



Introduction

From time to time Hull Community and Voluntary Services Ltd (CVS) makes grants for charitable purposes for the benefit of the community of the City of Hull.

Funds for CVS grant making are restricted or designated funds from donations or grants made to CVS. Hull CVS is committed to developing and increasing a permanent endowment for the purposes of generating funds for grant making.

Objectives

In line with our Charitable objects, and our mission statement, Hull CVS seeks to fund work that meets charitable purposes, and that:

- addresses needs identified by, or reflects the concerns of people living in the City of Hull
- meets needs that are not already being met
- tackles disadvantage or exclusion and promotes inclusion and engagement
- demonstrates a commitment to equality and diversity
- show good value for money

Individual grant programmes may set out additional and more detailed objectives.

Administration

Administration of grants will be delegated to grants staff employed by Hull CVS. Applicants will be required to complete an application form and such other documents as are required by any grant fund.

Applications will normally be considered by a grants panel, reporting and accountable to the Hull CVS Trustees. Grants panels will work within terms of reference approved by the CVS Trustees.

Applications will be entered on a database, and held and processed in line with Data Protection law and financial accounting requirements.

Eligibility

Voluntary and community organisations working for the benefit of the community in the City of Hull will be eligible to apply to Hull CVS. These are organisations that are governed by a committee of voluntary trustees.

Social enterprises that are voluntary governed may be eligible to apply. (see appendix)

Organisations must have or be working towards a constitution or other governing document that sets out the rules by which it is governed.

The following exclusions apply:

- General appeals or sponsorship
- Work which has already started or taken place
- Work which would normally be funded from statutory sources
- Work undertaken by or on behalf of public bodies (e.g. City Council; police, probation, and NHS bodies), or by employees of public bodies as part of their employment
- Work undertaken by or on behalf of schools, colleges or universities as part of their normal curricular activities. However, work with such bodies may be funded as long as it is for the benefit of the local community and the application is made and managed by a charity or group that is independent of and not normally related to the school, college or university
- Commercial organisations
- Work for the advancement of religious belief
- Work where the main beneficiaries are animals
- Work which does not directly benefit people living in Hull
- Holidays or trips, unless very clear community development benefits
- Individuals

More detailed eligibility criteria relating to specific grants programmes may also apply and these will be set out in information about that grant programme.

Grant Making Process

Publicity and submission of applications

Prior to launch of a grant scheme, the guidelines and the application form will be made available on the Hull CVS website and from the Hull CVS office. Hull CVS will also publicise all grant schemes via appropriate voluntary and community sector organisations and funding advisers.

All applications must be printed off, signed and sent by the applicant on paper to the Hull CVS office.

Advice and guidance on eligibility, guidelines and criteria will be made available to potential applicants by Hull CVS.

Following receipt, all applications are:

- date stamped on day of receipt
- entered on the Hull CVS database
- checked to ensure form is fully completed, basic eligibility criteria are satisfied and all supplementary documents are enclosed
- acknowledged in writing within one week of receipt

Clearly non-eligible applications will be rejected by the Hull CVS Grants Officer and a rejection letter sent. The reason for rejection will be recorded.

Applications that satisfy the criteria will be allocated to an assessor for further consideration.

Hull CVS may request further information from applicants prior to the application being presented to the grants panel.

Prevention and Detection of Fraud

The following are examples of grant fraud:

False applications

- Including inventing an organisation
- Providing false information/withholding information about an organisation to make it eligible
- Individual within organisation making application for personal gain

False Claims

- Activity not having been carried out
- Activity having been carried out but lower quality/less cost
- False documents
- Altered documents
- Discounts not declared
- Claiming for voluntary labour/materials
- Claiming for recoverable VAT

Double Funding of whole or part of project

- Non disclosure of funding provided by other funders for the same project
- False accounting of shared costs
- Non disclosure of own funding (if required)

Misappropriation of payments

- Interception of cheques
- Alteration of cheques
- Creating false bank account

Grant not used for purpose given

- Funds used for another project within the organisation
- Additional unauthorised items purchased with the grant
- Non-return of excess grant
- Funds used for personal benefit

Non Compliance with conditions of grant

- Selling off funded assets
- Providing false monitoring and other information
- Non disclosure of changes (that would result in grant being reduced/suspended)

Hull CVS will make all necessary checks, proportional to the level of funding involved, on applications to discourage, prevent and detect fraud. Hull CVS's approach to fraud is to recover any money inappropriately spent and/or report fraudulent action to the relevant regulatory bodies.

The Compact Code of Practice on Funding and Procurement

Hull CVS will make grants in line with the principles outlined in the The Compact Code of Practice on Funding and Procurement, particularly:

- Focus on outcomes as a key indicator of the success of funding.
- Simplicity and proportionality
- Transparency and accountability
- Discussion and dialogue – this helps build trust and can identify and overcome problems before they impact on the delivery of outcomes
- Full Cost Recovery – a reasonable proportion of unfunded running costs are eligible to be included in the budget for any application

Complaints

Any applicant who feels that their application has not been handled in line with this policy may make their complaint in line with the Hull CVS Complaints Policy

Appendix - Social Enterprises

Hull CVS believes that Social Enterprises should be enterprising, that they should be sustainable from non-grant funding (i.e. from trading including public sector contracts).

We recognise that the phrase “Social Enterprise” is widely used to refer to organisations in the third sector, but is not subject to any legal definition and Social Enterprises are not subject to any regulatory test. Many organisations describe themselves as a Social Enterprise, although not all of them operate any kind of enterprise. Some are volunteer-led and others are governed by people who earn their living from the organisation’s activities.

For the purposes of its Grant Making Policy, Hull CVS subscribes to the following definition of a Social Enterprise:

A social enterprise is a business with primarily social objectives whose surpluses are principally reinvested for that purpose in the business or in the community, rather than being driven by the need to maximise profit for shareholders and owners.

Social enterprise, A strategy for success, DTI 2001

Social Enterprises are eligible to apply to Hull CVS if they are volunteer led (i.e. the governing body receive no remuneration from the organisation, or as a consequence of the organisation’s activity) and if they have in their governing document a rule preventing payments being made to members of the governing body. Social enterprises that are not volunteer-led will be signposted to other sources of advice and financial assistance.

Eligible Social Enterprises may apply for grants from Hull CVS for projects, activities or items that:

- Assist in the establishment of a new volunteer-led Social Enterprise (e.g. help with an initial business plan; feasibility studies or market research; initial marketing; purchase of equipment to begin activities etc)
- Contribute to the enterprising capacity of the organisation (e.g. training or help with business planning; marketing; financial management etc)
- Support or enhance the sustainability of a Social Enterprise (e.g. help to overcome difficulties or problems; training or advice to members of the governing body; research to help new or struggling social enterprises)
- Help the Social Enterprise to grow and develop (e.g. training, advice and guidance to help develop or market a product or service to move towards more sustainable income)

Grants will not be given simply to fund the products or services of a Social Enterprise where there is no evidence that this product or service will become a sustainable earner for the Social Enterprise, because we believe that to do so inhibits the capacity of the organisation to be enterprising.

In any application to Hull CVS for grant funding, a Social Enterprise will have to demonstrate that this application is designed to help the Social Enterprise move towards becoming sustainable without grant funding.



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