



Managing and building homes

Thirteen Community Fund 2018/19

Guidance Notes

About the Community Fund

Thirteen recognises and values the work of community volunteers and their organisations. We want to support and work with groups and partner agencies, which make a positive contribution to the well-being and sustainability of our neighbourhoods, by offering grants of up to £2000.

We welcome applications from groups and organisations working within areas where Thirteen have homes. This includes community groups, local and national charities, residents associations, voluntary organisations, public sector bodies, local authorities, private sector companies and Thirteen service teams.

We expect groups to demonstrate that they have match funding in place in the form of either cash, materials or volunteer time. Applications will be declined where Thirteen is already providing or funding similar local activity.

By supporting and promoting joint working this investment fund aims to make a significant contribution to the improvement of local communities making them places where people want to live.

In return for the funding we provide we expect groups to complete a feedback monitoring form to demonstrate how the funding has benefited our communities.

Applications must support at least one of the following themes:

- **Social and Personal Development Skills**

Projects and activities which support residents to develop skills to enhance their lives and life chances

- **Health and Wellbeing Activities**

Projects and activities which support customers to live happy and healthy lives

- **Community Safety Projects**

Projects and activities which ensure that our communities are safe places to live

- **Environment**

Projects and activities which make our communities cleaner and greener places to live

- **Financial and Digital Inclusion**

Projects and activities which ensure that our customers are able to access services and products that are needed to participate in modern society

Social Value Monitoring

To allow us to measure social value, participants of your project/event (see question 6 on the application form) are required to complete a questionnaire. The questionnaires should be completed before and again after your project/event. This will allow us to demonstrate that the outcomes of your initial objectives (see question 10 on the application form) have been reached or exceeded. The questionnaires are available online, however, if you would prefer paper copies printing please contact Customer Engagement and we can arrange for these to be sent to you. Failure to complete these questionnaires will result in either no funding being given or funding being reclaimed.

All applications will be considered by a panel of Thirteen customers who assess the applications against the above themes and exclusions below on the following dates:

Deadline date for applications
11 th June 2018
23 rd July 2018
3 rd September 2018
15 th October 2018
26 th November 2018
7 th January 2019
18 th February 2019

You will be informed either by email or letter of the outcome of your grant application within 10 working days following the deadline date.

Please ensure that you put as much information as possible to support your grant application as this could affect the decision the panel make and may result in applications being declined. All decisions are final therefore appeals will not be considered.

As part of the application process we may post details of your project on our social media pages for our customers to vote on. This information will be passed on to the panel to help them make an informed decision to approve projects that are favoured by our communities. The details you provide in question 8 of the application form will be posted online, therefore, please ensure that you put as much information as you can to support your application.

Exclusions

The following activities will be excluded:

- Capital appeals or running costs of fee charging residential homes, nurseries and other such care facilities
- Hospitals, Health Service Trusts, medically related appeals and medical equipment
- Individuals
- Loans, repayment of loans or retrospective funding
- National Appeals
- Religious advancement or religious buildings.
- Activities that are primarily the responsibility of statutory agencies
- Political Activities
- Work already planned by Thirteen or other agency
- Funding has already been awarded by another department within Thirteen
- Wages and salaries of permanent staff (this does not apply to sessional staff)
- Building, maintenance or structural improvements
- White goods (all large appliances)
- Computers, laptops, broadband and mobile phones
- DBS Checks
- Insurance
- Utility costs
- Fixtures and Fittings (e.g. chairs, tables, carpets etc.)

The above list is not exhaustive and each application will be considered on merit.

Feedback

- All approved applicants will be expected to complete a feedback form which we will send at the end of the project.
- The information provided on the feedback form may be used to promote the Community Fund and the projects that we support via our website and social media.
- As well as a completed feedback form we welcome photographs, videos, soundbites, case studies etc.
- If you are using the funding to hold an event please invite us along so we can support with the feedback.
- If we do not receive feedback from your project future funding will not be considered.

Key things to remember when applying

All monies approved will be paid via BACs into a nominated bank account which must not be an individual or joint person's account. We MUST receive proof of bank details.

All sections on the application form must be completed fully before the application can be considered.

Where signatures are asked for we must see an original or scanned handwritten signature.

If this project requires assistance from Thirteen staff you must seek approval before the grant is submitted, these costs will be taken into consideration by the panel.

Grant money awarded may be staged over the delivery of the project.

Applications will only be considered for projects starting within 6 months of the panel meeting date your application is presented to.

Please include copies of quotes and/or costs to support your application.

If your application includes transport costs we will only provide funding for 50% of the cost.

If you have had funding from the Community Fund previously and have not provided feedback your application will not be considered.

If you require any guidance on whether your project will be eligible for funding or any help when completing an application form please speak to Customer Engagement.

How to Apply

Application forms are available:

- Online – www.thirteengroup.co.uk
- Telephone – Customer Engagement Team: 0300 111 1000
- Email – customer.engagement@thirteengroup.co.uk

Please return all forms to:

Customer Engagement Team
Thirteen
North Shore Road
Stockton-On-Tees
TS18 2NB

Or by e-mail to: customer.engagement@thirteengroup.co.uk

