

Making Lives Better

Covid-19 Community Support Grants Guidance Notes

We can award grants of up to £5,000 to registered charities, Social Enterprise/CIC, and constituted community / volunteer groups (with a community group bank account) taking an active role to respond to emerging Covid-19 needs for Southern Housing Group residents.

Grants are available to support community action to help Southern Housing Group residents affected by the Covid-19 outbreak. We will aim to make funding decisions as quickly as possible. If your application is successful, please return the signed grant agreement together with an invoice to grants@shgroup.org.uk.

Funding can be used towards:

- Supply of food and other essential items to meet the needs of Southern Housing Group residents
- Transport costs to enable outreach services, or help people provide local transport
- Equipment and other health and safety measures to enable community support to be delivered safely

- In the application form under project description (tell us briefly what you want to do), including:
 - 1) Which Southern Housing Group areas, estates and / or sheltered schemes you are providing services for
 - 2) The criteria your group / organisation is using to define the individuals you will be supporting
 - 3) Any spending guidelines per person, couple or family you have in place
 - 4) A list of food and essential items you will provide

- Your organisation must provide a copy of their public liability with the signed grant agreement

- We may provide your group with referrals from our Southern Housing Group colleagues to directly support our residents

- The information provided within your application maybe shared with the Community Investment Department (CID), Southern Housing Group (SHG) and with other CI Partners (i.e. external organisations), in accordance with GDPR legislation

- We are only able to discuss the grant application with the applicant signatory or other named individuals, which have been confirmed in writing (email or letter) by the application signatory

- We aim to send you a cheque / BACS payment within two weeks of receiving your invoice
- You must send evidence of all your Southern Housing Group grant related expenditure (for example receipts) to the Grants Officer within a month following project completion. For payments made directly to Community Group bank accounts, we may also require copies of the relevant bank statement(s)
- Following the project, any grant underspend should be returned to Southern Housing Group
- You will be required to complete a brief evaluation form, including the number of volunteers, the total number of people supported and details of Southern Housing Group Residents supported (with name and postcode, if possible), breakdown of spend and summary of funding from other organisations and support provided
- You will be required to complete a risk assessment for the project including volunteer roles, which should be attached the application
- Grant funded projects must be 'not for profit'
- Individuals cannot apply, and the fund cannot be used to support personal needs on an individual basis. We cannot accept applications from businesses
- By applying for a grant there is no guarantee your application will be approved
- **For further information or general enquiries please contact the Grants Officer:** Telephone: 020 7324 1292 Email: grants@shgroup.org.uk.
- **Grant applications should be made online, please go to <https://www.shgroup.org.uk/making-lives-better/apply-for-a-grant/> and use the 'Making Lives Better' application form.**

