

# DEFRA Community Grant Criteria

## Guidance to the application process

### 1 Introduction

- 1.1 On 10<sup>th</sup> July 2020 Government announced a Coronavirus (COVID-19): Local authority Emergency Assistance Grant for Food and Essential Supplies.
- 1.2 Cumbria County Council has been allocated grant funding for groups / organisations / individuals to support with food and essential services as a result of the Covid-19 pandemic to benefit residents within a community in Cumbria.
- 1.3 The grants will be coordinated by the County Council's six Community Teams and applicants can receive advice and guidance from their relevant Community Team in advance of making an application for funding.
- 1.4 Funding has been allocated on a geographical basis according to the total population in each area.

Area	Population	Population Split	Allocation to Budget	Rounded Allocations
Allerdale	97,800	19.56%	69,337.06	69,420
Barrow	67,000	13.40%	47,500.85	47,560
Carlisle	108,700	21.74%	77,064.81	77,160
Copeland	68,200	13.64%	48,351.61	48,410
Eden	53,300	10.66%	37,787.99	37,840
South Lakeland	105,100	21.02%	74,512.52	74,610
<b>Cumbria</b>	<b>500,100</b>	<b>100.00%</b>	<b>354,554.83</b>	<b>355,000</b>

- 1.5 Grant Funding will need to be fully committed and in so much as practicably possible distributed within 12 weeks of 1<sup>st</sup> August 2020, ie by 24 October 2020.
- 1.6 A consistent approach for record keeping will be established by the council for audit purposes and reporting to DEFRA, as needed via the council's new 'MATS grant system', which is fully auditable.

## 2. Criteria for funding

- 2.1 Grants from this fund will be awarded to groups/organisations/individuals who are involved in community based projects and initiatives that will benefit the local area in terms of providing food and / or essential services in response to Covid 19.
- 2.2 Existing groups / organisations, individuals or new groups are eligible to bid for the grant funding. For this fund there is no requirement for a constitution, twelve month bank details or safeguarding policies (as this grant funding is open to individuals and new groups).
- 2.3 Groups/ organisations/ individuals applying for the grant funding will need to evidence the wider benefits receiving the funding will have on the community.
- 2.4 Groups/organisations/individuals will need to evidence how they can deliver against each of the priorities identified by the relevant Local Community Resilience Group.
- 2.5 The funding must be used in accordance with the DEFRA grant guidance. To meet the objectives and principles of the funding the County Council should:
  - use discretion on how to identify and support those most in need
  - use the funding from July onwards to meet immediate need and help those who are struggling to afford food and essentials due to COVID-19
  - use the funding for existing schemes and other support which deliver the same outcomes and where the need is greatest
  - work together with other local authorities to provide support and ensure the funding meets its objectives
- 2.6 Each Area Manager is authorised to award single Community Grants of up to £5,000 per applicant in consultation with the Chair and Vice Chair of the Local Committee for their Area.
- 2.7 Any proposal to award a grant in excess of £5000, or to award more than £5000 to one organisation will require the approval of the Executive Director - Corporate, Customer and Community Services in consultation with Chair and Vice Chair of the Local Committee and relevant divisional Member(s).

## 3 The application process

- 3.1 Applications for funding should be made on the County Council Community Grants application form and the Community Development Team will provide assistance and guidance to complete the grant application form.
- 3.2 Upon receipt of the completed application form, the Community Development Team will make an initial assessment to check that the application is eligible for funding against the criteria of the scheme. The application form will be uploaded to the MATs grant system.

- 3.3 The Community Team will check over each application, before passing to the Area Manager who will consider this in consultation with the Chair and Vice Chair of Local Committee and relevant Divisional Members.
- 3.4 Once a decision agreeing to an award has been made by either the Area Manager or Executive Director as appropriate, grant applications will be processed via the MATs system and confirmation letters will be sent to the groups / individuals / organisations.
- 3.5 Funding approved for payment will be paid directly into a group or organisation bank account via the Bank Automated Credit System (BACS).
- 3.6 There will be timely follow up by the Community Development Team to ensure the project meets its intended outcomes and a project completion will need to be completed within 6 to 12 months depending on project delivery timescales.
- 3.7 The full Local Committee will be regularly updated on how the grant has been distributed in their area and the Cabinet Member for Public Health and Community Services will receive an overview for the county.