Covid-19 Community-Led Organisations Recovery Scheme

Second stage guidelines for applicants

Contents

Your organisation has made it through to the second stage of the Covid-19 Community-Led Organisations Recovery Scheme which offers grants up to £100,000 to community organisations in England who are facing financial difficulties caused by Covid-19. The scheme is aimed at organisations delivering services in their local community to support people who are at high risk from Covid-19, with an emphasis on Black, Asian and Minority Ethnic (BAME)-led.

About this guidance
This guidance provides a reminder of the criteria, a preview of the stage 2 application form and guidance on how to answer each question. It includes information about the documents that you will need to submit alongside your application.

Part one: Provides information about our eligibility criteria and priority areas

Part two: Provides information about the application process and decision making

Part three: Provides information about additional support available for community-led organisations

Part four: A preview of the application form and the information you will need to answer the questions.

Part five: Answers some frequently asked questions.

If you require this guidance to be sent to you in large print, Braille or an audio transcript, please get in touch by email:
comms@powertochange.org.uk

Get in touch

If you have questions at any point during the application process, you can get in touch with us for free advice and guidance.

cclors@sibgroup.org.uk

We are expecting a high number of enquiries though so please make sure you have read this guidance thoroughly before contacting us as the answer you need may be in this document.

Welcome

What can you apply for?

The Covid-19 Community-Led Organisations Recovery Scheme offers up to £100,000 in grant funding to help community-led organisations recover from Covid-19.

The funding must be used to:

▶ help people and communities experiencing disproportionate challenge and difficulty as a result of the Covid-19 crisis
▶ provide services and support for vulnerable people, for which there will be increased demand as a result of the Covid-19 crisis.

This funding is intended to cover the essential costs of sustaining current services or refocusing services to address more immediate beneficiary needs, which may include:

Revenue costs
▶ Contribution to staff salaries
▶ Project (specific to this fund) related expenses
▶ Running costs/overheads (due to loss of income or new activities)
▶ Training and development (Staff or Volunteers) directly related to the Project (specific to this fund)
▶ Measures to ensure social distancing

Capital costs
▶ New/ improved systems (for example, itemised software purchases)
▶ Small equipment (itemised)
▶ Small refurbishments/ adaptions needed for social distancing measures

How much should you apply for?

We expect applicants to apply for a grant that is proportionate to the total annual income of their organisation. So:

- Total income less than £50,000: *expected grant size £10,000*

- Total income between £50,000 and £100,000: *expected grant size £25,000*

- Total income between £100,000 and £500,000: *expected grant size £50,000*

- Total income between £500,000 and £1,000,000: *expected grant size £75,000*

- Total income over £1,000,000: *expected grant size £100,000*

- The maximum grant for unincorporated organisations is £10,000.

You can request a grant that is bigger or smaller than the expected grant size for your organisation but you will need to explain why. Grants cannot exceed £100,000.

Part One | Eligibility criteria

To be considered for the Covid-19 Community-Led Organisations Recovery Scheme, you will need to demonstrate how you meet each of the following 9 criteria:

1. Operating within England at a local / neighbourhood level

Organisations must be rooted in a particular geographical place within England. They should be delivering services locally that build on the strengths and assets of that place to address community needs.

2. Incorporated, or if unincorporated the organisation must have a constitution and a bank account

Organisations must be:
- a registered, exempt or excepted charity, Community Interest Company or Community Benefit Society, registered with the relevant regulator; or
- a social enterprise, being: company limited by shares, a company limited by guarantee or a co-operative society organisation: or
- constituted, being: a charitable trust or a constituted not-for-profit group.

3. Your organisation would benefit from a grant of up to £100,000

We aim to fund activities that support people and communities affected by Covid-19 and to help organisations overcome any acute financial difficulties they're facing as a result of the crisis.

The size of the grant will be linked to the scale of the organisation. Please note that the maximum grant available to unincorporated organisations is £10,000.

We'll need you to describe how funding will enable your organisation to continue to operate to:
- support people and communities experiencing disproportionate challenge and difficulty as a result of the Covid-19 crisis and/or
- provide services and support (through existing or new activities) for vulnerable people, for which there will be increased demand as a result of the Covid-19 crisis and/or
- remain viable and able to meet payments and debts when they become due.

4. Able to spend the funds by 19 April 2021

This funding is being distributed to community led organisations to support some of the most at risk people in society to recover from the crisis.

We have a commitment to award all of this funding by 19 October 2020 and it must all

What is an incorporated organisation?

An organisation is called incorporated when it is formed into a legal corporation. This means it becomes its own legal business structure set apart from the individuals who founded the business. This protects people such as Directors and Trustees from personal liability.

What is an unincorporated organisation?

An 'unincorporated association' is an organisation set up through an agreement between a group of people who come together for a reason other than to make a profit (for example, a voluntary group or a sports club).

What is a constituted body?

A constituted body is an organisation that has a written constitution. A constitution is basically a written agreement of what a group is going to do and how they will do it.

Part One | Eligibility criteria

be spent by grant recipients within 6 months of their awards, and at the latest by 19 April 2021. You will need to explain how you plan to spend the money within this time frame.

5. Charitable purpose

The funds we award must support charitable purposes, charitable activities and/ or deliver charitable outcomes, and you must be able to clearly describe how the funding will help your organisation to do this.

Power to Change will fund the following charitable purposes:
- the prevention or relief of poverty
- the advancement of education
- the advancement of health or the saving of lives
- the advancement of citizenship or community development
- the advancement of the arts, culture, heritage or science
- the advancement of environmental protection or improvement
- the relief of those in need because of youth, age, ill-health, disability, financial hardship or other disadvantage
- the relief of unemployment
- the promotion of urban and rural regeneration (subheading under citizenship or community development)
- the promotion of social inclusion (subheading under relief of poverty)

We cannot support activities that promote the advancement of religion or that are party political in nature. This does not prevent faith groups from applying for funding for a community business which has a charitable purpose other than the advancement of religion.

6. For public benefit

For an organisation to be charitable, it needs to have both a charitable purpose and to be for public benefit. This means that your organisation must create benefits for a sufficient section of your community, including people who are experiencing disadvantage. If your activities are for private benefit and will only benefit a few people in your community or will only provide benefits to people who aren't experiencing disadvantage, we will not be able to support your organisation.

7. Community led

Organisations are accountable to the communities they serve. This can be demonstrated in many ways (e.g. membership structure, ownership, broad range of local trustees) but you must have evidence of regular community input into decision making.

8. Was in a stable position before Covid-19

Organisations will need to show they are well managed and had a reasonable level of financial resilience in 'usual circumstances'. They will have to evidence that they were viable before the Covid-19 crisis and were able to meet payments and debts when they became due.

Our priorities

As well as our eligibility criteria, we will be taking the following priorities into account. Our priorities have been formed to support those communities that have been disproportionately affected by Covid-19.

Multi-purpose organisations

Organisations that provide a variety of services to support their community.

BAME-led and BAME supporting organisations

Clear data shows us that individuals from Black, Asian and Minority Ethnic (BAME) communities are disproportionately affected negatively by the virus, whilst also being disproportionately not awarded funding. We want to make sure that this fund targets money where it is most needed and therefore we are committed to distributing a proportion of the funding to organisations that are BAME-led and/ or to organisations that work closely with BAME communities.

Part One | Eligibility criteria

9. State Aid

State Aid refers to forms of assistance given on a discretionary basis to provide an activity or service, which may distort competition in the European Union (EU) market by favouring one provider over another.

Power to Change grants qualify within the EU definition of State Aid, and we must abide by EU regulations during the current "transition period" agreed in the UK – EU withdrawal agreement in which the UK will continue to be subject to the rules of the EU. Our application process will help us to identify the State Aid position of your application. Unlawful State Aid will have to be repaid.

Why would State Aid affect your application?

State Aid rules are complex, but as a general guide, applications to this fund are unlikely to breach State Aid rules if they are: small scale; delivered in a defined local area; are for charitable, social, cultural or educational purposes and do not affect trade between member states of the European Union. Also, there is currently a Covid-19 Extended Temporary Framework in place, which is targeted at organisations facing sudden shortages due to the coronavirus outbreak, and aid can be provided in the form of direct grants. For State Aid to be lawful under this framework, all of the following conditions must be met:

- The aid does not exceed EUR 800,000 per organisation
- The aid is granted on the basis of a scheme with an estimated budget;
- The organisation was not in difficulty on 31 December 2019 but entered into difficulty thereafter as a result of the coronavirus outbreak;
- The aid is granted no later than 31 December 2020; and
- Certain additional specific conditions are met for the agriculture, fisheries and aquaculture sectors, which are specified in the framework, which you can read via this link: https://ec.europa.eu/competition/state_aid/what_is_new/TF_consolidated_version_as_amended_3_april_2020.pdf

WHAT DO WE MEAN BY CHARITABLE PURPOSE?

You can find more information about charitable purpose on the Charity Commission website: https://www.gov.uk/setting-up-charity/charitable-purposes

WHAT DO WE MEAN BY PRIVATE BENEFIT?

Any personal benefits people receive through the community business must be no more than a necessary result or by-product of delivering public benefit.
Personal benefits could include financial payments to the owners of a property that an organisation uses or membership benefits. These private benefits need to be incidental in both nature and amount. Returns from community shares are allowable. Find out more: **https://www.gov.uk/government/publications/examples-of-personal-benefit/examples-of-personal-benefit**

Part One | Eligibility criteria

Data protection

Confidential information you provide, such as commercially sensitive data, will not be made public in any way, except as required by law. We may use non-sensitive data about awarded grants, including statistical data about applications, to promote the programme.

Please note that the details captured via this application are deemed necessary in order to complete our review of your application for grant funds. Your personal details and those of your colleagues that you have shared here, will be stored and processed online with the GDPR regulations.

We will only store your information for as long as is necessary and will delete your information if there is no further legitimate, legal or contractual reason to keep it.

For more information and to understand your rights under the GDPR with regards to the information you supply as part of your application, please visit our website.

Disability and Inclusion

This consortium is committed to the advancement of equality, diversity and inclusion. We seek to be a genuinely inclusive organisations by advancing equality and diversity through our policies and practices.

Across all our funding activities, we encourage and welcome applications from community organisations which meet our eligibility criteria and which can clearly demonstrate how their work promotes inclusion.

To learn more about making your community business more accessible and inclusive for people with disabilities, please read our Accessibility and Inclusion Guidance.

Part Two | Application process

How we assess applications and make decisions

| Stage 2 Application and Assessment | Going to Panel | Decision |

Stage 2 Application
The second stage application form asks you for more details about your organisation and evidence of how you meet the criteria.

In these guidance notes you will find all of the questions you will be asked to complete.

Assessment
We will then assess your stage 2 application form and the evidence you have submitted. This could take up to two and a half weeks before it goes to panel for a decision.

Because of the high demand, we anticipate that we will only be able to take forward a small proportion of applicants to the committee.

We will let you know as quickly as possible it you are not going to be taken forward, either because your organisation or request is not eligible for funding, or because you do not meet our priorities well enough or as well as others.

Taking your application to panel
We expect high demand, and to ensure fairness, we may group applicants together (for example, by size of organisation, or by the services they offer) to assess like with like in different rounds.

Even if you apply in Rounds 1 or 2, your application may not be reviewed by the committee until Round 3, to compare your application with those from later rounds. So it may be a few weeks before you hear from us to confirm you have an award or not.

It may take up to five weeks before a decision is made, however we will update you regularly on your progress throughout the process.

We will have three decision panel meetings for this scheme:
• 26 August – applicants told decision on 28 August
• 2 September – applicants told decision on 4 September
• 9 September – applicants told decision on 15 September

Decision
The committee's decision will be based on a range of factors, including all the eligibility criteria, the fit with our priorities, the distribution of projects across groups, regions and sectors hardest hit by the Covid-19 crisis, value for money, and the amount of money remaining in the pot.

A key priority of the scheme is to support BAME communities that have been hardest hit by Covid-19. You will be notified by email of the decision, at the latest by 15 September. Any decision is final.

If you are awarded a grant, you will receive a formal grant offer letter, which you will need to sign and return, along with any other requested documents. You may then be contacted at a later date:
• by Locality for a discussion about any further support needs
• while you are completing your grant awarded project to undertake a short customer experience survey
• towards the end of your grant awarded project by an evaluator appointed by the National Community Lottery Fund which will include surveys for both the organisation to complete and to send on to your volunteers for them to complete. This helps the National Lottery Community Fund improve their grant funding processes.

Part Three | Additional support available

Grantee support

Locality and the Ubele Initiative will be offering support to grantees under this programme.

All grantees will be able to access a webinar programme and toolkits, that will be developed to respond to key issues arising for organisations over the 6 months from October to March.

In addition, we have capacity to support a proportion of grantees with one-to-one support. This will be targeted towards organisations that are in greatest need in terms of risk of closure, that are also facing increased demand for services, in places particularly disadvantaged by Covid-19.

We want to make it easier for community-led organisations to recover from this crisis and continue to deliver the vital services needed by local people. Here's some of the additional support available for community-led organisations. We encourage you to sign up to the newsletters of the consortium members to get the latest support updates.

Free advice to adapt your business

Power to Change and Locality have been running free webinars on everything from furloughing staff to setting up an online shop. Watch them again or check our newsletter for upcoming ones.

Other funding available

Government, councils, social investors and trusts are offering various grant and loan schemes, including Social Investment Business's Resilience and Recovery Loan Fund. We've compiled a list of them.

MyCommunity

MyCommunity is a platform that brings together all the latest tools, tips and ideas to make your community an even better place to live.

How to write effective emergency funding applications

The Ubele Initiative provide fundraising and organisational development support to BAME organisations who have been affected by the Covid-19 crisis via webinars and 1:1 support calls. Find out more.

Get a clear financial picture for free

Use the Twine Benchmark tool to assess your community business' financial health. It is powered by financial data from 650+ community businesses, gathered over 5 years, making it easier to understand how you compare to others in the community business market. It will help you to understand where you can cut costs and use the data to make the case to funders, test new business plans and forecast their results

Part Four | Stage 2 Application Form

A preview of the application form and guidance notes

In this section, you can see the questions we will ask in the application form. You will find that some information has been filled in already below. This has been drawn from information provided in your First Stage Application. Please double check it.

Please make sure that you complete all the remaining questions and upload all required documents. *Please note that all free text questions have a 300 word limit, unless otherwise stated.*

We have given some examples of the information and supporting documents we may require below.

QUESTION	GUIDANCE NOTES
Organisation information and contact details	
Organisation Name	Prepopulated
Company/society number	Prepopulated
Charity number	Prepopulated
Organisation Legal Structure	Prepopulated
Primary sector	Prepopulated
Please provide the year the organisation was first registered	This will help us understand how new or mature your organisation is.
What are the main aims of your organisation?	This is to help us get a more detailed understanding of what your organisation does.

Part Four | Stage 2 Application Form

A preview of the application form and guidance notes

Organisation address, social media and key contact information	
Address Street	If your organisation does not have a registered office, or operates from a different address, please provide the main please provide the main postal address for your correspondence.
Address City	
Address County	
Address Postcode	Postcode of the organisation. It must be in the correct format for example, M2 1BB, CB2 1QA or BS32 0BQ
Does your organisation deliver services in the local community where it is based?	
Please provide the primary postcode for where your organisation delivers services.	
Please provide the secondary postcode for where your organisation delivers services.	
Region East Midlands East of England Greater London London North East North West South East South West Yorkshire and Humber	

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Organisational phone number	
Organisational email (if you have one)	This is a generic organisation email as opposed to an individual's email, for instance info@ organisation.org or contact@organisation.org
Organisation website, if you have one	
Organisational Facebook account, if you have one	
Organisational Twitter handle, if you have one	
Locality Membership number	Prepopulated
Key contact This is the person we will liaise with about your application. Please make sure all the details are correct.	
Salutation: Mr. Ms. Dr. Prof. Other	
First name	
Last name	
Job title	
Work phone number	

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Work mobile number	
Email	
Aims and beneficiaries of your organisation	
Primary sector	Prepopulated
What are the main aims of your organisation? (75 words max)	This is to help us get a more detailed understanding of what your organisation does.
Who are primary beneficiaries targeted by your organisation? A) Black, Asian and Minority Ethnic B) Children and young people, and parents, living in poverty C) Communities experiencing health inequalities D) Older people E) Lesbian, Gay, Bisexual, and Transgender F) People who are pushed into crisis G) People with learning or physical disabilities H) People experiencing domestic abuse and violence I) People experiencing homelessness J) People experiencing poor mental health K) People experiencing loneliness and social isolation L) No specific disadvantaged groups M) Other	Please select up to three.

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What are the main charitable objects, purposes or activities of your organisation? A) Advancement of education, training or retraining B) Health or the saving of lives C) Citizenship or community development D) Arts, culture, heritage or science E) Advancement of amateur sport F) Environmental protection or improvement G) Youth, age, health, disability, finance H) Prevention or relief of poverty I) Relief of unemployment J) Promotion of urban and rural regeneration K) Promotion of social inclusion L) Assisting socially or economically excluded to integrate M) Housing, facilities, services to relieve financial hardship N) Promotion of sustainable development O) Regeneration in areas of social and economic deprivation P) Workspace or assistance to provide training/ employment	This fund cannot support activities that promote the advancement of religion or that are party political in nature. This does not prevent faith groups from applying for funding for a community business which has a charitable purpose other than the advancement of religion. This fund will typically not fund the following purposes in their own rights because on their own, they do not further the fund's strategic aims and objectives: • the advancement of religion; • the advancement of amateur sport; • the advancement of human rights, conflict resolution or reconciliation or the promotion of religious or racial harmony or equality and diversity; • the advancement of animal welfare; and • the promotion of the efficiency of the armed forces of the Crown or of the efficiency of the police, fire and rescue services or ambulance services.
How is your organisation accountable to the local community?	You will be able to demonstrate how you give local people real, ongoing opportunities to shape what you do, through your organisation and project's governance. Ways you could demonstrate accountability to the local community include having open membership, regularly consulting with local people about your activities and plans or involving local people through a community share issue. You may want to consider things such as how you involve the local community in decisions about how your organisation operates? Or if you have local board members, volunteers and staff? When thinking about responding to this question consider how true the following statements are for your organisation: • My organisation was started by members of the local community • My organisation is led by members of the local community

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A preview of the application form and guidance notes

How the Covid-19 crisis has impacted your community and your organisation	
What needs have you seen in your community over the course of the Covid-19 crisis and lockdown?	
How have you been supporting your community during the Covid-19 crisis and lockdown?	
What do you think will be the needs of your community in the coming months as the lockdown eases?	
To what extent is your organisation BAME led or to what extent does it work with members of BAME communities? This fund has an emphasis on BAME-led or BAME-supporting organisations. If your organisation is not BAME led or does not work with many BAME beneficiaries or users as you operate in an area where BAME communities make up a very low percentage of the population, you need to explain how you make sure you reach those who are from BAME communities when you deliver your services?	Clear data shows us that individuals from Black, Asian and Minority Ethnic (BAME) communities are disproportionately affected negatively by the virus, whilst also being disproportionately not awarded funding. We want to make sure that this fund targets money where it is most needed and therefore we are committed to distributing a proportion of our funding to organisations that are BAME-led and/or to organisations that work closely with BAME communities. We define these as follows: • BAME-led - either i. 51% or above, of the board and senior management team are from diverse backgrounds: or ii. organisations self-define as BAME-led based on who is making their key strategic decisions. By 'making key decisions' we mean that decisions on core strategic and financial matters are taken by a diverse group of decision-makers, not that consultation is undertaken as part of decisions that are subsequently taken by a group that is not BAME-led. These definitions are informed by research by the Arts Council. • Work closely with BAME communities - delivering some of your services specifically to BAME communities and/or having a significant representative of BAME users across a number of services relative to local populations. We understand that there may be a reason why you do not work with BAME communities, such as operating in an area with lower BAME populations.

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A preview of the application form and guidance notes

Need for recovery support funding	
How long will it be before your organisation's cash flow becomes critical? A) 0-4 weeks B) 1-3 months C) 4-6 months D) 7-12 months E) More than 12 months	We need to understand how long your available funds will last. The time is measured from when you submit your application.
How has your ability to deliver services been impacted by staff self-isolating, unwell, or unable to work because of vulnerability? A) No change to staff capacity B) Capacity decrease up to 25% C) Capacity decrease up to 50% D) Capacity decrease up to 100%	We need to understand what impact Covid-19 has had on the capacity of your staff to deliver your services.
How has your ability to deliver services been impacted by volunteers self-isolating, unwell, or unable to work because of vulnerability? A) No volunteers/No change in volunteer capacity B) Capacity decrease up to 25% C) Capacity decrease up to 50% D) Capacity decrease up to 100%	We need to understand what impact Covid-19 has had on the availability of any volunteers that support your organisation to deliver its services.

Part Four | Stage 2 Application Form

A preview of the application form and guidance notes

How has the crisis had a direct impact on your ability to pay staff without accessing government support packages, for example, furlough or small business loans? A) Able to pay staff for the foreseeable future B) Unable to pay staff within 6 months C) Unable to pay staff within 3 months D) Imminent difficulties in paying staff	We need to understand to what extent Covid-19 has had an impact on your organisation's ability to pay staff without government support.
Please estimate what percentage of your staff are in the vulnerable categories designated by the government (over 70 age group, underlying health conditions, pregnant)? A) No staff in vulnerable group B) Up to 25% of staff in vulnerable group C) Up to 50% of staff in vulnerable group D) Up to 100% of staff in vulnerable group	We need to understand what proportion of your staff fall into the vulnerable groups, as designated by the government, that is, those over 70 years of age, those with underlying health conditions and those who are pregnant.
How has the crisis had a direct impact on your organisation's ability to pay operational costs without accessing government support packages? A) Able to pay operational costs for the foreseeable future B) Unable to pay operational costs in 6 months C) Unable to pay operational costs in 3 months D) Imminent difficulties in paying operational costs	We need to understand what impact Covid-19 has had on your organisation's ability to pay its operating costs without government support.
How have your supply chains been impacted by the Covid-19 crisis? A) No change to supply chain B) Difficulties in obtaining up to 25% of supplies C) Difficulties in obtaining up to 50% of supplies D) Difficulties in obtaining up to 100% of supplies	We need to understand to what extent Covid-19 has had an impact on your organisation's ability to get all the supplies it needs to operate.

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A preview of the application form and guidance notes

Have you seen a change in demand from the COVID-19 crisis? A) No change in need B) Decrease in need C) Increase in need	Please select one.
Please estimate what percentage of those you seek to help are in the vulnerable categories designated by the government (over 70, with underlying health conditions, pregnant)? A) No beneficiaries in vulnerable group B) Up to 25% of beneficiaries in vulnerable group C) Up to 50% of beneficiaries in vulnerable group D) Up to 100% of beneficiaries in vulnerable group	Please select one.
How has the level of delivery for your services been affected by the COVID-19 crisis? A) No reduction in service delivery B) Service delivery reduced by up to 25% C) Service delivery reduced by up to 50% D) Service delivery reduced by up to 100%	Please select one.
Please describe what other measures you have explored, applied for and put in place to mitigate the impact of Covid-19 on your operations.	We need to understand the broad range of measures you have explored, applied for and/or put in place to mitigate the impact of Covid-19. This could be accessing Government or other financing, utilising the furlough scheme (where possible), seeking rent reductions or repayment holidays, changing or slowing down some operations or prioritising aspects of your business that are essential over those which are not.

Part Four | Stage 2 Application Form

A preview of the application form and guidance notes

Funding ask	
What funding are you requesting (maximum £100,000)? Please split between revenue and capital.	The maximum grant any organisation can apply for will be £100,000. All applicants will be asked to explain all funding requirements and how they relate to Covid-19, either due to increased demand or loss of income. We anticipate that grant applications will reflect scale of the organisation, broadly as follows:

Income/turnover	Maximum grant award
<£50k	£10,000
>£50k - <£100k	£25,000
>£100k - <£500k	£50,000
>£500k - <£1m	£75,000
>£1m	£100,000

The maximum grant for unincorporated organisations is £10,000.

However this fund is aimed at responding to the crisis and so we have built in flexibility in the above financial limits to meet the costs of dealing with the pandemic.

Please note that no retrospective costs (that is, costs incurred before an award is accepted) can be covered.

| **Please explain briefly how you wish to use this funding and how will it enable your community led organisation to continue to operate and meet the needs of those most impacted by Covid-19?** | This funding is intended to cover the essential costs of sustaining current services or refocusing services to address more immediate beneficiary needs. |

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Please upload a breakdown of the funding you are requesting in a spreadsheet, detailing all the costs you wish this funding to cover. If you have received any State Aid, please record it here too.	This funding is intended to cover the essential costs of sustaining current services or refocusing services to address more immediate beneficiary needs, which may include: Revenue costs: • Contribution to staff salaries • Project (specific to this fund) related expenses • Running costs/overheads (due to loss of income or new activities) • Training and development (Staff or Volunteers) directly related to the Project (specific to this fund) • Measures to ensure social distancing Capital costs: • New/ improved systems (for example, itemised software purchases) • Small equipment (itemised) • Small refurbishments/ adaptions needed for social distancing measures If your organisation has already received a grant related to Covid-19, then you will not be able to duplicate what you have already received. For example, if you have received a grant from the Social Enterprise Support scheme to make changes to comply with social distancing, you could not apply for money from the Covid-19 Community Led Recovery Fund for the same costs. Please also complete the table of any State Aid you have received in the past 3 years.
Please provide expected start and end dates for your project. Please confirm that if you are awarded a grant, you will be able to spend the grant within six months of the start date of the grant.	All Grant Recipients must have spent all grant within 6 months from their grant start date (and by no later than 19 April 2021).

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In your opinion will our funding amount to lawful State Aid?	**State Aid**
	State Aid refers to forms of assistance given on a discretionary basis to provide an activity or service, which may distort competition in the European Union (EU) market by favouring one provider over another. Power to Change grants qualify within the EU definition of State Aid, and we must abide by State Aid law during the current "transition period" agreed in the UK – EU withdrawal agreement in which the UK will continue to be subject to the rules of the EU. Unlawful State Aid will have to be repaid.
	Our application process will help us to identify the State Aid position of your application.
	You take full responsibility for ensuring receipt of any grant does not constitute unlawful State Aid. Any unlawful State Aid may need to be repaid by the grantee. Please see https://www.gov.uk/guidance/state-aid for more information.
	Why would State Aid affect your application?
	State Aid rules are complex, but as a general guide, applications to this fund are unlikely to breach State Aid rules if they are: small scale; delivered in a defined local area; are for charitable, social, cultural or educational purposes and do not affect trade between member states of the European Union. Also, there is currently a Covid-19 Extended Temporary Framework in place, which is targeted at organisations facing sudden shortages due to the coronavirus outbreak, and aid can be provided in the form of direct grants, if all of the following conditions are met:
	• The aid does not exceed EUR 800,000 per organisation
	• The aid is granted on the basis of a scheme with an estimated budget;
	• The organisation was not in difficulty on 31 December 2019 but entered into difficulty thereafter as a result of the coronavirus outbreak;
	• The aid is granted no later than 31 December 2020; and
	• Certain additional specific conditions are met for the agriculture, fisheries and aquaculture sectors, which are specified in the framework, which you can read via this link: Extended Temporary Framework.

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Supporting documents	
Please upload a copy of your governing documents or your constitution.	We need to see your governing documents or your constitution to check that you have charitable purpose written into them.
Please upload your latest full accounts, as evidence of your income for 12 months.	Please upload your latest full accounts to provide evidence of your income for 12 months. They do not need to be audited or formally signed off.
Please provide a financial summary that shows your estimated income and expenditure for the next 6 months. We need to understand how you have worked out what your funding needs are for the next 6 months. This might be a cashflow document or something similar. For small unincorporated organisations, a simple statement of where your estimated income will come from and what estimated costs it will cover will suffice.	We need to understand how you have worked out what your funding needs are for the next 6 months. This might be a cashflow document or something similar. For small unincorporated organisations, a simple statement of where your estimated income will come from and what estimated costs it will cover will suffice.
If you have any more supporting information, you can upload up to three more documents.	

When you click **Submit** you will have one more opportunity on the next page to review and print your answers. If there is anything you would like to edit you will have the option to change your responses. This will take you back through the application form. You will then need to resubmit your form. Please ensure you scroll to the bottom of the next page and click **Confirm** when you are happy with your answers. Please note if you do not click **Confirm** your application will not be submitted.

Part Five | Frequently Asked Questions

We will be answering the most Frequently Asked Questions (FAQs) as the scheme develops. You can find these on our website on the Covid-19 Community Led Organisations Recovery Scheme page.

If you have a question which isn't answered in this guidance, please get in touch by email cclors@sibgroup.org.uk.