

The Riverside Foundation Community Fund

Application guidance notes

Contents

1. Self-evaluation checklist
2. Application overview
3. Stage one application guidance
4. Stage two application guidance

Self-evaluation checklist

		Yes / No		
1	Does your project align with one of the foundations strategic themes?			
	Theme	Description		Example
	Opportunity	Enabling customers and their families to meet their aspirations and enhance their economic prosperity by building skills, improving digital inclusion, and supporting access to employment and education.		Project types: Employment, training, education, work experience, homework clubs, social enterprise, digital inclusion.
	Community	Creating and celebrating safe, sustainable, and inclusive communities that are empowered to make change.		Project types: Capacity building, community safety (including diversionary activities), environmental projects, youth projects, community engagement, celebration projects and Equality & Diversity projects.
	Support	Recognising at times, we can all be vulnerable and so through financial, practical and emotional support, we can help customers find their way again	Project types: Fuel poverty, food poverty, crisis intervention, money advice, mental health and wellbeing, move-on support, furniture, child poverty.	
2	Will the project and activities directly benefit Riverside / One Housing residents and communities?			
3	Does your organisation have the capacity to deliver the project you require funding for?			
4	Is your organisation Not for Profit?			

If you have answered 'YES' to all of the above, please read the following guidance before completing your application.

Application overview

1.1 About Riverside Foundation and the Community Fund

The Community Fund supports projects and activities helping people thrive in their homes by improving the quality of life of Riverside/One Housing customers and the wider communities in which they live.

1.2 How much funding is available?

- Small community grants - up to £3,000
- Medium community grants - between £3,001 to £10,000
- Large community grants - over £10,001

1.3 What's the maximum amount that we can apply for?

There is no specified maximum amount for an application. However, we need to ensure that funds awarded are providing the best possible value on behalf of our customers.

1.4 Who can apply?

We welcome applications from charities, not-for-profit organisations, clubs, constituted groups, informal groups and individuals.

1.5 How to apply

All applicants must first complete the self-evaluation checklist to ensure they meet the criteria before applying. If the criteria is met, all applicants must fully complete and submit a Stage 1 application form. For grant applications of over £3,001, a 2-stage application process applies. On completion of the Stage 1 application, if successful, applicants will then be invited to complete a stage 2 application form.

1.6 Funding criteria

Applications must align with the Foundations strategic themes. The themes, descriptions of the themes and examples of potential projects within the themes are set out in the Self-evaluation checklist. In addition:

- Projects and activities must benefit Riverside/OHG households and the communities in which they live and while it isn't a requirement that projects focus solely on Riverside/OHG communities, the proportion of those benefiting who are Riverside/OHG customers must be no less than 50%.
- Projects and activities must demonstrate a strategy to engage Riverside/OHG customers
- Match funding will be welcomed, particularly for the medium and large grant applications, however we recognise that community groups making smaller applications may not be able to access match funding
- Applications must demonstrate sustainable outcomes with a clear plan for when the Foundation funding ends, either an ongoing funding strategy or an exit plan

We will not fund:

- applications to cover the running costs of existing projects
- Spending that has already taken place (i.e retrospective funding)
- Individual sponsorship or redistribution of a grant to individuals or other organisations
- Applicants who have received Foundation funding in the same financial year, except under exceptional circumstances or where a pilot project has been funded. Applicants must be able to demonstrate the value of a different activity to be considered.
- Applicants who have not provided the agreed monitoring information following previous funding

1.7 Things to know

Before you get started, here are a few key things to remember:

- All applicants should complete the self-evaluation checklist to ensure they meet the funding criteria before applying.
- All applications will initially be assessed to ensure that they meet the eligibility requirements.
- For medium and large community grants, there will be a two-stage application process, with those that meet the necessary requirements going onto the second stage application.
- Applications will be reviewed on a monthly basis. Processing times will vary dependant on a number of factors and may vary as we may need to come back to you for more information, but estimated processing times are as follows:

Small Grants under £3000 – 4 to 6 weeks

Medium Grants £3001 to £10,000 – 6 to 8 weeks

Large Grants over £10,001 – 8 to 12 weeks

- Monitoring and reporting requirements: These will be agreed for each successful application based on the size, duration and complexity of the projects. This will be confirmed at the point of the grant being awarded.
- All applications **must** have a lead member of Riverside / One Housing staff who will support the application and reporting process.

Payments information

For grants over £3001, organisations must have their own bank account

- Payment will be made by BACS transfer to the Community Group or Organisations bank account
- We can not make any payments in cash

For grants under £3000 only, if your group does not have a bank account:

- Riverside can procure items on your behalf or directly pay invoices.

- We cannot procure or pay for items purchased from online marketplaces such as eBay, Etsy etc.
- We cannot make any cash payments for services or items procured
- If you have a partner organisation who is willing to receive the funds on your behalf, you can provide their bank details and confirmation from the organisation and we will pay the funds to them

1.8 Checklist

Please find below some of the key details it would be helpful for you to have to hand before making an application

	Stage 1 Application	Stage 2 Application
Name of group, contact details and address	Yes	Yes
Charity or company number	No	Yes
Chair and company secretary details	No	Yes
The year your organisation was established	No	Yes
A clear and detailed budget – the application will require a breakdown of all project costs involved in delivering your project	Yes	Yes
Bank details, including name of account, sort code and account number	Yes	Yes
Information about your project including aims, activities, beneficiaries, volunteers, outcomes and impact etc	Yes	Yes

For Stage 2 applications, you will also need to provide supporting documents, these include:

- Constitution / Governing Document
- A copy of your most recent annual accounts, record of income and expenditure or, for groups in operation less than a year, a spending plan and three most recent bank statements
- A copy of your Safeguarding Policy for working with children under 18 and/or vulnerable adults

- A copy of your organisation's in-date Employer and Public Liability insurance documentation
- A copy of your project Risk Assessment
- A copy of bank statement in the name of the constituted group

For Stage 1 applications your allocated officer will discuss with you any additional documents you may need to provide if successful

1.9 Next Steps

- If you want to discuss your eligibility, your application or need to identify who your local member of staff is who will support you through the process, please email: communities@riverside.org.uk or call the Customer Service Centre on 0345 111 0000 and ask for a call back from the Community Planning & Resilience Team?
- Complete your Stage 1 application and send to:

Email	communities@riverside.org.uk	residentengagements@onehousing.co.uk
Alternatively post to:	Community Resilience Officer Riverside, 2 Estuary Boulevard, Estuary Commerce Park, Liverpool L24 8RF	Resident Engagement Team Atelier House, 64 Pratt Street, London NW1 0DL

- Both successful and unsuccessful applicants will be notified of the decision made on your application in writing / via email. For larger bids, those that are successful in Stage 1 will be invited to submit a Stage 2 application.
- Monitoring requirements will be confirmed with successful applicants

1.10 Reporting requirements

All successful projects will be expected to provide information about the delivery and completion of your project to the foundation.

For small projects under £3000 we will ask for information such as: numbers involved, photographs, testimonials, any publicity

For projects over £3001 we will require more detailed information, this will be based on the information given in your application, and the length of time your project will run for. On completion, a final report must be produced for the foundation. Some key areas to consider monitoring and capturing during you project are;

- Photographs, testimonials and any publicity
- The extent to which the project met the anticipated objectives
- The number of participants in the project, including the number of Riverside/OHG residents
- Learning gained when delivering the project, success stories and any unanticipated results/outcomes

For all successful applications with our support, we also ask you to help us to publicly celebrate what you achieve, (in the press, on social media) through sharing success stories and photos from your project. The Foundations support must be acknowledged in all documentation and publicity.

Further information, tips and templates for monitoring the impact of your work can be found here: Inspiring Impact <https://www.inspiringimpact.org/> Inspiring Impact supports people who work and volunteer for charities, funders, and social enterprises across the UK. They provide free online resources, peer learning networks, and grant funding, so you can plan, understand, and improve your impact.

Stage one application guidance

Section 1	Project Proposal	<p>Name of the project is the activity your applying to do – not the organisation name e.g. Rivertown Open Day</p> <p>Where will the project be delivered? – Please name the estates / neighbourhoods where your project will be delivered</p>
Section 1	Organisation Details	<p>Give the Name and full contact details of your organisation, if you do not have a bank account, please state this – this does not stop you from applying for funds</p>
Section 2	Project overview	<p>Give a full description of your project, what you want to do, How you are going to do it? Is there a need? Dates it will happen</p>
Section 3	Outcomes	<p>Outline how the project you are seeking funding for contributes to one or more of the Foundation themes and what outputs you expect</p>
Section 4 & 5	Budget	<p>Give a breakdown of the full cost of the project, stating whether your costs are confirmed or estimated, How much you are requesting from the foundation and identify any match funding you may have secured.</p> <p>If the project is reliant on other funding sources, please state if the funding is guaranteed or anticipated.</p> <p>If the organisation is offering ‘in kind’ support or added value to the project, for example Premises or volunteers, please tell us about this</p>
Section 6	Measuring and reporting	<p>State how many people are expected to benefit from your project and how many of these will be Riverside / One Housing residents</p> <p>Identify how your organisation will measure the outcomes you have identified and how you intend to report this. The level of detail required will depend on your project – for example: a one-off community event may only require- numbers involved, customer feedback and photographs. Larger longer-term projects may include data, reports, learning, impact.</p>

Stage two application guidance

Section 1	Project proposal	Name of the project is the activity your applying to do – not the organisation name e.g. Rivertown Open Day Where will the project be delivered? – Please name the estates / neighbourhoods where your project will be delivered
Section 1	Organisation details	Give the Name and full contact details of your organisation, and your bank details – All organisations applying for over £3001 must have their own bank account Give an overview of your organisation and how your proposed project fits with your aims and objectives Please give details of any funding you have had in the past from Riverside or One Housing, including date, amount and what it was for
Section 2	Summary of application	Briefly describe the aims of the project you are seeking funding for and how it will be delivered. How much you are requesting from the Foundation and whether this is a new project – please note existing projects will not be funded
Section 3	Strategic fit with the foundations aims	Describe how the project you are seeking funding for contributes to one or more of the Foundation themes and what outputs you expect
Section 4	Project scope	Tell us about the scope of the project you are seeking funding for: Give an outline of why your project is needed in the local area, How long the project will last, Which areas the project will cover, The objectives and outcomes sought, Any other organisations the project will be working with, Any volunteer involvement and any other information you think may be relevant. Also tell us what your plans are for when the funding end, will the project continue?
Section 5	Measuring impact	To enable us to measure the success of your project, please identify specific, measurable, achievable, realistic, timely impact measures for the key outcomes of the project. Also tell us how you will involve beneficiaries in measuring success e.g surveys, interviews, case studies
Section 6	Cost and added value of the project	Give a breakdown of the full cost of the project -stating whether your costs are confirmed or estimated, How much you are requesting from the foundation and identify any match funding you may have secured. If the project is reliant on other funding sources, please state if the funding is guaranteed or anticipated. If the organisation is offering 'in kind' support or added value to the project, for example Premises or volunteers, please tell us about this
Section 7	Safeguarding	Give details of what your organisation has in place to ensure the safeguarding of vulnerable adults and children in your project. Let us know if your organisation has a safeguarding policy or whether you need support to create one or whether you want to adopt the Riverside / One Housing Policy
Section 8	Risk assessment	Outline key risks associated with this project and how you will manage them. If your application is successful, we

		may ask you to carry out a full risk assessment. If you need support or templates we can help
Section 9	Supporting documents	Attach all of the relevant documents requested to your application