

Thirteen Community Fund 2023/24

Thirteen 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 **£600**

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 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. If you are applying as a Thirteen staff member you must demonstrate the project is community led and you have spoken to relevant departments to see if they can support the application before applying to the community fund. By supporting and promoting joint working this fund aims to make a significant contribution to the improvement of local communities making them places where people want to live.

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 life skills and employment opportunities.
- **Health and Wellbeing Activities**
Projects and activities which support customers to live happy and healthy lives.
- **Promote Community Involvement and Resident Engagement**
Projects that create a sense of belonging in a community.
- **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 enable our customers to access services and facilities that are needed to participate in modern society.

Applications must also link to Thirteen's Strategic Priorities

- Great customer experience
- Delivering quality places to live and improving neighbourhoods.
- Being Team Thirteen

<https://www.thirteengroup.co.uk/page/vision-and-values>

Key things to remember when applying.

All monies approved will be paid by bank transfer into the group/organisations bank account which must **not** be an individual or joint person's account. We **MUST** receive proof of bank details (such as a paying in slip or bank statement) and we will only request this if your funding has been awarded.

All sections on the application form must be completed fully before the application can be considered. Incomplete forms will be declined.

You MUST include evidence of costs listed in the item breakdown (e.g. a quote, invoice, website link, screenshot). Your application will not be considered if these are not included.

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.

If you have had funding from the Community Fund previously and have not provided feedback your application will not be considered. If you are unsure whether you have submitted your feedback, please contact the Customer Engagement Team.

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

Applicants can only be awarded a maximum of **£600** per financial year. Parent groups/organisations and their subsidiary groups/organisations are considered the same applicant.

Exclusions

We will not provide funding for the following activities:

- 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
- Overseas travel & activities
- Overnight accommodation
- Private businesses
- 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
- Where Thirteen or another agency is already providing or funding similar local activity
- Funding has already been awarded by another department within Thirteen.
- Wages and salaries of staff employed by your group/organisation (including sessional workers)
- DBS Checks
- Insurance
- Utility costs (including broadband, telephone, and mobile phone contracts)
- Fixtures and Fittings
- Retrospective funding

This list is not exhaustive, and each application will be considered on merit.

Feedback

- All successful applicants will be expected to submit feedback once their project/event is completed.
- Applicants will be required to meet with a member of the Customer Engagement Team at Thirteen who can help you decide the best way to feedback on your project.
- The feedback provided may be used to promote the Thirteen Community Fund and the projects/events that we support via our website and social media.
- As well as feedback we require 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.**

Application process

All applications will be considered by a panel of Thirteen involved customers who assess the applications against the above themes and exclusions within 5 working days of the deadline date.

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

If approval is given this is pending the agreement on how your outcomes will be reported.

All decisions are final, and appeals will not be considered.

Deadline date for applications
Wednesday 10 th May 2023
Wednesday 28 th June 2023
Wednesday 16 th August 2023
Wednesday 4 th October 2023
Wednesday 22 nd November 2023
Wednesday 10 th January 2024
Wednesday 28 th February 2024

Glossary

Activities that are the responsibility of statutory organisations

Anything that is the responsibility of the government/local authority.

DBS checks

Previously known as CRB checks. A record of a person's criminal convictions and cautions – carried out by the Disclosure and Barring Service.

Match funding

Funding that comes from another source. This can include fundraising, money from another grant provider or as time or resources.

Private businesses

A business controlled and operated by private individuals to make a profit.

Parent groups and their subsidiaries

Groups/organisations that are controlled by another group/organisation, which is usually referred to as the parent company or the holding company.

Public sector bodies

Law enforcement (police), fire services, health services, local authorities, and public education services.

Retrospective funding

Funding for activities or projects that have taken place prior to funding being awarded from Thirteen.

Sustainability of our neighbourhoods

Making communities places where people want to live by:

- Reducing the amount of empty properties
- Reducing or preventing anti-social behaviour
- Reducing social isolation by providing opportunities for people to socialise with others
- Creating a sense of community spirit and togetherness

Utility costs

This includes gas, electricity, water rates, tv licence, council tax, subscription fees (such as cable TV costs).

Wages of staff employed by your organisation

Staff employed directly by your organisation.

Thirteen Community Fund Application Form 2023/24

Please give a very brief overview description of what you would like us to fund.

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Q1. Applicant details

Name of your group/organisation <i>Insert the name of your group/organisation as it is stated on your bank account</i>	
Does your group/organisation use a different name in your day-to-day work or are part of a larger group/organisation? <i>If yes, please give details</i>	
Name of main contact <i>This MUST be a member of your group and will be the person who is contacted regarding this application.</i>	
Position in group/organisation	
Main address of your group/organisation <i>Insert the registered address for your group/organisation</i>	
Main contact address <i>(If different to main address)</i> <i>This will be the address we send any correspondence to in relation to your application</i>	
Contact email address. <i>This will be the email address we send any correspondence to in relation to your application</i>	
Contact Telephone number(s)	

Q2. What type of group/organisation are you?

Voluntary group/organisation	
Community group/residents' association	
Registered Charity	
Local authority	
Thirteen Service Team	
Other (please give details):	

Q3. Have any person/persons involved in applying for this grant ever been declared bankrupt?*If yes please give details*

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Q4. About your project/event:

What is the name of your project/event? <i>Insert the full name of your project</i>	
When will your project/event start? <i>Funding will only be considered for projects starting within 6 months of an application being approved</i>	
When will your project/event end?	
Please give details of when would be best for Thirteen to attend your project/event. <i>We may request to attend your project/event to gather information to promote our fund</i>	
Where will your project/event take place? <i>Please give details of which town or estate your project/event will take place</i>	
Which communities/estates will benefit from your project/event? <i>Please list all communities and estates where the people who benefit from your project/event live</i>	
How many people will benefit from your project/event? <i>Where numbers are unknown, please estimate</i>	
Who will benefit from the project/event? <i>Will any persons/groups be excluded – who and why?</i>	
What is the total cost of this project/event? <i>Please give the total cost of your project including the costs you are applying for from Thirteen</i>	
What is the total cost required from Thirteen? <i>Please note that Thirteen can only award a maximum of £600 per financial year</i>	

Q5. Which of the following themes does your project/event support?

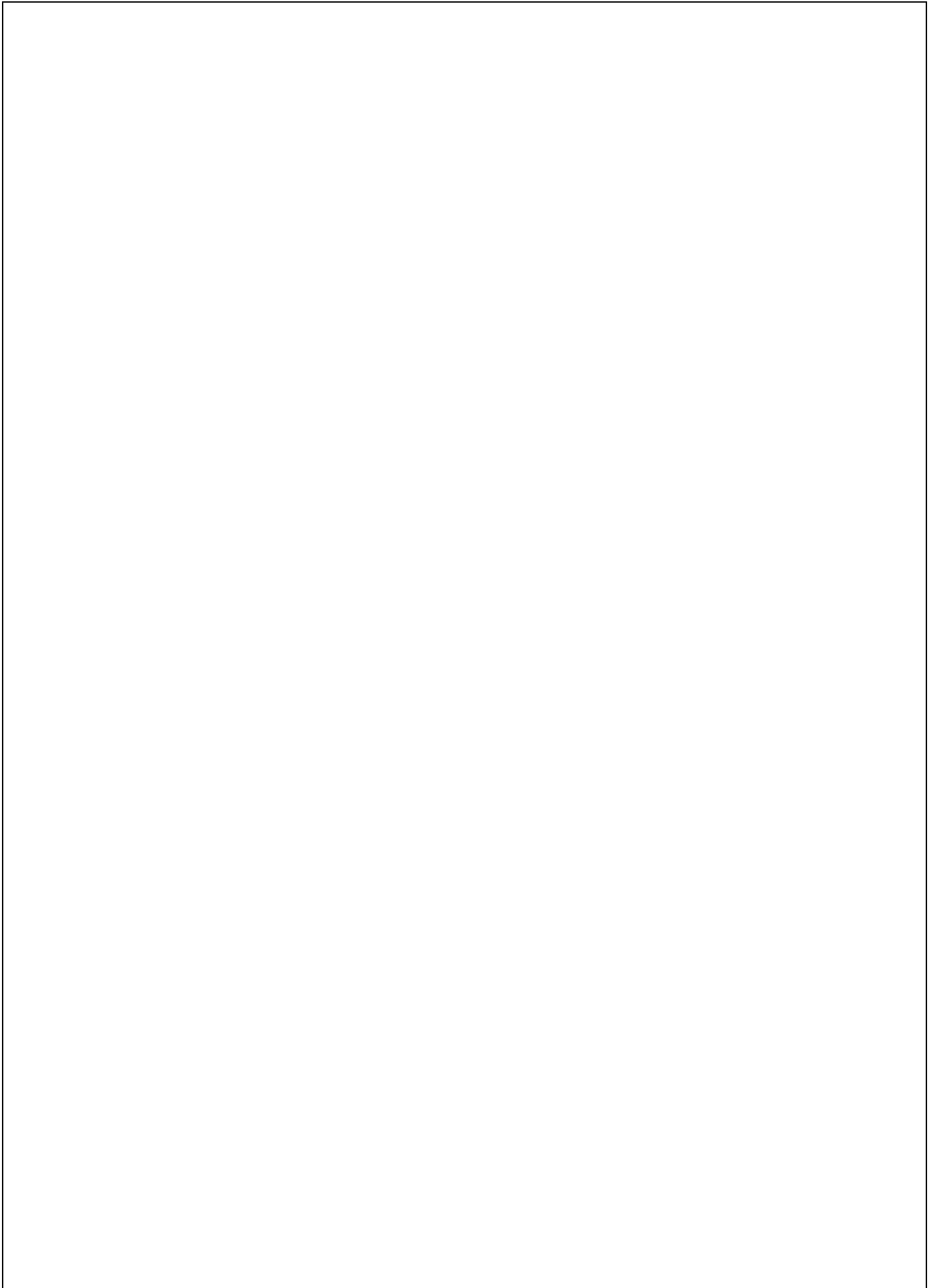
Please tick all themes that apply.

Social and Personal Development Skills	
Health and Wellbeing	
Promote Community Involvement and Resident Engagement	
Community Safety Projects	
Environment	
Financial and Digital Inclusion	

Q6. Please tell us about your group/organisation, the work you do and the project/event you would like us to fund. Please give as much information as possible that you feel supports your application.

Please include:

- a) The outcomes your application will deliver for each of the themes applicable**
- b) How will you measure these proposed outcomes?**
- c) How does this project meet Thirteen priorities?**



Q7. How much will each item or activity cost and how much is being requested from Thirteen?

Please give a full detailed breakdown of each individual cost.

You MUST include evidence of costs listed in the item breakdown (e.g., a quote, invoice, website link, screenshot under each item/activity). Your application will not be considered if these are not included.

Item or activity <i>Please give individual cost e.g., hourly cost, unit cost etc.</i>	Amount from Thirteen (£)	Funding from other sources (e.g., Match Funding) Amount (£)	Total Amount (£) <i>Amount from Thirteen + funding from other sources.</i>
<i>e.g., 'Room hire at £5 per hour for 30 hours https://schoolhire.co.uk/'</i>	<i>£150</i>	<i>0</i>	<i>£150</i>
<i>e.g., 'Coach hire to Scarborough for 30 people on 28th June 2025, link to quote'</i>	<i>£100</i>	<i>£100</i>	<i>£200</i>
TOTALS (for each of the three columns)			

Q8. How have you consulted with the people who will benefit from your project/event and what were the outcomes? *(Please include comments/feedback from your consultation)*

Q9. Will you require the assistance of Thirteen employees to carry out the project/event at any stage? YES/NO

If yes, you must seek approval before the grant is submitted, these costs will be taken into consideration by the panel. Please explain how much time and for how long you envisage requiring support.

Q10. Have you approached any other department of Thirteen or any other organisation for funding? YES/NO

If yes please give details of where you have applied, a brief description of what the funding is for and the amount you have applied for.

Q11. Following Q10, Has this funding been awarded? YES/NO/N/A

If yes, please give details including dates and the amount awarded.

If no, please give details of when you will hear the outcome and how your project will be funded if it is unsuccessful.

Q12. Does your group/organisation receive any financial support from Thirteen? (e.g., room hire, utility costs etc?) YES/NO

If yes please give details.

Q13. How will you promote and publicise your project/event?

Q14. Who will be responsible for the long-term care and sustainability for the project/event and how will this be funded?

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Q15. Does your group/organisation or anybody involved with your group have connections with any board directors, involved customers or Thirteen employees? YES/NO

If yes, please give details.

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Q16. Do you have any of the following? (if appropriate)

Child protection policy	
Safeguarding policy	
DBS (Disclosure and Barring Service) checks	
Risk assessments	
Public liability insurance	
Leaders' qualifications	
Affiliation to a governing body or registered with Company's House	
Other insurance	
Other (please give details)	
If you answered yes to any of the above, please give more details.	

Q17. How did you find out about the Thirteen Community Fund?

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Before you submit your application please use the checklist below to ensure you have included all information required.

Action	Complete (please tick once complete)
All sections of the application form have been completed.	
An itemised breakdown of costings (Q7) are included with quotes/evidence. You MUST include evidence of costs listed in the item breakdown (a quote, invoice, website link, screenshot for each in the costing table). Your application will not be considered if these are not included.	

If you have been awarded previous funding from Thirteen, you have completed and returned your feedback.	
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Declaration

1. I am authorised to make the application on behalf of the above organisation.
2. I certify that the information contained in this application is correct.
3. I will notify of any changes in the information given as soon as possible.
4. If my application is successful, I agree that the funds awarded will only be used for the purposes stated in this application form.
5. I agree to submit feedback on completion of the project/event.
6. Should the group receive funding I give permission for Thirteen to release information of the activity supported and agree that Thirteen may request to attend my project for marketing purposes.
7. I will provide photographs and supporting information and will be prepared to take part in a Case Study if required.
8. I agree to keep copies of all receipts to support expenditure associated with this grant application (Thirteen may audit expenditure and reclaim grants where it is not satisfied that monies have been spent appropriately).
9. If there is a change of personnel for the main contact for the application, it is my responsibility to inform Thirteen.

Signed:		Date:	
Position in group/organisation:			

Privacy Promise

- Thirteen Group promise to keep your data safe and secure and in line with the General Data Protection Regulation 2018 (GDPR 2018)
- We will only use your data in order to process your community fund application.
- We will not sell your data.
- We will not share your data with anyone who you have not authorised us to
- You can manage and review your privacy choices at any time.
- To view Thirteens full Privacy Notice please visit our website www.thirteengroup.co.uk

Contact us:

Telephone – Customer Engagement Team: 0300 111 1000

Email – customer.engagement@thirteengroup.co.uk

Please return all forms to: customer.engagement@thirteengroup.co.uk

Or

Customer Engagement Team

Thirteen

2 Hudson Quay

Windward Way

Middlesbrough

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