



power to  
change

business in  
community  
hands

# Powering Up! Capacity strengthening support programme

## Guidelines for applicants



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Power to Change launched the Community Business Renewal Initiative in response to the pandemic, to support the community business sector. Part of the initiative is Powering Up, a tailored support package designed to increase community business leaders' knowledge, to provide wellbeing support and to build peer relationships to boost recovery across the sector. The programme is open to any community business in England to apply; however, we will be prioritising support to community businesses in the most deprived areas of England, as well as organisations that are supporting and led by disabled people and/or people from Black, Asian and Minority Ethnic (BAME\*) groups.

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### ***About this guidance***

This guidance provides the programme's eligibility criteria, a preview of the application form and guidance on how to answer each question.

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

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**Part five:** A preview of the application form and the information you will need to answer the 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](mailto: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.

[linkworker@powertochange.org.uk](mailto:linkworker@powertochange.org.uk)

## Need assistance?

If you would like assistance to complete your application form, please email the above address, leave your name and contact details, and a link worker will contact you shortly.

### \* Please note

We are reviewing all of our terminology, including the use of the term 'BAME' as we aim to be a more inclusive organisation.

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# Welcome

## About the Powering Up! programme

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**The Powering Up! programme is offering capacity strengthening support to community businesses in England affected by the Covid-19 crisis. This support is offered as part of Power to Change's Community Business Renewal Initiative and is designed to help community businesses to adapt, renew and rebuild their business so they can remain viable and able to continue to support their local community.**

The programme is open to any community business in England to apply; however, we will be prioritising support to community businesses in the most deprived areas of England, as well as organisations that are supporting and led by disabled people and/or people from Black, Asian and Minority Ethnic (BAME\*) groups. If you are unsure whether you are a community business, please review the four features of a community business listed on page 5 to see if you are eligible to apply.

The Powering Up programme is being led by Power to Change with the support of partner organisations, including Locality, Coops UK, the Plunkett Foundation, Ubele, School for Social Entrepreneurs and Eastside Primetimers.

The aim of the Powering Up programme is to provide a tailored support package to increase community business leaders' knowledge, to provide wellbeing support and to build peer relationships to boost recovery across the sector.

On offer is a mix of technical, professional development, and health and wellbeing support which you can access following an initial diagnostic of your support needs by a Link Worker.

There are four Link Workers supporting the Powering Up! programme. Their role is to support you with your initial application, to listen to your organisational and professional challenges, to help you think through and prioritise your support needs and to connect you with the right support.

### **Link Workers**

Find out more about the [Link Workers](#).

### **Carole Donnelly**

Carole has been involved with many community businesses over the last 20 years, including her own, Coventry Priory CIC. Carole is an award-winning social entrepreneur and was also named as one of the top 100 Wise women recognising leading women in the social enterprise sector.

### **Dorothy Francis MBE**

Dorothy has worked within business support for 37 years and has supported over 200 community focused businesses to establish and grow. Dorothy has an MBE, and an Honorary Doctorate from the University of Leicester for services to diversity and inclusion.

### **Harsha Patel**

Harsha has worked in the social sector for nearly 20 years supporting community organisations and leaders in capacity building, quality, strategy, and project management roles, and with universities and colleges to develop course curriculum. In 2016, she founded a social enterprise called Doing Social, and is currently its Managing Director.

### **Sara Buchanan**

Sara worked for Power to Change as Head of Early Stage programmes and hugely enjoyed working collaboratively with a range of delivery providers to bring a flexible mix of funding and support to hundreds of pre-venture and start up community businesses, via the Bright Ideas and Trade Up programmes.

# Welcome

## What can you apply for?

**The tailored support package for community businesses is worth up to £3,700 equating to four days of technical support for your business and at least one day of professional development or health and wellbeing support for you or your team.**

Successful applicants will benefit from an organisational review facilitated by one of our Link Workers as well as receiving direct support to progress your business. The direct support on offer includes not only technical support to your business, but also professional development support for community business leaders and health and wellbeing support for individual staff or teams.

You can have a 'mix and match' approach to the support you choose to access, and you only need to give an initial indication of your support needs in the application form.

If your application to the programme is successful, you will be assigned a Link Worker who will discuss your needs with you in more detail and work with you to provide a tailored programme which can support your community business through the current Covid-19 crisis.

This support may be provided by one of our national delivery partners: Locality, School for Social Entrepreneurs, Plunkett Foundation, Cooperatives UK, Eastside Primetimers and Ubele Initiative. You may also request to use a local service provider, if you already have a successful working relationship that you would like to continue.

Regardless of which service provider you choose Power to Change will pay the provider directly, according to our standard invoicing procedures.

**Technical support** on offer is as follows: *(following learning from the pilot programme we may look to add additional streams of support)*

- ▶ Business skills advice.
- ▶ Human Resources advice, employment, redundancy, furlough, working arrangements etc.
- ▶ Health & Safety advice, covid-19 compliance, safe & secure buildings, staff and visitors etc.
- ▶ Financial Planning, including managing cashflow and debt within the business.
- ▶ Business planning in changing times.
- ▶ Change/crisis management.

- ▶ Support to move to a new digital offering, including moving service delivery and income streams online.
- ▶ Funding masterclass, limited to 20 organisations

**Professional development, health and wellbeing support:**

- ▶ Coaching.
- ▶ Peer to peer mentoring – provided by community business leaders participating in our [Peer Brokerage](#) programme.
- ▶ Resilience and wellbeing – provided by [Bird](#).

**Please note: If you require any assistance completing your application form, please contact our Link Workers via: [linkworker@powertochange.org.uk](mailto:linkworker@powertochange.org.uk) and leave your name, organisation name, contact phone number and some information about your request.**

# Part One | Can you apply?

## Eligibility Criteria

Please read through the following criteria to check that you are eligible for support from the Powering Up Programme. We will assess your application against these criteria. You may not typically identify yourself as a community business, but the way you operate and deliver your services may well meet the four features of a community business, as described below.

### 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. Meet the four key features of a community business

Power to Change only supports existing community businesses through this scheme. [Here are some examples of a community business.](#) Under the Renewal Fund, we will fund community businesses that have the following four key features:

#### Are you locally rooted?

Community businesses are rooted in a particular geographical place. They build on the strengths and assets of that place to address community needs.

#### Are you accountable to the local community?

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 influence in decision making.

#### Are you trading for the benefit of the local community?

Community businesses have a clear trading model and sell services and products in and around their local area. Community businesses create benefits for the local community with their profits and through the way the business is run. To be eligible your organisation has to be an established organisation with trading history.

#### Do you have a broad community impact?

Community businesses engage with a variety of different groups in their community and deliver impact against a range of different community needs.

### 3. An incorporated organisation

At the time of applying, you must be an incorporated organisation. Unfortunately we are unable to support unincorporated organisations.

### 4. Charitable purpose

You must have a charitable purpose at the heart of what you are asking us to fund, which meets charitable needs in your community. This does not mean that you have to be a charity as we will fund a variety of legal structures, but we cannot fund activities which don't further a charitable purpose.

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
- the promotion of social inclusion

## Part One | Can you apply?

### Eligibility Criteria

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.

#### 5. 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.

#### 6. Have support needs that are a result of Covid-19

Powering Up is targeted at community businesses to adapt and navigate through the ongoing Covid-19 crisis, for an organisation to be eligible it needs to articulate how the support needs identified are linked to the impact of Covid-19.

#### 7. Be able to make use of this support by end of June 2021

The Powering Up programme is designed to help organisations through the pandemic, therefore you will need to be able to make use of this support by the end of June 2021.



### Our priorities

**We welcome strong applications from organisations across the community business sector. We will, however, be prioritising applicants that demonstrate they are operating in a community that has been hardest hit by Covid-19**

We will be prioritising applications from community businesses operating in areas with Indices of Deprivation (IMD) 1-3, those led by and for Black, Asian and Minority Ethnic (BAME\*) communities and those led by and supporting disabled people. Research shows that the poorest communities in England, people from BAME backgrounds and disabled people have been disproportionately affected by Covid-19.

#### 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 Two | Application process

### How we assess applications and make decisions

#### Stage 1 - Application and assessment

To help you decide whether to apply to this programme, please:

- Read through this guidance, particularly the eligibility criteria on page 5
- Watch our webinar: <https://www.powertochange.org.uk/get-support/programmes/powering-up/>

To apply to the programme, you need to complete a short application form which is reproduced, for reference, on page 11.

- You have the option to complete the form by yourself online at [www.powertochange.org.uk](http://www.powertochange.org.uk) when the application window opens.
- Or you can arrange to speak to one of our Link Workers who can complete the form with you. To arrange to speak to a Link Worker please email [linkworker@powertochange.org.uk](mailto:linkworker@powertochange.org.uk) with the subject heading 'Help with Powering Up Application'.
- The application form is short and does not require you to upload any detailed financials or additional documents. In our testing process with community business leaders, the application form took on average 30 minutes to complete.

We will assess your application and let you know within 10 working days of the application round closing whether you have been successful.

#### Stage 2 - Support planning

##### Explore your support needs and agree a support plan with a Link Worker.

- If you are successful you will be matched with one of our Link Workers who will arrange a suitable time for a video or telephone call, depending on your preference.
- In that call the Link Worker will guide you through an initial diagnostic assessment process to identify what the most pressing support needs of your community business are.
- In a following call and using the diagnostic assessment, you will agree a support plan with the Link Worker which will detail the content, number of days and who will deliver the support.

##### The value of the diagnostic for community businesses

Our Link Workers undertake a in-depth diagnostic exercise with your community business as part of the programme, which takes approximately 2 hours. This process enables our Link Workers to gain a greater insight into your community business and to fully understand the impact Covid-19 has had on the way you have been able to deliver the business.

The Link Workers use the information gained to ensure they get the 'right fit' of consultancy support without the community business leaders having to go over the issues again with the external consultants and peer mentors. Many of the community businesses that have already undertaken a diagnostic business review have indicated that it was useful or very useful use of their time.

"It was very helpful as we were starting to look at our business modelling and this process helped me focus on what we wanted to work on, helped us narrow down our thoughts and think about the strategy"  
Successful Powering Up applicant.

#### Stage 3 - Work with your support provider

- The Link Worker will then introduce you to the chosen provider/s who will deliver the support you have identified. It will be possible for you to use a local provider, instead of one of our national delivery support providers, if you prefer.
- You will be able to arrange with the support provider when and how you wish to receive the support, but you must receive the support by the end of June 2021 at the latest.
- The Link Worker will keep in touch with you and check on the progress of your support.
- Once the support package has been delivered, the Link Worker will arrange another call to review the support given and invite your feedback.

## Part three | Other useful information

### 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 in accordance with GDPR regulations.

We will only store your information for as long as it is necessary and will delete your information when 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](#).

### Diversity, Equity and Inclusion

Power to Change is committed to the advancement of equality, diversity and inclusion. We seek to be a genuinely inclusive organisations by taking an equitable approach to how we design and implement 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.

Inclusive practices are designed to promote participation by people with a wide range of human experience including different race/ethnicity, genders, sexualities, ages, religions and disabilities or lack thereof. To learn more about making your community business more accessible and inclusive for people with disabilities, please read our [Accessibility and Inclusion Guidance](#).



## Part Four | Additional support for community businesses

### The Community Business Renewal Initiative

**We want to support the sector to recover and rebuild, and are proud to launch the Community Business Renewal Initiative, which includes Powering Up.**

For the latest information, including how to access any of the Community Business Renewal Initiative, please [sign up to receive our newsletter](#) and [check our website](#) for updates.

#### **Community Business Patchwork**

The Community Business Patchwork mutual aid group was created in response to Covid-19, and exists to provide practical peer support, solidarity and inspiration to all members. There are regular newsletters, monthly Zoom meetings and the opportunity to share your practical and inspirational stories with the community business sector. Funded by Power to Change, the group was set up by Practical Governance.

You can join the network and find out when the next themed online meeting is, by visiting: <https://cbpatchwork.org>

#### **Community Shares ReBoost programme**

Community Shares ReBoost programme provides grant funding to support the development of a community share offer and achieve the standard mark, as well as match equity investment. The investments will be up to £25,000 of match funding, providing that the minimum share target is achieved.

The programme is designed to support community businesses to launch their first community share offer and is run by Power to Change in partnership with Cooperatives UK.

#### **Community Business Crowdmatch**

Community Business Crowdmatch helps communities to develop, test or grow your community business. The fund is designed to help you raise funds to cover key costs, help you build your network of supporters and provide match funding.

Working with Crowdfunder, Power to Change will offer an investment, up to £10,000, to match the amount raised by your supporters.

#### **Community owned asset protection**

Working with our partners, Cooperatives UK, Plunkett Foundation and Locality, we have identified organisations running community-owned assets that have been most affected by the Covid-19 crisis. For eligible organisations, we will be providing tailored information, advice and guidance to support community businesses to protect their assets.

#### **Making the case for community business**

Power to Change continue to make the case for community businesses playing a crucial role in the economic and social recovery of the country.

To do this, we need your help – if you have a great story that demonstrates the impact your community business has had on the recovery of your local area, please share it with us by emailing: [comms@powertochange.org.uk](mailto:comms@powertochange.org.uk)

## Part Four | Additional support for community businesses

**We want to make it easier for community businesses to recover from this crisis and continue to deliver the vital services needed by local people. Here's some of the additional support available:**

### **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

### **Free advice to adapt your business**

In collaboration with our strategic partners, Power to Change launched a support package for community businesses as we move forward into the new normal.

This support package includes a range of activities, from webinars to short intensive programmes for community business leaders to hone their skills and develop peer networks, helping them to continue to play a vital role in their communities. For updates, [check our newsletter.](#)

### **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.

## Part Five | 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, along with guidance about how to answer these questions.

<b>Section 1: Previous funding and location</b>	
<b>Are you based and operating in England?</b>	<b>Please pick one:</b> Yes/No
<b>Have you accessed funding from Power to Change?</b>	<b>Please pick one:</b> Yes/No
<b>If yes, please state which funding programme you have accessed:</b>	<p><b>Please select all that apply:</b></p> <ul style="list-style-type: none"> <li>More than a Pub</li> <li>Community Shares Booster programme</li> <li>Community Business Trade Up Programme</li> <li>Community Business Renewal Fund</li> <li>Bright Ideas Fund</li> <li>Homes in Community Hands</li> <li>Blended Funding with Key Fund</li> <li>CORE Partners</li> <li>Covid-19 Community-Led Organisations Recovery Scheme</li> <li>C-19 Emergency Trading Income Support Scheme</li> <li>C-19 Bright Ideas Support Fund</li> <li>Community Business Fund</li> <li>The Fore</li> <li>The Next Generation Community Energy programme</li> <li>Keighley Community Health Grant</li> <li>Other</li> </ul>
<b>Section 2: Organisation and contact details</b>	
<b>Your first name</b>	
<b>Your last name</b>	

## Part Four | Application form

### A preview of the application form and guidance notes

<b>What is your preferred method of communication?</b>	<b>Please pick one:</b> Email Phone (Mobile and Landline) Mobile Landline No preference
<b>Your email address</b>	
<b>Your mobile number</b>	
<b>Your landline number</b>	
<b>Organisation name</b>	
<b>Street address</b>	
<b>City</b>	
<b>County</b>	
<b>Postcode</b>	The postcode must be in uppercase and the correct format, for example, M2 1BB or BS32 0BQ.
<b>Are you a member of Cooperatives UK, Locality or Plunkett Foundation?</b>	<b>Please select one:</b> Yes/No (If you click yes, you will need to specify which one and enter your membership number)
<b>Is your organisation incorporated?</b>	<b>Please select one:</b> Yes/No

## Part Four | Application form

### A preview of the application form and guidance notes

<p><b>What is your organisation's legal structure?</b></p>	<p><b>Please select one:</b>  Charitable Company Limited by Guarantee  Charitable Company Limited by Shares  Charitable Community Benefit Society  Charitable Incorporated Organisation  Community Benefit Society  Co-operative Society  Community Interest Company (Limited by Guarantee)  Community Interest Company (Limited by Shares)  Company Limited by Guarantee (non charity)</p>
<p><b>If you are a registered company, what is your Companies House number?</b></p>	
<p><b>What is your Registered Charity number?</b></p>	<p>Only applicable if you have selected: Charitable Company limited by guarantee, shares or Community Benefit Society as your legal structure.</p>
<p><b>What is your organisation's charitable purpose(s)?</b></p>	<p><b>Please select up to three:</b>  The advancement of education, training or retraining  The advancement of health or the saving of lives  The advancement of citizenship or community development  The advancement of arts, culture, heritage or science  The advancement of environmental protection or improvement, and the promotion of sustainable development  The relief of those in need (including by the provision of accommodation and care), by reason of, youth, age, ill-health, disability, financial hardship or other disadvantage.  The prevention or relief of poverty  The relief of unemployment  The promotion of urban and rural regeneration  The promotion of social inclusion  None of the above</p>

## Part Four | Application form

### A preview of the application form and guidance notes

<p><b>Which of the following applies to BAME-representation in your organisation?</b></p> <p>The acronym BAME stands for Black, Asian and Minority Ethnic and is defined as all ethnic groups except White ethnic groups. By 'representation' we mean that at least one of your board or senior management are from diverse backgrounds.</p> <p>These definitions are informed by <a href="#">research done by the Arts Council</a>.</p>	<p><b>Please select one:</b></p> <p>Our board and senior management team is BAME-led          Our board and senior management team is BAME-represented, but not BAME-led.          Our board and senior management team does not have BAME representation.</p>
<p><b>Which of the following applies to Disability-representation in your organisation?</b></p> <p>We follow the Equality's Act 2010 for disability, where 'you're disabled under the Equality Act 2010 if you have a physical or mental impairment that has a 'substantial' and 'longterm' negative effect on your ability to do normal daily activities.</p>	<p><b>Please select one:</b></p> <p>Our board and senior management team is Disability-led          Our board and senior management team is Disability-represented, but not Disability-led.          Our board and senior management team does not have Disability-representation.</p>
<p><b>Which of the following applies to the representation of younger people in your organisation?</b></p> <p>'Younger people' is defined as anyone under 30</p>	<p><b>Please select one:</b></p> <p>Our board and senior management team is led by younger people          Our board and senior management team has representation of younger people, but is not led by younger people          Our board and senior management team does not have younger people representation</p>

## Part Four | Application form

### A preview of the application form and guidance notes

<p><b>Which of the following applies to the LGBTQIA+ representation in your organisation?</b></p> <p>LGBTQIA+ stands for Lesbian, Gay, Bisexual, Transgender, Queer (or Questioning), Intersex, Asexual, plus Allies and other groups. If you would like further information on any of these groups, Stonewall has a <a href="#">Glossary of Terms</a> on their website.</p>	<p><b>Please select one:</b></p> <p>Our board and senior management team is LGBTQIA+ led          Our board and senior management team is LGBTQIA+ represented, but not LGBTQIA+ led          Our board and senior management team does not have LGBTQIA+ representation.</p>
<p><b>Who are your main beneficiaries?</b></p>	<p><b>Please select up to three:</b></p> <p>Black, Asian and Minority Ethnic          Children and young people, and parents, living in poverty          Communities experiencing health inequalities          LGBTQIA+ community          Older people          People who are pushed into crisis          People with learning or physical disabilities          People experiencing domestic abuse and violence          People experiencing homelessness          People experiencing poor mental health          People experiencing loneliness and social isolation          No specific disadvantaged groups          Other</p>

## Part Four | Application form

### A preview of the application form and guidance notes

#### Section 3: Is your organisation a community business?

##### A community business:

- **Is locally rooted:** You are based or working in a locally defined area/place based within the community. You build on your links within a defined geographical area. For example, a ward or constituency in a Local Authority.
- **Generates income through trading, with profits reinvested to benefit the community:** You have a clear trading model built into your community business, for example this could include an onsite café, hiring rooms, selling services or products, with profits then reinvested back into the community business. This will be identified within your accounts as 'income'.
- **Is accountable to its local community:** You can demonstrate that the local community is involved in planning and supporting the community business. This can include, an open membership structure, local people on the board and evidence to support local accountability, your social media reach to highlight how the local community can influence the decision making.
- **Has broad community impact:** How can you demonstrate the impact your business has on the local community? Do you carry out an annual survey with people who use your services? Have you published an annual report? Do you engage other community businesses in the local area and share knowledge?

<p><b>Please briefly tell us what your organisation does and in which geographical areas you work in?</b></p>	<p>Text: 150 words. Provide us with a brief introduction to your community business. You will be able to provide more detail about your activities in the following questions.</p>
<p><b>Locally rooted:</b> <b>Please describe how your organisation is locally rooted.</b></p>	<p>Text: 300 words. Tell us a little bit about your community, how your organisation started and how it serves this community's needs. You can use bullet points to highlight how you work in the local geographical area.</p>
<p><b>Trading for the benefit of your local community:</b> <b>Please describe how your organisation generates income through trading.</b></p>	<p>Text: 300 words. This support is for community businesses that have a track record of generating income through trading. This can be goods or services, or a combination of the two. If you generate a profit/surplus from trading activity, what is this used for? Please include the proportion of your annual income that is generated through trading. For instance; renting rooms, contracted services, trading at a cafe. You can use bullet points to highlight trading and the impact Covid-19 has had on that income.</p>

## Part Four | Application form

### A preview of the application form and guidance notes

<p><b>Accountable to the local community:</b> Please describe how your community business is accountable to the local community.</p>	<p>Text: 300 words. How do you involve the local community in decisions about how the community business operates? Do you have local board members, volunteers and staff? Again, you can use bullet points to highlight how your organisation is accountable to the local community.</p>
<p><b>Broad community impact:</b> Please describe how your community business benefits and supports a broad range of members of the local community.</p>	<p>Text: 300 words. This could be through different services and activities or ensuring you include groups which may, in the absence of such effort, be excluded from participation. Have you carried out an Impact Assessment and if yes, what were the findings? What changes have you made because of the impact and what is the impact of Covid-19 on those changes?</p>
<p><b>Section 4: Technical support:</b> Which areas of your business are you looking to get support in. Please only select the sections you need support with. For each type of support you select you will be asked to briefly describe your support needs, here you should articulate how the impact of Covid-19 on your community business has led to this support need.</p>	
<p><b>Human resources:</b> Staffing issues, redundancy, furlough, changes in job specifications, hours worked, sickness, grievances. Helping you to plan for the next 6 months effective communication during lockdown.</p>	<p><b>Please pick one:</b> Yes / No  If you tick 'yes' you will be asked for a brief overview of the support you are looking for and you will be given an opportunity to rank how important this support is.</p>
<p><b>Health and safety:</b> This can cover premises and ensuring you remain covid-19 compliant. Carrying out safety checks whilst the building is closed (Legionella, electrical and gas safety checks) Lone working and ensuring full H&amp;S compliance in a changing environment.</p>	<p><b>Please pick one:</b> Yes / No  If you tick 'yes' you will be asked for a brief overview of the support you are looking for and you will be given an opportunity to rank how important this support is.</p>

## Part Four | Application form

### A preview of the application form and guidance notes

<p><b>Financial planning / reforecasting:</b> A complete review of your income and expenditure, have you taken out loan finance? If so how will you make the repayments? Has Covid-19 impacted your income and where can you access the right funding for your community business. Looking at 1-3- 5year financial planning. Knowing the figures will help discussions with grant makers and social investment opportunities.</p>	<p><b>Please pick one:</b> Yes / No</p> <p>If you tick 'yes' you will be asked for a brief overview of the support you are looking for and you will be given an opportunity to rank how important this support is.</p>
<p><b>Debt advice:</b> Once you've started to understand the figures, you can look at what advice you need. Do you need a payment holiday extension? Can you renegotiate any loans or social investments. How can you repay? Help to set up affordable repayment plans that meet the continued community needs.</p>	<p><b>Please pick one:</b> Yes / No</p> <p>If you tick 'yes' you will be asked for a brief overview of the support you are looking for and you will be given an opportunity to rank how important this support is.</p>
<p><b>Adapting your business in uncertain times:</b> How can you adapt and change the business, what is the best option for the community and community business? Effective business planning/ modelling helps to get the Board/Trustees and the community all heading in the right direction. What are other local community businesses doing and how can you learn together?</p>	<p><b>Please pick one:</b> Yes / No</p> <p>If you tick 'yes' you will be asked for a brief overview of the support you are looking for and you will be given an opportunity to rank how important this support is.</p>
<p><b>Managing change</b></p>	<p><b>Please pick one:</b> Yes / No</p> <p>If you tick 'yes' you will be asked for a brief overview of the support you are looking for and you will be given an opportunity to rank how important this support is.</p>

## Part Four | Application form

### A preview of the application form and guidance notes

<p><b>Digital support:</b> Have you moved services online &amp; what was the impact to the local community? Do you need support to work more effectively online within your community. What would you need to do to put your services online and is this feasible given the demographics of your local community? What would you need to change, more laptops/tablets? Free wifi access, community training? Does your business need support with your internal IT systems?</p>	<p><b>Please pick one:</b> Yes / No</p> <p>If you tick 'yes' you will be asked for a brief overview of the support you are looking for and you will be given an opportunity to rank how important this support is.</p>
<p><b>Improving equality, equity, diversity and inclusion:</b> Has Covid-19 surfaced a need within your organisation to improve your policies and/or practices relating to equality, equity, diversity and/or inclusion? Do you need some support to reach or help people within your community who might not be benefiting from your work? Please tell us about any concerns you have or challenges you have faced in reaching, supporting and involving people from different backgrounds and with different needs.</p>	<p><b>Please pick one:</b> Yes / No</p> <p>If you tick 'yes' you will be asked for a brief overview of the support you are looking for and you will be given an opportunity to rank how important this support is.</p>

## Part Four | Application form

### A preview of the application form and guidance notes

#### Question 5: Mentoring, Coaching and Wellbeing Support

This is an opportunity to access personal development support to enable key people in the business to work through some key issues that are affecting them. Having someone to talk to outside of the business can often be a real lifeline for community leaders – use this to ensure you are looking after yourself.

##### Would you be interested in accessing:

**Peer mentor\*** (6-8 weeks, up to 1 hr of face to face (online) calls per week from a community business leader)

**Short term professional coach\*\*** (6-8 weeks, up to 1 hr of face to face (online) calls per week from a community business leader)

##### Please select one:

Peer mentor  
Short term professional coach  
Neither

Once selected, you will be asked: **What do you or your team hope to achieve by accessing the support of a peer mentor?** or: **What do you or your team hope to achieve by accessing the support of a short term professional coach?**

##### Health and wellbeing support package

##### Please select one: Yes/No

This offer will be delivered by specialist providers, who have experience of supporting individuals and staff teams with the impact of Covid-19 on health and wellbeing. This could include one-to-one support or working across staff teams, if that would be more appropriate. Once selected, you will be asked: **what is your organisation hoping to get out of this support for you and your team?** This is an open text box.

#### Section 6: Your availability

##### How much costed time do you have to engage with this support?

##### Please select one:

1-2 days (up to 12 hours)  
2-4 days (up to 24 hours)  
4-6 days (up to 36 hours)  
6-10 days (up to 60 hours)

\* Mentoring looks to build a relationship on a one-to-one basis to help you develop the skills required to support you running your business - Mentors look to share their expertise and experience to help you get the best out of your role.

\*\* Coaching involves you working directly on a one-to-one basis looking at the skills and knowledge needed. Coaches ask key questions to enable you to be the best in your role.

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## Part Four | Application form

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Submitting this application is a two stage process. 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.

Please click the **Confirm** button when you are ready to submit your completed form.

Power to Change will use the information you have provided on this form to make a decision about the suitability for a grant and administer successful grants, including contributing to research and evaluating the processes and impacts of the programme.

The information provided will be held on our secure CRM systems which are based within the European Economic Area. All decisions regarding grant applications are made by a panel. Successful grant application information is retained for a period of 7 years, whilst unsuccessful applications are held for a period of 2 years before being securely destroyed. We take the security and privacy of the information you provide seriously and individuals have a number of rights under data protection legislation, if you wish to find out more about how we process your information, please find out [privacy policy here](#).

#### What happens next?

We will assess your application within ten working days of the application round closing whether you have been successful. If you are successful you will be matched with one of our Link Workers who will arrange a suitable time for a video or telephone call, depending on your preference.

We recommend you look at alternative sources of funding and support on [www.mycommunity.org.uk](http://www.mycommunity.org.uk).