



# COMMUNITY GRANT SCHEME GUIDELINES

## WHO WE ARE

In 2011 the Civil Society sector raised the need for a dedicated organisation to act with and on behalf of St Helena's CSOs and increase communication with St Helena Government. The following year, the Community Development Organisation (CDO) was formed.

## WHAT DO THE COMMUNITY DEVELOPMENT ORGANISATION DO?

The benefit of small amounts of funding being administered locally is that contributions can be targeted: reaching more people and places than larger, centrally based organisations. The CDO supports CSOs directly through: training, advocacy, and through administering small grants. The benefit of small amounts of funding being administered locally is that contributions can be targeted: reaching more people and places than larger, centrally based organisations.

Strong CSOs will enhance the services already provided by Government and businesses by accessing other funding bodies and offering additional services. By encouraging a climate of community and volunteering, we increase a sense of inclusion and belonging which in turn compliments the economic development of St Helena.

Due to budget pressures, the SHG withdrew funding for the Community Grant Scheme in October 2020 and at 31 March 2021, Enterprise St Helena and their social enterprise grant scheme was ceased. In periods of austerity, many members of the local community rely on the grass roots interactions provided by voluntary organizations. The CDO Committee has agreed to offer a mini-grant round with revised objectives to help ensure that the efforts of these organizations are supported.

## COMMUNITY DEVELOPMENT ORGANISATION OBJECTIVES

The Community Development Organisation works with and through island community groups, to build a stronger and more resilient community for the betterment of St Helena and its people.

Our objectives are to:

- Promote a sustainable, vibrant and influential Civil Society
- Help create an enabling environment for Civil Society
- Encourage community participation and collaboration
- Promote and support Civil Society Organisations in achieving their respective objectives

## THE PURPOSE OF THE COMMUNITY GRANT SCHEME

The Community Grant Scheme aims to:

- Support organisations to deliver services which will make an impact in their relevant areas and communities
- Encourage partnership working across CSOs with similar objectives or target groups
- Build the capacity of CSO's to become more financially independent and sustainable
- Support one off initiatives that were not able to secure funding elsewhere

Projects will be selected according to how well they meet the assessment criteria and available funds.

## WHO CAN APPLY FOR A COMMUNITY GRANT

The CGS is open to applications from any Civil Society Organisation (CSO) who was established before 31 December 2020. This is not to discriminate against new initiatives but to support CSOs that have a track record and to acknowledge that St Helena already has a lot of active CSOs supporting diverse segments of the community.

A CSO is deemed to be any non-governmental organisation that manifest interests and the will of citizens and includes any group or organisation which works for the public benefit. CSOs must meet the following criteria:

The CGS is offered on a 50/50 matchfunding basis. If you want to apply for a small community grant for up to £1000 you must be:

1. Be based on St Helena and have a constitution that complies with the Charities Ordinance 2005.
2. A registered member of the Community Development Organisation.
3. Able to demonstrate you were established before 31 December 2020.
4. Able to demonstrate that you have access to funds to match the grant awarded.
5. Hold a bank account that requires at least two signatures.
6. Verifiable Statement of Accounts for the previous financial year.
7. Provide a list of your Committee Members.
8. Confirmation that these Committee Members have been vetted (if working with children or vulnerable adults)
9. Provide a copy of your Safeguarding Policy (if applicable)
10. Be compliant with any current Grant Agreements held with the CDO.
11. Be non-sectarian in your project.

In exceptional circumstances the Community Grant Scheme Committee will consider applications from organisations established after 31 December 2020 but there must be clear evidence that the service or target community group is not currently supported by an existing CSO.

## GUIDANCE ON PROJECT APPLICATION

In general the project needs to contribute to community lifestyle and advancement in areas like the Arts, public facilities, recreation, sports, or welfare. St Helena is fortunate to have many active CSOs, some of whom have overarching objectives. The focus for this Grant Scheme is partnerships and promoting sustainability. Applications that demonstrate cooperation and partnership with another CSO is strongly encouraged. Projects must support the long-term efforts and continuance of the organisation.

## MULTIPLE SMALL COMMUNITY GRANT APPLICATIONS

Organisations may submit up to two small community grant applications in any funding round.

On the condition that, the application's

- purposes are unrelated and do not exceed a grant award above £1000 per project.
- funding for the proposals must be within the acceptable limit of £1000 per project

## WHAT YOU CAN'T APPLY FOR

- commercial ventures, developments or outputs
- funding to cover debts - this includes reimbursement for completed projects and loan repayments
- you also cannot apply for recurrent expense funding. This includes regular salaries and wages, administration expenses and short-life equipment. Salaries for one-off events and projects are permitted.
- projects that may be considered inappropriate or offensive

- fundraising activities (but CDO can for example, pay for a popcorn machine for a fundraising event)
- political or religious activities
- projects that are the responsibility of another government funding program, unless the other program does not have capacity to provide the funds (such as Community Centers who must firstly approach Crown Estates).
- projects that start before your grant is approved will not be funded. Do not purchase goods, services or equipment included in your application until you have received formal funding approval.
- International Travel Expenses

## HOW TO APPLY

### STEP 1. COMPLETE YOUR APPLICATION FORM

You can request an electronic version of the application form from [community.sthelenagmail.com](mailto:community.sthelenagmail.com) or download it from our website <https://www.sthelenacommunitydevelopment.org/>

Alternatively you can get a hardcopy from a Committee Member. We find it helpful to receive electronic copies as this cuts down on our administration costs.

### STEP 2. ENSURE YOUR APPLICATION INCLUDES THE FOLLOWING

#### FIRSTLY

**Applicant Name, Project Name** for your application e.g. "Equipment for baby group in Jamestown", "Wheelchair friendly Levelwood Community Center" or "Waterbutts for Guinea Grass Community Center", **Estimated Start Date** of the project and **Estimated End Date, Position held in CSO** (Civil Society Organisation), **Civil Society Organisations** you are representing, **Charity No.** if you have one and your **Telephone Number**.

#### ABOUT THE PROJECT/ACTIVITY

Please give a detailed summary of the project or activity you would like to be funded. Answering:

- What is the purpose of your project?
- Why is it important for Saint Helena? And for the local community?
- What do you want to achieve?
- How do you plan to achieve it?

#### DELIVERABLES

Please give a detailed summary of the project's output as a result of the grant. Answering:

- What services will you provide? Or what publication will you produce? What activities will you run? This is your chance to identify performance measures. This will also help the committee understand what you are trying to achieve
- Can you estimate the number of beneficiaries supported through this grant?
- How do you expect this to effect St Helenian community/ particular district?

#### BUDGET

Your proposed budget should cover:

- 2 quotes for purchases in excess of £500 to support your budget calculations
- How much your organisation is contributing as matchfunding
- If applicable, how much you plan to raise elsewhere
- If you are wanting to purchase a second hand goods, please follow our Second Hand Goods Policy found below and include the necessary paperwork
- Total project cost

### **SECOND HAND GOODS POLICY**

If buying second-hand equipment, applicants must provide a declaration from the seller that proves:

- original proof of purchase
- it hasn't been bought using public funds in the last 5 years
- it has been PAT tested (Portable Appliance Testing)

Or that:

- it has at least 1 year worth of use
- it doesn't cost more than the market value for new equipment
- it has been PAT tested (Portable Appliance Testing)

### **DECLARATION**

Your application should be signed and dated by an appropriately authorised person of your organisation.

### **SUPPLEMENTARY DOCUMENTATION**

You can include extra information to support your application, including:

- information or research that supports your project
- letters of support from community groups and community members
- The Community Development Organisation offers help with writing a constitution and we can also offer help with writing policies.

### **STEP 3. SUBMIT YOUR APPLICATION**

Applications will be considered on a rolling basis. There is no set deadline but the application will only officially be considered 'submitted' once the supporting documentation is provided.

- Your constitution
- Your most recent audited accounts
- A list of your Executive Members and Committee Members
- Have your Executive members been vetted
- Confirmation of your Safeguarding Policy
- Confirmation Public Liability Insurance
- At least 2 quotes for goods and services >£500

For assistance please contact the CDO Secretary, Tara Wortley on [community.sthena@gmail.com](mailto:community.sthena@gmail.com)

We prefer to have electronic applications sent to: [community.sthena@gmail.com](mailto:community.sthena@gmail.com)

Alternatively, please post to:

Tara Wortley, Secretary  
c/o Community Development Organisation  
Guinea Grass Community Centre  
St Helena, STHL 1ZZ

**Telephone:** 22791

Please do not hand deliver this application to the address above.

## AFTER YOU APPLY

You will receive an email or letter telling you that your application has been received. If you haven't received a letter after a week, please contact a Committee member.

## HOW YOUR APPLICATION IS ASSESSED

Your application will be assessed by the Community Development Grant Scheme Committee which consists of: Community Development Organisation (CDO) Chair, vice-chair, treasurer, secretary and other CDO committee members. In addition to this, we will also carry out any appropriate checks using the information supplied as part of the application.

## IF YOUR APPLICATION IS SUCCESSFUL

You will find out if your application has been successful within four weeks from the date your application is submitted. An application will only officially be considered 'submitted' once all supporting documentation is provided.

## SUCCESSFUL APPLICANTS

If you are successful you will receive a letter of approval. You will also be asked to sign the Grant Agreement Form. This agreement will outline:

- Project timeframe
- Performance indicators and reporting
- Payment procedure

All organisations must uphold their obligations under their Grant Agreement or this could affect their eligibility for future grants and may result in them having to repay all or part of the grant awarded.

The Grant Agreement requires organisations to submit receipts. Receipts for purchases made with the CGS grant within 30 days after the 'Project End Date'. The CDO Committee have agreed that a 5% variance to the amount awarded may apply for the receipts of purchases made with the grant. That is, organisations are required to submit receipts for 95% of their project spend provided this amount does not exceed £50.

Should the amount exceed £50 and the organisation fails to provide these receipts within the agreed timeframe, the organisation shall be deemed to be in breach of their grant agreement and consequently ineligible for future grants until such time as determined by the CDO Committee. If an organisation finds that a quote was over estimated, the organisation may make an exception but this will need to be taken up with the CDO. Alternatively, should the organisation declare the total amount outstanding from their receipts on their next application the CGS Committee may deduct this amount (and no greater) sum from any new grant awards.

## SOME GRANT CONDITIONS FOR YOUR INFORMATION:

1. The Grantee \_\_\_\_\_ must use the whole of the grant exclusively for the purpose described in the grant application ("the Project") submitted by the Grantee. The Grant must not be used for any other purpose, unless written permission from the Community Development Organisation (CDO) has been provided authorising that other purpose.
2. If the Project is not completed by the Project End Date \_\_\_\_\_, or any extension of that date approved in writing by the Grantor, you may have to return the funds to the CDO. No part of the Grant may be paid out or otherwise used by the Grantee after the Completion Date without written approval of the CDO.

3. The Grantee must promptly advise the Grantor of any material change in the Project and/or its timeframes which may affect the Grantee's ability to undertake or complete the Project by the Completion Date.
4. The Grantee must fill in the Monitoring & Evaluation Form and submit the form to the CDO within 30 days after the 'Project End Date'.
5. Receipts for purchases made with the CDO grant must be submitted within 30 days after the 'Project End Date'. Failure to submit receipts will trigger a series of reminder letters in which Grantees must submit receipts within set timeframes.
6. Requests for an extension to the 'Project End Date' can be made to the CDO via the CDO Secretary within 14 days before the agreed 'Project End Date'.
7. Any Grantee which has received a Community Grant Scheme (CGS) grant for a project that has passed the agreed Project End Date and have failed to provide receipts for 95% or more of the grant awarded will be ineligible for future grants.
8. Should a Grant be made, failure to implement the Project as agreed, and/or failure to comply with Grantee obligations or any subsequent conditions imposed by CDO, will result in the Grant being reviewed. Such non-compliance will be taken into consideration in determining any future grant applications that may be submitted by the Grantee.
9. Continuous failure to provide receipts after a total 120 days after the agreed Project End Date will result in a formal complaint being lodged with the Charity Commission and the necessary proceedings for the grant to be repaid.
10. Additionally, the Grantee will be ineligible for a CDO Grant for a period of 12 months after the 120 day reminder period.
11. This Policy does not override the clauses outlined in the Grant Agreement. Grantees are still obliged to comply with the requirements of their Grant Agreement. These procedures will assist the CDO in upholding and administering the requirements of the Grant Agreement.

### UNSUCCESSFUL APPLICANTS

If your application is unsuccessful you will receive a letter explaining why.

You can resubmit your application after 4 weeks of this notification outlining how your application has changed to be better aligned with the assessment criteria.

### CONTACT

We welcome enquiries about the Community Grant Scheme. Please contact us via email, facebook or in person.

Community Development Organisation  
Guinea Grass Community Centre  
St Helena  
STHL 1ZZ

**Telephone:** 22791

**Email:** [community.sthelen@gmail.com](mailto:community.sthelen@gmail.com)

**Visit:** [www.sthelenacommunitydevelopment.org](http://www.sthelenacommunitydevelopment.org)

**Facebook:** Community St Helena

