



GRANT GUIDELINES

Employable Communities Fund

This programme is supported by the European Social Fund (ESF), and administered by the Community Foundation for Merseyside in partnership with Merseyside Expanding Horizons and Merseyside Disability Federation.

Aims of the Programme:

The programme encourages groups and organisations within the community, voluntary and faith sector to help target worklessness and progress individuals towards employment. There is no requirement to provide employment directly, but you must show how your intervention will support them towards the labour market. The support organisations will also provide capacity building support to those requiring it, to run effective work that supports the programme aims. Applicants should contact the support agencies, *Merseyside Expanding Horizons* or *Merseyside Disability Federation* prior to forwarding the application form.

The programme encourages social integration and grassroots community work that helps those at greatest disadvantage who would not usually access European Social Funding through mainstream services. It aims to break down barriers to employment, boost confidence, self-esteem and help people to develop useable skills, including young people at school leaving age who are not in employment education or training (NEET).

Who is eligible to apply

- Groups/organisations which are set up for charitable purposes.
- Applicants whose work benefits people in the boroughs of Knowsley, Liverpool, Sefton, St. Helens or Wirral.
- Locally managed organisations, having a local committee with control over their own finances.
- Social enterprises and Community Interest Companies (CIC), where activities are of a charitable nature.

How much money can you apply for

Grants of up to £12,000 per year are available to eligible groups working in the specified boroughs. Groups can apply each year for the life of the programme, but must only have one live grant at any time and must have submitted project monitoring before any new funding awarded can be released.

What activities can be considered for funding

Activities and purchases such as (but not exclusive to):

- Initial help with basic skills.
- Taster work experience (including voluntary work).
- Training, advice, counselling or confidence building work.
- Job search assistance, including providing equipment and other support necessary to help secure employment.
- First contact engagement activities, e.g. activities which help people who are not normally in contact with official organisations, for example by arranging events or training in places that such people feel happy to visit.

Further Important Information about Costs

- The grant works under the principle of Full Cost Recovery. This means securing funding for all the costs involved in the delivery of the work. Budgets should reflect the full costs to the group, including the direct costs of projects, and all the overhead costs associated with running them. **Groups must be able to justify each element of Full Cost Recovery included.**
- Rent and other office type costs may be considered but only where these are needed for a new and separate project.

What cannot be funded through the fund

- Furniture, vehicles and large capital equipment (small items that support the project directly may be considered)
- Adaptations to premises over £750
- Individual items of equipment over £1000 or second hand equipment
- Bank debit charges, legal fees, fines or costs arising from legal action
- Buying land or property
- Venture capital, loan or guarantee funds
- Activities that have already taken place before we offer you a grant
- Any spending that your group would do anyway, even if you didn't have an Employable Communities Grant
- Promotion of exclusively political or religious activities
- Projects that result in personal financial gain (apart from wages for employed staff)
- Statutory organisations or work that is their responsibility
- Individuals or groups that consist of one family
- Projects where the main beneficiaries are animals or plants
- Reclaimable VAT
- Travel outside the UK
- Gifts or projects exclusively for the purpose of entertaining
- Duplicate activities i.e. something already being delivered by another group in your area

This list is neither exclusive nor exhaustive - if you are unsure if elements of your project may be excluded please contact the Community Foundation for Merseyside using the contact details overleaf for help

How are decisions made on grant applications

Completed grant applications are appraised by Community Foundation staff. Groups are contacted for more information after applying, and a decision making panel, comprising of local representatives including local community members, will make a recommendation on the applications.

Timescales:

Provided your application is complete when it is received, you will receive a decision within 12-16 weeks of applying. Panel dates can be sought by contacting the office on the number below.

Unsuccessful applicants will receive a letter detailing the reasons for their application being rejected and will be invited to reapply to this or another Foundation administered programme where appropriate.

How to apply to the Employable Communities fund

All applicants must contact the support agencies, Merseyside Expanding Horizons or Merseyside Disability Federation (if your project is to benefit disabled people, or disability is an underlying theme) before you send in the application form (details below).

Return a signed completed grant application form ensuring that the documents listed on this page are also included.

If you have received the form via email you may return electronic versions of the documents listed below if they include e-signatures (scanned or otherwise). Alternatively, you may return the application via email to applications@cfmerseyside.org.uk and post the other documents to the address provided:

You must include the following:

1. A signed copy of the group's rules or constitution.
2. A signed copy of the group's latest annual accounts or income/expenditure document, and a copy of a recent bank statement in the name of the group.
3. A signed copy of the group's current Child Protection Policy (if the project includes one to one working with young people under 19) or Vulnerable Adults Policy. All applicants must ensure that they hold relevant policies and procedures in place to undertake activities, such as Criminal Records Bureau checks and/or a health and safety policy, depending on proposed activity. If unsure about what you need please contact Merseyside Expanding Horizons or Merseyside Disability Federation for help (details below).

Applicants should contact the support agencies, Merseyside Expanding Horizons or Merseyside Disability Federation prior to forwarding this form (details below)

**Merseyside Expanding Horizons
Suite 616- 619, Cotton Exchange
Old Hall Street
Liverpool
L3 9LQ**

Tel: 0151 330 0552

Fax: 0151 284 2674

Email: alisonhunt@expandinghorizons.co.uk

If your project will work with disabled people, contact:

Merseyside Disability Federation

Greenbank College

Greenbank Lane

Liverpool

L17 1AG

Tel: 0151 291 9570

Fax: 0151 291 9569

Text-phone: 0151 291 9569

Email: ecf@merseydisability.org.uk

Please forward your completed application form, and supporting documents to

**Community Foundation for Merseyside,
C/O Alliance & Leicester,
Bridle Road,
Bootle,
GIR 0AA**

NB. Please note that only fully complete applications may be processed

If you have any other queries please contact the office on 0151 966 4604 or alternatively you can email us on grants@cfmerseyside.org.uk