

The Riverside Foundation Community Fund

Guidance Notes

About the Community Fund

Each year the Riverside Foundation makes funding available for delivery of community projects within Riverside neighbourhoods through 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.

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 below.

| 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. |

1. How much funding is available?

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.

If you are seeking funding for a larger project over £10,000, please contact us for an informal discussion using the contact details provided within this guidance.

1. Who can apply?

We welcome applications from grassroots organisations with a local presence in Riverside neighbourhoods. Applications from organisations that serve a wider area will be considered, providing that there is evidence of an established local presence. Any application made for funding must demonstrate that at least 50% of all beneficiaries are Riverside customers.

We welcome applications from:

- Not-for-profit organisations, such as Charities, CIC's and Charitable Companies
- Constituted groups.
- Informal community groups

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

2. Funding criteria

- 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%, where full project costs are requested.
- Match funding is strongly encouraged, particularly for the large grant applications, and proportioned match funding will be considered in line with the number of Riverside customers who will benefit from the project. Match funding can be both actual (such as a monetary contribution from another funder) and in kind (such as volunteer time).
- Projects and activities must demonstrate a local need and a plan to promote to Riverside customers, (the applicant is responsible for the promotion of the project and can include publicity costs within the application. Please note that Riverside are unable to support with any targeted marketing due to GDPR).
- Applications must demonstrate measurable outputs and outcomes with a clear plan for when the Foundation funding ends, either an ongoing funding strategy or an exit plan.
- Applications can include revenue costs as well as capital costs (such as vehicle costs and refurbishment costs).
- Room hire costs should be included as in-kind contribution when the delivery location is within the applicants' own premises. Increased utility costs will be considered for the duration of the project.
- All applications **must** have a lead member of Riverside staff who will support the application and reporting process.

- Community Fund can support 'one off' seasonal activities & repeat projects that support customers through the Cost of Living crisis. Such applications are encouraged to secure match funding where the project is similar to one delivered in previous years and/or evidences an increase in demand.
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- Examples of cost of living projects include food projects, warm hubs, advice and support services.

We will not fund:

- Applications to cover the running costs of existing projects, or core organisational overheads. This includes any core staffing costs that are not specific to the project. Exceptions to the above may be made in unique circumstances in consultation with Foundation Trustees, such as where a key provision is at risk of closure & evidence can be provided to demonstrate that alternative funding has been sought unsuccessfully.
- Projects which promote or support any political or religious activity
- Provision of services that Riverside are responsible for.
- Spending that has already taken place (i.e., retrospective costs)
- Individual sponsorship or redistribution of a grant to individuals or other organisations
- Applicants who have received Foundation funding in the same financial year. Exemptions will be made where the application is to deliver a different activity, aimed at engaging a different beneficiary group, 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.

4. How to apply

All applicants must first review the funding criteria before applying. If the criteria is met, all applicants must fully complete and submit the relevant grants application form available on our website [Community Fund - Riverside](#)

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

5. Things to know

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

- All applicants should read and check that their project/organisation meet the funding criteria before applying - all applications will initially be assessed to ensure that they meet the eligibility requirements.
- Applications should be completed using a proportionate approach to reflect the size, duration and complexity of the project. Information provided should cover the key points as outlined within the form.

- 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 once it is confirmed that your application is ready to be submitted to a decision are as follows:

Small Grants under £3000 – 4 to 6 weeks

Large Grants over £3001 – 8 to 12 weeks

- If your request exceeds £10,000 processing times will differ, this will be advised upon application.
- Applications cannot be approved retrospectively so please submit your application to allow suitable time for your application to receive a decision before your project is due to take place.
- 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.

Payments information

For large 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 small 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

In some cases there may be a requirement for an organisation to complete additional forms to allow payments to be made, please note that this will impact on payment processing times.

6. Checklist

All applications will be asked to provide the following as appropriate:

- 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
- An Equality Impact Assessment (for large projects).

7. Next Steps

To discuss your eligibility, your application or 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 application and send to:

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|------------------------|---|
| 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

8. 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 customers
- 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 Foundation's 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.