

# Voluntary, community and social enterprise sector grants

## Funding information

December 2023

### Introduction

Thank you for your interest in the Kingston Council Voluntary, Community and Social Enterprise grant programme. This guide aims to provide you with all of the information you will need to:

- Decide which funding is right for your community group or organisation
- Know what information you will need to make an application
- Access support to make an application, if you need it

The application form for this funding is online. It may be easier to decide whether to make an application for funding if you review the questions you will be asked beforehand. This document aims to provide you with that information.

### Information available in this document

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## Application support

Some applicants may be less confident making applications digitally. This fund operates an **application support service**, through which you can access a face to face or video call appointment to complete the digital form. Translators are also available through this service. Please email [strategy@kingston.gov.uk](mailto:strategy@kingston.gov.uk) or call the contact centre on 0208 547 5000 if you would like more information about this support.

## About the fund

The Royal Borough of Kingston Council (RBK) recognises and values the contribution that local Voluntary Community and Social Enterprise (VCSE) organisations make towards achieving the Council's aim to empower people and strengthen communities. As such, the Council is offering small grants under £40,000 to support organisations in Kingston to achieve community outcomes.

Each available grant sets out the priorities and the objectives for the funding. In order to receive a grant, applicants need to strongly demonstrate how they will meet these priorities and objectives, and how they will use the funding to meet outcomes for Kingston. The length of the grant funding will be determined by the funding availability.

All grant recipients are also required to support the delivery of the Council and Voluntary and Community Sector strategy "[Empowering People, Supporting Communities](#)".

**Applications will be assessed and scored against questions to identify the extent to which they meet the priorities set out for the specific grant as well as how the applying group will support the objectives of this strategy. Applicants will also be required to demonstrate how they will monitor the delivery of these priorities and outcomes.**

### Timelines

This grant funding application process will be open from 23 October 2023 to 12th January 2024, with notification of awards from the end of January 2024.

## How to apply and what you'll need

The form is estimated to take approximately one hour to complete. These estimates are based on time taken to complete the form, and do not include the time taken to collect evidence or consider and design your project.

**You are not able to save the form to come back to it later. Please ensure that you have time to complete the application before starting.**

You will need to have the following documents ready to support your application:

- A delivery plan, including the key milestones for your project
- Evidence to demonstrate how you publicise your organisation or community group. If you do not have a web page or social media presence, you will need to upload a poster or leaflet.



- Your Safeguarding Policy (if you have one)

You will know you have sent the application as a confirmation email will be sent to the two contacts on the application form.

## Types of grants available

Specialist IAG Service For People With Disabilities Grant  
Specialist IAG Services For People From Ethnic Minority Backgrounds  
Specialist IAG scheme for Night Time Support Grant  
Specialist Service for Equalities, Diversity and Inclusion (Network Support)  
Specialist IAG to support Young People's Mental Wellbeing Grant  
VCSE Green Grants 2023

## Who can apply

Eligible groups are:

- not-for-profit organisations
- voluntary or community sector organisations
- faith groups
- social enterprises

Only organisations or community groups that meet the following eligibility criteria are able to apply:

- Having a written constitution or memorandum and articles or set of rules that establishes that it is a voluntary, community, faith or other not-for-profit organisation
- Having a management committee or board of trustees with at least three members
- Having a bank or building society account in the name of the name of the organisation or community group
- Have a safeguarding lead, or plans to establish a safeguarding lead and policy for their organisation
- Having at least two unrelated people to authorise cheques and make withdrawals
- Having an accounting system such as annual accounts to record income and expenditure

The Council is keen to support capacity building that would enable grantees to deliver projects matching the priorities set out for the grant. Any organisation that is interested in applying for these grants, but doesn't meet these criteria, can contact [strategy@kingston.gov.uk](mailto:strategy@kingston.gov.uk) for support.

## What can the funding be used for



These grants will not fund activities normally undertaken by statutory organisations, minibuses, endowments (to provide a source of income), political activities, historic activities or events. The council takes an inclusive approach to funding so this Council grant cannot be used for the promotion of a single faith and we encourage applications that are inclusive.

A portion of the grant award can support capacity building and skill development to enable the grantee to deliver projects matching the priorities set out for the grant. Rental of spaces or buildings will only be considered where it is proportionate, provides value for money and is directly linked to project delivery.

Organisations cannot bid for funding to further distribute to other organisations or individuals as grants.

**Please see the funding declaration for further information about the terms of this funding.**

### **Can we apply for more than one of the Council's Grants?**

Yes. Applicants can apply for any funding options they see as appropriate. The Council may cross-check with other funding streams to ensure that funding is not being duplicated.

### **Applying as a collective of organisations**

Where you are applying as a collective of organisations, you will need to make one organisation the responsible lead organisation. That organisation will be responsible financially and for the outcomes of the bid. They will sub-contract the other organisations to deliver and will distribute funds to other partners. The primary and secondary named persons should both be from the lead organisation.



## Available VCSE Grants:

### Specialist IAG Service For People With Disabilities Grant

**Value of grant:** One grant available of £30,000 per annum

*(The funding period is 2 years, and the application needs to outline how the funding will be spent over the total funding period)*

This Grant is to provide, and or signpost information, advice and guidance to people aged 18+ living in Kingston with disabilities. The Grant should ensure provisions are made to cover the following types of needs and services;

- Health and well-being, financial and investment advice, housing and accommodation, social engagement, family and caregiver support, technology and digital literacy, transportation and mobility as well as legal matters and consumer protection. The specific services provided will depend on the needs, preferences, and challenges of the cohort in the community.
- The grant should ensure that people with disabilities 18+ get the right advice when they require it will empower them to have a voice, take control of their lives, be treated equally and make well informed decisions that will enhance their quality of life and well-being.
- In addition, the grant should make information, advice and guidance available in formats that are easily accessible to people with disabilities.

#### Meets these priorities:

- People with disabilities living in Kingston are staying healthy, safe and well.
- People with disabilities report that Kingston is a place they feel at home.
- People with disabilities are being active in the community by doing things that are important to them and their community.
- People with disabilities have good relationships and feel like they are a part of something.



## Specialist IAG Services For People From Ethnic Minority Backgrounds

**Value:** Two grants available of £12,500 per annum

*(The funding period is 2 years, and the application needs to outline how the funding will be spent over the total funding period)*

To ensure that people from ethnic minority backgrounds living in Kingston can thrive and live their best lives to maintain their independence. The provision of this grant should ensure that:

- The people are socially connected, and enabled access to all information, advice, advocacy and support services.
- People from ethnic minority backgrounds should feel confident and empowered to make choices based on information and support given to them with their best interest at heart. Information and advice can cover a wide range of services but not limited to; health and well-being, finance, investment and/or debt, housing and accommodation, social engagement/volunteering, family and caregiver support, technology and digital support, english language lessons, legal as well as consumer rights.
- The grant's provision should also enable people from ethnic minority backgrounds to be resilient and able to meaningfully contribute to their community and things that matter to them.

### **Meets these priorities:**

People from ethnic minority backgrounds can:-

- Have control over their lives, making informed choices based on their own needs, personal goals and outcomes.
- Are empowered to share their voice and their experience, and are listened to.
- Know where to find accessible information, advice, guidance and support.
- Are supported to meaningfully contribute to their community and things that matter to them.



## Specialist IAG scheme for Night Time Support Grant

**Value of grant:** One grant available of £8,000 per annum

*(The funding period is 2 years, and the application needs to outline how the funding will be spent over the total funding period)*

A night-time support service for Kingston town centre to keep people safe while strengthening footfall. The Council is seeking a voluntary run support team to work alongside the Police Town Centre Team, door staff, and emergency services to assist members of the public and provide a reassuring presence that our town centre is safe to visit in the night-time.

In addition, the grant should make available information, advice and guidance to children and young people (CYP) visiting the town centre; staying, feeling safe and reporting and responding to crime, in partnership with relevant agencies to provide a reassuring presence.

### **Meets these priorities:**

- The primary and priority function is to support the safety and security of people at night through proactive high visibility patrols and engagement on Friday and Saturday nights from 10pm to 4am and on Friday's between 4pm and 10pm
- Provide advice, information and advocacy
- Communicate with key stakeholders to ensure appropriate information sharing to mitigate any associated risk (police, cctv control room etc.)



## Specialist Service for Equalities, Diversity and Inclusion (Network Support)

**Value of grant:** One grant available of £39,000 per annum

*(The funding period is 2 years, and the application needs to outline how the funding will be spent over the total funding period)*

This grant is expected to provide guidance and support to the Equality, Diversity and Inclusion Network of organisations within Kingston.

- To champion and support the needs of all people with protected characteristics, amplifying and supporting their voices and ensuring all can thrive and live their best lives with independence.
- The grant's provision should tackle the barriers to accessing information, advice, advocacy and support services.

### Meets these priorities:

- Understand and promote the needs of people with protected characteristics, enabling them to take control and make informed choices based on their individual needs, personal goals and outcomes.
- Support the Equality, Diversity and Inclusion network of partners by:
  - Providing support to emerging community organisations and emerging networks
  - Developing and administering the Kingston Black Network
  - Working together to support and amplify the voice of minority communities, including in service and strategy development
  - Support the provision of accurate and accessible information for residents, promoting the needs of those with protected characteristics
  - Supporting and developing communications into, within and between communities to promote equitable outcomes for all of Kingston's communities
  - Assist the Council and the Kingston Partnership Board to use these channels to amplify their messages and hear from communities
- Provide advocacy and support to vulnerable residents that are struggling to access mainstream services
- Support the Council's response to tackling hate crime





## Specialist IAG to support Young People's Mental Wellbeing Grant

**Value of grant:** One grant available of £25,000 per annum  
*(The funding period is 2 years, and the application needs to outline how the funding will be spent over the total funding period)*

This grant is to be awarded to a single provider (who may choose to identify and work with sub-recipients) to deliver information, advice and guidance (IAG) services to improve the emotional wellbeing of young people who live, study or work in Kingston. The Council will provide grant funding that will support young people aged up to 19 (up to 25 with SEND or care leavers) and complement [existing services available in Kingston](#).

The Council is interested in innovative provision and invites eligible groups to set out what they can deliver, and how they would measure their reach and impact. The offer may include, but is not limited to: online support, support in person, training professionals to be able to offer IAG, and supporting parents and family members.

Additionally, the Council is interested in how the grant recipient may be able to build skills and knowledge across Kingston's VCSE sector network to improve children and young people's access to emotional health support.

### **Meets these priorities:**

- To prevent the escalation of mental health needs and reduce the reliance on tier 2 health services
- To develop a responsive service to meet the differing emotional health needs of young people
- To develop a service that is available when it is needed by young people, including evenings, weekends and school holidays
- Promote the service to raise awareness amongst young people and the individuals and organisations who support them.



## VCSE Green Grants 2023

**Value of grant:** Small grants available of up to £5,000 or large grants of up to £10,000 per year.

*(The funding period is 3 years, and the application needs to outline how the funding will be spent over the 3-year funding period. There are two one-year extensions that are optional for both the Council and the grantee, i.e. 3+1+1 years.)*

### About the fund

The council has the ambitious targets of achieving net-zero emissions in its operations by 2030, and supporting the whole borough to become net-zero emissions by 2038. The [Council's Climate Action Plan](#) outlines measures that will be taken to achieve those targets, and commits the council to tackle the wider ecological emergency, as well as to help the borough become more resilient to the impacts of climate change. The council cannot tackle climate change alone, and this effort will require community-wide cooperation and buy-in.

Project awards are available to maintain an existing project, expand an existing project or develop a new project. Your project must clearly demonstrate how it supports one or more priorities of the Climate Action Plan as set out for the grant:

- Supporting energy efficiency and emissions reduction
- Increasing generation and access of renewable energy
- Using natural systems to enhance biodiversity and reduce the impacts of climate change
- Reducing waste and driving forward a circular economy
- Encouraging sustainable diets, preventing food waste and creating resilient food systems
- Promoting active travel and reducing emissions from transport
- Developing our local "green economy"
- Increasing Kingston's resilience to the impacts of climate change

Green Grants will aim to support a variety of projects across different categories. The council reserves the right for this to be reflected when considering grant applications. The Council reserves the right to withdraw or reclaim part or whole of the grant awarded in event of the organisation failing to carry out the work for which the grant was awarded.

Organisations can submit one or more applications for a green grant.

Any questions should be directed to [climate@kingston.gov.uk](mailto:climate@kingston.gov.uk).



## Organisation details

- Name of the organisation or community group
- Address of the organisation or community group
- Where can we find your organisation or community group online?
- Main contact name and details / second contact name and details
- Which of these people should we contact about the financial details of the organisation?
- Structure of the organisation or community group - select one from the list below:
  - Registered Charity
  - Community Group
  - CIC Limited by Guarantee
  - Company Limited by Guarantee
  - Charitable Incorporated Organisation (CIO)
  - Registered Social Landlord
  - Unincorporated Charitable Organisation
  - Other
- What does your organisation or community group do? (maximum 500 characters)
- Does the organisation or community group target support towards residents with a 'protected characteristic' or priority group? (you will be offered a list of options, including that you work with all groups)

## Screening Questions

- Do you support the whole borough, a neighbourhood or a community?
- Yes or no questions
  - Does the organisation or community group have a written constitution or memorandum and articles or set of rules that establishes that it is a voluntary, community, faith or other not-for-profit organisation?
  - Does the organisation or community group have a management committee or board of trustees with at least three members?
  - Does the group have a lead for Safeguarding who is responsible for ensuring that volunteers and staff are appropriately and regularly trained and skilled in safeguarding? **Please upload your safeguarding policy if you have one**
  - Does the organisation or community group have a bank or building society account in the name of the organisation?
  - Does the organisation or community group have at least two unrelated people to authorise cheques and make withdrawals?
  - Does the organisation or community group have an accounting system such as annual accounts to record income and expenditure?

## The Voluntary and Community Sector Strategy

The Council wishes to support organisations and community groups that work to achieve the aims of the Kingston Voluntary and Community Sector Strategy, Empowering People, Strengthening Communities.

This strategy has five objectives;

- Work with others to tackle community challenges,
- Identify need using data, evidence and community voices,



- Transform and adapt to meet emerging need and respond to inequality,
- Build on the diverse strengths of communities,
- Actively promote equality, diversity and inclusion and reject discrimination.

Using examples, tell us how you support one or more of these five objectives? (Maximum 2000 characters)

### Project details

- Demonstrate how you are going to meet the priorities and objectives as set out in the description of the grant you are applying for (Maximum 2500 words)
- What are the outcomes you aim to achieve with this funding, and how do you propose to achieve them?
- Please set out the milestones you plan to achieve with this funding. **For all requests of over £5,000 please also attach a project plan**
- Provide an estimated breakdown of costs, clearly outlining what you intend to spend the grant funds on, and how the project will deliver value for money.
- Set out how you will demonstrate and monitor progress
- Does your organisation currently have the skills and capacity required to deliver this project? If not, how do you intend to develop them?
- Do you agree to provide an annual report to the council and attend an annual grant review meeting?
- What is the value of funding you are seeking?
- Do you agree to the [funding declaration](#)?

## Funding Declaration

Does the organisation or community group agree to the Declaration?

By submitting this form:

- I confirm that I am the main contact in relation to the request for grant funding and that I am authorised to sign this application on behalf of the applicant organisation or community group.
- I confirm that I understand it will be a condition of any grant awarded that the grant will only be used for the purpose for which it is awarded. I undertake to use the award only for that purpose and to repay to the council any grant money that I may use for any other purpose on demand.
- I undertake to inform Kingston Council of any changes to the project, management or organisational circumstances that would affect this application post submission.
- I confirm that the organisation or community group will adhere to all Public Health England Coronavirus guidance on social distancing, self-isolation as well as advice on protecting staff, volunteers and service users.
- I confirm that any funding received from the Royal Borough of Kingston will not be used to fund activities normally undertaken by statutory organisations, major building works (unless for a primarily environmental benefit within a Green Grant application -



for example solar panels, insulation or heat pumps), minibuses, endowments (to provide a source of income), political activities, historic activities or events.

- I confirm that any funding received will enable us to carry out work with the community that is not primarily of a religious nature and does not exclude people from other faiths, or those who have no faith.
- I confirm that this funding will not be used as an endowment, e.g. to further distribute to other organisations or individuals as grants
- I confirm that I will provide an annual report highlighting how this funding was used
- Please note if the application is successful an award agreement will be sent for you to sign confirming this declaration.



## Receiving further information about your funding decision

Should the organisation or community group's application be unsuccessful an appeals route is available. Details of how to appeal a funding decision are available as part of the decision notice.

## The Council's Corporate Privacy Notice

Please note: We will need to collect your personal information in order to consider your grant application. Your data will be handled in line with our [Corporate Privacy Notice](#).

By submitting the application form the organisation or community group may be contacted about related updates in line with the Corporate Privacy Notice.

## Contacting the council for further information

The project team will continue to update this guide with frequently asked questions. If you have any questions, or would like any of this information in another format, please contact: [strategy@kingston.gov.uk](mailto:strategy@kingston.gov.uk) or call our contact centre on 020 8547 5000.

