

Main grants programme
Information Booklet



the coalfields
regeneration trust



May 2008

changing the face of **coalfield communities**

Introduction

The Coalfields Regeneration Trust (the Trust) is an independent grant-making organisation that was established in 1999 to improve the quality of life in Britain's coalfield communities. We are a registered charity and a company limited by guarantee, governed by a board of trustees.

The aim of the Trust is to make coalfields sustainable, prosperous, viable and cohesive without support.

Our mission is as follows:

“Working closely with partners, the Trust is a key agency promoting and achieving social and economic regeneration in the coalfields of England, Scotland and Wales.”

We award grants across the British coalfields. So far, we have awarded grants worth approximately **£150 million** through our grant-making programmes. The new funding programme runs from 1st April 2008 and will close on the 31st March 2011.

We have offices in all of the UK coalfield areas. Each office has at least one programme manager and one programme support officer. These teams provide essential support, application forms, advice and guidance to help you with your project and represent our ongoing commitment to grass-roots regeneration of coalfield communities.

The Trust runs the following programmes:

Bridging the Gap –

for requests between £500 and £10,000 (separate guidance is available for this programme).

Main Grants –

for requests between £10,000 and £300,000 in England (for coalfield areas in the top 30% of the Government Indices of Deprivation).

for requests between £10,000 and £100,000 in Scotland and Wales.

Family Employment Initiative –

is a targeted regeneration programme designed by the Trust which tackles worklessness and improves skills. Work is commissioned by CRT. Please contact the Employment and Skills Team at Head Office for more details.

Sport Legacy –

is a programme which works with communities to provide sport for children 6 to 13 years old. Please contact your regional office for details.

Game On –

is a programme that uses football to engage young people 13-18 years old. Please contact your regional office for details.

For Main Grants, we will support projects that fit into one or more of the following funding themes:

- **Access to Employment**
- **Education and Skills**
- **Health and Wellbeing**
- **Access to Opportunities**

We will also consider projects that will make a significant regional or national contribution to regenerating our eligible coalfield areas. Please contact us if you have a project idea.

This booklet will give you background information about us, our priorities for funding and our policies. Please refer to the information in this booklet when you fill in your application form.

Building on our experience so far, we aim to make sure that you have all the information and support you need to present projects that clearly meet our conditions and contribute to the ongoing regeneration of coalfield communities. **It is very important to refer to the information in this document when you fill in your application form.**

We try to keep the amount of information we ask you for to a minimum. However, it is important that we can judge how effective our funding decisions are in contributing to the regeneration of the coalfields. It is also important that the activities we support fit in well with our own priorities and those of other regeneration programmes. As we are using public money, we need to manage the funds in a proper way.

If you need more information, or if you have any comments, we would like to hear from you. Please contact either your nearest regional office, or our head office in Wath upon Dearne, Yorkshire (full contact details are at the back of this booklet).

We look forward to working with you.

Our funding themes

The Trust has identified four key funding themes that respond to the needs of coalfield communities. A project must address one or more of the themes and for guidance on the suitability of your project please contact your regional office.

Access to Employment

This theme aims to connect people living in deprived neighbourhoods to mainstream opportunities. We will be seeking forward-thinking and locally designed approaches that offer a route for people to get back into work. These approaches include:

- Engagement programmes that concentrate on pre-employment support provide information, advice and guidance and which prepare people for work.
- Work experience programmes that develop valuable skills, experiences and which respond to labour market demands.
- Employment programmes such as transitional labour market and wage subsidy schemes.

Education and Skills

This theme aims to support people in accessing learning opportunities and developing their skills through added value activity (not statutory mainstream provision). These approaches include:

- Projects that raise aspirations and encourage a return to learning.
- Projects that engage people in formal and informal education.
- Projects that improve educational attainment and provide accredited training.
- Targeted work with young people promoting further education.
- Out of school hour's activity.

Health and Well Being

This theme aims to improve the health and lifestyles of people living in coalfield communities through community based approaches and preventative projects that are additional to statutory provision:

- Projects that encourage healthier lifestyles, prevent ill health, promote self help or support groups and improve an individual's quality of life.
- Projects that develop opportunities for people to participate in active leisure pursuits.
- The development of extra curricular activity programmes for children and young people.
- Preventative or awareness raising projects tackling issues such as poor diet, teenage pregnancy, substance misuse and mental health.

Access to Opportunities

This theme aims to improve access to services in coalfield communities recognising that limited community infrastructure and geographical isolation can prevent people from taking up opportunities. These approaches include:

- Projects that create new facilities improve existing facilities or acquire community owned assets to deliver services responsive to gaps in provision, evidenced community need and which demonstrate on going sustainability.
- The development of transport solutions such as community transport or wheels to work initiatives.
- Improved access to services that tackle poverty and debt.
- The development of new childcare provision.
- The provision of support services or facilities to enable the development of new social enterprise initiatives.
- The provision of support for the third sector to build capacity, improve service delivery and equip itself to take up procurement or commissioning opportunities.

Eligibility

We welcome applications from new or existing groups, organisations and agencies throughout Britain who are contributing to the regeneration of coalfield areas and their communities.

Because we are a charity, your project must follow Charity Commission's guidelines to receive charitable funds.

Your project should be based in an eligible coalfield community or be able to show clear and immediate benefits for an eligible coalfield community that has high levels of deprivation. In England this means projects clearly show that they benefit communities that are within the most deprived 30% in the country (based on the Government's Indices of Deprivation 2007).

Please contact your relevant regional or national office for more detailed guidance on targeting deprivation in Scotland and Wales.

Who can apply?

Voluntary and community organisations and groups

Most voluntary and community organisations and groups working to regenerate coalfield communities are eligible to apply to us for funding this includes statutory bodies such as local authorities. Please note that we process applications from Parish, Town and Community Councils in the same way as we process applications from voluntary organisations and community groups.

We may make grants to voluntary and community organisations and groups including Community Interest Companies and Social Enterprises, providing business plans are in place and the activity will not result in personal/private benefit and delivers a recognised social benefit, if they have the following:

- a constitution or a set of rules to show that the group is legally eligible to receive a grant and entitled to run the planned project. The constitution must also have an acceptable 'dissolution' clause, which guarantees that any assets purchased with a grant from the Trust are kept for the benefit of the community.
- Have a bank or building society account in the organisation's name, with the signatures of at least two members of the group needed for each cheque or payment. (Please note that it is good financial practice to make sure that these people are not related).
- Have up-to-date annual accounts (for groups that have been established for more than 12 months), or a 12-month cash-flow forecast for new organisations (less than 12 months old), which are presented and audited/approved in line with Charity Commission guidelines and/or their constitution.

Branches of voluntary and community organisations

We can accept applications from branches of larger organisations, including national bodies, as long as the branch has:

- Its own independent constitution and separate company registration number from the national body (where applicable)
- A bank or building society account in the name of the branch
- Independent accounts in the name of the branch
- A management board or committee which can operate independently of the national body
- Independent policies and procedures
- No financial dependence on the national body

Statutory organisations

Statutory organisations include:

- local authorities
- health authorities, including health trusts
- schools and further-education colleges
- other organisations that receive public funds

Statutory organisations will only be supported when it is clear that there is no other organisation within the community with the capacity to manage and deliver the project effectively in the target area.

Who cannot apply for funding?

The following are not eligible to receive support:

- Individuals.
- Private businesses.
- Organisations that we believe are in a poor financial position or whose financial management systems are not in good order. We will base our opinion on an organisation's financial position and management systems, an analysis of their accounts, other management information and interviews with the organisation itself.
- Voluntary and community organisations and groups who hold 'free reserves' that total more than 12 months' operating costs and who are not contributing enough funds to the project. We will assess how much money the organisation has available in free reserves using information from their accounts. (Free reserves are the amounts of money an organisation hold that are not restricted by any other funder for any other purpose and do not include fixed assets i.e. the value of buildings).
- Organisations whose purpose is to raise funds for a specific project
- 'Friends of groups' where the end beneficiary will clearly be a statutory body.
- Organisations not established in the UK.
- Pigeon (flying) clubs.

Ineligible applications

Applications are not eligible for consideration by the Trust if:

- they do not meet our funding themes or charitable objectives.
- the project beneficiaries are located outside our recognised coalfield communities.
- they are entirely or mainly set up to promote religious or political beliefs.
- the activity is a statutory responsibility, or a replacement for statutory provision
- funding is to be used to exclusively draw down landfill tax credits.
- the activity shows a conflict of interest with the applicant group.
- it will result in individuals personal gain / benefit.
- previous grants have been unsatisfactorily managed.
- an organisation/group has previously received 6 years funding for the same activity or more than one capital grant within a CRT funding period.

Costs we can fund

We will contribute towards the eligible capital and revenue costs of a project for up to three years, as long as spending can be completed by the end of the funding programme. There are different funding programmes in England, Scotland and Wales. Please contact your regional or national office for details. The eligible costs are summarised below. Please work out the cost of your project using the following eligible cost headings.

Capital Costs	
Item	Notes and examples
Buildings	<p>State clearly whether you are buying, constructing or refurbishing a building. You must provide evidence that either you own the building or have a valid lease where the obligation for refurbishment etc is with you as the tenant. In the case where you do not own the building you must provide evidence the landlord has given permission for the work to be carried out.</p> <p>In England if you use a Grant from us to buy, improve, construct, alter or extend land or a building then you will have to let us register a restriction on the title to your land at H.M. Land Registry (a building ‘includes sectional type or pre-fabricated buildings such as portacabins’).</p> <p>If you are also receiving funding from other sources such as loans or other grants then we may require you to grant a legal charge instead of a restriction on the title.</p> <p>For more details please see our Property Applications Information Booklet.</p>
Vehicles	<p>Say whether you are buying, hiring or leasing vehicles. If buying a second hand vehicle you must provide us with a copy of an inspection certificate from a nationally recognised body such as AA or RAC.</p>
Equipment	<p>Say what type (for example, computer hardware and software, play equipment, sports equipment or office equipment).</p> <p>Please note that the Trust will contribute a maximum limit of £800 towards IT equipment (hardware and software package). Specialist items of software/hardware will be considered separately.</p>
Professional fees – capital. We will allow up to 15% of the capital grant to cover professional fees	<p>These may include:</p> <ul style="list-style-type: none">– design costs;– managing a building’s construction or refurbishment;– legal fees connected with buying land or a building;– drawing up or disposing of (ending) a lease; or– business planning costs.
Professional fees	<p>Costs involved in carrying out a feasibility study for buying a new building, or refurbishing and developing an existing building.</p>
Other capital costs	<p>Any other capital cost not covered by the above (for example, buying a piece of land or non-recoverable VAT).</p>

Please note that **all costs** must directly link to your project and its delivery. You should be able to explain why the costs are necessary and show how they have been calculated.

Revenue Costs	
<i>Item</i>	<i>Notes and examples</i>
Salaries	Please give each job title on a separate line. You will also need to provide job description(s) that give detailed information about the roles and responsibilities of each post. You must be able to justify the planned salary scale. All employees must get at least the national minimum wage.
Employers National Insurance and pensions contributions	These should be clearly stated, reasonable and not normally more than 20%. The Trust does not finance private pension schemes.
Recruitment	If your project involves creating new posts, you need to include the appropriate recruitment costs.
Rent	The cost of using particular premises to deliver your project such as room hire etc.
Heating and lighting	The cost of heating and lighting the premises where you deliver your project.
Expenses	Travel, parking etc for staff, volunteers and others.
Publicity	Newsletters, adverts, etc.
Training	Courses that you offer or attend.
Professional fees We will allow up to 5% of the revenue grant to cover professional fees	Costs involved in carrying out feasibility study for developing a new or existing service / evaluations / succession strategies.
Other revenue costs	Non-recoverable VAT and project specific costs such as phone, postage, stationery.
Management & Administration We will allow up to 15% of the revenue grant to cover Management & Administration	Core costs such as insurance, rent, heat & light, payroll, accountancy fees (not audit), postage, stationery, phone, line management and human resources and finance costs (for time allocated to the project)

Costs we cannot fund

- Overseas travel costs and expenses
- Animal-welfare activities
- General appeals
- Deficit or retrospective costs (in other words, costs you owed or promised to pay before your application was approved)
- School fees
- Medical or research equipment
- Bank or audit charges
- Depreciation and amortisation
- Recoverable VAT
- Fees for independent or external professional fundraisers
- The creation or maintenance of car-parks or footpaths
- The development of bars or bar areas for the purpose of enhancing bar trade
- Performance related pay, bonuses, increments (except cost of living) and debts including mortgage costs
- Capital contingencies
- Private pension schemes
- Gifts and entertaining

Please note that the above list is not exhaustive.

Matching funds (your funding package)

We welcome you using other funding where possible. You can use our funds to match other funders' contributions. We advise you to contact the programme manager for your area to ask about other sources of funding.

If approved by us, your project will be given three months to complete your funding package, so approvals and commitments from other funders must be well advanced before we can accept your application.

Duplicate bids

Please do not apply to us for funding that you have already applied for elsewhere (known as duplicate bids). For example, if you have approached another funding organisation for 100% of your project costs, please do not apply to us until you know whether this other application is not successful.

Professional fundraisers

We will not negotiate with, or discuss applications with, independent or external professional fundraisers acting on your behalf.

Outputs

You must be able to tell us what your project will achieve with the grant. The table below sets out our core outputs. You will need to identify the ones most relevant to your project and tell us, realistically, how many of each you think your project will deliver. The outputs must be directly attributable to the Trust's Grant, excluding outputs other funders will claim. The table also tells you what sort of evidence you must keep to prove that your project has achieved its targets.

Core Outputs		
Output	Description	Examples of evidence we need for monitoring purposes
Number of community facilities delivering mainstream services created/improved	<p>Facilities that are delivering mainstream services to the local community for example employment, security, health, housing, training etc.</p> <p>Improvements to a facility are those that increase its potential or actual market value and extends the range of services offered at the facility.</p>	<p>Architects' interim payments/certificates and contractors' invoices.</p> <p>Architects' final completion certificate.</p> <p>Photographs Launch event and publicity material.</p>
Number of jobs created/safeguarded	<p>Jobs must be Full Time Equivalent and expected to last 6 months. FTE = paid work of 30 hours or more per week. Part time jobs can be counted on a pro-rata basis i.e. a 15 hour a week job counts as 0.5 FTE.</p> <p>To be counted as new, it must not have existed prior to your request for funding.</p> <p>To be counted as safeguarded it must be a job that is at risk without funding from the Trust.</p>	<p>Job description and person specification.</p> <p>Recruitment details (advert).</p> <p>Contract details confirming employment including length and hours.</p>
Number of people assisted into work	<p>Number of people who live in the target area and get substantive jobs (where the contract is expected to be for a minimum period of 13 weeks and weekly hours are 16 +) as a consequence of training, advice or other specifically targeted assistance delivered as a result of funding from the Trust.</p> <p>A clear link between the service delivered and employment must be provided.</p>	<p>Employee name and National Insurance Number.</p> <p>Letter of appointment.</p> <p>Contract details confirming employment including length and hours</p>
Number of people assisted in skills development	<p>Skills development must be a minimum of 6 hours training. Activities may include: general or vocational/job specific training.</p> <p>The training need not lead to a formal qualification.</p>	<p>Personal development plans.</p> <p>Individual portfolio.</p> <p>Copies of attendance records. Records showing times and periods</p>
Number of adults gaining NVQ 2 or above	<p>National Vocational Qualification (NVQ) Level 2 or equivalent qualification.</p> <p>Examples of the main Level 2 qualification include: 5 or more O level, GCSE or equivalent, BTEC first or general diploma, GNVQ Intermediate, RSA diploma.</p>	<p>Name of the person and the qualification they have gained.</p> <p>Copy of the qualification awarded.</p>

Please be advised that the Trust's priorities are subject to change throughout the lifetime of the programme.

Core Outputs (continued)		
Output	Description	Examples of evidence we need for monitoring purposes
Number of enterprises created	<p>Business with a mainly social objective whose surpluses are largely reinvested for that purpose in the business or in the community, rather than being profit-driven.</p> <p>This can be counted when a new enterprise starts trading and is sustained for at least 12 months as a direct result of Trust funding.</p> <p>Starts trading means the date when the enterprise registers for VAT or registers for National Insurance (Class 2) contributions.</p>	<p>Name of the enterprise and certificate of incorporation or other constitutional documents.</p> <p>Copies of any press releases</p>
Number of people and young people participating in healthy lifestyles activities	<p>Activities include those that directly contribute to improved health outcomes including the provision of advice, sports and exercise classes and events.</p> <p>Young people are those under 18 and should be counted separately.</p>	<p>Attendance lists – to include whether 18 or over.</p> <p>Publicity.</p> <p>Dates, times and locations when and where sessions take place.</p> <p>Photographs.</p> <p>Activities list/timetables.</p>
Number of transport/access schemes	<p>Initiatives/programmes delivering services for people created or improved by Trust funding.</p> <p>Projects which reduce physical isolation need to evidence how the community is linked to services not currently provided.</p> <p>Projects that improve transport links can be counted only when they are not replicating other mainstream provision of transport.</p> <p>These could include car share schemes, park and ride schemes, cycle routes etc and they must be affordable and efficient.</p>	<p>Timetables of services – including routes</p> <p>Records of how they are used - the area it covers and data to support usage</p> <p>Publicity describing details of access schemes</p>
Number of new childcare places (including after school provision)	<p>Number of childcare places provided by CRT supported projects. The places may be full-time or part-time (e.g. after school play schemes and holiday schemes as well as registered child-minding and nursery schemes).</p> <p>Please note that you should only claim for a child once.</p>	<p>Location of childcare places.</p> <p>Dates and times the childcare places are available.</p> <p>Attendance lists to show after school and holiday play schemes</p> <p>Publicity</p>
Number of new volunteers	<p>Voluntary activity is formal volunteering – giving unpaid help.</p> <p>To be counted, a volunteer must give up time at least once a month.</p>	<p>Volunteers' names, date recruited, type of work and date left.</p> <p>Attendance and time sheets</p> <p>CRB checks</p>

Outputs (continued)

In addition to the Trust's core outputs you must show us what supplementary outputs you expect your project to achieve. Supplementary outputs are outputs that will, when combined with our core outputs, enable the Trust to monitor the wider community-focused activity and fully account for its potential impact on coalfield communities.

Supplementary Outputs		
Output	Description	Examples of evidence we need for monitoring purposes
Area of new commercial floor space	Area (m ²) of new business/commercial floor space created. Floor space defined should be quoted in square meters and measured according to the "Code of Measuring Practice".	Photographic records before and after Architects records Publicity Management company contract
Number of people assisted into self-employment	<p>Number of individuals supported by the project creating an enterprise/social enterprise in which they are self-employed. Assistance must be directed to assisting people towards self-employment and will involve some form of interaction with individuals. This may be face-to-face or telephone or other activity such as conferences or workshops, interactive/web based dialogue</p> <p>Forms of assistance may include the following: provision of information, advice and guidance e.g. careers advice, removing barriers to getting back into the labour market e.g. return to work training, using crèche facilities or advice on how to start own businesses.</p>	<p>Personal development plans Records of people assisted Details of self-employment opportunities undertaken Publicity materials Details of the type / level of support</p>
Number of people gaining basic skills	<p>To count, an individual must achieve one of the following qualifications: Literacy, Numeracy or ESOL at Entry Level 3 and above Key Skills in Application of Number or Communications at Levels 1 or 2, GCSE in Maths or English at Grade G and above.</p> <p>Each individual as opposed to qualification is counted as the output therefore multiple qualifications for one individual cannot be counted as multiple outputs</p>	<p>Attendance records Copies of attainment certificates Copies of personal training plans Achievement records</p>
Number of training weeks	<p>Number of training weeks completed.</p> <p>Training weeks for any course are calculated (using 30 hours or more as FTE) as the number of people to be trained multiplied by the FTE multiplied by the number of weeks duration = the total number of training weeks. For example, a ten week training course with thirty people who each attend for 24 hours per week (FTE = 0.8) results in 30 x 0.8 x 10 = 240 weeks.</p>	<p>Copies of timetables showing time and periods. Prospectus. Records of attendance rates</p>

Supplementary Outputs (continued)

Output	Description	Examples of evidence we need for monitoring purposes
Number of young people benefiting from youth inclusions/diversionary projects	Number of young people (i.e. under 18) who have taken part in activities designed to involve them in the community or provide them with things to do, which may reduce them from 'hanging around', as a result of a CRT subsidised activity.	Attendance sheet/records Publicity material Meeting minutes showing attendance
New service(s) improved/created for local community	Initiatives/programmes delivering services for people created or improved by Trust funding. This could include health programmes, training programmes, employment and back-into-work initiatives but not transport services.	Records of attendance Copies of any publicity material Prospectus
Number of parents/carers accessing employment/training opportunities due to services	Number of people who live in the target area who access employment (FTE equivalents) or recognised training opportunities as a consequence of services delivered by Trust projects that were previously not in employment or in training owing to caring or parenting commitments	Personal portfolios List of names and opportunities taken Job description and person specification
Public and private regeneration investment levered	Investment levered by the project from other sources for project delivery. Levered means funds committed to a project as a result of the Trust's gross investment. This includes revenue and capital investment and in-kind contributions (non-monetary contributions made by individuals or organisations that add value to a project and can be given a monetary value e.g. cash equivalent of peoples time, equipment, materials, accommodation etc donated to the project. In-kind contributions need to be auditable. Public sector organisations other than the Trust include the RDA, GO (ERDF / ESF etc), LSC, Lottery funders and local authorities Private sector includes businesses, charitable, not for profit organisations, HE and FE institutions and private individuals	Copies of confirmation letters / agreements from other funders In-kind timesheets Copies of partnership meeting minutes Audit evidence of in-kind contributions Copies of invoices Bank account statements Copies of accounts of organisation

Planning and preparing your project application

Before you apply you should have carefully planned your project and discussed it in detail with the Trust's regional or country team. You should be confident that your group can deliver the project, the project is well developed and locally supported. You should discuss it with other groups and organisations and make sure that what you are planning is not already being delivered by another group or organisation in the area of benefit.

You need to consider:

- How you will organise and manage your project?
- Who will do the work?
- How much it will cost?
- Who will oversee it?
- Who will report back to us and your other funders?

Required Documents

The application form contains a check-list which outlines the information we require you to submit. The submission of certain documents will be dependent on the nature of your project or activity.

These documents are listed below:

- A copy of our most recent signed accounts which are in line with our governing document (this does not apply to statutory organisations)
- A 12-months budget statement as we are a new group
- Our signed and dated governing document (this does not apply to statutory organisations)
- An original bank statement or a photocopy of our building society passbook for our account to the paid into
- Letter of support from our partner organisations or other local groups who support our project (or both)
- Confirmation letters from other funding organisations supporting our project
- Evidence of community involvement in planning our project
- Our surveyors report (for buying property)
- An independent valuation (for buying a property)
- Relevant quotes
- Confirmation that the Disability Discrimination Act and other relevant health and safety issues have been addressed
- A copy of all relevant job descriptions (including salary scales and hours of work) included in our project.
- Projects whose total costs are above £200,000 or Social/Community Enterprise Groups whose generated income forms part of the funding package. - An appropriate business plan detailing our project.
- Copy of partnership agreement (if applicable)
- Copy of rental agreement / lease (if applicable)
- Copy of consultancy brief and quote (if applicable)
- An evaluation of the project to date (if the project is an existing project)
- Proof of ownership or security of tenure
- Landlords consent (if held on lease)
- Planning permission/change of use permission listed building consent
- Buildings Regulations Approval
- 3 competitive quotes or if works is in excess of £60,000 a single written estimate.
- Details of the professional team engaged on the project
- Breakdown of professional fees
- Fee proposal and agreed schedule of work from the lead professional
- Project programme timescales
- Building feasibility study/detailed proposal

Useful Information

Quotations

We define a quotation as a firm price, provided in writing by a reputable supplier or contractor, for which an agreed service or supply will be delivered within an agreed timescale.

For equipment costs/consultancy work, we need to see:

- one quote for items under £10,000;
- two quotes for items between £10,000 and £30,000; or
- three quotes for items over £30,000

We do not need to see quotations for single items that cost less than £2,500.

Leases

If you want the grant to build or refurbish a property we expect you to own or have an appropriate lease or license on the property.

For requests up to £30,000 you will usually need a lease with at least 5 years left to run.

For requests between £30,000 and £200,000 you will usually need a lease with at least 10 years left to run.

For requests over £200,000 you will usually need a lease with at least 20 years left to run.

Insurance

It is good practice to insure valuable items that you buy with our grant.

Remember to include the insurance costs in your project costs if you cannot pay for them from your own funds or do you do not currently have an insurance policy.

Capital projects

It is essential that you refer to the Trust's Separate Guidance Notes for Capital Projects.

Registering an Interest

If our grant is £30,000 or more and is to be used to fund or part-fund the cost of buying or constructing a building, or to fund or part-fund refurbishment to existing buildings, then the Trust will require to register our interest in, or a charge on, that building.

Revenue projects

For **new posts**, you will need to provide a detailed job description including salary scale, working hours and a person specification (in other words, a description of the kind of person you are looking for). You will also need to show us your planned recruitment process and make sure that you follow the principles of equal opportunities.

For **existing posts**, you will need to provide a detailed job description including salary scale, working hours and a person specification. You will need to explain how the post was funded before, show that you have assessed the effect of the post so far (for example, the benefits it has delivered), and prepare a suggested work plan for continuing with the post.

All employees must receive at least the national minimum wage. You will also be asked to show that you understand your responsibilities as an employer and have all appropriate management and communication structures in place.

Note

Please be aware that the Trust can request additional information and clarity on the project from the applicant at any stage of the application process.

You can use up to 15% of the revenue part of the grant you are applying for to cover **management and administration** costs. However, these costs must be a direct result of delivering the planned project and must be clearly explained and justified. **Statutory organisations are expected to provide existing management and operational staff as a contribution to the project and cannot therefore claim for this cost.**

Disability Discrimination Act and health and safety issues

Under the Disability Discrimination Act you must take all appropriate and reasonable steps to make sure that disabled people have access to buildings and services. If you are in any doubt, contact your local authority's planning department for more advice. All projects need to consider appropriate health and safety issues affecting their projects and service users.

Child protection and vulnerable groups

This information forms part of your application form and asks that you confirm that you have the appropriate and necessary policies and procedures in place. We will expect all relevant staff and volunteers to be appropriately trained and police checked.

PLEASE READ THE FOLLOWING CAREFULLY BEFORE COMPLETING THE CHILD PROTECTION AND VULNERABLE ADULTS DECLARATION IN YOUR APPLICATION FORM

The Trustees and Management of The Coalfields Regeneration Trust recognises that the protection and safety of children, young people and vulnerable adults is everyone's responsibility. The Trust is committed to this principle and to the development of best practice within those community groups it supports.

Definition of Children and Young People

Those who have not yet reached their eighteenth birthday.

Definition of Vulnerable Adults

The Trust defines a vulnerable adult based on the Law Commission's definition – that is a person who:

'is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself against significant harm or exploitation'.

In clarifying this further, the Trust adopts the Department of Health's guidance in that an 'adult' refers to a person aged 18 years and over and that people with learning difficulties, mental health problems, older people and people with a disability or impairment will be included within this definition, particularly when their situation is complicated by additional factors, such as physical frailty or chronic illness, sensory impairment, challenging behavior, drug or alcohol problems, social or emotional problems, poverty or homelessness.

The approach the Trust will take is based on and reflects the principles of both legislation and guidance and is that:

- the welfare of the child, young person or vulnerable adult is the paramount consideration
- all children, young people and vulnerable adults, regardless of age, disability, gender, racial or ethnic origin, religious belief and sexual orientation have a right to protection from harm or abuse.

The Trust requires that all groups seeking funding for activities which involve the delivery of services to children and young people, have the following in place:

- an acceptable child protection policy, which addresses recruitment and selection procedures, and issues of confidentiality
- relevant procedures for reporting concerns relating to the protection of children and young people, which have been designed to complement local Area Child Protection Committee procedure.
- a Code of Practice highlighting acceptable behaviour with children and young people.

What if we are a community centre?

If you are a Community Centre you should have appropriate policies in place which ensure that your users are aware of their duty of care for children, young people and vulnerable adults.

What if our organisation does not work with children, young people or vulnerable adults?

There may be instances where you do not currently work with children, young people or vulnerable adults. In such cases it is reasonable that you do not have policies in place. However, you must be aware that, if at any time during the life of the project, these circumstances change and you do start to work with these groups you will be required to introduce the appropriate policies and comply with all necessary legislation.

What if we work with children, young people or vulnerable adults and we don't have an appropriate policy?

If your organisation works with children, young people or vulnerable adults, it is your responsibility to ensure their safety and well being during their time with you. You must have appropriate policies in place to help you meet your responsibilities.

The Trust cannot award grants if appropriate policies are not in place

The Trust's policy on the protection of children, young people and vulnerable adults means that it can not award a grant to an organisation working with such groups that do not have appropriate policies in place.

Note

Your project can only be processed if you have appropriate policies and procedures in place or you can confirm that you do not work with such groups but will take appropriate steps (referring to relevant legislation) to put policies in place if you begin to.

Relevant Legislation

Child Protection – England & Wales

Caring for the Young and Vulnerable, Home Office, 1999
Rehabilitation of Offenders Act 1974
The Children Act 1989 – England and Wales
The Criminal Justice and Court Services Act 2000
The Human Rights Act 1998
The Protection of Children Act 1999
The Sexual Offences (Amendment) Act 2000
Working Together to Safeguard Children, Department of Health 1999
Public Interest Disclosure Act 1998

Child Protection – Scotland

Rehabilitation of Offenders Act 1974
Protecting Children - A Shared Responsibility, Scottish Executive, 1998
The Children (Scotland) Act 1995
The Criminal Justice & Court Service Act 2000
The Human Rights Act 1998
The Protection of Children (Scotland) Act 2003
The Sexual Offences (Amendment) Act 2000

Vulnerable Adults – England & Wales

Carers (Recognition and Services) Act 1995
Data Protection Act 1998
Disability Discrimination Act 1995
Disabled Persons (Services, Consultation and Representation) Act 1986,
Employment Rights Act 1996
Enduring Power of Attorney Act 1995
Health Act 1999
Health Services and Public Health Act 1968
Housing Act 1985 & 1996
Human Rights Act 1998
Local Authority Social Services Act 1970
Mental Health Act 1959 & 1983
National Assistance Act 1948
National Health Service and Community Care Act 1990
National Health Service Act 1977
Police and Criminal Evidence Act 1984
Power of Attorney Act 1971
Public Health Acts 1936 & 1961
Public Interest Disclosure Act 1998
Registered Homes Act 1984
Registered Homes (Amendment) Act 1991
Sexual Offences Act 1956 & 1967
Sexual Offences (Amendment) Act 2000
Chronically Sick and Disabled Persons Act 1970

Note

All applicants need to fill in a child protection and vulnerable group declaration, which forms part of the application form. The Trust has an NSPCC booklet which contains a helpline number that you should use if you need further information on child protection issues. If you have any queries about protecting vulnerable adults you should contact the social services department of your local authority.

Vulnerable Adults – Scotland

Adults with Incapacity (Scotland) Act 2000
Human Rights Act 1998
Mental Health (Scotland) Act 1984
National Assistance Act 1948
National Assistance (Amendment) Act 1951
Race Relations Act 1976
Sex Discrimination Act 1995
Social Work (Scotland) Act 1968
The Age of Legal Capacity (Scotland) Act 1991

The application process

Timetable

The application form asks you for a start date for your project. Please remember to take into account our processing times. This is approximately **23 weeks** for a main grant programme application.

We will usually expect a project to have a well-advanced funding package.

The time taken to process the application can be affected if the required supporting documentation and information is not made available promptly. Your regional or country office will be able to assist you with the application and ensure that as far as possible, the project is eligible and the application is complete and ready for assessment.

Assessment

We will assess your project by using information taken from your application form and by obtaining information during a telephone interview. For projects over £200,000 you will be interviewed on site. Your project will then be scored on the following and presented to our Board of Trustees for a decision:

- How well you have shown that the project is needed.
- How much local benefit the project will have.
- How well the project is supported locally.
- How far local people are involved in planning and delivering the project.
- How you have managed previous grants from us.
- Your ability to deliver the project.
- Whether the project offers value for money.
- The longer-term prospects for your project or group (where appropriate).
- The risks involved.

Your assessor will be in contact with you during the assessment process and after we have made our decision. If you have any questions or difficulties, you should discuss them with your assessor first. If you are still concerned, you should refer to our complaints procedure and appeals process. You can get copies of this procedure by contacting us.

Equalities

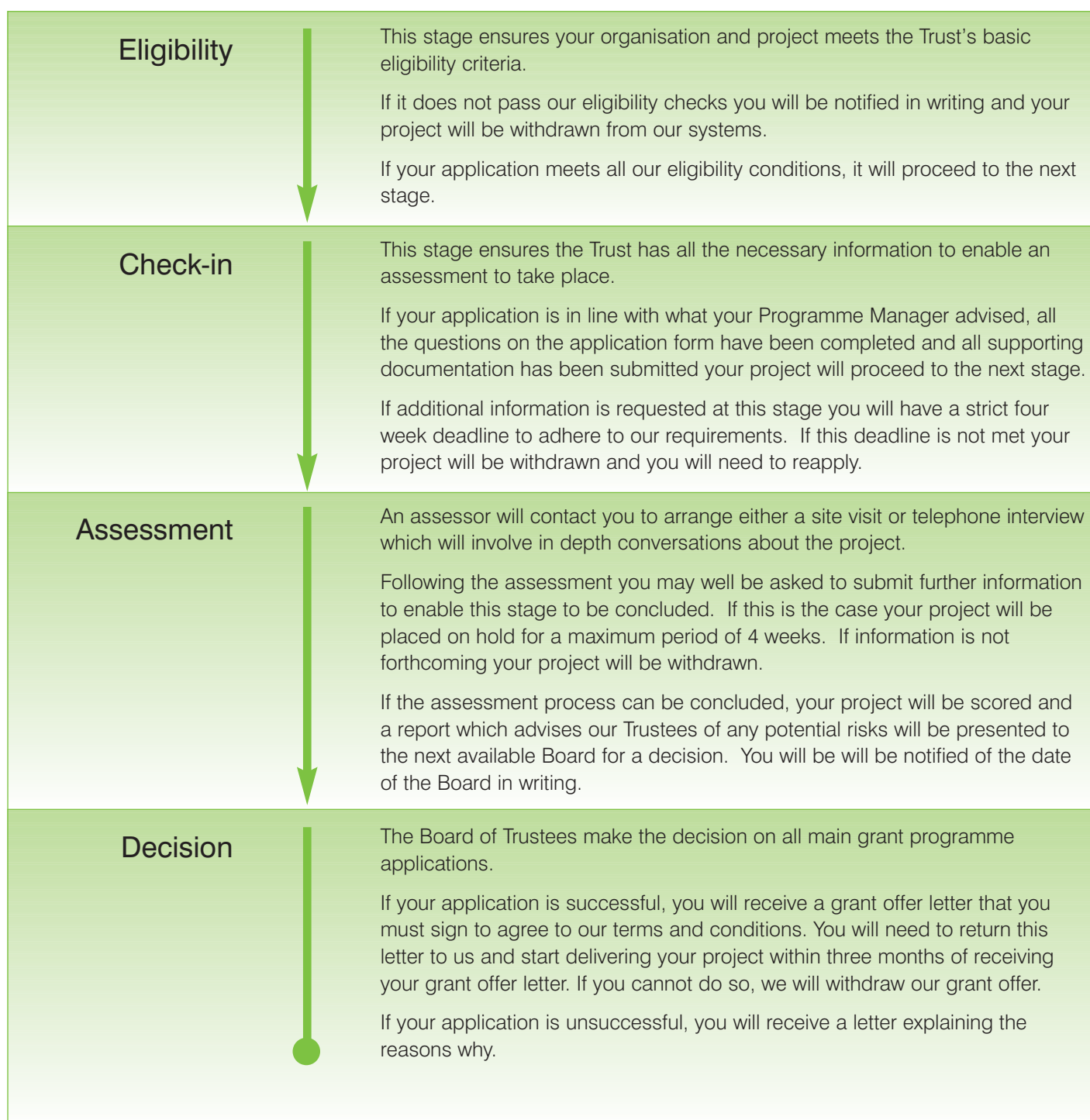
In line with our equal opportunities policy, our grants programmes are open to all types of groups. We do recognise that there are many different needs among voluntary and community organisations and groups. If you have any problems using our services or if you need extra support with the grant application and assessment process, please let us know how we can do more to help and we will make every effort to meet your needs. For example, we may be able to offer you documents in large print, face-to-face contact, an assessment involving more than one member of your group and so on.

The application flow

The Trust's guidelines on the length of time it takes for a decision on an application to be made is a rough indicator only and reliant on all projects, particularly capital, being at an advanced stage of development.

You will be required to discuss your project with one of the Trust's Programme Managers prior to submitting your application form to the Trust's Head Office.

If it is clear that your application has either not been discussed in advance or the concept of the project has altered in anyway since your discussions with one of the Trust's Programme Managers, your application may be returned.



The Board of Trustees

Peter McNestry (Chair)
Jim Crewdson
Peter Fanning
Vernon Jones MBE
Joe Thomas
Fran Walker
Nicky Wilson

Ken Greenfield (Vice Chair)
Dawn Davies
Paula Hay-Plumb
Denise Tate
Wayne Thomas
Sylvia Wileman
Shaun Wright

Contact details

The national offices for Scotland and Wales are:

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2/6 The e-Centre,
Cooperage Way Business Centre,
Cooperage Way,
Alloa,
FK10 3LP
Phone: 01259 272127

Welsh Offices

Part Unit 7,
Maritime Office,
Woodlands Terrace,
Maes-y-Coed,
Pontypridd,
CF37 1DZ
Phone: 01443 404455

The English regional offices are:

North West Regional Office

Unit 39,
Bold Business Village,
Bold Lane,
Sutton,
St Helens,
WA9 4TX
Phone: 01925 222066

North East Regional Office

Room 7B,
The Eco Centre,
Windmill Way,
Hebburn,
Tyne and Wear,
NE31 1SR
Phone: 01914 285550

East Midlands Regional Office

Unit 4,
Markham Vale Environment Centre,
Markham Lane,
Markham Vale,
Chesterfield,
S44 5HY
Phone: 01246 820970

West Midlands Regional Office

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