme must take place in Hammersmith & Fulham within those 12 months.
- Any grant (or part thereof) awarded, cannot be spent on anything other than the Silver Sunday event/activity as set out in your funding application. Funding must not be spent on activities unrelated to Silver Sunday.
- The Council's decision on your application will be final. Should your application not be successful, you will be given a reason why, but there is no procedure for appeal.

**Good luck with your application!**