



## **Bromley Voluntary and Community Sector COVID-19 Emergency Response Fund**

### **Grant application guidance**

#### **Introduction**

We are delighted to announce £170,000 in emergency funding for local charities and community organisations, thanks to support from Direct Line Group.

The fund aims to provide financial support to organisations working locally in Bromley that are either delivering COVID-19 front line services, or whose ability to operate has been impacted by the measures put in place to stem the COVID-19 pandemic.

This grant fund is intended to provide urgent financial support, to assist:

- Costs incurred by an impact on service delivery due to increased demand (i.e. costs you are incurring now), AND/OR
- The effects that Coronavirus is expected to have on your organisation's financial sustainability over the coming six months

Grants of up to £10,000 will be available. We anticipate that demand will far exceed the amount of grant funding available, so applicants should only ask for funds that can be clearly justified as urgent against the criteria above.

#### **Who can apply?**

Organisations must be based in or have a track record of delivering services in Bromley, for the benefit of residents. They must also have an independent organisational bank account with at least two non-related signatories, or the use of another organisation's bank account.

We will not fund individuals, sole traders or organisations established to make a profit.

You are eligible for funding provided you are a:

- Registered Charity
- Registered Charitable Incorporated Organisation (CIO)
- Charitable company (limited by guarantee)
- Registered Community Interest Company (CIC)
- Constituted Community organisation or association
- Social enterprise

Due to the need to focus funding where it is most needed, organisations with unrestricted reserves covering six months of running costs are not eligible to apply.

### **What can you apply for?**

- Awards will be up to £10,000
- Each organisation can only apply for one grant, not multiple grants adding up to £10,000
- Funding must be used by end March 2021
- Public sector organisations cannot apply for funding, nor can they hold any of the funding on behalf of other organisations

The activities the funding will support must be legally charitable, for the public benefit, and for the benefit of Bromley residents.

Funding is available to support the following activities:

1. Additional funding to bolster and mobilise organisations that are working on the front line and directly tackling the impact of the coronavirus. For example, funding to buy and distribute Personal Protective Equipment for local carers.
2. Funding for organisations who need to purchase key items for residents, including food, supplies and increased capacity to support vulnerable residents.
3. Support to organisations who need financial assistance to work remotely or adapt your organisation to meet the needs of people in the borough in response to the pandemic, for example funding for improved broadband connectivity.
4. To address income shortfalls resulting from cancellation of events, loss of alternative income streams and to maintain organisational sustainability in the medium to longer term.

**The programme will not fund:**

- Items which are due to be paid for by other public or private sector grants
- Statutory fines, criminal fines, or penalties
- Liabilities incurred prior to the date of funding being provided
- All paid for events, conferences and exhibitions, including hire of venues for purely promotional events
- Any party-political activity
- Activities where the key purpose is to promote a religious doctrine or the beliefs of a faith

**Decision making, deadlines and how to apply**

Eligible applications will be reviewed on a rolling basis, with a panel sitting and making decisions on a weekly basis until further notice.

Applications submitted by 23:59 on Sunday will be put forward and assessed at weekly panel meetings held each Wednesday.

The intention is to respond to eligible and successfully completed applications within 14 days of application.

***This Fund has an open submission date***

An online application form will be available shortly. In the interim, an application form can be downloaded from the Community Links Bromley website [here](#) or by visiting: <https://www.communitylinksbromley.org.uk/latest-news/emergency-covid-19-response-fu/>

**What will I need to do if my application is successful?**

We are eager to ensure that the money is committed as soon as possible. We will send you a grant acceptance email, which includes a declaration that you accept the terms and conditions of the grant, and we will also ask for your bank details so that we can pay you.

You will need to complete and send this back to:

[alex@communitylinksbromley.org.uk](mailto:alex@communitylinksbromley.org.uk)

You will be asked to attach a copy of your Safeguarding Policies.

Once this form is submitted online with the required attachments, we will release the funding.

Once your project is finished you must then submit a monitoring form that explains how your project went, and how much money you spent. You will need to return any unspent funds to Community Links Bromley.

### **Can I get help with my application?**

If you need help with any of these requirements, please contact Community Links Bromley either by email at [alex@communitylinksbromley.org.uk](mailto:alex@communitylinksbromley.org.uk) or telephone 07800 772 520.

To keep up to date with our fund announcements, please follow us on [Twitter](#), [Facebook](#) and by subscribing to our bulletin [here](#).

If you are interested in making donations to the fund, please contact our Chief Executive by email at: [christophere@communitylinksbromley.org.uk](mailto:christophere@communitylinksbromley.org.uk)