

**Guidance Notes**

**This document is to be retained for reference**



**Background**

Sheffield City Council has undertaken the procurement of some of its Housing Services repairs and maintenance works to its housing stock using the Efficiency North (EN Procure) Framework in 20219 and 2020. As a result of this partnership, the Council has accumulated ‘Social Value Credits’ from EN Procure that it can spend to support communities where there is social housing in the city. Sheffield City Council would like to distribute these funds to local VCSEs (Voluntary, Community & Social Enterprise) and / or charities by inviting them to participate in a competition to receive this funding.

Efficiency North’s grant programme has two focuses, **Social Inclusion** and **Social Mobility,** in order to be considered as an entry to this competition a project needs to have one of these themes at its heart. We are particularly interested in projects that provide support for training and employment issues.

Social inclusion covers projects that aim to improve social cohesion and inclusivity. This could be achieved in a number of ways, through community activities or through more targeted projects, such as ones that aim to provide work experience and training to groups that are traditionally disadvantaged.

Social mobility covers projects that seek to help people from disadvantaged backgrounds achieve their full potential. This will often involve projects centring around training and employment but also voers other activities such as improving community assets or facilitating access to public services in traditionally deprived areas.

Within these two themes, we are particularly interested in projects that revolve around training and employment; and your project is more likely (but not guaranteed) to be funded if it works within this space. Examples of projects that we are particularly interested in are:

* Skill sharing workshops
* Transport for people looking for employment, or vulnerable people already in employment
* Early intervention programmes supporting young people into employment or training
* Support for inclusive recruitment in traditionally non-diverse sectors
* Training and employment opportunities for disadvantaged groups

**Eligibility Criteria**

Organisations entering the competition must be Sheffield VCSEs / charities.

The Sheffield Social Mobility Fund will NOT support applications for consultancy or feasibility studies

**Competition applications**

We are inviting Sheffield-based VCSE/charities to enter into a competition to win one of four opportunities each equally valued at £2,750.

Organisations will need to demonstrate how they have had a positive impact in the community in which they work and how this additional funding will further support their work. For example, the organisation could demonstrate how they have supported local people into employment, how they went about it, what was the outcome, what was the impact on the individuals.

The organisation will need to state if they are successful and awarded one of the prizes, how would they spend the monies, what is the intended outcome and what impact it will have.

Closing date for Applications : Friday 1 October

**Conditions**

* The winners will need to provide a case study on how they successfully applied the prize monies to their project.
* The prize money needs to be spent within one year of receipt of the prize.
* The winners agree to participate in permitting Sheffield city Council and Efficiency North jointly with the recipient promoting the project awarded the funding and their organisation as a whole. Efficiency North will promote your project [here](https://www.efficiencynorth.org/procure/social-value/social-value-credits). We will also seek to promote your project in Sheffield based, regional, housing and charity media organisations. Efficiency North may also promote your project through its marketing strategy.

**Entry Assessment**

Applications will be will assessed week commencing 4 October. You may be contacted during this time for clarification or further information.

Sheffield Council has asked EN:Able Communities CIO to lead the applications assessment process.

Following this initial assessment, finalist applications will be presented to a panel to decide on the four winners of the competition. The panel will be led by Efficiency North

**Notification**

Successful recipients should be awarded notifications by 18 October (if not sooner in October)

If your application has been successful we will write to you detailing the support package being offered and requesting any further information required. Information requested typically includes (but is not limited to) copies of Insurance documents. To enable publicity we would also ask that all beneficiaries are asked to sign a GDPR form to enable promotional material to be published. (clearly, this is voluntary for each person involved).

You will also be provided with an acceptance letter and funding declaration to sign. This will outline any conditions attached to the funding. Failure to comply with these conditions may result in the funding being withheld or withdrawn.

You must complete the declaration and return it to us within 20 working days, along with any additional documentation requested, to confirm you wish to accept the offer.

If your application is unsuccessful, we will be able to offer you feedback – but you will need to request this.

Payment

The successful organisations will be paid their grant funding by EN:Procure in full upon award of Grant. The funded project will be expected to provide a monitoring report at the end of the project stating what it has delivered. This could be in the form of a case study, or a video or an infographic. Upon award of the Project, a grant agreement will be sent to that project to sign. .

**Insurance and Safety**

Should your application be successful you will have to, where deemed necessary, demonstrate that appropriate levels of insurance are held for the project.  Any insurance held should include cover for any assets bought or rented as well as any events or activities being held.  Obtaining the appropriate insurance is the sole responsibility of the applicant.

In addition, we may request copies of completed risk assessments, to demonstrate that appropriate safety measures have been identified and will be taken.

**Key contacts**

If you would like further information regarding making an application, please contact:

Simeon Perry: simeon.perry@efficincynorth.org tel: 07884589122

**Quick Reference Guide**

**Read the guidance notes**

* The guidance notes below will enable you to understand how to enter the competition to win one of the four prizes available and will help you complete the application form;

**Complete your application form**

* Go to (insert the link) and follow the instructions;
* Download the guidance notes and complete application form;
* Submit your application form on the website by uploading it, along with supporting documents;

**We assess your application**

* The EN:Able Community Investment Fund Panel will meet after the deadline for the submission of applications to assess applications;
* Each panel member scores question 4a and b out of 25.

**We inform you of our decision**

* All applicants will receive notification within the period shown;
* If you are one of the prize winners, you will have 20 working days from the date of our confirmation letter to accept our terms and conditions and to provide any supporting information;

**Start your project**

* You can start your project once you receive our letter confirming your organisation has won one of the four prizes;
* Your project must be started within three months of receiving the prize money unless you gain approval to delay this;

**Finishing your project**

* You must complete your project within twelve months of receiving the prize monies.
* You will be asked to provide a case study demonstrating the outcome and impact of the project.

**Important Dates\***

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| Applications open  |  Monday 6 September 2021 |
| Closing Date for Applications | Friday 1 October 2021 |
| Applications Assessed by | Friday 15 October 2021 |
| Panel Decision and Notification  | W/c 18 October |

\* Sheffield Social Mobility Fund reserves the right to amend these dates or not to make any awards in the event of a lack of submissions or a lack of submissions meeting the criteria set.