

## Appendix 2

### Capacity Building Fund 2016/17

#### **Principle of the Capacity Building Fund**

1. To support, develop and build capability, capacity and sustainability in the voluntary, community and social enterprise sector (VCSE) in Gateshead and to help create stronger, cohesive and connected communities.

#### **Objectives and Outcomes of the Capacity Building Fund**

2. The Capacity Building Fund will support organisations to build their capability, capacity and sustainability as well as small grassroots community groups to help the Council achieve the following outcomes:
3. Achievement of Council Plan:
  - Prosperous Gateshead – a thriving economy for all; e.g. more people in work, fewer people with low skills through increased learning and development,
  - Live Love Gateshead – a sense of pride and ownership by all; e.g. a community which cares about their local area and share responsibility for making and keeping our environment the best it can be,
  - Live Well Gateshead – a healthy, inclusive and nurturing place for all; e.g. a place where, children have the best start in life, older people are independent and able to make a valuable contribution to the community, people choose to lead healthy lifestyles and more people are living longer and without life-limiting illnesses, a place where people feel safe
  - Developing and mobilising volunteers
  - Supporting building relationships within communities
  - Supporting residents to build their communities and improve what is already there
  - Increased capability, capacity and sustainability in the voluntary and community sector
  - Maximising the opportunities of funding - including exploration of different funding models, leverage of other funding, and collaborations.
  - Support health and wellbeing activities which improve healthy lifestyles and environments which support Public Health priorities as identified in the Health & Wellbeing Strategy. This includes projects developed in association with the Live Well Gateshead Programme. For example:
    - Obesity, Nutrition and Physical Activity - increasing the number of people who are of a healthy weight, improving nutrition and levels of physical activity.
    - Children and Young People - ensuring every child in Gateshead is safe, healthy and happy and has the chance to fulfil their potential

- Wellbeing and Health Improvement - build community capacity and create opportunities for residents to take control of improving their wellbeing and health
- Tobacco Control - support Gateshead towards becoming smoke free by 2030.
- Drugs and Alcohol - reducing the numbers of people who misuse drugs and alcohol by providing a creative approach to challenge alcohol and drug use and promoting recovery in Gateshead
- Sexual Health - improving sexual wellbeing and reducing risk taking behaviour
- Community approaches to improving mental health and reducing stigma
- Older People - reducing isolation, promoting independence and reducing the risk of falls, providing advice on preventing malnutrition in older people.

### **There are 2 levels of funding within the Capacity Building Fund**

4. **Small grants for small groups:** provides funding up to £2,000 for organisations with an annual income up to £50,000 for:
- Start-up costs
  - Contribution to core running costs (part salaries, rent, utilities, telephone, insurance)
  - Innovation feasibility /projects,
  - Small scale community and health projects
  - Events which bring communities together e.g. consultation events, festivals, 'spring clean' the neighbourhood events
  - Projects which support the delivery of the Live Well programme
  - Community based activities and events that contribute to Public Health priorities; for example, healthy eating sessions, school holiday activities
  - Projects within neighbourhoods and communities which add value to and enhance local service provision, tackling disadvantage and demonstrate self- help, social capital and community involvement.
  - Licenses or permits for events and activities
  - Small capital items related new project or activity costs e.g. new computer, tools, special clothing (must remain the property of the organisations and not for individual use), arts and crafts materials

**Groups and organisations applying for a small grant should complete the small grants application form.**

5. **Main CBF Fund** - provides funding between £2,000 and £10,000 for organisations with an **annual income of £250,000 or less** for projects and activities which build capability, capacity and sustainability within the organisation and /or builds stronger communities, e.g.

- Developing new ways of working e.g. social value and social impact measurement, outcome based approach, consortia / partnership development, staff, management committee, volunteer training
  - Organisational change e.g. business and strategic planning, governance, fiscal and financial planning
  - Exploring different funding models e.g. exploring loan finance, social investment, delivering contracts, transition to trading
  - Larger projects delivering public health priorities
  - Mobilising and developing volunteers
  - Projects within neighbourhoods and communities which add value to and enhance local service provision, tackling disadvantage and demonstrate self- help, social capital and community involvement.
  - Contribution, up to 50%, to core running costs such as salaries, rent, telephone, utilities, insurance but only if related to capacity building activity or part of a new project cost.
  - Any funding request for new salary posts which is not time limited must demonstrate how the post will be funded after Capacity Building Fund ends.
  - Professional fees or services e.g. planning application fees, facilitator costs
  - Small capital items related to capacity building activity or new project costs e.g. ICT, office furniture for a new member of staff.
6. Organisations with an income in excess of £250,000 may apply if part of a consortia / partnership application and can be lead and accountable body.
7. Larger funding levels may be considered in exceptional circumstance, where an application demonstrates significant levels of innovation, impact and outcome; in particular those that are focussed new models of delivery and engagement. (community of interest or geography)

**Organisations applying for funding between £2,000 and £10,000 should complete the Main CBF fund application form.**

**Who can be funded:**

8. Eligible applicants must demonstrate that they have;
- A management committee or board of trustees
  - A governing document
  - A separate bank account with at least two unrelated signatories
9. This includes:
- Voluntary or community organisations with a constitution or set of rules
  - Registered charities
  - Charitable Incorporated Organisations (CIO)
  - Companies Ltd by Guarantee

- Community Interest Companies (CIC) – (start-up / development costs within the first 2 years of trading)
- Co-operatives – where social aim is the primary purpose - (start-up / development costs within the first 2 years of trading)
- Consortia, partnerships of the above eligible organisation

### **Who cannot funded:**

10. The Gateshead Fund (Capacity Building Fund) will **not** fund:

- Groups and organisations without a suitable and appropriate constitution or governing document
- Group and organisations without a separate bank account with at least two unrelated signatories
- Organisations with an annual income over £250,000 unless part of a consortia / partnership application
- Private and for profit organisations
- Co-operatives which are profit making organisations where the social aim is not the primary purpose.
- Organisations in receipt of other Council funding such as Gateshead Fund (Local Community Fund) and / or a contract or funding agreement unless it can be demonstrated that the funding is additional and not to deliver the same activities / service
- Organisations which appear to have excessive unrestricted or free reserves (over 12 month's annual running costs).
- Sole traders
- Individuals

### **What will not be funded:**

11. The Gateshead Fund (Capacity Building Fund) will **not** fund:

- Projects or activities which are designed to promote religion or where people have to take part in religious activities to benefit (although applications from religious groups wanting to deliver services for the community will be welcomed).
- Large capital expenditure such as refurbishments, building work, painting and decorating, new windows. In exceptional circumstances, capital expenditure may be considered if it is part of a wider capacity building project which will generate increased income or mitigate against loss of income. A business case and income forecast must be submitted with the application.
- Energy efficiency projects such as solar panels, heating systems and lighting.
- Capacity Building Fund cannot be used to replace reduced or withdrawn Council funding. Although applications will be considered for transition funding provided it can be demonstrated how the funding will enable capacity to be built and increase self-sustainability.
- Core running and business costs and Director's salaries for Community Interest Companies and Co-operatives.

- Capacity Building Fund will not fund 100% core running costs
- Holidays / outings
- Refreshments / catering (unless part of a Fill the Holiday Gap or Healthy Eating project)
- Retrospective funding for activities / projects already begun before funding is awarded
- Political activities or activities which support a particular political party
- Campaigns which seek to lobby for changes in law or government policies.

### **Match funding:**

12. No match funding is required. However groups and organisations are encouraged to find a proportion of match funding towards the total project costs. This can be in-kind volunteer time or cash.
13. **General criteria / guidelines:**
  - The Capacity Building Fund is an open, competitive application process for new and existing groups and organisations based or working in Gateshead.
  - Funding will be awarded to organisations which can demonstrate the need and impact of the funding request.
  - Outcomes or targets will be attached to the funding.
  - Organisations which are still applying to the Capacity Building Fund after receiving funding for 5 consecutive years, will need to demonstrate why they still require funding and have not built their capacity.
  - Organisations will be required to complete a monitoring report by the end of the funding period. The Capacity Building Team may also carry out a monitoring visit.
  - Applications received to the Capacity Building Fund may be shared across funds within Gateshead Council if it is thought that other funding is more appropriate than the Capacity Building Fund.
  - A satisfactorily completed monitoring form for previous funding received, evidencing achievement of milestones must accompany the application form, if it has not previously been submitted. Applications will **not** be supported if milestones have not been achieved or an organisation cannot present reasonable and appropriate evidence as to why the milestones have not been achieved.
  - Organisations can apply for up to the maximum Capacity Building Fund award of £10,000 within a 12 month period. This can be requested across more than one round. However these applications will be subject to the availability of resources as well as satisfactory evidence demonstrating achievement of milestones from the initial award.
  - Applications **will not** be accepted or assessed if any information or documentation is missing.
  - Funding will be paid as a one-off single payment on receipt of the signed funding offer letter

For queries please contact; Culture, Communities, Leisure and Volunteering. Tel 0191 433 2836 or email [capacitybuildingfund@gateshead.gov.uk](mailto:capacitybuildingfund@gateshead.gov.uk)