

The Riverside Foundation Community Fund

Application guidance notes

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Self-evaluation checklist

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 residents and communities?

The Riverside Foundation Community Fund is available to groups and organisations that directly benefit Riverside residents and the communities they live in. Any application made for funding must demonstrate that at least 50% of all beneficiaries are Riverside residents.

3. Does your organisation have the capacity to deliver the project you require funding for?

4. Is your organisation Not for Profit?

This includes Registered Charities, Community Interest Companies, Community Organisations and Tenants Groups.

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 customers and the wider communities in which they live.

1.2 How much funding is available?

- Small community grants - up to £3,000
- Large community grants – over £3,000

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.

If your group does not fall under these categories please contact a member of the communities team to discuss before applying.

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 small grants or large grants 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 households and the communities in which they live and while it isn't a requirement that projects focus solely on Riverside communities, the proportion of those benefiting who are Riverside customers must be no less than 50%.
- Projects and activities must demonstrate a strategy to engage Riverside customers
- Match funding will be welcomed, particularly for the 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.
- 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

Large Grants over £3001 – 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 staff who will support the application and reporting process.

Payments information

For grants over £3000, organisations must have their own bank account:

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

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

- 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

	Small Grant Application	Large Grant 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

All applications may be asked to provide the following:

- 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

1.9 Next Steps

- 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
Alternatively post to:	Community Resilience Officer Riverside, 2 Estuary Boulevard, Estuary Commerce Park, Liverpool L24 8RF

- Both successful and unsuccessful applicants will be notified of the decision made on your application in writing / via email.
- 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 Riverside 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 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: <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.

Small Grants Application Guidance

Section 1	Project Proposal	Name of the project refers to the provision/activity you're applying to fund – 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, if you do not have a bank account, please state this – this does not stop you from applying for funds
Section 2	Organisation Overview	In no more than 500 words please provide information about yourself, your organisation or community group including • When was your organisation established • What are your organisations aims and objectives • Activities you deliver • Examples of Successful projects
Section 3	Project Overview	In no more than 500 words please provide a project description which includes: • Area(s) / neighbourhoods of project delivery • Who will benefit from the project • Activities delivered • How you have identified a need for this project
Section 4	Project Outcomes	Please state what outputs you expect from the project and how it meets the Foundations' themes. Outline how the project you are seeking funding for contributes to one or more of the Foundation themes and what outputs you expect during delivery.
Section 5 & 6	Project Costs Budget and Match Funding	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. <i>There are two types of match funding: "actual" and "in-kind". Actual match funding allocated money towards a project from another funder or source. In-kind match</i>

		<i>funding is non-cash funding of free goods or services, such as volunteer hours for example 5 volunteers x 20 hours per week x 52 weeks = 5200 hours.</i>
Section 7	Sustainability	Please state how you will deliver this project when the funding from the Riverside Foundation is spent. Do you have any future plans, or do you see this project as a one-off delivery?
Section 8	Measuring and reporting	State how many people are expected to benefit from your project and how many of these will be Riverside / residents 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.

Large Grants Application Guidance

Section 1	Project Proposal	Name of the project refers to the provision/activity you're applying to fund – not the organisation name e.g., Rivertown Open Day
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		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, if you do not have a bank account, please state this – this does not stop you from applying for funds
Section 2	Organisation Overview	In no more than 800 words please provide information about yourself, your organisation or community group. Including: • When was your organisation established? • What are your organisations aims and objectives • Activities you deliver • Services you provide • Examples of successful projects • Why you're best placed to deliver your project
Section 3	Project Overview	In no more than 800 words please provide a project description which includes: • What would you like to do • Area(s) / neighbourhoods of project delivery • Activities you would like to deliver • Which other organisations the project will be working with
Section 4	Identifying the need	In no more than 800 words please provide how you have identified the need for this project. Including • An outline of why your project is needed in the local area, and if there is any other similar provision in the area • Who will be the main beneficiaries involved in your project and what are their support needs • Any community involvement or engagement • What positive changes would this grant make to the lives of people who use your project/service
Section 5	Project Outcomes	Please state what outputs you expect from the project and how it meets the Foundations themes. Outline how the project you are seeking funding for contributes to one or more of the Foundation themes and what outputs you expect during delivery.
Section 6 & 7	Project Costs Budget and Match Funding	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. Please also provide details of the other funding you are seeking or how the remainder of the project is to be funded?

		If the organisation is offering 'in kind' support or added value to the project, for example Premises or volunteers, please tell us about this. <i>There are two types of match funding: "actual" and "in-kind". Actual match funding allocated money towards a project from another funder or source. In-kind match funding is non-cash funding of free goods or services, such as volunteer hours for example 5 volunteers x 20 hours per week x 52 weeks = 5200 hours.</i>
Section 8	Sustainability	Please state how you will deliver this project when the funding from the Riverside Foundation is spent. Do you have any future plans, or do you see this project as a one off delivery?
Section 9	Measuring and reporting	State how many people are expected to benefit from your project and how many of these will be Riverside residents. To meet the Foundations criteria, we would expect a large proportion of recipients to be Riverside customers. 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. Please set specific, measurable, achievable, realistic, timely impact measures for the key outcomes of the project. (You will be asked to report on these quarterly and/or at the end of the project). Please tell us if and how you will involve beneficiaries in measuring the success of the project.