



YHN  
Community  
Fund



Application guidance



Your Homes  
Newcastle

# Guidance Notes for Applicants

## What is the YHN Community Fund?

The YHN Community Fund aims to have a positive impact on the communities where YHN has homes by investing in community projects and partners that are already doing great work in these areas and helping them to achieve more.

We want to help create communities where people are proud to live and make them more cohesive and sustainable.

The fund is open to voluntary and community organisations to bid for a share of £80,000, offered across the year in four rounds – a share of £20,000 is available in each round, with the first round launching in April 2021. Grants of up to £4,000 are available to voluntary and community sector organisations in Newcastle in each round.

We would encourage match funding where possible; YHN does not have to be the only funder for each project.

## What will we fund?

We are looking for projects that will broadly focus on:

- **Building stronger communities**
- **Reducing social isolation and loneliness**
- **Improving mental health and well-being**
- **Tackling digital exclusion and digital poverty.**

Your project can be new or an enhancement of something that already exists, but you must commit to engaging with new people and the project must fit one or more of the aims outlined above.

## Engaging diverse communities

We are also looking for projects that strongly demonstrate engagement with diverse communities of Newcastle and will help bring people together.



# Application Guidance

## The application process

To apply, you will need to complete the YHN Community Fund application form online –

[www.yhn.org.uk/communityfund](http://www.yhn.org.uk/communityfund)

The information provided in your application form will be used to form a contract and grant offer so it must be accurate.

Applications will go through a judging panel made up of YHN staff and representation from our Customer Service Committee, which will review each application on the basis of its merit and social return on investment.

Next, successful projects will be contacted and informed of next steps, including sending a contract and grant offer via email. Documents will need to be printed, signed and returned electronically within five working days.

Next, we will request organisational bank details and the money will be paid. It will be paid in one full instalment.

Please note, YHN has the right to withdraw the remainder of the funding and underspend from the initial payment at this point.

## Has your organisation received funding previously?

If you have been successful in securing funding from the previous round of the YHN Community Fund, you are not eligible to apply to any subsequent rounds in 2021.

If you have received funding from us prior to 2021, you can apply for funding again providing you can demonstrate how your project idea has developed and that your project will engage new members, if you are successful.

## (Part A) - Your organisation

Applications are only accepted from 'not for profit organisations' such as:

- Charities (need to be registered if income exceeds £10,000)
- Constituted community or voluntary group
- Community Interest Company
- Social enterprise

## (Part B) - Eligibility criteria

All funded projects must:

- Benefit YHN customers
- Demonstrate how the local community has been involved in the project
- Keep a record of how the funding has been spent, including receipts
- Not start until your application has been approved
- Be delivered within Newcastle upon Tyne
- Contribute to one or more of the four aims outlined for the fund:
  - Building stronger communities
  - Reducing social isolation and loneliness
  - Improving mental health and wellbeing
  - Tackling digital exclusion and digital poverty.



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## What we won't support

- Organisations that are not constituted
- Charities with an income of £10,000 or more that are not registered
- Individual tenant/resident applications
- Projects or campaigns that promote political or religious beliefs
- Costs associated with applying
- Events such as conferences, day trips, seminars, galas, festivals or activity weekends. Generally speaking, we will not fund very short-term projects
- Training or educational workshops that do not result in a tangible outcome for participants
- Building renovations that are purely for cosmetic purposes
- Projects that will incur an ongoing maintenance cost to YHN or Newcastle City Council once the funding comes to an end
- Salary contributions, unless the member of staff is directly involved in the delivery of the project.

## To be eligible to apply, you must be able to demonstrate that you have:

- A management committee that meets on a regular basis
- An equal opportunities statement or an equality and diversity policy that meets the legal obligations of the Equality Act 2010. This may be contained within a governing document

- Your own organisational bank account with at least two unrelated signatories, who do not live at the same address. Funding must go directly to the bank account of your organisation (must be the same organisation as the one applying for the grant) – we cannot pay money to individuals or another organisation to manage on your behalf
- Systems in place that enable you to manage your finances (e.g. keeping accurate records and making sure accounts are examined or audited, depending on the nature and size of your organisation)
- Practices and procedures in place for any paid employers and volunteers, which conform to legislation on employment and health and safety
- Relevant systems in place to ensure you are compliant with GDPR and the Data Protection Act 2018 legislation
- Clear policies around safeguarding that outline how you safeguard the welfare of children, young people and vulnerable adults
- Up to date DBS checks to ensure that paid staff and volunteers working with children, young people and/or vulnerable adults as part of the project are appropriately vetted
- Sufficient insurance cover in place for all relevant risks – e.g. theft, fire, employer's and public liability and third-party damages
- Information available from the previous year's accounts (if available and needed at the grant agreement stage)

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## (Part C) - Applicant details

Please do not leave any sections blank unless this is specified in the question in the application form.

### Proposed start date

This is an estimate of when you will first incur project-related costs. Please note, projects cannot start until the funding has been approved.

### Project summary

In no more than 250 words, clearly explain what your project intends to do, how it will be done, and what, specifically, the project will achieve. This description must remain focussed on the project activity and not the broader work of the organisation. When explaining your answer, you may want to consider the following:

- What the project aims to deliver
- How the project will be delivered
- Who will deliver the project
- How the project will contribute towards the priority theme chosen.

### Project objectives

It is important for YHN to work with successful organisations with a clear and measurable idea of what they aim to achieve through their project.

#### Objectives are:

- Narrow in scope
- Specific steps
- Associated with a schedule and time frame
- Easy to measure
- Short term or medium term.

If your project is successful, through working with your assigned YHN Engagement Officer, there may need to be scope to negotiate objectives.

### Publicity and engagement

Please tell us how you plan to engage with the community throughout your project, as well as how you will publicise your project.

To maximise levels of participation, you might want to consider the following for your publicity and engagement material:

- How you will target 'hard to reach groups' such as young people, older people, minority groups or socially excluded groups (remember we want as much of the community involved as possible)
- How you will ensure your project is accessible to everyone in the community
- How you will ensure your publicity material is jargon free and easy to understand
- How you can use existing community links to help with your publicity (this would be a brilliant example of partnership working).

A few things to think about when designing your publicity and engagement plan:

- Location and accessibility of your venue
- Is there a need for outreach activities?
- What are the transport requirements?
- Format and content of your publicity material
- Use of interpreters and/or signers.

# Application guidance

## Joint applications

- If you are working in partnership with other organisations, please ensure you provide details of all partners and the role each organisation will play, for example management of the money, project activity etc.
- You need to decide who will be the 'lead' organisation for the fund. These are the details you will use for the financial information that you provide.
- Delivering projects with others can help towards maximising the impact you can have on the community.

## (Part D) - The money bit

### Project budget

In this section, we will ask you to outline how you will spend the money from the fund if your application is approved. Costs may include:

- Resources
- Marketing / Publicity
- Participant costs.

Any funding that is approved cannot be back-dated prior to your formal approval and before a contractual agreement has been signed. Please take this into consideration when committing to a project start date.

### Salary and running costs

Requests for project staff and sessional salary costs (including the training of volunteers) can be applied for. Please note that we are unable to fund existing members of staff unless their full or part-time work is directly involved in the delivery of the project.

### Match funding

Please note that you do not have to have your entire match funding secured at the point of application. However, we will ask how the project will change should you not secure all your funding.

## Final section - Declaration

You are also signing to demonstrate that you understand YHN has the right to reject your funding application if we feel it doesn't meet the relevant criteria for the fund.

YHN's decision on whether to approve your application is final however, where we may not be able to fund you financially, we might be able to help your project in kind. We will contact you directly to have these types of conversations prior to any final decisions being made.



# Additional information

## Project evaluation

It is important that any project funded by YHN is evaluated on both an ongoing basis and post completion, both through contact with the assigned YHN Engagement Officer or evaluation form. Evaluation will provide valuable feedback, for example: project successes, areas of learning and, most importantly, the impact the project has had on the community and individuals.

One of the evaluation tools we use is Social Return on Investment (SROI). This will help us to monitor the impact that your project has on individuals and the wider community. To help us gather this information, we simply require one or two multiple choice questions to be asked to all participants at the beginning and end of your project, or we might ask you to keep a record of attendance sheets.

We may also ask if some of our committee members can visit your project, take photos, and/or speak to the people taking part so they can see for themselves all of the fantastic work being done in our communities. All committee members are customers themselves and have a vested interest in our communities. Please note, this will be guided by organisational rules regarding attendance of events in light of the pandemic.

If barriers are identified and we are unable to agree on a support plan, YHN has the right to withdraw the remainder of the funding and underspend from the initial payment.

## Your information

YHN takes its responsibility in relation to data protection (GDPR) very seriously and will only process the data for the purpose that it was intended for.

Should your application be unsuccessful, we will retain your submission for six months in case you have any queries.

Our privacy notice and further information is available to view on [www.yhn.org.uk](http://www.yhn.org.uk) or you may request a printed copy.

## We are here to help:

If you are unsure about anything or have any questions, please contact the Engagement Team by:

- Email: [communityfund@yhn.org.uk](mailto:communityfund@yhn.org.uk)
- Tel: **07814 079518**





[communityfund@yhn.org.uk](mailto:communityfund@yhn.org.uk) | [www.yhn.org.uk](http://www.yhn.org.uk)

