



## CLIPs FUND GRANT GUIDANCE NOTES

### Background to the fund

A Co-operative Local Investment Plan (CLIP) is a non-statutory local area plan that identifies local priorities for the Community Infrastructure Levy funding. The funding comes from local developers.

A review of the Children and Young People Voluntary Sector in Lambeth identified that many organisations are struggling financially in the current climate, partly due to substantial reductions in the level of grant funding available from local authorities and the increasing competition for external grant funding.

As such, organisations have restricted ability to access the continual professional development, skills building, infrastructure and capital improvements which could provide meaningful impact on their resilience and sustainability to deliver CYP services.

With a focus on **children and young people's services in Lambeth**, the Community Infrastructure Levy (CIL) income has been established as a source of funding which can contribute to supporting organisations around these said difficulties.

It is anticipated that the total grants awarded over the two funding periods will amount to circa £420,000.

The two funding strands are:

1. Sustainability Funding
2. Resilience Funding, within which sit:
  - A leadership and Staff Bursary Fund
  - A Facility maintenance and modernisation Fund
  - Resilience grants

### Open application dates

Open date two commences **4 March 2019** and closes **15 April 2019 at 12pm** (midday).

There will be additional closing dates every three months (mid-April, mid-July, mid-October), with the online form opening again 6 weeks before each closing date.



### Eligibility to apply

You can apply if your (and partners) organisation is a:

- Voluntary or community organisation
- Registered charity
- Constituted community group or club
- Community interest company (CIC)
- Company Limited by Guarantee (non-profit)

You cannot apply if your (and partners) organisation is:

- Individuals
- Sole traders
- Generating profits for private gain

You must also meet the following criteria to apply:

- Be a Lambeth based organisation
- Be based within the designated CLIP locality you are applying for
- Your organisation has at least two unrelated people on the board or committee
- You are applying for an amount up to £7,500 (£10,000 for partnerships)
- Your project will finish within 6 months
- Your spending starts within 12 weeks of a grant being issued
- You have a UK bank account in your organisation's name
- You produce and can provide annual accounts, or are less than 18 months old and can provide draft accounts and a financial forecast

Applicants will be required to hold (or work towards) and provide the following on offer of grant:

- Safeguarding and Child Protection Procedures
- Equal Opportunities & Diversity Policy and Procedures
- Staff Disciplinary and Grievance Procedures
- Accidents and Serious Incidents procedure
- Conflict of Interest Policy and Procedures
- Data Protection & Information sharing protocol
- Staff code of conduct
- Service user code of conduct
- Complaints policy
- Section 11 Checklist



## Guideline on the Funding Strands

### Sustainability Fund

The fund will provide grants to voluntary sector organisations in Lambeth to strengthen their ability to deliver meaningful youth activities, projects and services in the short to medium term, which may include developing their thinking, resources and skills to expand on their current offer to young people.

The fund will look to stimulate thought around 'small spending which might make a big difference', for example, through investing in staff training, capital items or small building refurbishments which will have a meaningful impact on increasing the day to day youth offer of the organisation, i.e. their ability to provide YP services, things to do and places to go.

- The fund will favour work around increased provision of services to YP who do not currently utilise their service, particularly those from groups identified as under-represented within existing provision
- Proposals around Capital Purchases or small Building Refurbishments will be considered if they demonstrate a meaningful correlation to the new project or offer for YP
- Organisational strength and asset analysis costs will be considered if they demonstrate a meaningful correlation to the new project or offer for YP
- Improvement of Measurement and Evaluation tools and practices will be considered if they demonstrate a meaningful correlation to the new project or offer for YP
- Full cost recovery of associated project costs are encouraged

### Resilience Funding

This fund will support voluntary sector organisations in Lambeth to increase their offer to YP in the short to long term. This may, for example, support the redesign of organisational structure or the development of new business models, which better utilise assets making them more financially viable and thus less dependent upon grant funding. This may also support development of an organisation's management and governance skills, business and sustainability strategies.

This fund is split into the three categories as below:

**Leadership and Staff Bursary Fund**, where it would be proposed to pay course fees for leaders and key staff to undertake industry recognised leadership courses, with a view improving leadership with the sector and increase its ability to be more self-sufficient.



A **Facility maintenance and modernisation Fund**, to enable organisations to undertake small improvements to their property with a view to increasing their capacity to generate additional income from their asset, i.e. increased offer which may attract additional/external funding or income generation into the long term, example, disabled access, kitchen refurbishment for increased building hire, new IT suite which would attract funding for academic or employability support for YP and so on.

**Resilience grants**, whereby successful bidder will be able to buy in the expertise they require to build and design additional (new) services which are able to attract external funding. This could include:

- Feasibility studies
- Proposals around Building Refurbishments will be considered if they demonstrate a meaningful correlation to an organisations business strategy
- Consulting costs around creating sustainable practices and business models
- Change Management training and support around organisational culture
- Improvement (or modernisation) of Measurement and Evaluation tools and practices

### The 7 Localities

You must be based within the designated CLIP locality you are applying for. If you are based outside of the designated CLIP localities, you are not eligible to apply.

The designated localities are:

- Waterloo CLIP area: Bishop's ward
- North Lambeth CLIP area: Prince's and Oval wards
- Stockwell CLIP area: Larkhall, Stockwell and Vassall wards
- Clapham CLIP area: Clapham Town, Clapham Common, Thornton and Ferndale wards
- Brixton CLIP area: Brixton Hill, Tulse Hill, Coldharbour and Herne Hill wards
- Streatham CLIP area: Streatham Hill, St Leonard's, Streatham Wells and Streatham South wards
- Norwood CLIP area: Knight's Hill, Thurlow Park and Gipsy Hill wards



## General Guidance

- The grants can cover the whole cost of your proposal or act as match funding within a larger proposal, however in the latter case the organisation must demonstrate that they have secured funding for the balance
- There are two funding rounds; 2019/20 and 2020/21
- There are four open dates in each funding round to offer greater flexibility in applying (8 open dates in total)
- An organisation can hold one successful grant within its locality per funding round
- Unsuccessful organisations/applications may apply again as early as the next open date (3 months)
- Grants must be spent within a six month period maximum
- Partnerships of organisations working together in a CLIP locality are encouraged to apply
- Partnerships must demonstrate meaningful outcomes for the partnership in alignment with the aims of the fund
- Partnerships must also be able to demonstrate an existing, meaningful presence (working together) within the CLIP locality selected
- An organisation applying on its own may also enter (a maximum of) one partnership application per funding round. Example, a partnership of 5 organisations may enter one application together, while also making separate applications as individual organisations
- Single organisations may apply for a maximum of £7,500
- Partnerships may apply for a maximum of £10,000
- There is no minimum application amount
- Successful applicants cannot apply again in another open date of the same funding round
- Lambeth Made together with YLC reserve the right to amend the application process, restrictions and/or guidelines for next open dates of the fund
- Applications should respond to findings and recommendations from Lambeth's Children and Young People Plan



## Fund Outcomes

It is expected that project outcomes will align with 2 or more of the following:

- Strengthened ability to deliver meaningful youth activities, projects and services
- Increased resources and skills to expand on current offer to young people
- Improved Measurement and Evaluation tools and practices
- Increased day to day youth offer of the organisation, i.e. things to do and places to go for young people
- Improved organisational structure, management and governance
- Improved business and sustainability strategies
- Development of new business models, which better utilise assets making the organisation less dependent upon grant funding
- Improved leadership within the sector and increased ability to be more self-sufficient
- Increased capacity to generate additional income from an asset (e.g. building)
- Implementation of additional services which are able to attract external funding

## Grant Payments

- Due to the particular way in which the CLIPs fund is set up, there are stringent financial arrangements involved
- YLC require quarterly expenditure reports from grantees. Expenditure templates will be provided on award of a grant
- 50% of the grant amount will be paid on grant award (up-front)
- Additional payments will be awarded following satisfactory quarterly and/or project completion reporting
- Supporting expenditure evidence is required, which may include payslips, invoices, bank statements, purchase receipts and so on

## What the grant will pay for?

- Revenue Costs
- Capital Costs
- Associated Overheads

The following indicates the type of spending that *is* and *is not* eligible under the CLIPs Fund. Upon a conditional grant offer, YLC together with Lambeth Made reserve the right to request that you include or exclude cost items within your application.



The following costs are not eligible for funding:

- Costs incurred in the application process or before we issue a grant
- Costs which someone else is already paying for, whether in cash or in kind
- Spending for projects outside of the designated CLIP area
- General appeals for funding or unrestricted support
- Spending not in alignment with the aims of the fund

The following are eligible Revenue Costs:

- Salaries of project workers, including on-costs, if applicable to the project
- Salaries of management staff, including on-costs, if applicable to the project
- Recruitment costs of new staff who will work on the project
- Expenses of project staff and volunteers, including travel and subsistence
- Expenses for project venue or space hire and stationery
- Training of staff and volunteers working on the project
- Monitoring and evaluation of the project
- Marketing and publicity for the project

The following are not eligible Revenue Costs:

- Any costs not needed to deliver the project
- Funds used to build up a reserve or surplus which are not a demonstrable project spend
- Loan repayments

The following are eligible Capital Costs:

- Building works including refurbishment and/or modernisation as required for the delivery of the project
- Equipment necessary for delivery of the project
- Transport that is necessary for delivering the project
- Professional or legal fees associated with capital spending on the project, example necessary legal documents



The following are not eligible Capital Costs:

- Repairs, maintenance or general improvements to buildings unless they are essential to the increased offer to Young People or the Project
- Personal equipment not essential to the same
- Maintenance or office equipment which are not essential to the same

The following are eligible Associated Overheads

- Consulting costs and Feasibility studies essential to the increased offer to Young People or Project
- Modernisation of Measurement and Evaluation tools and practices
- Salaries of HR, finance, IT or other supporting the project (must be proportionate)
- Salaries of senior management overseeing the project (must be proportionate)
- Meetings of the management committee if required for project governance
- Rent, utilities, maintenance and insurance for the spaces your project requires
- Professional/consulting fees associated with strategic planning and implementation
- Staff training, professional development and up-skilling costs essential to the increased offer to Young People or Project

### Online Application

The online application form cannot be saved, so it is important that you prepare and save your application fully on your computer/software of choice for transfer to the online form. Please ensure that you allow enough time to transfer your answers to the online form in one session.

An example copy of the Application Questions can be found at the top of the online application. It is encouraged to familiarise yourself with the online form before completing. Please note that the online application will be inactive outside of the open dates, however the example copy can be requested via email to [info@younglambethcoop.co.uk](mailto:info@younglambethcoop.co.uk)

<https://form.jotformeu.com/clipsylc/clips-application-November18>

### Questions

For questions on the fund and application process please email: [info@younglambethcoop.co.uk](mailto:info@younglambethcoop.co.uk)