



Leicestershire Ukrainian Community Grant Guidance Notes for Applicants

Introduction

Leicestershire County Council's is committed to supporting and improving the wellbeing, quality of life and social integration of Ukrainian guests and families living in Leicestershire.

The Leicestershire Ukrainian Community Grant fund is therefore a mechanism for helping to achieve these aims and helping Ukrainian families to integrate and thrive in Leicestershire.

Objectives of the Leicestershire Ukrainian Community Grant Fund

VCSE (voluntary, community and social enterprise) sector organisations will be able to apply for grants of up to £5,000 to deliver community-based projects, services and activities which are specifically targeted at improving the opportunities, wellbeing and social integration of Ukrainian families in Leicestershire. This focus of the funding is to support projects and activities directly delivered to Ukrainian guests, along with support for people and households who host Ukrainian arrivals in Leicestershire.

The activities funded must support one or more of the following priorities, in terms of increasing the capacity of community-based support for Ukrainian families in Leicestershire:

- Reduce loneliness and social isolation.
- Promote health, wellbeing and quality of life.
- Address trauma.
- Support the development of English language learning skills.
- Support access to employment, training and education.
- Improve access to volunteering opportunities.
- Support access to appropriate and stable accommodation and housing
- Support the social integration of Ukrainian guests and contribute to community cohesion
- Provide support to people and families who host Ukrainian guests in Leicestershire.
- Support education, learning and understanding of the issues faced by Ukrainian guests across communities more broadly.

Activities which improve the opportunities, integration and wellbeing of Ukrainian children and young people are particularly welcome.

Eligible Expenditure

VCSE organisations (i.e. registered charities, constituted community groups and social enterprises/CICs) can apply for funding (maximum £5,000) towards the costs associated with delivering activities which meet the grant criteria. This can include requests for capital funding, i.e. for items such as equipment, vehicles, or any other large capital items, which will enable delivery of activities and services which meet the grant criteria.

Examples of Outcomes to be achieved by funded projects

The following are examples of outcomes which funded projects are expected to achieve:

- Voluntary, community and social enterprise (VCSE) sector organisations are enabled to provide solutions and responses to issues faced by Ukrainian guests, based on identified need/demand.
- Ukrainian guests and families are healthier, safer, less isolated, and have access to appropriate information and services.
- Ukrainian guests and families are assisted to develop their skills, confidence and self-esteem.
- Ukrainian guests and families have improved opportunities to access education, training and employment.
- Ukrainian guests and families are enabled to participate fully in UK society, and opportunities to support this is actively promoted in communities.

Who can apply for grant?

- Grants are available for registered charities, constituted 'not-for-profit' community groups, and social businesses/enterprises or Community Interest Companies.
- Applying organisations are expected to currently be working with Ukrainian guests, or have a clear and robust proposal in place for a project/activity which can be delivered for the benefit of Ukrainian guests.
- Organisations that apply for funding will need to demonstrate why the funding is essential to enable them to deliver the project (i.e. demonstrate that they are unable to undertake the project activity with existing resources).
- Town and Parish Councils can also apply for a grant.
- Applicants need to have a bank account (in the name of the organisation), with at least two unrelated signatories, along with a constitution/governing document.

Applications will not be accepted from the following:

- Private, profit-making businesses, companies (limited by shares), commercial enterprises or sole-traders
- Individuals, unless it can be clearly evidenced that the individual is a director of a social enterprise/CIC, along with one or more other unrelated directors, and where any income generated is re-invested into achieving social aims
- Local Authorities (excluding Parish and Town Councils, who are eligible) or other statutory/public sector agencies, e.g. District Councils, NHS, Blue Light Services, etc.
- Schools, academies, colleges, universities or other academic institutions
- If you are an individual representing a VCSE organisation (e.g. manager, staff member), and you are applying for funding towards wages, which will be paid to yourself (i.e. to run/deliver/lead particular activities), ideally the named applicant should be someone from the organisation other than yourself, e.g. a trustee, board/committee member; senior manager or another named individual from your organisation
- Non-constituted community organisations are not eligible to apply for a grant
- Your organisation can only be awarded one Ukrainian Families Support Grant in 2024-25
- Organisations who have demonstrated unsatisfactory management of previous grants awarded by Leicestershire County Council may be considered ineligible to apply for a Leicestershire Ukrainian Community Grant

Applications from Social Enterprises and Community Interest Companies

Social enterprises and CICs are eligible to apply for a grant. However, if your organisation is a social enterprise or CIC and you wish to apply for a grant, please note the following conditions:

- Grants can be utilised for project delivery by social enterprises/CICs including to pay other sessional staff/freelance workers to run/deliver activities on behalf of the social enterprise/CIC
- Grants can only be awarded to social enterprises/CICs which have two or more directors
- Grants cannot be awarded to social enterprises/CICs where there are only two directors, both of whom are related to each other (i.e. married or living in the same household)
- It is expected that social enterprises/CICs can demonstrate that they are generating income through sources other than solely grants
- It is expected that a proportion of the income generated by social enterprises/CICs should come via trading/selling, or charging for delivery of a service or product
- When assessing grant applications from social enterprises/CICs, the Grants Officers may ask for information about other sources of income generated by the organisation.

What activities can't be supported?

You **cannot** apply for a Leicestershire Ukrainian Community Grant for any of the following:

- projects or activities which benefit only one individual person
- to generate funds to build up reserves or a surplus for your organisation
- costs for any activities which have already taken place (i.e. no retrospective funding will be allowed)
- projects/services which are already/currently being commissioned/funded by other Leicestershire County Council departments will not be eligible for additional 'top up' funding, unless this is for additional activity to improve access to services for Ukrainian guests and ideally different to the core services delivered via a commissioned contract
- grants cannot be used towards general building upgrades, improvements or refurbishments, including:
 - creation of or upgrades to toilets/disabled toilet facilities
 - disability related access improvements
 - creation or resurfacing of car parking areas
 - improvements to pathways
 - costs associated with roof repairs
- grants cannot be used to make cash payments (or provide vouchers) to Ukrainian individuals or families
- grants cannot be used towards any political campaigning activity or religious activities

Application Process

Applications for the Leicestershire Ukrainian Community Grant will be completed through an online application form, via the [Leicestershire Communities website](#).

A Microsoft Word version (blank template) of the application form is also available to download from the website. This is mainly for the purpose of initially drafting your application, prior to completing the online form. Electronic or paper applications can be accepted in exceptional circumstances. It is generally expected that applications are submitted via the online form.

You will be required to include the following details in your application:

- Details about your organisation
- The amount of funding you are applying for
- A description of what you intend to use the funding for, with a breakdown of the specific costs/items of expenditure related to the activities you intend to use the grant funding towards
- Details about the identified cohorts of Ukrainian families/individuals (residing in Leicestershire) who your project will benefit
- The target number of beneficiaries
- An explanation of why the project is needed, including evidence of need/demand
- The outcomes, impacts and benefits your project is expected to achieve

You will also need to read and agree to the information contained in a Data Protection Declaration document on the website.

What happens with my application?

- 1) Once your online application form has been submitted, you will receive an electronic copy of the application form via email, along with a reference number for your application.
- 2) Your application will then be assessed by the Grants Officers, to ensure it meets the grant eligibility criteria. Where required, the Grant Officers will contact you to request any additional information as necessary, regarding your grant application. The Grant Officers will remain in contact with you to ensure all queries are resolved before the application is referred for a final decision.
- 3) If your application is not accepted as being eligible for funding, you will be advised of the reasons for this, how you can re-apply (if this is appropriate) and, if applicable, any other potential sources of funding.
- 4) Where required, we will share the details of your application with relevant colleagues from across the Council or from other partner agencies, to get their professional views on your proposed project/activity.
- 5) Applications received and assessed will then be taken to a Panel Decision Meeting for final approval.

- 6) The final decision will be one of the following:
- a) Offer the full grant amount applied for
 - b) Offer a lower level of grant funding, i.e. a contribution towards the grant requested
 - c) Offer a grant subject to conditions (e.g. upon receipt of further information/clarification as requested by the Grant Officers)
 - d) Refuse to award grant funding
- 7) The Leicestershire Ukrainian Community Grant programme for 2024-25 will be administered across the following timescales and deadlines:

Round 1 Opens: Monday 2nd September 2024

Round 1 Closes: Wednesday 30th October 2024 at 5:00pm

Decisions finalised and communicated to applicants: November 2024

Round 2 Opens: Monday 13th January 2025

Round 2 Closes: Wednesday 26th February 2025 at 5:00pm

Decisions finalised and communicated to applicants: March 2025

Details of any further rounds of funding will be communicated as required.

- 8) The grant must be spent in full for the specified/agreed activities (as per the Grant Award Letter) within 12 months of the grant being awarded.
- 9) Organisations who are successful in being awarded a grant will need to provide information about how the grant was spent by submitting an online Grant Outcomes Report during or after the period of funding.

How will the grant be paid?

If your application is successful, you will receive a letter from Leicestershire County Council confirming the funding offer, along with a Grant Conditions Form and associated paperwork.

You will need to sign and return the Grant Conditions Form and also complete and return a form giving your organisation's bank details, along with a copy of your bank account paying in slip, or a bank statement clearly showing the organisation's bank details.

Payment will normally be made up-front, once the Grant Officers have received your signed and completed Grant Conditions form, along with details of your organisation's bank account.

Please note that it will take approximately four weeks to process your grant payment, following receipt of your signed Grant Conditions form.

If your final costs are less than originally estimated, or the activities are not delivered as agreed in the Grant Award letter, or any of the Grant conditions are not met, the Council reserves the right to request any unspent/unused grant monies to be returned.

Where the applicant has stated on the application form that they can reclaim VAT, the grant offer is based on the net value of the eligible scheme costs.

Other Sources of Grant Funding

In some cases, projects may be more eligible for other sources of grant funding and applicants will be directed to the most appropriate funding opportunities. Further information around grants, funding and other related support for community organisations can be accessed via the [Leicestershire Communities website](#).

Access for All

Where appropriate, schemes should comply with the Equality Act 2010. Further information about the Equality Act can be found on the [Government's website](#).

Publicity and Promotion

- If applicable, successful applicants will acknowledge Leicestershire County Council in any publicity material and press releases about the project
- Permission shall be deemed given for the project details to be included in appropriate publicity materials, such as press releases, websites and other communications/publications issued by Leicestershire County Council
- Where possible, successful applicants should promote and publicise their project (e.g. via press releases, an opening event etc.), and notify Leicestershire County Council of such events. A 'Supported by Leicestershire County Council' image will be made available to grant recipients upon request, for usage in any relevant publicity or promotional material.

Disclaimer

Leicestershire County Council reserves the right to vary the terms of the grant programme.

For further information contact:

Grants & Funding Team

Tel: (0116) 3057269 or (0116) 3057020

Email: shiregrants@leics.gov.uk

Website: www.leicestershirecommunities.org.uk/grants/ukraine-community-grant

Support for Ukraine: www.leicestershire.gov.uk/support-for-ukraine