

Bromley Day Opportunities and Respite COVID-19 Fund Proposal (Call for alternative day opportunities and respite support whilst day centres are temporarily closed)

1. Introduction

Bromley Council recognises that the need to temporarily close some day services and respite services during the COVID-19 crisis has been challenging for some people who use the services and for their families and carers.

The Council has set aside up to £50,000 in grant funding to enable organisations to develop or expand alternative provision so that day centre and respite service users can be offered some additional support whilst the COVID-19 lockdown arrangements are in place.

The aim of the fund is to support adults who have care needs, and/or who are at risk of social isolation, and who were previously engaged in social and organised activities prior to the pandemic, thereby providing a regular break to carers. The fund also seeks to increase opportunities for respite support carers. For example, some organisations/providers have been supporting their clients throughout the pandemic restrictions by offering alternative services such as respite at home, online activities or telephone befriending.

Community Links Bromley will be administering the application process on behalf of the Council through its Awards Force online portal. The Fund will be launched on 29th January 2021, with online applications opening on 1st February 2021 at 9am. Applications must be made by completing an online form, which will be accessible on Community Links Bromley website [here](#).

Please read and understand the eligibility criteria before submitting an application. You will be asked to make a declaration in relation to the criteria and will need to be sure the declaration is true and accurate.

You will be required to submit evidence to support your application and demonstrate that you meet the eligibility criteria.

2. Eligibility Criteria

The Council has developed eligibility criteria to ensure grants are distributed as fairly as possible.

- a) Applications are invited from registered charities, social enterprises, constituted community and voluntary groups and faith organisations who provide direct benefit to residents of the borough and who can demonstrate compliance with the aims of the fund.
- b) Priority will be given to those community/VCS organisations who were providing day centre services to older people and adults with learning disabilities prior to the pandemic restrictions.

- c) Those who were providing other forms of day care for adults which have had to be put on hold, can also apply. This may have been in e.g. community buildings with shared use, sports and leisure activity venues, cafes, church halls, outdoor private and public spaces.

3. What can the grant be used for?

Applications for small grants can be made for the following:

- Activities that promote mental health and wellbeing
- Activities that support social inclusion and befriending.
- Support services which provide respite for families and unpaid carers.
- Support networks and services for those who are digitally excluded.
- Running costs for organisations to provide such support, including volunteer expenses, additional staffing (sessional and casual staff) costs, and transport.

The grants programme will NOT fund:

- General organisational running costs (including permanent staff).
- Provision of buildings-based day centre activities
- Venue hire.
- Any additional costs that are **NOT** in response to COVID-19.
- Requests for food related costs, fridges, fridge freezers and washing machines.

Please note that only one grant can be approved per organisation. Private businesses are **NOT** eligible to apply for funds via this process.

4. Amount of funding

The maximum amount of grant will be £5,000 per organisation. Joint bids will be considered, but grants will not exceed the combined total e.g. a joint bid by two organisations can be for up to £10,000.

5. Application Process

The Grants Scheme will be launched on 29th January 2021 and applications open on **Monday 1st February 2021, 9am**. Only applications submitted via the CLB portal using the online form will be accepted. The online form will be published on the websites of CLB and the Council on 29th January.

As part of the application process organisations need to show:

- a) Projected expenditure.
- b) Planned numbers of people who will be assisted.
- c) How the scheme will be delivered i.e. how you will mobilise and manage staff and volunteers.

Assessments and decisions will be made within 14 days of receipt. Applications will be accepted on a weekly basis and will continue until March 2021 or when the fund is exhausted, whichever is sooner.

6. What proof will need to be supplied to evidence delivery?

There will be a light touch approach to monitoring. However, we do need to ensure due diligence in the use of public money. Successful applicants will be asked to submit a monitoring report that provides details of residents who have been assisted and outcomes achieved.

7. What safeguarding arrangements are necessary?

All organisations applying for grant who will be working with vulnerable groups and children must have a safeguarding policy or written statement and process in place. Safeguarding training must be in place for all staff, volunteers, who have face-to-face contact with vulnerable adults and young people.

8. Infection control

Providers must comply with national and local guidance on infection prevention measures. This includes conducting risk assessments for each activity to mitigate the risk to staff, volunteers and service users of contracting COVID-19.

9. Privacy Statement

The information and documents you provide with your application form will only be used to administer your grant and for the purposes of preventing and detecting fraud, which may include data matching. Your data will be processed in accordance with our privacy policy which can be found on Bromley Council's website www.bromley.gov.uk/privacy.

10. What happens next?

You will receive an automated email confirming receipt of your application form. We will start to process applications as soon as we can after we have received them, and in the order in which they are submitted. If there are any queries about your application or the evidence you have provided, the Council will contact you to seek clarification. Please note that you will be asked to respond to that email within a set timeframe.

Your application will either be approved or rejected. You will receive email notification following determination of your application.

Successful Applications

The Council will contact you again to confirm the amount of grant that you will receive once we have processed all grant applications.

You may be required to provide further information in relation to your declaration before a grant is paid.

Payments will be made by BACs.

Unsuccessful Applications

If your grant application has been unsuccessful, you will receive an email which will explain which of the eligibility criteria the council has determined that you have not met.

If you have any further questions about the application, you can email gerry.clark@bromley.gov.uk. There will not be an appeals procedure.