

# Suffolk Community Restart Fund - Guidance Notes

**Important: Please read the following guidance carefully before filling in the application form**

## About the fund

The Suffolk Community Restart fund, funded through Suffolk County Council, is a grant fund totalling £300,000 with each district and borough council within Suffolk receiving £75,000 each to offer voluntary, community and social enterprise (VCSE) groups a grant to help them resume their previous activities safely and/or to support them to transition to new ways of working.

This scheme offers grant of between £250 and £2,500 to voluntary, community and social enterprise (VCSE) organisations in Suffolk.

The aim of the fund is to enable VCSE organisations to restart previous activities safely and/or to support them to switch to new ways of working. All VCSE groups are eligible to apply, provided funding requested is for equipment, adaptations or staffing (but these need to be additional and not part of your core costs) to enable an existing/previous activity to resume safely or to enable a new activity/service to be developed/launched.

Before applying, please note that this funding is not intended to replace lost income/hardship experienced by VCSE organisations as a result of the pandemic, although it can be used to help you to resume activities suspended due to COVID-19. We cannot provide retrospective funding for projects, unless it was something that has had to 'pause' due to COVID-19.

## What can be funded

Below are examples of the types of activity the fund can be used for:

- Improvements to ICT infrastructure, including ICT equipment and access to digital platforms e.g., Zoom, Skype or Microsoft Teams to enable groups to continue to meet and/or to deliver new sessions virtually.
- Signage, PPE, and screens for community buildings.
- New telephony systems for example to support service delivery or management of volunteers.
- Promotional material or marketing (printed or virtual) explaining how a service is changing.
- Equipment to enable a new service to be offered safely.
- Disposable crockery and cutlery to enable socially distanced social events, for example a lunch club or coffee morning, to take place.
- Additional staffing (not core staffing costs that are already funded)
- Other coronavirus-related adaptations, repairs and modifications, for example contactless payment systems.
- Cleaning or hygiene – keeping facilities and equipment clean
- Additional sports equipment or kit – minimising sharing
- Volunteer training, for example in areas such as health and safety requirements, risk assessments.

The above are examples given as a guide and are not exhaustive.

## What cannot be funded

- Lost income or profits due to the COVID-19 pandemic
- VAT - if you can claim back VAT please do not include it in your costings
- Items or projects which only benefit an individual such as bursaries/sponsorship
- Projects with high ongoing maintenance costs
- Activities promoting political or religious beliefs
- Overseas travel or expeditions for individuals and groups.

- Private groups operating as a business for profit
- Activities that form part of statutory obligations such as curricular activity in schools
- Medical research and equipment for statutory or private healthcare
- Payments towards endowment funds, deficit funding or loans
- National and regional organisations unless they have a local base and/or where their application is for a specific project
- Political parties or organisations intending to support or oppose any particular political party, or to discriminate on the grounds of race, religion, disability, gender or sexual orientation
- Medical research and equipment
- Sponsored or fundraising events
- An individual or family with personal need
- Retrospective costs
- Projects that will displace existing services and activities
- Animal welfare

## Who can receive support?

The funding is available for organisations within the voluntary, community and social enterprise sector.

As community activity in many rural areas is often led or supported by the parish council, funding may, in exceptional cases, be granted to support activities which are for the benefit of the community, but which are directly delivered by the rural parish councils. Funding must not be used to supplement services or functions provided by the parish council which are or could normally be provided through its own resources.

Under exceptional circumstances, monies can be allocated to new groups. Where a small group does not hold a bank account, funds can be paid to the holding account of a public sector partner or community organisation on the strict understanding that funds can only be used for the stated purpose. This governance procedure is called 'in trust'.

## How to apply

If you would like to access funding through the scheme, please complete the application form online <https://forms.office.com/r/hYXMsYNkrK>

## Process

- Completed applications to be sent via email to Community Action Suffolk at: [vcse-support@communityactionsuffolk.org.uk](mailto:vcse-support@communityactionsuffolk.org.uk).  
If you wish to discuss your application prior to submission, then please contact CAS on 01473 345400.
- Applications will be appraised by a panel, using the scoring matrix below. Applicants will be notified by their district council of the decision (via email) within 10 working days of submission.
- If successful, the district council will send out a Grant Acceptance form. This will need to be completed by the applicant and returned with a copy of the group or organisation's bank statement. Grants will be paid by BACS.
- An evaluation and monitoring form will be sent for completion after 6 months – although this period will be extended if a change in national guidance means that your project is delayed - to ascertain the impact that the project / activity had. Returning this form to us is one of the grant conditions. Please keep copies of receipts and invoices related to the project or activity as these form part of our monitoring process.

Funds through the Suffolk Community Restart Fund should only be spent on the items or purpose detailed in the application form, and within 6 months of the date of the Grant Acceptance. If the grant is not spent on the approved purposes or there is an underspend, the awarding council has the authority to reclaim part or all of the grant. If you are proposing to make any changes to your approved project, please seek written approval from the awarding council as soon as possible.

## Scoring Matrix

To ensure grant applications submitted to the Community Restart Fund meet the objectives, a systematic approach will be taken to assess submissions. The grant application appraisal process will be made up of 2 parts:

- Part 1: Due Diligence
- Part 2: Criteria Scoring

Part 1: Due Diligence evaluates key governance areas that are essential to deliver strong, fair, safe and ethical services. Applicants will be scored a 'Yes' or 'No' for each criteria.

Part 1: Due Diligence	Yes / No
Applicant is a VCSE organisation or group.	Y/N
Applicant has been constituted for at least three months.	Y/N
Applicant has robust safeguarding policies and procedures.	Y/N
Applicant has policies and procedures in place.	Y/N
Applicant has carried out a COVID risk assessment.	Y/N

Part 2: Criteria scoring will be conducted by assessors allocating scores per criteria. Each assessor will individually score application forms independently without influence or prejudice from other assessors, colleagues or any other person(s)/organisation. All scores will be combined and presented to the panel as marks out of 100.

Part 2: Scoring Criteria	Score
A. The applicant has clearly outlined what the funding will be spent on and how the funding will address the issue(s).	/16
B. The application has clearly evidenced the need for this project	/16
C. Clear beneficiaries identified	/8
D. The project is realistic and achievable, and it is clear how the project will be delivered.	/16
E. The project has been realistically costed and full project costs have been provided.	/12
F. It is clear what the project outcome or impact will be.	/8
<b>Total Score:</b>	<b>/76</b>

- Groups can achieve a maximum score of 76 points from each assessor.
- Applications that score less than half of the allocated marks for any of the criteria stated in Part 2 above will be referred back to the applicant or rejected.

Scoring Matrix weighting	
0	No evidence
1	Poorly met
2	Satisfactory
3	Good
4	Very good

<b>Scoring Matrix weighting continued</b>			
<b>Criteria</b>	<b>Score range</b>	<b>Weight</b>	<b>Maximum weighted score</b>
<b>A</b>	0-4	4	16
<b>B</b>	0-4	4	16
<b>C</b>	0-4	4	8
<b>D</b>	0-4	3	16
<b>E</b>	0-4	2	12
<b>F</b>	0-4	2	8

If you would like this document in large print, Braille, audiotapes, or translated into another language, please contact us: [vcse-support@communityactionsuffolk.org.uk](mailto:vcse-support@communityactionsuffolk.org.uk)