



COVID-19 Community Action Fund

April 2020

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Torbay Council has launched a COVID-19 Community Action Fund to provide flexible resources to organisations working with communities who are disproportionately impacted by coronavirus and the social and economic consequences of this outbreak. All applications **under £500** will be considered.

What is the Community Action Fund?

Whilst the Government, NHS and all local authorities are doing everything in their power to slow the spread of coronavirus, our Voluntary and Community Sector organisations and local communities are also helping to safely assist those most vulnerable during this unprecedented time.

Through the COVID-19 Community Action Fund, Torbay Council will rapidly provide small amounts of grant funding to community-led schemes, which achieve the small but important things that can safely address some of the issues that are arising because of this Coronavirus outbreak.

These can include:

- Safe deliveries of essential goods and services to those who are vulnerable, such as foods and medicines.
- Support for accessing online information and services
- Virtual support groups to help people to stay connected and informed and to maintain and support mental health and wellbeing
- Transport related initiatives that support safe community responses to the outbreak

Who can apply?

Applications are encouraged from constituted and not-for-profit Voluntary, Community and Social Enterprise (VCSE) sector groups and organisations, or a combination of groups working together.

Non-constituted groups without their own, separate bank account, small local businesses and individuals may apply but they will need to do so with the support of an accountable constituted organisation acting on their behalf as the holder of the funding. If you fall into this category, organisations that Torbay Council would accept as fund holder include:

- Brixham Town Council
- Your Community Partnership
- Another constituted local Voluntary group that qualifies

How will applications be assessed?

Applications will be assessed against Tier 1 of Torbay Council's Community Resilience Framework. This means that we will consider how your project:

- Provides general advice and guidance to the wider community
- Provides time limited practical and/or emotional support to those that are self-isolating
- Helps address food and/or fuel poverty
- Assists with childcare support for key workers and vulnerable children
- Helps to identify those who cannot cope independently because of the impact of COVID-19 and need support from Tier 2 of the Community Resilience Framework.

What happens next?

Your proposal will be reviewed and assessed against the criteria above with a recommendation made to the Director of Adult Services on whether to approve your application.

We aim for decisions on each application to be made within 48 hours (excluding weekends and bank holidays) and payments to be made as quickly as possible after that. You will be notified of progress via email.

If you are successful in getting funding for your scheme, we will ask you for feedback on how it is going, within six weeks of receiving the funds.

Data Protection and access to information

Torbay Council will only use the information for the purpose of determining whether a grant will be made by the Council. Applications and any other related information such as correspondence and details of payments made will be kept for eight years after the support has ended. Further information about how we process personal data and individual's rights can be found on the Council's website www.torbay.gov.uk/dataprotection.

Applicants must also be aware that any application received by the Council is subject to the provisions of the Freedom of Information Act and therefore information submitted to the Council along with any decision may be made public.

Terms and Conditions

(Definitions: "Authority" means Torbay Council and "Recipient" means the organisation in receipt of this grant)

1. You are authorised to apply for the grant on behalf of the organisation or you have identified an accountable constituted organisation which is willing to act on your behalf as the holder of the funding.

2. The grant is awarded to enable the Recipient to undertake the project described within the application form.
3. Any changes to the use of the grant set out at 2. above must be with the prior written agreement of the Authority.
4. Any additional costs over and above the approved funding shall be met by the Recipient.
5. Any grant funds unspent or uncommitted by 31 March 2021 shall be returned to Torbay Council promptly.
6. The Recipient shall provide the Authority with evidence of how the funding has been spent by no later than six weeks following payment of the grant to the Recipient.
7. The grant shall become repayable immediately in full:
 - a. where the Recipient uses the grant for purposes other than those set out in this Agreement, unless with the prior agreement of the Authority;
 - b. the Recipient is unable to provide evidence in accordance with clause 6 of this Agreement.
8. No amendment or variation to the terms of this Agreement shall be valid unless previously agreed in writing between the Authority and the Recipient.
9. The Authority may, at its sole discretion:
 - a. extend this Agreement beyond the agreed term by a further period or periods, as deemed necessary by the Authority.
 - b. provide additional funding to the Recipient under the terms of this Agreement.
10. The Recipient acknowledges and understand that approval of any grant relating to this application does not commit Torbay Council to on-going funding.
11. Any Value Added Tax (VAT) payable by the Recipient is your responsibility and Torbay Council shall be liable to pay any additional amount.
12. Torbay Council will not offer funding for:
 - a. Projects working with vulnerable people where there is no Safeguarding Policy and / or appropriately trained staff / volunteers.
 - b. Reimbursement of previously incurred expenses.
 - c. Activities the Authority deems to promote religious or political ideologies or beliefs. This does not preclude applications from religious or political groups, only the overt promotion of an ideology.
 - d. Projects that are deemed by Torbay Council to be unethical.
 - e. Individuals, groups or organisations who are a debtor to Torbay Council.

13. Repayment of the fund can be required at the sole discretion of Torbay Council if you supply false information, fail to spend the money in the allotted time period, your organisation becomes insolvent or there are any other breaches of the conditions or eligibility criteria.
14. Our fund is limited and will be allocated on a case-by-case basis. Once it runs out we will not be able to fund subsequent projects.