



## Guidance on completing the combined Application and Authorisation Form for Member Awarded Funding (MAF)

For organisations seeking MAF to respond to the COVID-19 emergency, the MAF process remains in place but for Mutual Aid groups the requirement to register with Grants Online and be approved has been waived. Instead, Mutual Aid groups will be required to work in partnership with an approved VCSE organisation, such as CVS South Gloucestershire, or a town or parish council or a voluntary, community or social enterprise organisation registered with the Grants Online system, so that payment can be made through them. Mutual Aid groups will instead be required to have their contact details and services published on the council's [Community Aid Directory](#)

For further advice, contact the Grants Team: 01454 865865, [grants@southglos.gov.uk](mailto:grants@southglos.gov.uk).

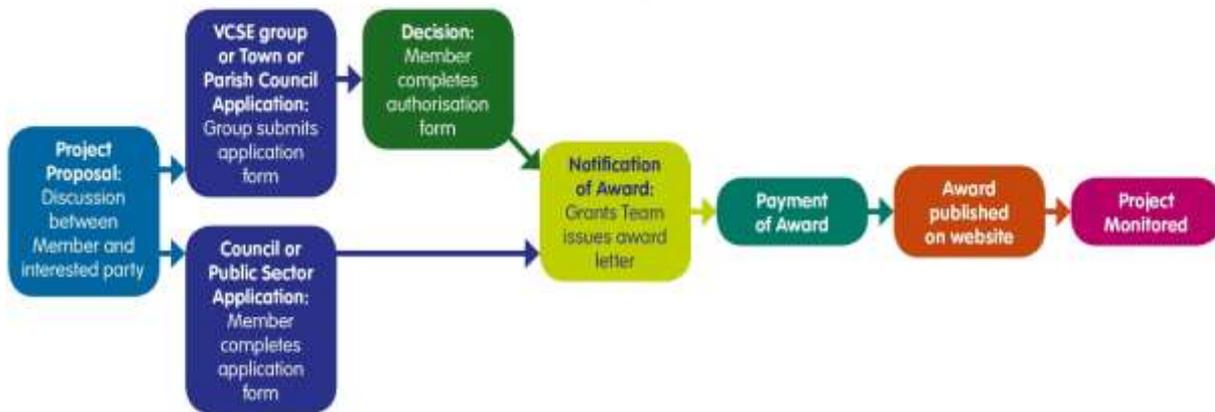
### **This Guidance is in two sections:**

**Section 1** Guidance for applicant organisations (Voluntary, Community and Social Enterprise (VCSE) organisations, Mutual Aid groups and Town/Parish councils) submitting an application to a Member (South Gloucestershire Councillor) for funding. This information can be made available in other formats on request.

**Section 2** Guidance for Members authorising MAF awards to Applicant Organisations.

This guidance should be read in conjunction with the Principles and Processes and Terms and Conditions documents on the [MAF webpage](#)

# MAF Process Flow Diagram



Applicant Organisations seeking funding from the MAF scheme must first discuss their project proposal with the appropriate Member. The Member may indicate an in-principle agreement to the proposal by asking the applicant to complete an application form but this is not a guarantee that the proposal will be successful.

Funding cannot be assured until the application form has been completed by the Applicant and Authorised by the Member.

The application form can be issued by the Member or the Member may ask the applicant to request a copy from the Grants Team.

The form should be completed in MSWord and should **not** be converted to a PDF file.

The Applicant should complete Section 1 and then send the form to the Member as an email attachment. Email addresses for Members can be found through a link to [contact your local councillor](#) on the [MAF webpage](#)

The Member(s) should complete Section 2 and then send the completed form to the Grants Team as an email attachment.

## Section 1 Guidance for Applicant Organisations

### 1 Applicant details

#### 1.1 Organisation name and registered address

Please complete

#### 1.2 Is your organisation

Registered and pre-approved with the Council's on-line grants system?	Indicate Yes or No.
Registered with the Charity Commission? If YES provide registration number	Indicate Yes or No, giving your registration number.

	If you are a registered charity your registration will be assessed but will not need to receive formal approval.
A Town or Parish council?	Indicate Yes or No. If you are a town or parish council your registration will be assessed but will not need to receive formal approval.
A Covid-19 Mutual Aid Group?	Indicate Yes or No. If you are Covid-19 Mutual Aid Group and not constituted you will need to advise us which umbrella organisation you will partner with for support with financial and advisory services. This could be a voluntary organisation such as CVS South Gloucestershire or a town/parish council. If you need help to identify a partner organisation please contact the Grants Team. Please also indicate if your group is listed on the Council's <a href="#">Community Aid directory</a>
None of the above	You should specify the type of organisation you represent. Note that this grant is for VCSE or Town/Parish Councils only.

## 2 About your project

### 2.1 Project name

Give your project a name that describes what the funding request is for, e.g. "Hot meals service" or "Resource packs for young people".

### 2.2 Tell us about your project. Detail what it will achieve and how it will benefit your community.

This is your opportunity to showcase your project to Member(s). The information you provide on the benefits of your proposal should enable Members to understand the purpose of the project and what you are requesting funding for.

- Why do you need the grant?
- What will it fund?
- How will you engage with the community?
- How many volunteers are involved, if any?
- How will the project will make a difference?

### 2.3 What is the evidence of need for your proposal and which residents will benefit?

What research or consultation have you undertaken which has led to this proposal?  
What are the proposed benefits e.g. social, economic or environmental benefits?

### 2.4 How does your project contribute to Council priorities and challenges?

[The Council Plan 2020-2024](#) outlines the Council's priorities which underpin the direction of the Council over the next four years. Strategic outcomes are set out under four priorities. The first three priorities relate to how the Council seeks to support its residents whilst the fourth priority relates to how the Council will organise itself to

achieve this. In delivering the Plan the Council must also consider its **response to the Climate Emergency** and the growing **inequality gaps in our society**.

We need to understand how your project contributes to the Council's priorities and challenges. Your project must support **at least one** of the priorities and challenges in order to be eligible for funding.

Consider how your project will make a difference to your local community in the context of the Council's priorities and challenges for wider social, economic or environmental benefits, and describe, in table 2.4, how your project will contribute to one or more of these:

**Priority 1: Creating the best start in life for our children and young people** (eg projects for a youth group; youth sports club; playgroup; young carers' association; support for children with a learning difficulty).

**Priority 2: Identifying and supporting those most in need and helping people to help themselves.** (eg mutual aid groups; information, advice and guidance services; projects for vulnerable adults or those with protected characteristics defined by the Equality Act 2010; or projects which support health and wellbeing).

**Priority 3: Promoting sustainable, inclusive communities, infrastructure and growth** (eg community infrastructure projects for the built or green environment; conservation or biodiversity projects; sustainable transport projects).

**Challenge 1: Closing the inequality gap** (eg projects that address child poverty or support those that have been disproportionately affected by the Covid outbreak such as those from a BAME background, people with a learning disability, care leavers and those affected by domestic abuse).

**Challenge 2: Addressing the Climate Emergency** (eg projects that reduce carbon emissions, increase the use of renewable energy, prepare for the local impacts of a changing climate and protect and restore nature. For example this could be projects that improve the energy efficiency of community buildings; use renewable energy, promote walking or cycling or protect our natural environment).

## **2.5 How will you ensure that people with different requirements can participate in the project and have continuing access?**

Under the Equality Act 2010 public sector organisations, including Local Authorities, have a duty to people from the nine protected characteristic groups or equality groups. Protected characteristic groups are: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, sexual orientation.

The Council has a statutory duty to uphold the three aims within the Equality Duty.

These are to:

- 1 Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by the Equality Act 2010;
- 2 Advance equality of opportunity between persons who share a protected characteristic and persons who do not share it. This means:

- removing or minimising disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic
  - taking steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it
  - encouraging persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low;
- 3 Foster good relations between persons who share a protected characteristic and persons who do not share it. This means tackling prejudice and promoting understanding.

It is important to describe how your organisation will support the Council to uphold its obligations under the Equality Act 2010 and what your project or service will do. For example, you could,

- detail how you will increase access and involve people with different abilities or from different ethnic groups, faiths and cultural backgrounds in your project.
- adapt materials and make sure that they are appropriate for different ages and genders by using different formats or by providing information in alternative languages if required.
- describe how you will work with lead agencies for age, disability, gender, and ethnicity or faith groups and involve them in your marketing, development and implementation plans to encourage and inform all sectors of your community to be aware of and engage in your project.

## **2.6 Where will the project take place?**

State where your project will take place. For example it might be at your organisation's stated address, or you may be planning to arrange a lunch club at a different community venue or a community festival in a park.

## **2.7 Project start/end dates**

Give actual or estimated dates when your proposed project will take place. We understand that project start and end dates may vary depending on factors such as fundraising or tender exercises or staff recruitment but please provide your best estimate. Please note that projects cannot be funded retrospectively

## **2.8 How many residents will benefit from your project?**

Estimate the total number of South Gloucestershire residents that will engage with and benefit from your project.

## **2.9 Which wards do they live in?**

List all Council [Wards](#) where project beneficiaries live; eg a community centre may be in one ward but draw in residents from surrounding areas for events and activities.

## **3 Funding**

### **3.1 Full cost of project**

Your application should take into account the full cost of your project, including any irrecoverable VAT costs. If you are including VAT costs in your application, please explain why. If you are unsure of your organisation's VAT status and obligations, please seek professional advice before submitting your application. Please enter the total cost of the project even if it is greater than the amount of funding you are requesting.

**3.2 If you have raised other funds towards your project, list sources and amounts**

If the full project cost is greater than the amount of MAF you are requesting then please detail the amount(s) and source(s) of funds you have applied for or have already secured towards the project, eg if the full project cost is £10,000 and the amount of MAF you are requesting is £3,000, please identify how the balance of £7,000 will be funded. If there is a budget shortfall you may be asked how you intend to cover this and you may be asked to provide evidence of other funding as a condition of award before the grant is paid.

**3.3 In the table, detail the items you will spend the Member Award on**

Please enter the amount of funding you are requesting from MAF and list all the things you will purchase or fund under the heading 'Item'. Give the cost of each item, including any VAT. The total of all the items should equal the amount of MAF you are requesting from the Member(s).

**3.4 Give the year and amount of any funding your organisation has received from South Gloucestershire Council in the last 3 years**

Please detail the dates, the amounts and the type of funding that your organisation has received from the Council, such as, MAF; Area Wide Grant; Health Inequalities Grant; Learning Disabilities Development Fund; Service Level Agreement.

If you are not sure of previous awards you can contact the Grants Helpline for advice, or refer to the Council's [Open Data](#) page where details of past grants are published under the Local Government Transparency Code obligations.

**4 Permissions and insurance policies**

**4.1 What external permissions are required for your project?**

Have all permissions for the project been applied for?

It is the organisation's responsibility to check which permissions are required for the project to take place and to obtain these where necessary, eg planning permission, building control, lease agreements, Tree Preservation Orders, permission from land/building owner; event licensing. If relevant, please list the permissions that are required for your project to take place and the dates of consent.

**4.2 Have these been granted?**

Indicate Yes/No/NA for each permit.

You may be required to provide evidence of the permit documents as a condition of funding.

**4.3 Will your project require any of the following insurance policies?**

Indicate Yes/No/NA for each. This refers to policies that cover the project. For example, if you are planning a one day festival, we would expect the organisation to have public liability insurance for the event.

**5 Member details**

Name the Member(s) that you have discussed your proposed project with and that you are requesting a Member Award from.

You may have discussed your project proposal with a Member who has agreed to discuss the proposal with other colleagues; please ensure that you provide the names of all Councillors that you have asked to consider your proposal.

***Your application will not be considered if you have not consulted with Members.***

**6 Declaration**

Please read the MAF Terms and Conditions of funding on the [MAF webpage](#) and South Gloucestershire Council's [Privacy Notice](#) before you complete the declaration statement on behalf of your organisation.

Please read and agree to the declaration statement by typing in your name, position in the organisation, email address and the date.

Send the completed form plus any other supporting documents for your project as email attachment(s) to the Member(s) with which you have discussed this project.

**END OF Section 1 for APPLICANTS**

## FOR MEMBERS ONLY

### Section 2 Guidance for Members Authorising a MAF award

#### 1 Members' justification

##### 1.1 Do you wish to support this project? Describe your decision under Yes or No.

If you are **in support of the proposal**, please justify your decision in the cell provided under `Yes'. Identify how the project will make a difference to your local community and describe any wider social, economic and environmental benefits. You may also wish to use your local knowledge to describe:

- how the named project will meet community needs
- how it meets one or more of the aims of [The Council Plan 2020-2024](#) (question 2.4 in the application form) and
- how it adheres to the MAF Principles and Processes.

If you are **unable to support the project**, please justify your decision in the cell provided under `No'. Outline the reasons why you have declined, eg:

- the application is not in accord with the Principles and Processes of the scheme
- my MAF budget has been committed in full
- the project has already started/completed
- the project does not meet the needs of the community
- the project/organisation is not financially sustainable
- there is no evidence of need.

*If you have answered No, continue to question 3.*

##### 1.2 Does this proposal support the Council's obligations under the Equality Act 2010 in that it eliminates discrimination, advances equality of opportunity and fosters good relations?

Indicate Yes or No. Refer to question 2.2 of the application form.

There are three aims within the Equality Duty and the Council has a statutory duty to:

- 1 Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by the Equality Act 2010
- 2 Advance equality of opportunity between persons who share a protected characteristic and persons who do not share it. This means:
  - removing or minimising disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic
  - taking steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it
  - encouraging persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low
- 3 Foster good relations between persons who share a protected characteristic and persons who do not share it. This means:
  - tackling prejudice
  - promoting understanding

- Taking steps to meet the needs of people from protected groups where these are different from the needs of other people.

**1.3 If Yes, please summarise any of the 3 aims of the Equality Duty and how the proposed project meets the aim(s)**

**If No, recommend any changes required as a condition of award in 1.4 of the table.**

**1.4 Please specify any conditions you wish to set to this award**

Recommend any changes to the project that the organisation must put in place to eliminate discrimination, advance equality of opportunity and foster good relations. Additionally you should state any terms and conditions that must be met before funding is released for the project, eg:

- if any equality conditions need to be set
- if the award is match-funding for a larger project, proof of availability of the other funding
- if the project requires consents such as planning or building consent, the applicant must provide evidence to the Grants Team in advance of the award release
- if the award is for improvements to land or buildings, evidence of a lease agreement may be required.

**2 Declaration of pecuniary/non-pecuniary interest**

Only complete the table if you have a declaration to make relating to an organisation in which you have a formal role, or on whose management board you sit.

A Member may make an award to an organisation in which they have a formal role or sit on the management board but the South Gloucestershire Code of Conduct applies to Members when they act in their capacity as a councillor, including when taking MAF decisions. If any Member believes they may have a prejudicial interest in awarding funding to a particular body in which they have a pecuniary/non-pecuniary interest they should seek advice from Legal Services before doing so.

**3 Declaration**

This section is an agreement to fund (or not to fund) the named project.

Member(s) must enter their typed name and/or e-signature (if available), the amount to be awarded to the project from their MAF budget, and the date.

**Any Member declining support for a project and answering No in section 1.1 of the form must enter £0.**

The table must be signed and dated by all contributing Members before payment of the award will be made.

The total MAF contribution must be entered into the final row of the table and must not exceed the amount the organisation is requesting.

**Please send this completed form to the Grants Team at [grants@southglos.gov.uk](mailto:grants@southglos.gov.uk)**

**Please do not convert the application/authorisation form into a PDF document**