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Third Sector  
Support Wales

# Comic Relief Community Fund in Wales

**Funding to help community led action to bring about positive lasting social change.**

This guidance document is designed to help applicants understand more about the Comic Relief Community Fund in Wales which offers two types of grant:

Small Grants £1,000 - £10,000

Large Grants (Organisational Growth) £30,000 - £50,000

This guidance includes information on who can apply for funding, what kinds of project we are able to fund, and what is required from applicants.



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## **1. Introduction**

Third Sector Support Wales (TSSW) is administering two grant funds from Comic Relief in Wales:

- Community Fund - Small Grants
- Organisational Growth Fund – Larger grants

Comic Relief knows that to bring about positive social changes, action needs to be taken at a grassroots level.

TSSW is a Wales wide network of support for the charitable and third sector in Wales. TSSW will deliver this funding scheme in a way that is accessible to community groups all over Wales, ensuring it reaches those taking action to make social changes happen in their locality.

## **2. General principles**

This new approach will offer funding under the four Strategic Themes of Comic Relief funding:

**Children Survive & Thrive** – Actions to give children the best start in life and access to opportunities to achieve their potential

**Gender Justice** – Actions to improve equality for women and girls

**A Safe Place to Be** – Actions to help vulnerable people improve their circumstances and safety

**Mental Health Matters** – Actions to enable access to support and increase awareness

**Organisations with a socially focussed purpose and an annual income of less than £250,000 are eligible to apply.**

For small Community Fund applications (£1,000 - £10,000) - we are looking to fund community led action on local issues. For help with project development and general enquiries please refer to the table at the end of this document to see the contact details for your Regional Lead.

For the larger Organisational Growth grant (£30,000-£50,000) - we are seeking applications from organisations looking to build their capacity, with activities such as exploring a new area of work or filling a training gap. Fundable activity is non-prescriptive, we hope to get applications covering a broad range of activity. Speak to the Grants Team at Wales Council Voluntary Action (WCVA) for a discussion around your project idea on 0300 111 0124 or email us at [comicroeliefgrants@wcva.cymru](mailto:comicroeliefgrants@wcva.cymru).

### 3. How will the scheme work?

There is £900,000 in grants available, grant allocations are set by region. The map below shows how much is available.

**Organisational Growth Grants** - £160,000 across Wales

#### Small Grants

North Wales – £193,333

West Wales – £96,667

Mid Wales (Powys) – £63,333

Swansea and Neath Port Talbot – £70,000

Rhondda Cynon Taff, Merthyr Tydfil, and Bridgend – £96,667

Gwent – £150,000

Cardiff & Vales of Glamorgan – £70,000



The application window will open 19 April 2022 with a closing date of 27 June 2022. The earliest projects can begin is the 22 August 2022. Projects should be completed by 20 August 2023.

#### 3.1 Small grants

The Scheme will offer small grants of £1,000 to £10,000.

The aim of this fund is to ensure that Comic Relief funding is reached by the community groups leading change and growth in their locality; enabling positive change shaped in response to the specific needs of their community.

Funded projects will demonstrate a robust understanding of an identified need or challenge within their community and are seeking funding to address it with a realistic and lasting approach.

All projects will need to demonstrate through their application:

- How the project will benefit the community within the area where their activity will take place
- Community-led community engagement, involvement and support should be demonstrated throughout the application
- Contribution to one or more of Comic Relief's Strategic Themes

#### 3.2 Large grant: Organisational Growth

Comic Relief and Third Sector Support Wales (TSSW) recognise the great work that community led organisations do across Wales and want to help organisations to build their own capacity in a sustainable and impactful way.

The aim of this fund for organisational growth, is to give organisations the chance to make a strategic impact and to increase resilience.

There will be £160,000 available to organisations with a social purpose, grants between £30,000 and £50,000.

These grants are available for organisations wishing to undertake activity in the following areas:

- Build on what is working well in relation to your organisation's community activity
- Strengthen and measure the impact of your core community led activity
- Develop new ways of working
- Give leaders time to develop organisational strategy
- Implement a change within the organisation to increase resilience and self sufficiency
- Fill an identified skills gap within the organisation
- Explore a potential area of growth for the organisation

**The above list is not exhaustive, please get in touch to chat through any ideas you may have.**

Organisations will need to be able to demonstrate:

- Operation at a community level, with the community and its need helping shape direction
- Methods for measuring the impact achieved
- A willingness to share their experiences and learning with other organisations upon funding completion
- The sustained impact/continuation of the activity

#### **4. Who can access the funding?**

The fund is open to project applications from, organisations in the following categories with an annual turnover of less than £250,000:

- Registered Charities
- Constituted groups and clubs
- Not for Profit or Community Interest Companies
- Social Enterprises
- Town, Parish and Community Councils
- Partnership projects – a lead partner will need to make the application and if successful, hold the grant award and manage the monitoring and reporting

We are unable to accept applications from:

- Individuals
- Sole traders
- Companies aimed at generating profit primarily for private distribution
- Organisations based outside of Wales
- Applications made by one group or organisation on behalf of another

Project activity must take place in Wales.

The applicant must:

- be a constituted group or organisation and be able to supply copies of governing documents
- have the relevant land permissions, where applicable
- have an organisation/community group bank account (no grant payments will be made to the bank accounts of individuals)

**The Scheme will not fund:**

- Retrospectively
- Projects on land or a facility that is not accessible to the community within which it is located
- Street scene improvements, e.g. signage, car parks
- Activities that generate profit that won't be used for further community benefit
- One off events or conferences – conferences and workshops as part of a project with lasting impact can be included in your project's costings
- Delivery of services which are the Government's/Health Board's responsibility
- Any religious proselytising activity

If you are unsure please get in touch and we'll be happy to discuss your project idea and its eligibility.

## **5. Pre-application checklist**

Before applying to the fund, please check that you can supply the following with your application, your local CVC will assist and advise. Part of the role of TSSW is to support the sector with advice on good governance practices. If you don't have any of the below please get in touch for support with your local [County Voluntary Council](#) (TSSW partner):

- Constitution/governing documents for your organisation - the governing documents of the organisation must clearly outline the organisation's social purpose, demonstrate that any profit or assets are used for this social purpose, and show that an asset lock is in place, where applicable.
- The relevant permissions for activity to take place
- Copies of your organisation's most recent financial statements or audited annual accounts
- Bank Statement
- A copy of your organisation's Environmental Policy
- A copy of your organisation's Equal Opportunities Policy
- A copy of your organisation's Welsh Language Policy
- A copy of your organisation's Safeguarding Policy

- Evidence/letters of community support for project (5 max)
- Proof of match funding – if your project will use funding from multiple sources, applicants will need to let us know the source of match funding and provide evidence that it is secured. If you are in the process of applying for other funding, please tell us at what stage you are at.

## **6. Community Benefit**

All projects will need to demonstrate through their application how the project will benefit the community within the area where their activity will take place. Community-led community engagement, involvement and support should be demonstrated throughout the application. Supplementary evidence is welcome. This could include survey results, letters of support, quotes from community members etc.

## **7. Match funding**

Match funding for the scheme is not required and the scheme can support 100% of project costs. Although match funding is not a specific requirement of the scheme, it can be used to support wider projects in conjunction with other sources of funding. In-kind match funding can be included into your project's overall budget: examples of this may include the provision of works, goods, materials or services donated to the project by another provider.

Volunteer hours should also be included into the project's budget profile. The notional volunteer rates for different project roles undertaken are obtained from the UK Annual Survey of Hours and Earnings (ASHE). The minimum volunteer rate will be set at the living wage rate. We are keen to record the value contributed to projects by volunteers and so do ask that you include them as part of your project profile.

## **8. Application and decision-making process**

To apply for an Organisational Growth Grant, you will need to register with WCVA's Multipurpose Application Portal (MAP). If you have previously registered with MAP, you can log in by entering your username and password on the home screen.

Organisations can register by visiting the website [map.wcva.cymru](http://map.wcva.cymru).

If you need help registering on MAP please follow this [video](#)

To apply for a Small Grant please download an application form from your Regional Lead's webpages – if you are unsure of your Regional Lead please see the table at the bottom of this document.

Applications must be submitted in keeping with the published deadline. Any applications received after the deadline will not be considered.

Applications will be assessed and put to an advisory panel for approval or rejection. The Advisory panels take place at a regional level for small grants, and a national level for the large grants.

## **9. Payment of grants**

Grants will be paid into the bank account of your organisation or group. Bank details should be submitted with your application form. The account must have at least two unrelated authorised signatories, these people will need to be named in your application form and email addresses provided.

## **10. Project Reporting**

### **10.1 What will I be asked to measure?**

- What positive impact will be made by the project?
- How does this fit with your chosen priority theme?
- How will the impact be measured? Will you be able to record a baseline and measure the improvement after the project has taken place?
- How long lasting will the impact of the project be? For example, will the activity continue, will it build skills or resources in the community?

Successful projects will be required to submit a monitoring report at 6 month intervals throughout project delivery. Case studies from your project will also be required.

### **10.2 Why is this information needed?**

Collecting this information from grant recipients will help us to demonstrate the collective difference that the funding has made to the communities where the activity has taken place.

### **10.3 Comic Relief Community Funding in Wales project targets:**

All applicants for small grants will set their own target numbers against the targets listed below. Please include as many targets as you think is realistic, as this will help demonstrate the full variety of potential impact of your activities.

#### **Targets**

Number of:

- Volunteers delivering activity
- Beneficiaries (community members) engaged with the project
- Talks/presentations/engagement events held
- Training or work experience opportunities offered
- Followers on social media gained



## 11. Further support and guidance

Grant Level	Regional Lead	Contact
Organisational Growth Grants £30,000 - £50,000	National	Email - <a href="mailto:comicroeliefgrants@wcva.cymru">comicroeliefgrants@wcva.cymru</a> Website - <a href="#">WCVA</a> Phone - 0300 111 0124
Small Grants £1,000 - £10,000	North Wales (Conwy, Denbighshire, Flintshire, Wrexham, Anglesey, Gwynedd)	Email - <a href="mailto:grants@cvsc.org.uk">grants@cvsc.org.uk</a> Website - <a href="#">CVSC</a>
	West Wales (Ceredigion, Pembrokeshire, Carmarthenshire)	Email - <a href="mailto:admin@cavs.org.uk">admin@cavs.org.uk</a> Website - <a href="#">CAVS</a>
	Swansea & Neath Port Talbot	Email - <a href="mailto:grants@nptcvs.org.uk">grants@nptcvs.org.uk</a> Website - <a href="#">NPTCVS</a>
	RCT, Merthyr Tydfil & Bridgend	Email - <a href="mailto:grants@vamt.net">grants@vamt.net</a> Website - <a href="#">VAMT</a>
	Powys	Email - <a href="mailto:grants@pavo.org.uk">grants@pavo.org.uk</a> Website - <a href="#">PAVO</a>
	Gwent (Blaenau Gwent, Caerphilly, Monmouthshire, Newport & Torfaen)	Email - <a href="mailto:Comicroelief22@gavo.org.uk">Comicroelief22@gavo.org.uk</a> Website - <a href="#">GAVO</a>  For Torfaen based applications: Email - <a href="mailto:funding@tvawales.org.uk">funding@tvawales.org.uk</a> Website - <a href="#">TVA</a>
	Cardiff and Vale of Glamorgan	Email - <a href="mailto:admin@c3sc.org.uk">admin@c3sc.org.uk</a> Website - <a href="#">CS3C</a>

For support in developing your project please contact your local [County Voluntary Council](#).