

THE INCLUSIVE COMMUNITIES FUND

A LEGACY OF THE COMMONWEALTH GAMES

APPLICATION GUIDANCE PACK

V9 - DATE: 24 JANUARY 2024

FAQ'S MOVED TO SEPARATE DOCUMENT. SOME POINTS OF
CLARIFICATION THROUGHOUT THE APPLICATION PACK.

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BACKGROUND INFORMATION

The 2022 Commonwealth Games took place between July 28th-August 8th, 2022 and was the biggest event in the history of the West Midlands and the largest major event in the United Kingdom since the London 2012 Olympic and Paralympic Games.

Alongside the sport, the Birmingham 2022 Festival between March-September 2022 attracted a record audience for a Commonwealth Games cultural programme of nearly 2.5 Million people.

The Games resulted in a budget underspend which facilitated the creation of a £70 million Commonwealth Games Legacy Enhancement Fund via the Department for Culture, Media and Sport. The West Midlands Combined Authority (WMCA) are overseeing delivery against this investment to enable a significant programme of Legacy projects to take place until March 2025.

This Guidance Pack details The Inclusive Communities Fund, which is £9million of funding that will give opportunities to organisations and communities across the region.

ABOUT THE INCLUSIVE COMMUNITIES FUND

The Inclusive Communities Fund is set to ignite communities across the West Midlands to imagine, propose, and bring to life solutions that directly address the challenges in their neighbourhoods and local areas. This Fund is inspired by the momentum generated by the Birmingham 2022 Commonwealth Games, which provided support to community-based organisations across the West Midlands, enabling access to exciting opportunities and fresh funding streams.

The Fund aims to strengthen the achievements, prompted by the Games, offering community organisations access to new funding to make a difference for the people they work with. The Fund will serve as a catalyst to address inequalities, forging deeper connections between individuals and organisations to continue the legacy of the Games.

This Fund shares the four original core mission principles of the Commonwealth Games:

- Bringing people together
- Improving health and wellbeing
- Helping the region to grow
- Putting the region on the map

Grants will be available for works, activities and services that will contribute to the four core missions, and which fall within one or more of the following three themes:

- Physical activity and sport
- Mental health and well-being
- Arts, culture and creativity

OVERVIEW OF GRANTS AVAILABLE THROUGH THIS FUND

The majority of funding will be awarded via revenue grants for locally led projects that bring people together and promote health and wellbeing, but there will also be some smaller capital grants available.

Grants will be available for works, activities and services that will contribute to the four core missions and which fall within one or more of the following three themes:

- Physical activity and sport
- Mental health and well-being
- Arts, culture and creativity

1. Projects will need to demonstrate tangible and achievable outcomes, and impact.
2. Projects will need to demonstrate ongoing sustainability beyond the initial funding.
3. New organisations less than two years old will need to demonstrate capacity to manage a grant.
4. Applicants must make sure they are within the UK subsidy threshold of £315,000 (see minimal financial assistance in the Subsidy Control Act 2022). [\(See FAQs\)](#)

Organisations located in one of the Fund's geographies are eligible to apply. [\(See list in FAQs\)](#)

Large grants will be paid in instalments, to be agreed following an award.

All grants must be fully spent by December 2024.

GRANT THRESHOLDS AND AVAILABLE LEVELS

There are two types of grants currently available:

- Small Grants - £500 to £15,000
- Medium Grants - £15,001 to £75,000

Organisations can apply for up to two grants from Medium and Small. However, to be considered for a second grant you will need to make a strong case in terms of need, capacity, and outcomes, and you cannot hold two grants at the same time. ([See FAQs](#))

SMALL GRANTS **Deadline 5th Feb 2024** **£500 to £15,000**

We anticipate these will be applications from 'grassroots' organisations with already established links into communities. Grants could also be awarded for 'business as usual' costs for organisations struggling to deliver community projects.

Organisations applying for a small grant must have an income level equal to or less than £500,000 as shown in their most recent annual accounts.

Examples of potential projects:

PHYSICAL ACTIVITY

Core staffing and volunteers' costs to ensure a sports club can continue its regular sessions for members, and funding for specialist help such as business planning.

New projects to encourage local communities to incorporate walking and/or cycling into their everyday lives.

SEND sports activity or accessibility support.

Local sports events to celebrate the anniversary of the Commonwealth Games e.g. street closures, taster activities, volunteering opportunities.

MENTAL HEALTH AND WELLBEING

Activities and interest groups run in community centres and venues for any and all ages

Contribution towards core staffing for a mental health community group

Mental health awareness sessions with marginalised and/or racialised communities.

ARTS, CULTURE AND CREATIVITY

Creation of memory boxes for a dementia group

Artist payments for regular creative activities in a community venue

MEDIUM GRANTS Deadline 5th Feb 2024

£15,001 to £75,000

We anticipate these will focus on deeper projects that aim to make a difference for an identified group. Revenue, and core costs (up to a maximum of £15,000) can be included in these applications.

Examples of potential projects:

PHYSICAL ACTIVITY

Project that looks at multi-generational sporting activities bringing together families. Projects which help recruit, train and develop the physical activity workforce. For example, volunteer development, coaches, mentors etc.

MENTAL HEALTH AND WELLBEING

Projects that support people who experience mental health conditions to live well. For example, community allotments/ gardens, sports, culture, community learning etc.

New mental wellbeing groups that focus on protective factors of mental wellbeing outlined by the Mental Health Commission. E.g. physical activity, social connectedness.

Projects that increase mental health engagement and support in partnership with education settings, especially those with complex needs.

ARTS, CULTURE AND CREATIVITY

A six month or year-long set of activities to grow and embed work with a particular group (for example young people).

Skills and training support that addresses local need to support a strengthened arts, culture or heritage offer. For example, through peer support and networking.

Projects which help recruit, train and develop the arts, culture and heritage workforce. For example, volunteer development, working with disabilities, mentors etc.

WHO CAN APPLY AND ACTIVITIES/ COSTS WE WILL FUND

This Fund is for not-for-profit organisations based in and delivering projects, activities and services in the Fund's area (see area list in FAQs). These include:

- Registered charities
- Charitable Incorporated Organisations (CIOs)
- Charitable companies
- Companies limited by guarantee
- Constituted community organisations
- Local Authorities are eligible where activity is for community benefit and would not have been able to access the funding through community partners, (for example in small rural parishes). In addition, we cannot fund any activities that are part of your statutory duty
- Schools and other educational establishments - where a grant would be used for extra-curricular activities and activities which engage the wider community (cannot apply for grants for Small Works, Refurbishment, Renovation)
- Community Interest Companies (CICs) limited by guarantee
- Community Interest Companies (CICs) limited by shares (but see additional eligibility requirements listed in the FAQs section)
- Sports Clubs that address disadvantage
- Co-operatives - registered Community Benefit Societies and registered Industrial and Provident Societies
- Social Enterprises
- Staff costs
- Volunteer costs - such as out-of-pocket expenses, training, DBS checks
- Participant costs
- Publicity/marketing
- Monitoring and evaluation activities
- Accessibility costs
- Professional fees (grants for Small Works, Refurbishment, Renovation only)

INELIGIBLE ORGANISATIONS AND ACTIVITIES

- Individuals/sole traders
- Political groups
- Religious/faith groups unless a grant would benefit a wider community and is not intended to influence people's religious choices or promote a particular belief system.
- Companies Limited by Shares (CICs limited by shares can be funded by exception – see FAQs)
- National organisations, with some exceptions (see FAQs section)
- Animal welfare organisations, except where a project directly benefits people
- Groups with significant financial free reserves
- Retrospective funding
- Funding statutory services or facilities
- The purchase of buildings or land
- Any works requiring planning permission
- Contribution to endowment fund, or payment of deficit funding, or replacement of loans
- Sponsored or fundraising events or groups raising funds to distribute to other causes
- Direct replacement of statutory obligation and public funding
- Overseas travel or expeditions
- Contingency budget

ELIGIBILITY CRITERIA AND SUPPORTING DOCUMENTS REQUIRED

You will need to have the following in place and to send us the required supporting document with your application:

Criterion	Supporting document required with application form
Governing Body with a minimum of three unrelated people	Your written constitution; or articles of association; or a set of rules. A list of the names and addresses
Annual accounts	Accounts for the most recent complete financial year showing income or turnover, expenditure, end of year balance, reserves. New organisations without annual accounts must send a 12-month cashflow forecast instead
Bank account in the name of the organisation with at least two unrelated signatories	Please indicate on the list of the names and addresses of your governing body members (see 2 above) which ones have bank authorisation
A bank statement from the last three months	Bank statements must be clear and not redacted. They must show the name and address of the organisation, the account name, number and sort code, the opening and closing balances. You may redact payments to individuals.
Safeguarding Policy	Please send one or both of the following as appropriate for your organisation: Safeguarding Children Policy Safeguarding Vulnerable Adults Policy
Equal Opportunities Policy	Equal Opportunity Policy (or Equality, Diversity and Inclusion Policy)
GDPR Policy	All organisations need to comply with GDPR. See FAQs for more information
Project Plan	Required for Large & Medium grants, and Small Works, Refurbishment, Renovation Grants only
Business Plan	Large grants, and Small Works, Refurbishment, Renovation Grants only
Quotations for small capital items over £300 for project delivery activities	These could be supplier quotes, screenshots of webpages, links to webpages. Organisations applying for a grant for Small Works, Refurbishment, Renovation should follow the requirements for quotations/tenders given in the 'Grants for Small Works, Refurbishment, Renovation factsheet.
Subsidy Control Document	Only for applications for Small Works, Refurbishment, Renovations grants
Memorandum of Understanding (MoU)	Only for partnership applications.
Evidence of other funding secured	Letters confirming funding; only required for Large, Medium Grants, and Small Works, Refurbishment, Renovations grants.

THE APPLICATION PROCESS

We are expecting to receive a high volume of applications.

Please read this application guidance pack carefully, including any application deadlines, and the FAQs section, before applying.

All applications are made via the link on the HoECF website. Please ensure you regularly save your application whilst working on it. Once you have completed the application and have attached all the required supporting documents, please **Submit** the form. You will receive an email acknowledgement of its receipt.

Accepting our Terms and Conditions of Grants are now part of the application process - please ensure you familiarise yourself with these.

Your application will be assessed by a Grants Assessors who might contact you for additional information or clarification. Your application and the assessment report will be considered by a Grants Panel that will be meeting regularly. You will be notified of the decision in writing as soon as possible but please note it may take up to eight weeks for a decision to be reached.

NEXT STEPS

Successful Applicants

- Work should commence as soon as possible, and no later than within three months of a successful application
- All grants must be spent and work completed by the project end date and all grants must be fully spent by December 2024.
- You must acknowledge the grant and include the relevant logos of the UK Government, WMCA, HoECF, UB22 logos on any publicity and marketing materials
- You will need to complete monitoring reports (frequency will depend on grant size) and an end of grant report.
- Any changes must be discussed in advance with a member of the Programme Team at Heart of England Community Foundation.

Unsuccessful Applicants

The decision of the Grants Panel is final and not open to appeal. Feedback will be provided to unsuccessful applications whenever possible. You can apply again if advised.

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