



Small Grant Fund Guidelines 2022

The Somerset Diverse Communities Fund has been created to help groups working with or supporting black and minority ethnic people and communities in Somerset.

While the scheme can provide grants to provide a wide range of support and engagement activities, these guidelines refer only to support for groups who work with or support black and minority ethnic communities in Somerset.

Definitions

Group(s)	<p>A number of people involved in or gathered for a common purpose. The group may be formal or informal including but not limited to: Informal groups, including groups which may not be registered or named</p> <ul style="list-style-type: none">• Groups run-by organisations such as faith organisations, businesses, and charities• Groups run-by statutory bodies and agencies• A meeting, activity or event involving more than 2 people with a common purpose
Black and minority ethnic	<p>All persons who are not of white British ethnicity/heritage, including people who are 'white' in ethnicity but of other nationalities/heritages.</p>

Rationale

The aim of this fund is to enable groups working with or supporting Black and Minority Ethnic groups in Somerset to continue or expand their support and engagement work.

Eligibility of applicant

Eligible applicants will be those who work with or support Black and Minority Ethnic people and communities in Somerset.

The applicant should be:

- a group, not an individual, or have a clearly identified group of beneficiaries from Black and Minority Ethnic communities
- working with or supporting at least three people from Black and Minority Ethnic communities.
- based in or providing services in Somerset.



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Criteria

The activities, services or resources the funding will provide/support should be:

- for the benefit of Black and Minority Ethnic communities in Somerset
- not for profit
- for the benefit a group of people, not an individual or solely an individual's close relatives

We can fund:

- activities, meetings and events
- training (for groups of 5 or more people only)
- capital costs including, but not limited to, resources and equipment
- revenue expenditure including but not limited to; associated travel costs, services, staff salary for direct contact time only, marketing, venue hire and expendable supplies such as food

We can't fund:

- core costs beyond staff salary for direct contact time, such as management costs, admin or planning time
- training for an individual only
- activities which generate profit that is not reinvested in the group or a charitable cause
- activities which have already happened

As an additional note, preference will be given to applications associated with small projects/activities which require low level funding (<£1000) and activities/projects which have a community cohesion and integration focus.

How much?

An amount of up to £500 per application is available. Any application in excess of this amount will be reviewed on a case by case basis and may be subject to special conditions and additional requirements.

The application process

The process has been designed to be 'light-touch'. A representative of the group will complete and sign the 'Request for Funding' and confirm they have read the accompanying 'Funding Information'. The signatory must be a person who holds responsibility for the group and/or their fiscal responsibilities.



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The form will be returned to the Black and Minority Ethnic Community Engagement Worker. This can be done electronically or via post but must be signed. If the group is not a registered charity or organisation, proof of ID must also be provided by the applicant.

The applications will then be reviewed by an informal panel including the Black and Minority Ethnic Community Engagement Worker, either in person or via email with a deadline for response. There will be no quorum, but the majority vote will be accepted for decision making. In cases where a majority has not been achieved, the vote of the Black and Minority Ethnic Community Engagement Worker counts as two votes.

Awarding a payment

Once the decision-making process has been completed the Black and Minority Ethnic Community Engagement Worker will complete and sign the relevant section of the 'Request for Funding' form. The form will be authorised and countersigned by a CCS Manager.

Whenever possible, funds will be paid to a registered charity or organisation via BACS. The Black Minority Ethnic Community Engagement Worker must assist in finding a suitable fiscal sponsor for informal community groups in the first instance. When this is not possible, payments to personal bank accounts may be considered on a case-by-case basis and the relevant evidence (quotes, receipts and photos) must be provided.

Monitoring and evaluation

Once the funds have been spent, grantees are obliged to provide informal feedback including a summary of how the money was spent, who benefited and plans for the future. A minimum of two photos must also be provided except in cases whereby this is deemed unnecessary by the Black and Minority Ethnic Community Engagement Worker, or the group is of a sensitive nature, photos would be inappropriate. Feedback should be within the deadline stated and can be submitted via email or post and will be kept on record.