



# Community Resilience Fund

**#bettertogether**



## Introduction

Thank you for your interest in Kingston Community Resilience Fund. This guide aims to provide you with all of the information you will need to:

- Decide whether the funding is right for your community group or organisation
- Know what information you will need to make an application
- Access support to make an application, if you need it

The application form for this funding is online. It may be easier to decide whether to make an application for funding if you can review the questions you will be asked beforehand. This document aims to provide you with that information.

## Application support

Some community groups may be less confident making applications digitally - because of this, the Community Resilience Fund operates an “**application support service**”, through which you can access a face to face or video call appointment to complete the digital form. Translators are also available through this service if they are required. Please email [strategy@kingston.gov.uk](mailto:strategy@kingston.gov.uk) or call the contact centre on 0208 547 5000 if you would like more information about this support.

## The Community Resilience Fund

Kingston Council has launched a fund of £720,000 to support our voluntary, cultural and community groups across the borough. Funding has already been made available to help residents with the rising cost of living through the Kingston Household Support Fund - the Kingston Community Resilience Fund fund aims to support voluntary, cultural and community groups to survive the cost of living crisis themselves, strengthening our communities and enabling them to thrive.

The fund will run for one year from 18 April 2023, with three opportunities to apply for funding at three different times during the year. These are:

18th Apr - 31st May 2023	Tranche 1 - Funding round open
1st June - 30th June 2023	Tranche 1 - Decisions and distribution
1st Sept - 16th Oct 2023	Tranche 2 - Funding round open
17th Oct - 17th Nov 2023	Tranche 2 - Decisions and distribution
3rd Jan - 12th Feb 2024	Tranche 3 - Funding round open
12th Feb - 12th Mar 2024	Tranche 3 - Decisions and distribution



## Deciding which funding is right for your community group or organisation to apply for

### Core Costs

Through this fund, you can apply for the council to reimburse any increase in an organisation's rent, energy or combined bills up to a maximum value of £3,000. In the current funding round (Tranche 1) the council is inviting you to compare your bills for October - December 2021 and October - December 2022, and apply for the council to reimburse the difference.

We know that organisations have been making difficult decisions between providing services and support for our communities or paying these rising costs. This fund aims to reduce this impact, enabling our community groups to keep doing what they do best.

Funding will be awarded based on how the organisation supports the borough to be resilient. [View the application process for Core Costs.](#)

### Small projects

Through this fund, the council will award up to £5,000 to maintain or develop a community resilience response. Organisations will provide a short proposal and funding will be awarded based on how the response supports the borough to be resilient. [View the application process for Small Projects.](#)

### Large projects

Through this fund, the council will award up to £20,000 to develop a new approach (exceptional applications over £20,000 may be considered). Organisations will need to provide a detailed proposal and will be required to provide outcomes monitoring. Funding will be awarded based on how the new approach supports the borough to be resilient. [View the application process for Large Projects.](#)

## Further information and frequently asked questions

There is further information available at the back of this prospectus on the following topics:

- Applying for multiple funding streams
- Receiving your funding decision
- Appealing your funding decision
- The Council's Corporate Privacy Notice
- Contacting the Community Resilience Fund Project Team

## The application form

This form is estimated to take:

- Half an hour to complete if you are applying for core costs
- Half an hour to complete if you are applying for small projects
- An hour to complete if you are applying for large projects



Please note that these estimates are based on time taken to complete the form, and do not include the time taken to consider and design the projects for small and large projects.

Your organisation or community group's request for funding will only be seen by the Council to consider after

- all the application questions are completed
- all the required documents are provided  
and
- you agree to the Declaration and **press submit** at the end of the form.

You can save your application and return to it at any time but you **MUST** complete the whole form, agree to the Declaration and **press submit** for your application to be considered.

You will know you have sent the application as a confirmation email will be sent to the two contacts on the application form.



# Applying for Core Costs funding

## How long will this take?

We estimate that this application will take approximately half an hour to complete

## What will I need to have available to complete the application?

**For all funding routes** you are asked to give examples of how you publicise your organisation or community group. If this information is not available online you have the option to upload a leaflet or poster.

**Only for core costs funding:** You will be required to upload evidence of an increase in your energy, rent or combined costs. You can get assistance to scan these documents at your local library.

## About the fund

To apply for Core Costs funding, you will need to have experienced an increase in your core energy or rent costs. To demonstrate that this is the case you will upload bills for:

October, November and December 2021

and

October, November and December 2022

These can be energy bills, rent bills or combined energy and rent bills.

If your application is successful, the council will reimburse the calculated difference between these core costs in October - December 2021 and October - December 2022.

You **MUST** make sure these bills are clearly marked with the name of your organisation or community group. It is easier if these bills are uploaded as one file. If you would like support to scan these documents, you can make an appointment with the Community Resilience Fund application support service by emailing [strategy@kingston.gov.uk](mailto:strategy@kingston.gov.uk) or you can visit your local library for assistance with this.

## The questions on the application

Below are the questions you will be asked to make an application for this grant funding.

### 1. Please provide the details of your organisation or community group's primary and secondary contacts

- name
- role in the organisation or community group
- email
- phone number

### 2. What is the name of your organisation or community group?

### 3. What is the address of your organisation or community group?

- Please enter post code



## Applying for Core Costs funding

- Building Name or Number

**4. Please give examples of where we can find your organisation or community group online.** Please note that this can be as simple as posts on social media and does not need to be a stand-alone website or account. If you do not have any online posts please provide copies of a poster or leaflet. This helps the council to understand your organisation or community group and how you reach members or residents.

**5. What is the structure of your organisation or community group?**

**6. What does your organisation or community group do?** (maximum 100 words)

**7. Does the organisation or community group target support towards residents with a “protected characteristic” or a priority group according to the Inclusive Kingston Strategy?**

**8. Does the organisation or community group (or branch of the organisation) work primarily with Kingston residents** with at least 80% of those supported living within the borough? If your organisation or community group does not record this do you estimate that at least 80% of those supported are living in Kingston?

**9. Do you support the whole borough, a neighbourhood or a community?** (select option)

- Whole borough
- A neighbourhood
- A community

### 10. General questions

Does the group have a written constitution or memorandum and articles or a set of rules that establishes it as a voluntary, community, faith or other not-for-profit organisation?

Does the group have a management committee or board of trustees with at least three members?

Does the group have a lead for safeguarding who is responsible for ensuring that volunteers / staff are appropriately and regularly trained and skilled in safeguarding?

Does the group have a bank or building society account in the name of the organisation or community group?

Does the group have at least two unrelated people to authorise cheques and make withdrawals?



## Applying for Core Costs funding

Does the group have an accounting system such as annual accounts to record income and expenditure?

**11. The council wishes to support organisations and community groups that work to achieve the aims of the Kingston Voluntary and Community Sector Strategy, “Empowering People, Strengthening Communities”.**

This strategy has five objectives. Using examples, tell us how you support one or more of these five objectives? (300 words).

- Work with others to tackle community challenges
- Identify need using data, evidence and community voices
- Transform and adapt to meet emerging need and respond to inequality
- Build on the diverse strengths of communities
- Actively promote equality, diversity and inclusion and reject discrimination

*This is a scored question. Organisations will score more highly if they clearly support one or more of these objectives, and demonstrate that they work to develop community resilience.*

**12. Who does your organisation or community group work with, and how do you reach out to new members?** What is the approximate number of residents that are linked with your organisation or community group? (100 words)

*This is a scored question. Organisations will score more highly if they demonstrate how they support priority groups and can demonstrate efforts to reach new members / residents.*

## Evidence required for Core Costs funding

The evidence you will be required to attach at this stage is:

- October - December energy bills for both 2021 and 2022
- Or
- October - December rent bills for both 2021 and 2022
- Or
- October - December combined rent and energy bills for both 2021 and 2022

Please make sure these are clearly marked with the name of your organisation or community group. Ideally you will attach the required invoices in a single PDF document. Please contact [strategy@kingston.gov.uk](mailto:strategy@kingston.gov.uk) if you require a face to face appointment at Kingston Council, Guildhall 2, KT1 1EU to scan these documents.

**13. Which core costs are you applying for assistance with?**



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- Rent
- Energy
- Combined rent and energy bills

### 14. What is the calculated difference for these core costs?

### 15. Does the organisation or community group agree to the Declaration?

By submitting this form:

- I confirm that I am the main contact in relation to the request for grant funding and that I am authorised to sign this application on behalf of the applicant organisation or community group.
- I confirm that I understand it will be a condition of any grant awarded that the grant will only be used for the purpose for which it is awarded. I undertake to use the award only for that purpose and to repay to the council any grant money that I may use for any other purpose on demand.
- I undertake to inform Kingston Council of any changes to the project, management or organisational circumstances that would affect this application post submission.
- I confirm that the organisation or community group will adhere to all [Public Health England Coronavirus guidance](#) on social distancing, self-isolation as well as advice on protecting staff, volunteers and service users.
- I confirm that any funding received from the Royal Borough of Kingston will not be used to fund activities normally undertaken by statutory organisations, major building works, minibuses, endowments (to provide a source of income), political activities, historic activities or events.
- I confirm that any funding received will enable us to carry out work with the community that is not primarily of a religious nature and does not exclude people from other faiths, or those who have no faith.

Please note if the application is successful an Award agreement will be sent for you to authorise.





# Applying for Small Projects funding

## About this funding

Through this funding, the council wishes to support new approaches that aim to achieve the aims of the Kingston Voluntary and Community Sector Strategy, “Empowering People, Strengthening Communities”. You can find more information about this strategy in question 11 below. Organisations will be asked to provide information about how this project will improve outcomes for the community, and how they will know that they have made a difference.

## How long will this take?

We estimate that this will take approximately 45 minutes to complete.

## What will I need to have available to complete the application?

**For all funding routes** you are asked to give examples of how you publicise your organisation or community group. If this information is not available online you have the option to upload a leaflet or poster.

**For small projects:** You will need to upload your organisation or community group’s Safeguarding Policy. One document can be uploaded, preferably as a pdf file.

## About the fund

Up to £5,000 to maintain or develop a community resilience response. Organisations will provide a short proposal and funding will be awarded based on how the response supports the borough to be resilient.

## The questions on the application

Below are the questions you will answer to make an application for Small Projects grant funding.

### 1. Please provide the details of your organisation or community group's primary and secondary contacts

- name
- role in the organisation or community group
- email
- phone number

### 2. What is the name of your organisation or community group?

### 3. What is the address of your organisation or community group?

- Please enter post code
- Building Name or Number

**4. Please give examples of where we can find your organisation or community group online.** Please note that this can be as simple as posts on social media and does not need to be a stand-alone website or account. If you do not have any online posts please provide copies of your posters or leaflets. This helps the council to understand your organisation or



## Applying for Small Projects funding

community group and how you reach members or residents.

Please select all those that apply

- Webpage
  - Please provide link
- social media - Twitter account and/or, Facebook page
  - Please provide links / details (text)
- Other
  - Please specify, if not digital, how the community finds out about your organisation or community group. (maximum 50 words)
  - If applicable you can upload an example of how. This could include your posters or leaflets. (maximum one image or pdf)

**5. What is the structure of your organisation or community group?** (please select from the following)

- Registered Charity
- Community Group
- CIC Limited by Guarantee
- Company Limited by Guarantee
- Charitable Incorporated Organisation (CIO)
- Registered Social Landlord
- Unincorporated Charitable Organisation
- Other

**6. What does your organisation or community group do?** (maximum 100 words)

**7. Does the organisation or community group target support towards residents with a “protected characteristic” or a priority group according to the Inclusive Kingston Strategy?**

Tick all that apply:

- Age (a specific age or range of ages)
- Disability
- Gender Reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion / beliefs
- Sex
- Sexual orientation
- Children in Care
- Homeless households and rough sleepers
- Gypsy and Irish traveller communities
- Refugees and asylum seekers
- UK Armed Forces Veterans
- People with experience of the criminal justice system

**8. Does the organisation or community group (or branch of the organisation) work**



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**primarily with Kingston residents** with at least 80% of those supported living within the borough? If your organisation or community group does not record this do you estimate that at least 80% of those supported are living in Kingston?

**9. Do you support the whole borough, a neighbourhood or a community?** (select option)

- Whole borough
- A neighbourhood
- A community

### 10. General questions

Does the group have a written constitution or memorandum and articles or a set of rules that establishes it as a voluntary, community, faith or other not-for-profit organisation?

Does the group have a management committee or board of trustees with at least three members?

Does the group have a lead for safeguarding who is responsible for ensuring that volunteers / staff are appropriately and regularly trained and skilled in safeguarding?

- **Please upload your safeguarding policy**

Does the group have a bank or building society account in the name of the organisation or community group?

Does the group have at least two unrelated people to authorise cheques and make withdrawals?

Does the group have an accounting system such as annual accounts to record income and expenditure?

**11. The council wishes to support organisations and community groups that work to achieve the aims of the Kingston Voluntary and Community Sector Strategy, “Empowering People, Strengthening Communities”.**

This strategy has five objectives. Using examples, tell us how you support one or more of these five objectives? (300 words in total).

- Work with others to tackle community challenges
- Identify need using data, evidence and community voices
- Transform and adapt to meet emerging need and respond to inequality
- Build on the diverse strengths of communities



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- Actively promote equality, diversity and inclusion and reject discrimination

*This is a scored question. Organisations will score more highly if they clearly support one or more of these objectives, and demonstrate that they work to develop community resilience.*

**12. Who does your organisation or community group work with, and how do you reach out to new members?** What is the approximate number of residents that are linked with your organisation or community group? (100 words)

*This is a scored question. Organisations will score more highly if they demonstrate how they support priority groups and can demonstrate efforts to reach new members / residents.*

### Questions specific to Small Projects funding

**13. Please provide the proposal of the project you seek funding for and what the money will be used for?** Please include an example of how this funding will be used to improve outcomes for the community. (300 words)

*This is a scored question. Organisations will score more highly if the small project clearly supports the objectives of the Empowering People, Supporting Communities strategy and the objectives are clear and achievable and align with that strategy.*

**14. What is the value of funding you seek?** (maximum of £5,000)

**15. Does the organisation or community group agree to provide a short narrative report on how the grant was used?**

This will be published on the council's website along with the bid for funding

**16. Does the organisation or community group agree to the Declaration?** (tick box)

By submitting this form:

- I confirm that I am the main contact in relation to the request for grant funding and that I am authorised to sign this application on behalf of the applicant organisation or community group.
- I confirm that I understand it will be a condition of any grant awarded that the grant will only be used for the purpose for which it is awarded. I undertake to use the award only for that purpose and to repay to the council any grant money that I may use for any other purpose on demand.
- I undertake to inform Kingston Council of any changes to the project, management or organisational circumstances that would affect this application post submission.
- I confirm that the organisation or community group will adhere to all [Public Health England Coronavirus guidance](#) on social distancing, self-isolation as well as advice on protecting staff, volunteers and service users.



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- I confirm that any funding received from the Royal Borough of Kingston will not be used to fund activities normally undertaken by statutory organisations, major building works, minibuses, endowments (to provide a source of income), political activities, historic activities or events.
- I confirm that any funding received will enable us to carry out work with the community that is not primarily of a religious nature and does not exclude people from other faiths, or those who have no faith.

Please note if the application is successful an award agreement with associated terms and conditions will be sent for you to authorise.



# Applying for Large Projects funding

## About this funding

Through this funding, the council wishes to support new approaches that aim to achieve the aims of the Kingston Voluntary and Community Sector Strategy, “Empowering People, Strengthening Communities”. You can find more information about this strategy in question 11 below. Organisations will be asked to provide a detailed project plan, detail about how the money will be spent and an outcomes monitoring framework.

## How long will this take?

We estimate that this will take approximately 1 hour to complete.

## What will I need to have available to complete the application?

**For all funding routes** you are asked to give examples of how you publicise your organisation or community group. If this information is not available online you have the option to upload a leaflet or poster.

**For large projects** you will need to:

- upload your organisation or community group’s Safeguarding Policy. One document can be uploaded, preferably as a pdf file.
- upload the project delivery plan

## About the fund

Organisations or community groups will be awarded up to £20,000 to develop a new approach (exceptional applications over £20k may be considered). Organisations will provide a detailed proposal and outcomes monitoring. Funding will be awarded based on how the new approach supports the borough to be resilient.

## The questions on the application

All the questions you will be asked as part of this application are below.

### 1. Please provide the details of your organisation or community groups' primary and secondary contacts

- name
- role in the organisation or community group
- email
- phone number

### 2. What is the name of your organisation or community group?

### 3. What is the address of your organisation or community group?

- Please enter post code
- Building Name or Number

### 4. Please give examples of where we can find your organisation or community group



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**online.** Please note that this can be as simple as posts on social media and does not need to be a stand-alone website or account. If you do not have any online posts please provide copies of your posters or leaflets. This helps the council to understand your organisation or community group and how you reach members or residents.

Please select all those that apply

- Webpage
  - Please provide link
- social media - Twitter account and/or, Facebook page
  - Please provide links / details (text)
- Other
  - Please specify, if not digital, how the community finds out about your organisation or community group. (maximum 50 words)
  - If applicable you can upload an example of how. This could include your posters or leaflets. (maximum one image or pdf)

**5. What is the structure of your organisation or community group?** (please select from the following)

- Registered Charity
- Community Group
- CIC Limited by Guarantee
- Company Limited by Guarantee
- Charitable Incorporated Organisation (CIO)
- Registered Social Landlord
- Unincorporated Charitable Organisation
- Other

**6. What does your organisation or community group do?** (maximum 100 words)

**7. Does the organisation or community group target support towards residents with a “protected characteristic” or a priority group according to the Inclusive Kingston Strategy?**

Tick all that apply:

- Age (a specific age or range of ages)
- Disability
- Gender Reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion / beliefs
- Sex
- Sexual orientation
- Children in Care
- Homeless households and rough sleepers
- Gypsy and Irish traveller communities
- Refugees and asylum seekers
- UK Armed Forces Veterans



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- People with experience of the criminal justice system

**8. Does the organisation or community group (or branch of the organisation) work primarily with Kingston residents** with at least 80% of those supported living within the borough? If your organisation or community group does not record this do you estimate that at least 80% of those supported are living in Kingston?

**9. Do you support the whole borough, a neighbourhood or a community?** (select option)

- Whole borough
- A neighbourhood
- A community

### 10. General questions

Does the group have a written constitution or memorandum and articles or a set of rules that establishes it as a voluntary, community, faith or other not-for-profit organisation?

Does the group have a management committee or board of trustees with at least three members?

Does the group have a lead for safeguarding who is responsible for ensuring that volunteers / staff are appropriately and regularly trained and skilled in safeguarding?

- **Please upload your safeguarding policy**

Does the group have a bank or building society account in the name of the organisation or community group?

Does the group have at least two unrelated people to authorise cheques and make withdrawals?

Does the group have an accounting system such as annual accounts to record income and expenditure?

**11. The council wishes to support organisations and community groups that work to achieve the aims of the Kingston Voluntary and Community Sector Strategy, “Empowering People, Strengthening Communities”.**

This strategy has five objectives. Using examples, tell us how you support one or more of these five objectives? (300 words).

- Work with others to tackle community challenges
- Identify need using data, evidence and community voices
- Transform and adapt to meet emerging need and respond to inequality





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- Build on the diverse strengths of communities
- Actively promote equality, diversity and inclusion and reject discrimination

*This is a scored question. Organisations will score more highly if they clearly support one or more of these objectives, and demonstrate that they work to develop community resilience.*

**12. Who does your organisation or community group work with, and how do you reach out to new members?** What is the approximate number of residents that are linked with your organisation or community group? (100 words)

*This is a scored question. Organisations will score more highly if they demonstrate how they support priority groups and can demonstrate efforts to reach new members / residents.*

### Questions specifically for Large Project Funding

**13. Please provide the proposal of the project you seek funding for and the outcomes the project seeks to achieve?** (200 words)

**14. How will the achievements of the outcomes be measured over the year?** (100 words)

**15. Please provide a breakdown of what the money will be used for?** (200 words)

**16. Please provide a delivery plan including the key milestones and timetable?** You can upload a single page PDF document (no larger than A4 size) for your response.

**17. Does the group agree to provide an outcomes report setting out the achievement of outcomes?**

This will be published on the council's website alongside the original proposal.

**18. Is this organisation or community group receiving any other funding from Kingston Council?**

If so, what are sources, amounts and basic terms of this funding? (maximum 150 words)

**19. What is the total value of funding you seek?** (maximum £20,000)

**20. Does the organisation or community group agree to the Declaration?** (tick box)

By submitting this form:

- I confirm that I am the main contact in relation to the request for grant funding and that I am authorised to sign this application on behalf of the applicant organisation or community group.



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- I confirm that I understand it will be a condition of any grant awarded that the grant will only be used for the purpose for which it is awarded. I undertake to use the award only for that purpose and to repay to the council any grant money that I may use for any other purpose on demand.
- I undertake to inform Kingston Council of any changes to the project, management or organisational circumstances that would affect this application post submission.
- I confirm that the organisation or community group will adhere to all [Public Health England Coronavirus guidance](#) on social distancing, self-isolation as well as advice on protecting staff, volunteers and service users.
- I confirm that any funding received from the Royal Borough of Kingston will not be used to fund activities normally undertaken by statutory organisations, major building works, minibuses, endowments (to provide a source of income), political activities, historic activities or events.
- I confirm that any funding received will enable us to carry out work with the community that is not primarily of a religious nature and does not exclude people from other faiths, or those who have no faith.

Please note if the application is successful an Award agreement with associated terms and conditions will be sent for you to authorise.



## Further information and frequently asked questions

### Applying for multiple funding streams

An organisation or community group is able to apply for Core Costs and **either** Small Project or Large Project Funding.

### Receiving your funding decision

The funding decision will be sent via email to the two named contacts on the application. This will not happen until after the closing date for the funding. The council aims to consider and respond to all funding applications within one month of the closing date. This may be longer in cases of exceptional demand. If the funding request is successful you will be asked to agree to the terms and conditions of the fund and provide bank details.

### Appealing your funding decision

Should the organisation or community group's application be unsuccessful an appeals route is available. Details of how to appeal a funding decision are available as part of the decision notice.

### The Council's Corporate Privacy Notice

Please note: We will need to collect your personal information in order to consider your grant application. Your data will be handled in line with our [Corporate Privacy Notice](#).

By submitting the application form the organisation or community group may be contacted about related updates in line with the Corporate Privacy Notice.

### Contacting the Community Resilience Fund Project Team

The project team will continue to update this guide with frequently asked questions. If you have any questions, or would like any of this information in another format, please contact: [strategy@kingston.gov.uk](mailto:strategy@kingston.gov.uk) or call our contact centre on 020 8547 5000.

