

**Application guidelines for the Essex County Council
Mid Essex Children's Partnership Small Grants Fund**

Dear Applicant

Thank you for your interest in the *Essex County Council Mid Essex Children's Partnership Small Grants Fund (Children's Partnership Fund)*. This is a one year pilot programme aimed at supporting small, grassroots organisations who are working to improve the lives of families and children in the districts of Braintree, Chelmsford and Maldon.

ECC commissions a large number of services through contracts with medium and larger sized organisations. However, ECC recognises the contribution and value that smaller organisations make when working with families and young people and are keen to support this work as part of their overall strategic objectives. Working with the Mid Essex Children's Partnership, ECC have set up a one year pilot programme which will be managed by Essex Community Foundation (ECF), an independent grant making trust. Funds totalling £46,500 have been made available in 2012-2013 and all interest and enquiries about the Fund should be made directly to ECF. The deadline for applications is **Monday 19 March 2012**.

These guidelines are to assist your organisation in making an application to the fund. Applications will be reviewed by board members of the Mid Essex Local Children's Partnership. Members are keen to understand how your work meets the overall outcomes outlined in the Section 2 ***What are the criteria of the fund?*** These guidelines should provide enough information for you to make an application. However, should you wish to discuss this further, please contact the Grants Team, details are below. A Checklist is available at the end of these guidelines to help you understand if you meet the criteria of this funding programme.

Essex Community Foundation

121 New London Road

Chelmsford

Essex, CM2 0QT

Tel: 01245 356018

Email: grants@essexcf.org.uk or www.essexcommunityfoundation.org.uk.

Essex Community Foundation is a registered charity No 1052061. As an independent local grant maker, we support voluntary and community groups working for the benefit of people living in the administrative county of Essex and the unitary authorities of Southend and Thurrock. We award grants from the numerous funds we manage on behalf of statutory agencies, private donors, companies and local families.

1. What is the aim of the Children's Partnership fund?

To improve the health and well being of families and vulnerable young people by supporting local, voluntary and community activity.

2. What are the criteria of the fund?

The main aim of this programme is to support preventative and diversionary activities for children and young people, ideally, between 8-12 years of age. However, it is recognised that some activities will include young people of different ages, which is acceptable, but your application will need to demonstrate that the majority of beneficiaries are between 8-12 years of age.

This small grant programme aims to complement the outcomes of *ECC's Children's Partnership Framework*. Therefore, all applicants will need to demonstrate that the proposed activities will contribute towards one or more of the following outcomes:

Outcome 1.

Children, young people and parents/ carers have improved emotional wellbeing, mental health, self esteem and confidence and are emotionally resilient

Outcome 2.

Children, young people and families are involved in their community and live safely within families and communities

Please identify which outcome/s your activities will meet and demonstrate how your proposed activities will achieve the identified outcomes. Please use section 2.12 of the application form (Part A).

3. Who can apply?

This programme is only to voluntary and community organisations including registered charities with an annual income of less than £50,000. Applicant organisations must be charitable in purpose; committee or volunteer led and submit, as part of their application, an appropriate Safeguarding Policy. Beneficiaries of funding must live within the districts of Braintree, Chelmsford or/and Maldon.

All other organisations such as schools, parish councils, social enterprises and community interest companies are not eligible for support from this fund. However, ECF manage 76 funds; please contact the grants team should you wish to discuss other funding opportunities.

	4. Who can't apply?	
<ul style="list-style-type: none"> ▪ Organisations working outside of the following districts Braintree, Chelmsford or Maldon (unless activities are demonstrably for the benefit of local residents) ▪ Organisations with an annual income over £50,000 ▪ Any statutory agency including Parish or Town Councils ▪ Social Enterprise or Community Interest Companies 		
	5. How much can we apply for?	
<p>The maximum you can apply for is £5,000 for one year.</p> <p>Funds must be spent by the 29th March 2013. Successful applicants are required to complete and return a monitoring and evaluation report by 30 April 2013.</p>		
	6. How do we apply?	
<p>You will need to complete an application form which you can access via www.essexcommunityfoundation.org.uk. Please read and follow the guidelines carefully before you start to complete the form.</p> <p>ECF uses an online application form which is in two parts. Part A must be completed and submitted online; Part B must be printed, completed and signed. Both Part A and Part B MUST be received at ECF offices no later Monday 19th March 2012. Full instructions are available on our website. Applications received after the 19th March may not be considered for funding.</p>		
	7. How will our proposal be assessed?	
<p>Your grant application will be assessed by ECF who may contact you to discuss your application. The grant assessment process involves the analysis of the evidence of need and levels of community involvement, how activities meet the identified outcomes, the financial position of your organisation and governance arrangements including appropriate policies i.e. Safeguarding and Equal Opportunities. All organisations working with children, young and vulnerable people must, as part of your application, submit an appropriate Safeguarding Policy.</p> <p>Your application will be presented, by ECF, to a panel of Mid Essex Local Children's Partnership Commissioning and Delivery Board members who will make the funding decisions. ECF will notify all applicants of the outcome of this meeting in April 2012.</p>		
	8. Safeguarding and Child Protection Policy	
<p>All applicant organisations working with children, young people and vulnerable adults must have an appropriate safeguarding policy in place. The Essex Safeguarding Children's Board has produced guidelines called <i>SET Procedures</i> which provides explicit instructions for safeguarding children and young people.</p>		

All applicants to this fund will need to ensure, either at the time of application or as a condition of a grant, that your organisation's Safeguarding or Child Protection Policy is compliant with the SET Procedures. The SET Procedures are available from www.escb.co.uk. Please refer to Section 2.22 for Voluntary Organisations.

9. Timetable

- Completed applications received at ECF by 19th March 2012
- Grant assessment process from March – April 2012
- Panel meeting to discuss and agree applications for support 16 April 2012
- Feedback to all applicants by 23 April 2012
- Successful applicants projects start May 2012
- Successful applicants projects ends by 29 March 2013
- Return of satisfactory Monitoring and Evaluation reports no later than 30 April 2013

10. Checklist

Please ensure you are able to tick, yes to every question below in order to apply for funding.

YES

- My organisation is a voluntary and community group run by a committee
- My organisation has an annual income of less than £50,000
- My organisation works in either Braintree, Chelmsford or Maldon
- We have an appropriate Safeguarding/Child Protection Policy (Section 8)
- Our Project (i.e. what you are applying for funds for) will meet either one or both of the outcomes set out in Section 2
- The main beneficiaries of Our Project will be children and young people aged between 8-12 years
- We can spend all funds by 29 March 2013