



# Community Grant Initiative

## Information for funding applicants

December 2021

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## **What is the Community Grant Initiative?**

West Yorkshire Prepared, the Local Resilience Forum for West Yorkshire, has allocated a funding pot of £50,000 to help communities in the region increase their resilience and preparedness, ensuring they are ready should a major incident occur.

Amounts of up to £5000 will be awarded to small community initiatives and projects, led by community groups or voluntary organisations, which will directly benefit resilience and preparedness across West Yorkshire.

Through this grant initiative, our aim is for more to be done at a local level, by providing small, one-off grants where communities need it most, helping them prepare for and respond to incidents.

### **About West Yorkshire Prepared**

West Yorkshire Prepared is a multi-agency Partnership, made up of the region's emergency services, Local Authorities, health providers and the Environment Agency, working together with the Met Office, voluntary organisations, transport and utility companies, to help communities prepare for, respond to, and recover from emergencies and major incidents.

For more information, visit [www.westyorkshireprepared.org.uk](http://www.westyorkshireprepared.org.uk).

For the purposes of the Community Grant Initiative, West Yorkshire Fire and Rescue Service – one of the lead agencies in West Yorkshire Prepared – will act as Data Controller. For information regarding Data Protection, please contact [information@westyorkfire.gov.uk](mailto:information@westyorkfire.gov.uk).

## Eligibility

All applications must clearly demonstrate how this grant will achieve – or work towards achieving - improved community resilience and preparedness, specifically relating to emergency incidents and situations (e.g. flooding, severe weather, power outage, health pandemic).

In addition, to be eligible for any funding, applicants must:

- Be a recognised community group/organisation
- Have a current bank account held in the name of the organisation.
- Have an appropriate level of insurance coverage for their project and activities.
- Have appropriate safeguarding policies and procedures for their project and activities.

Applicants can apply for funding up to and including £5000. This can be spread across a variety of purchases and activities relating to one group (E.g. Purchase of sandbags and training of volunteers). Each purchase and activity must be clearly outlined in the application.

Applications must fit at least one of the criteria, below:

Category	Examples
<b>One-off purchase for community and voluntary groups</b> – for purchasing general equipment needed for delivering a community emergency response	<ul style="list-style-type: none"> <li>- Communal storage units for community equipment</li> <li>- First aid supplies</li> <li>- Sandbags</li> <li>- Laptops/tablets for community centres</li> </ul>
<b>Purchases for community start-ups</b> – for equipment which may be imperative to the success of new community groups	<ul style="list-style-type: none"> <li>- Laptops/tablets for communal use by group</li> <li>- Room rental for weekly meetings</li> <li>- Communication devices (e.g. two-way radios)</li> <li>- Initial training (first aid, volunteer training, etc).</li> </ul>
<b>Promotion</b> – for community groups needing to attract more volunteers/community members or raise awareness of the support they offer	<ul style="list-style-type: none"> <li>- Promotional material (e.g. design, print &amp; distribution of flyers/posters)</li> <li>- Training or equipment to deliver presentations (e.g. in schools, colleges)</li> </ul>
<b>Standalone Event</b> - to support one-off events promoting community resilience	<ul style="list-style-type: none"> <li>- Equipment and materials to host community days or information/consultation events, etc</li> <li>- Fee for spokespeople/specialists</li> </ul>
<b>Ongoing programme/activity</b> - to support the establishment or running of a programme or activity promoting community resilience/preparedness	<ul style="list-style-type: none"> <li>- Training programme to upskill volunteers</li> <li>- Creation of an emergency response system (creating a community emergency plan, etc)</li> <li>- Cyber awareness training for local businesses/community members</li> </ul>
<b>Other</b> - any projects that do not generally fit into any of the above categories.	

PLEASE NOTE:

- Applications cannot be submitted for overheads or ongoing running costs such as insurance, salaries, etc.
- Applications for equipment and assets must clearly outline how they intend to safely store the items for the lifespan of that particular asset.
- If your project needs permission from third parties in order to proceed, please ensure you have obtained this before submitting your application. (e.g. Landlord permission).

West Yorkshire Prepared will not fund the following:

- Retrospective applications (i.e. If you have already purchased equipment, we will not reimburse the cost). We can, however, provide funding to existing/ongoing projects (i.e. purchase of new equipment to ensure the continuation of a project).
- Activities for religious or politically oriented purposes (although applications from religious groups for community activities are welcomed).
- The purchase of alcohol or activities in which alcohol is the predominant theme.
- Applications for an individual, or where an individual receives the main benefit.
- Bank charges.

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## **Overview of funding process**

### **Submitting your application**

- Submit your application by completing the form and sending it, along with any supporting documents, in one email, to the West Yorkshire Prepared inbox - [wyrf@westyorkshire.police.uk](mailto:wyrf@westyorkshire.police.uk).
- Applications that are received incomplete will not be progressed. Ensure you submit your application fully completed and if you are unsure about anything, please contact us at [wyrf@westyorkshire.police.uk](mailto:wyrf@westyorkshire.police.uk).
- We will reply to you to confirm we have received your application.

### **Assessment**

- Complete applications will be assessed by the West Yorkshire Prepared approval panel. The panel consists of:
  - West Yorkshire Prepared Co-Chairs: Dave Walton, Deputy Chief Fire Officer for West Yorkshire Fire and Rescue Service; Kersten England, Chief Executive of Bradford Council; Catherine Hankinson, Assistant Chief Constable of West Yorkshire Police.
  - West Yorkshire Prepared Support team: Liz Armitage, Communications & Projects Officer; Jim Grafton and Stuart Parkin
  - West Yorkshire Prepared Manager, Inspector John-Paul Berriff, will observe.
- Once a decision has been made, you will be notified whether your application was successful or not.
- We will aim to respond to you within one month of receiving your application.

### **Outcome**

- If successful, you will be sent a confirmation letter and funding agreement outlining the general terms of the grant. You will also receive full terms and conditions, which you will need to sign and return.
- If unsuccessful, we will email you with feedback. An unsuccessful application does not mean your group can't apply in future.
- The approval panel may, on some occasions, require further information before making a decision. In this case, you may be asked to send further documentation.
- The panel may also choose to place conditions on your grant. If this is the case, these will be detailed in your confirmation letter and sent to you along with the terms and conditions. By signing the terms and conditions, you agree to any further conditions placed on the grant.
- Once we have received the returned terms and conditions (and any additional documents where required), we will release the funds to your named bank account.

Recipients must spend funds according to their approval conditions and hold their project by the date specified in their application. If plans change during the project, you must let us know as soon as possible. We reserve the right to recall funds if plans change too severely.

### **Communications and marketing**

All projects funded by the Community Grants Initiative must credit West Yorkshire Prepared in promotions either by using our logo or by referencing in text/copy. All merchandise and promotional materials directly funded by the grant should also include the logo, where possible. If you are uncertain whether to include the logo or not, please contact Liz Armitage, Communications & Project Officer, at [liz.armitage@westyorkshire.gov.uk](mailto:liz.armitage@westyorkshire.gov.uk).

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## **Report & Evaluate**

**For ongoing activities or activities with a specified timescale**, you will be sent a 'Project Update Form' after you receive your funding. This will allow you to report on how the project is going and let us know of any issues that have arisen. You will then be sent an 'End of Project' form at the end of the specified time period or when you inform us the funds are spent. This will allow you to provide full details on how you have spent the funds, how it has benefitted the community and provide evidence the funds were used according to the approved proposal.

**For one-off purchases**, you will be sent an 'End of Project' form. This will allow you to provide full details on how you have spent the funds, how it has benefitted the community and provide evidence the funds were used according to the approved proposal.

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## **If the grant isn't fully spent or is spent incorrectly**

It is vital that when applying for funding you consider not only what is reasonable, but what is do-able for your organisation. It is better to apply for the funding you need and will spend easily, as opposed to applying for funding simply because it is there. If you need more funding, you can always apply again at a future date.

In the event the grant is not fully spent, or the grant is spent on expenses other than those agreed in the terms and conditions, applicants are liable to repay the funding. We will give details on this process if this occurs.

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## **Further information**

If you have any queries, please contact West Yorkshire Prepared:

**Email:** [wyrf@westyorkshire.police.uk](mailto:wyrf@westyorkshire.police.uk)

**Phone:** 01924 293184