

Making Lives Better

Covid-19 Community Bounce Back 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 Southern Housing Group residents / communities recovering from the Covid-19 Pandemic.

Grant funding may be used for projects which contribute to one or more of the Community Investment (CI) Department's themes, which are:

- Neighbourliness and Communities
- Improving Health and Wellbeing
- Tackling Poverty

To apply for funding, the following documents should be submitted:

- Covid-19 Bounce Back grant application
- Project risk assessment
- Certificate of incorporation (if limited company) and/or charity number
- Employers Liability insurance - Company/Broker confirmation of not less than £5M
- Public Liability insurance - Company/Broker confirmation of not less than £1M
- Professional Indemnity insurance - Company/Broker confirmation of not less than £500,000 (if applicable)

The information provided within your application may be shared with the Community Investment Department (CI), at Southern Housing Group (SHG). Other Community Investment Partners (i.e. external organisations) may be made aware that you have applied for funding but not the details of your application.

Should a member of your organisation or related party contact us regarding the application, 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.

In order for your application to be considered, you may be requested to liaise and work with other Community Investment partners in the local area. We do this to ensure that the benefit of grant funds are maximised and spent in a way that benefits the wider community and also ensures value for money.

You will be advised of the outcome of the application, or whether we require any further information, within 15 working days following receipt of all requested documents.

Funding cannot be used to purchase alcohol, pay cancellation charges or salaries for SHG residents or individuals otherwise connected with SHG.

We may contact you to discuss your project / application or request further information.

You should seek to achieve value for money for the project by securing goods and services at reasonable prices.

Should you require support to capacity build your application, it may be submitted at a later date.

If the application is approved, you will be assigned a Community Investment Project Manager and we will send you an email together with the Service Level Agreement (SLA) and you will need to complete a detailed schedule. The SLA sets out the terms and conditions of the use of the grant.

You must sign and return one copy of the SLA to the Project Manager, together with an invoice for the relevant grant amount, SHG Finance supplier set up form and supporting documentation.

We will usually make payment by BACS within 30 days of receiving the invoice and other requested documents. Grants may be paid in instalments.

Photographs of the project are required and you should ensure that everyone in the photos signs a photo release form. Completed forms should be returned to the Grants Officer as photos may be used in Southern Housing Group publicity.

You are required to complete a quarterly evaluation form, which should be returned within 10 calendar days from the end of the quarter.



Every unincorporated charity and Charitable Company with a gross annual income of £5,000 or more must register with the Charity Commission.

We will carry out additional checks to ensure you are compliant with all necessary regulations and are financially secure.

For all projects that involve working with young people under the age of 18, young people in care, young people with LDD or vulnerable adults, as a minimum we expect you to:

- Have safeguarding policies in place that are appropriate to your organisation's work and the project you are asking SHG to fund
- Review your safeguarding policies on an annual basis
- Complete a rigorous recruitment and selection process for staff and volunteers who work with children, young people or vulnerable adults; including Disclosure and Barring Service (DBS) checks and taking up references
- Renew criminal records checks at least every three years
- Follow statutory or best practice guidance on appropriate ratios of staff or volunteers to children, young people or vulnerable adults
- Provide child protection and health and safety training or guidance for staff and volunteers
- Carry out risk assessments for project activities
- Secure extra insurance cover where appropriate

For further information, please contact the Grants Officer, Southern Housing Group, 59 – 65 Clerkenwell Road, London, EC1M 5LA. Phone 020 7324 1292, email Grants@shgroup.org.uk

