

Community Tech: Discovery questions and guidance for applicants

Your organisational details

Organisation name

Organisation name should be written as registered with Companies House, the Charities Commission or other registration or regulatory bodies such as Financial Conduct Authority.

Other names used by organisation

Other names that your organisation is known by.

Organisation website

Organisation email

Organisation phone

Registered address

Please provide the registered address for your organisation. This is the address which you have provided to your regulatory / registration body.

The postcode must be in uppercase and the correct format, for example, M2 1BB, CB2 1QA or BS32 0BQ.

Region

What year was your organisation established?

Provide the year that the organisation was first established. If the organisation has lay dormant for a period, provide the year that it most recently became active again.

What year was your organisation incorporated?

Provide year of incorporation of the organisation separately if this is different from the year it was established.

What does your organisation do and where? (150 words)

Provide a brief introduction to your community business and where it works geographically. You will be able to provide more detail about your activities in the following questions.



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What is the main activity of your organisation? Please select one from the following:

- Arts or Culture Centre or Activities
- Business or Workspace
- Business Support
- Community Cafe
- Community Pub
- Community Shop
- Community Space Hub or Centre
- Development
- Education and Education Support
- Employment Support or Training
- Energy
- Finance or Credit
- Food Catering or Production
- Grant-making Foundation
- Housing
- International
- Law and Advocacy
- Leisure Facility
- Health and Wellbeing
- Natural Environment
- Religion
- Research
- Social Care
- Sports Facility or Activities
- Technology
- Transport
- Umbrella body
- Village Halls
- Waste Reduction Re-use or Recycling
- Other

How is your organisation taking action to address the climate and nature crises?

Our mission is to strengthen community businesses to tackle society's greatest challenges at a local level and we are committed to supporting the sector in realising its full potential in the shift to a fairer, greener economy. Power to Change recognises that community businesses already play a major role including through improving local green spaces, generating renewable energy and promoting community commitment to climate action. This information helps us understand what climate and nature related action your organisation is taking. It will not be used to assess your application.

Please select all that apply. (Press Ctrl to select multiple options)

- Electric vehicles (e.g. EV charging)
- Innovative First/Last Mile Delivery (e.g. Micro Depots)
- Active travel (e.g. Cycling, e-cycling, walking, cycle path networks, bicycle workshops)
- Public transport (e.g. Buses, trains, underground, trams)
- Community transport (shared transport) (e.g. Car sharing schemes, electric car sharing schemes, minibus)
- Provision of Housing (e.g. New Builds)
- Energy efficiency (homes) (e.g. Energy advice, Retrofitting, bulk-purchase, skills for energy efficiency)
- Energy efficiency (community buildings) (e.g. Energy advice, Retrofitting, bulk-purchase, skills for energy efficiency)
- Energy generation & Storage (e.g. Renewable energy (Hydro, biomass, solar, wind), switching



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- campaigns, Batteries, Thermal storage)
- Energy Advice and education (e.g. Providing education and advice to members of the community. Ranging from helping local businesses to engaging with energy consumers, to providing data services for members)
- Energy Finance (e.g. Energy strategy for low carbon development, zero carbon funding, strategic investment)
- Community food growing (e.g. Community orchards, allotments, community gardens)
- Diet and Education (e.g. Eating habits & diet education)
- Community food provision (e.g. Community food co-operatives)
- Farming (community owned / supported) (e.g. Regenerative agriculture, soil management)
- Food waste (e.g. Food security, behavior change activities)
- Repair and re-use (e.g. Repair cafes, re-use shops)
- Retail & consumerism (e.g. Behavior change, circular fashion)
- Waste streams (e.g. Plastic waste, circular economy)
- Land use and biodiversity conservation (e.g. Woodland Creation and Management, Forestry, tree planting, peat bogs, water management, Woodland Crafts, Re-wilding, , community ownership of natural land, ..)
- Natural World (e.g. Connecting with the natural world)
- Storms, Flooding and Sea Level Rise (e.g. Flood defences)
- Temperature Extremes (e.g. Thermal resilience for community buildings)
- Droughts (e.g. Water management programmes)
- N/A

Which of these best captures your organisation's primary, social or charitable purpose?

We can only provide funding for activities which have a charitable purpose. This does not mean that your organisation has 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. Choose the option that best describes your social or charitable purpose. These are based on the Charity Commission's categories. If you are a registered charity, please pick the option that reflects your charitable purpose as listed in your Charity Commission registration.

Please pick one

- 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 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

Postcodes of impact

Provide up to three postcodes of the places where your organisation benefits local people to help us understand where you work. We understand that the area you work in may be larger than 3 postcodes. We will use these postcodes to access data about your local area to help us understand the needs of the community your organisation serves. We prioritise applications from organisations operating in the most statistically disadvantaged areas according to the Indices of Multiple Deprivation (IMD).

The postcode must be in uppercase and the correct format, for example, M2 1BB, CB2 1QA or BS32 0BQ

Community business eligibility criteria

The following questions are designed to determine whether your organisation meets the criteria for a community business. Only organisations that are community businesses in England are eligible to apply to this fund.

[Find out more about the community business criteria](#)

The people marking these questions will be Power to Change staff. They will also look at the details of your organisational structure and incorporation date to determine whether your organisation is a community business. They will not look at the rest of your application once they have made a recommendation about your eligibility. You can write up to 1500 characters, which is about 250 words, per statement.

How is your organisation accountable to the local community?

A community business can demonstrate that the local community is involved in setting the direction, making important decisions and supporting the running of the community business, beyond just using its services. An example of this might be a business where anyone can become a member and influence the business's direction. Tell us how local people get involved to shape projects and influence how your organisation runs – perhaps by contributing to working groups or the management board. You can use bullet points to give examples of how you involve the local community in decisions about how your organisation operates, perhaps through having local board members, volunteers and staff. Your social media reach may highlight how your relationships with the local community have influenced decision-making.

How is your organisation locally rooted?

A community business is linked to a specific place or local area and is designed to respond to the needs of that place and its community. The place could be a local neighbourhood, a ward or a larger area, as long as there is a community that identifies as belonging to that place. Community businesses build links within a defined geographical area and think of themselves as 'locally rooted' within that place. Tell us a little bit about the people who work, volunteer and use your community business. Do they live locally and think of themselves as part of the local community? Tell us about how your organisation started and how it serves its community's needs. Feel free to use bullet points to list the ways in which you work in the local geographical area.

How does your organisation create broad community impact?

A community business has broad community impact across its local area through providing different services and activities that engage and support a variety of different groups or by ensuring that it works to include groups which otherwise might be excluded from participation locally. Additionally a community business might have broad community impact within a marginalised community in the area, by offering services to a range of



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people within that group. Describe how your organisation benefits and supports a broad range of members of the local community, or a marginalised community within the local area. Think about how you know if your community business is having an impact on different groups. Your organisation's impact might be captured in an annual report, an evaluation report or an annual survey with people who use your services. You could use the findings from some of these sources to show which groups your community business is having an impact on.

How is your organisation trading for community benefit?

A community business generates income through trading, often benefiting the community through its trading activity by filling a gap in the local market or providing a needed paid-for service. Additionally, its profits are reinvested to benefit the community. Examples of trading activity could be food and drink sales at an on-site cafe, hiring out rooms, selling services and fulfilling contracts, or selling products. Describe how your organisation generates income through trading goods and/or services. Estimate what proportion of your organisation's total income is generated through trading, or if you are at an early stage of your trading journey, tell us about your plans to grow your trading income in the future. If you generate a surplus or profit, explain what it is used for.

Scored assessment questions

In this section we will ask you to complete five statements about your organisation and the challenge you want to explore using a community tech approach. Each of your answers will be scored from 0-5 by two different assessors with experience in community tech. The assessors will not see any other part of the application form and will base their judgment only on the information in these statements. They will not have any identifying information about your organisation beyond what is included in your answers. The total score will be calculated by adding the marks for each question from both assessors (giving a maximum possible score of 50). The highest scoring applications will be recommended for funding. You can write up to 1500 characters, which is about 250 words, per statement.

Scoring guidelines

- 0 No answer.
- 1 Vague, brief answer with little detail or context. Information given is irrelevant or confusing.
- 2 Answer contains some useful information and detail but does not give a clear overall picture.
- 3 A good answer that explains clearly what the applicant is planning to do and why, but does not use enough supporting evidence to provide a deeper understanding and/or does not relate the answer to the needs of the applicant organisation or local community. Impact is discussed but not evidenced.
- 4 A very good answer that gives the assessors lots of relevant information, evidence and examples where appropriate and relates the answer to the needs



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of the applicant organisation and local community. Assessors have a clear idea of activities intended and their potential impact and feel satisfied they have enough evidence to make a judgment.

- 5 An excellent answer containing evidence and examples, where appropriate. It includes as much detail as possible and breaks things down to give a sense of how any processes described could achieve a desired outcome. It relates activities to the needs of the local community and explains why the work is necessary and useful. It gives a sense of potential impact and how this will be measured. Assessors have all the information they need to make a judgment.

1. The challenge we want to explore is...

Tell us in as much detail as possible about the problem/challenge your organisation is facing that you think could be solved through developing your own tech. Do you already have an idea about how to solve the challenge, or do you want to explore whether there is a potential solution? How did you become aware of the challenge and why is it a priority to find a solution? Do you think exploring this challenge could have a beneficial impact on other communities and community businesses?

2. We want to explore this because...

Guidance: Tell us what you want to learn and discover and what difference it will make to your organisation. Why is it important to your organisation and your local community to find a solution to this challenge? What difference would exploring this make to your community business and the people who work and volunteer there or use its services? Using as much detail and evidence as possible, tell us what impact you are you hoping it will make.

3. Ways we might explore this include...

Guidance: Tell us about the processes you are considering using to explore your idea. What experience does your organisation have in design processes? Are you planning to use the free Design Hop offer? Will you seek advice from a tech expert? How will you find this person or does your organisation already have a relationship with them? Will you consult other organisations working on community tech solutions? Will you look for existing information on Github or the Commons? Will you survey your users to understand their needs? Who in your organisation will lead the work? Will there be more than one, how will they collaborate?

4. A community tech approach is important because...

Guidance: A community tech approach means developing hardware and software that meets a community's exact needs and allows it to keep control, so that digital assets benefit local people not Big Tech companies. It involves working in the open; transparently sharing your learning so that others can benefit, say by making your work available in the

Commons. Community tech is shared with the hope it can be reused, but its goal is not to be scaleable for mass use. Tell us why you feel that this approach is the right one for your organisation and the people it serves. Why is having control over the solution important? How will your organisation and community benefit from this approach? What alternatives have you considered and why have you decided not to use them? Tell us about any ideas on opening up your workings or solution so others could contribute and benefit.

5. Our organisation supports marginalised communities by...

Guidance: Power to Change understands that marginalised communities, for example those of racialised people or people with disabilities, often face additional challenges that are made worse by a lack of support, including, historically, a lack of access to funding. Please tell us about any ways that your community business attempts to support people from marginalised communities. What impact have you made and how was it measured? What part do people from marginalised communities play in your organisation and how does that contribute to the impact you make?

Diversity, equity and inclusion

We are asking you to report on the levels of lived experience present on your board and senior leadership team because we wish to improve Power to Change's understanding of the diversity and inclusion of the community business sector, so we can better design our support.

By lived experience we mean an individual has direct personal experience of a particular characteristic i.e. is disabled or has been for a substantial portion of their lives, or has very close experience by association with another person. For example, a long-term carer for a disabled family member would have lived experience of disability through close association and support for that disabled individual.

We also invite organisations to indicate themselves as led by a board and senior leadership team with lived experience of a particular characteristic based on who is making their key strategic decisions, even if they don't meet the "over 51%" requirement. By 'making key decisions' we mean that decisions on core strategic and financial matters are taken by a group of decision-makers with this lived experience, not that consultation is undertaken to inform decisions that are subsequently taken by a group that does not have this lived experience. These definitions are informed by research conducted by the Arts Council.

Throughout the Discovery assessment process we will be monitoring the progress of applications from organisations majority-led by any of the groups listed below. At each stage of the process we will analyse our assessment data to look for and correct patterns of unintended exclusion.

Use this space if you have any additional comments about your organisation's diversity, equity and inclusion.

If you feel your organisation is led by any of the minoritised communities listed below even though you don't fit the over 51% representation criteria, there is an opportunity to explain this at the end of this section.



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Please indicate for each of the 11 lived experience headings below which of the three statements best describes your board and senior leadership team?

	We are led by a board and senior leadership team including people with this characteristic (over 51% representation)	Some of our board and senior leadership team includes people with this characteristic (below 51% but above 0%)	None of our board and senior leadership team has this characteristic (0%)
People from minoritised ethnicities *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Disability *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
LGBTQIA+ *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Younger People (35 and under) *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Older People (60 and over) *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
People who are economically or educationally disadvantaged *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Long-term Unemployment *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
People with experience of homelessness *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Women and Girls *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ex-offenders *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Refugee status or migrancy *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



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Please indicate for each of the 11 lived experience headings below which of the four statements best describes best describes the groups your work supports and benefits

	This group has high representation in our work	This group is moderately represented in our work	This group is not well represented in our work	This group is not well represented in our work but we have specific services aimed at supporting them or we are taking other active inclusive steps
People from minoritised ethnicities *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Disability *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
LGBTQIA+ *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Younger People (35 and under) *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Older People (60 and over) *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
People who are economically or educationally disadvantaged *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Long-term Unemployment *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
People with experience of homelessness *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Women and Girls *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ex-offenders *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Refugee status or migrancy *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



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Due diligence

We complete due diligence checks on all organisations we consider funding and these questions provide us with the information we need to do this.

Does the organisation work with children, young people and adults at risk?

Please select one of the 3 options that best describes your position:

Yes

No

Not sure

We take safeguarding extremely seriously and expect any organisation working with children, young people and adults at risk to have appropriate policies and procedures in place to ensure their safeguarding.

Does the organisation have a safeguarding policy in place?

Please select one of the 3 options that best describes your position

Yes

No

Not sure

Only answer if the organisation works with children, young people and adults at risk.

Provide a copy of the organisation's safeguarding policy.

If the organisation works with children, young people, and adults at risk and you have a safeguarding policy, please use the option attach it to your application.

Does the organisation have a policy covering equality, diversity and inclusion in place?

Please select one of the 3 options that best describes your position

Yes

No

Not sure

We expect all organisations that we fund to maintain a minimum level of good governance practice, including having a policy covering equality, diversity and inclusion in place. We may check this as part of the grant approval process. If you do not have this policy in place,



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we will get in touch with you, as we may be able to help you put missing policies in place as a condition of the grant.

Does the organisation have a health & safety policy in place (if five or more people are employed by the organisation)?

Please select one of the 3 options that best describes your position

Yes

No

Not sure

We expect all organisations that we fund to maintain a minimum level of good governance practice, including having a health & safety policy in place if five or more people are employed by the organisation. We may check this as part of the grant approval process. If you do not have this policy in place, we will get in touch with you, as we may be able to help you put missing policies in place as a condition of the grant.

Does the organisation have a privacy policy covering GDPR in place?

Please select one of the 3 options that best describes your position

Yes

No

Not sure

We expect all organisations that we fund to maintain a minimum level of good governance practice, including having a privacy policy covering GDPR in place. We may check this as part of the grant approval process. If you do not have this policy in place, we will get in touch with you, as we may be able to help you put missing policies in place as a condition of the grant.

Does the organisation have a policy covering fraud, anti-money laundering and anti-bribery?

Please select one of the 3 options that best describes your position

Yes

No

Not sure



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We expect all organisations that we fund to maintain a minimum level of good governance practice, including having a policy covering fraud, anti-money laundering and anti-bribery in place. We may check this as part of the grant approval process. If you do not have this policy in place, we will get in touch with you, as we may be able to help you put missing policies in place as a condition of the grant.

Does the organisation have a conflict of interest policy in place?

Please select one of the 3 options that best describes your position

Yes

No

Not sure

We expect all organisations that we fund to maintain a minimum level of good governance practice, including having a conflict of interest Policy in place. We may check this as part of the grant approval process. If you do not have this policy in place, we will get in touch with you, as we may be able to help you put missing policies in place as a condition of the grant.

Provide a copy of your most recent filed accounts.

Please use the option to attach a file to the application.

These will help us to better understand the financial circumstances of your organisation.

Provide a copy of your latest management accounts.

Please use the option to attach a file to the application.

These will help us to better understand the financial circumstances of your organisation.

Does the organisation pay all employees at least at the real Living Wage?

Please use option attach file to the application

Yes

No

Not sure

Power to Change is a Living Wage Funder. You do not need to pay the real Living Wage to be eligible for our funding. All posts that we fund however must be at least at the Real Living Wage. Find out more about the real Living Wage www.livingwage.org.uk/calculation We strive to be an understanding funder, so if this is going to be a problem for you, get in touch.



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Subsidy Control

Power to Change grants qualify within the definition of Subsidy, and we must abide by the UK Subsidy Control Act 2022. We have determined that grant awards under this Fund are likely to be exempted from the Subsidy Control where the subsidies received by a grantee in the last three financial years (including the Grant under this Fund) do not exceed the relevant permitted small amount of subsidies that you can receive over the same period, as set out in the Subsidy Control Act 2022 (currently £315,000).

The questions below will help us to identify the Subsidy position of your application. You are required to provide details below of any subsidy (or previously, EU State Aid) support received previously. In the event that all or any part of the Grant is deemed by a Court or other agency of competent jurisdiction not to comply with the Subsidy Control, we may recover all or that part of the Grant from you. If you are concerned about the Subsidy Control, you must seek independent legal advice.

Has your organisation received State Aid or state subsidy in the current or previous two fiscal years?

Yes

No

Not sure

Provide details of State Aid and state subsidy the organisation has received in the current and last two fiscal years.

If answered yes to question above, please complete the table covering the elements below for each separate source (option repeat for multiple sources)

Source (text)

Amount (£)

Purpose (text)

Start date (month and year)

End date (month and year)

What is the geographical area of trading of the organisation?

Choose best fit from pick list below

- Trading limited to the local area
- Trading limited to the regional area



- Trading limited to nationally
- No geographical trading limits

If you have any questions at all about this application form, don't hesitate to get in touch with the Community Tech team by email us at communitytech@powertochange.org.uk.

Good luck!