



LIVERPOOL  
CITY REGION  
COMBINED AUTHORITY



**WIRRAL**

## Liscard Town Centre Programme Community Grant Scheme – June 2021

### Guidance Notes

The Liscard Community Grants Programme is part of the Liscard Town Centre Fund Delivery Programme. The funding for this scheme has been secured via the Liverpool City Region Combined Authority Town Centre Fund, which has been created to improve the vitality and viability of the region's town and district centres.

We are inviting proposals from existing Wirral-based community and voluntary sector groups and social trading organisations/social enterprises (including CIC's) to get involved in the delivery of an exciting programme of community activities, involving local residents of Liscard. The fund is focused on supporting activity which will enable Liscard communities to get involved in the Town Centre's regeneration improvements, with delivery to be completed by December 13<sup>th</sup> 2021.

**Please ensure you have read this Application Guidance thoroughly before completing the on-line application form.**

#### **Key Objectives of the Liscard Town Centre Fund are to:**

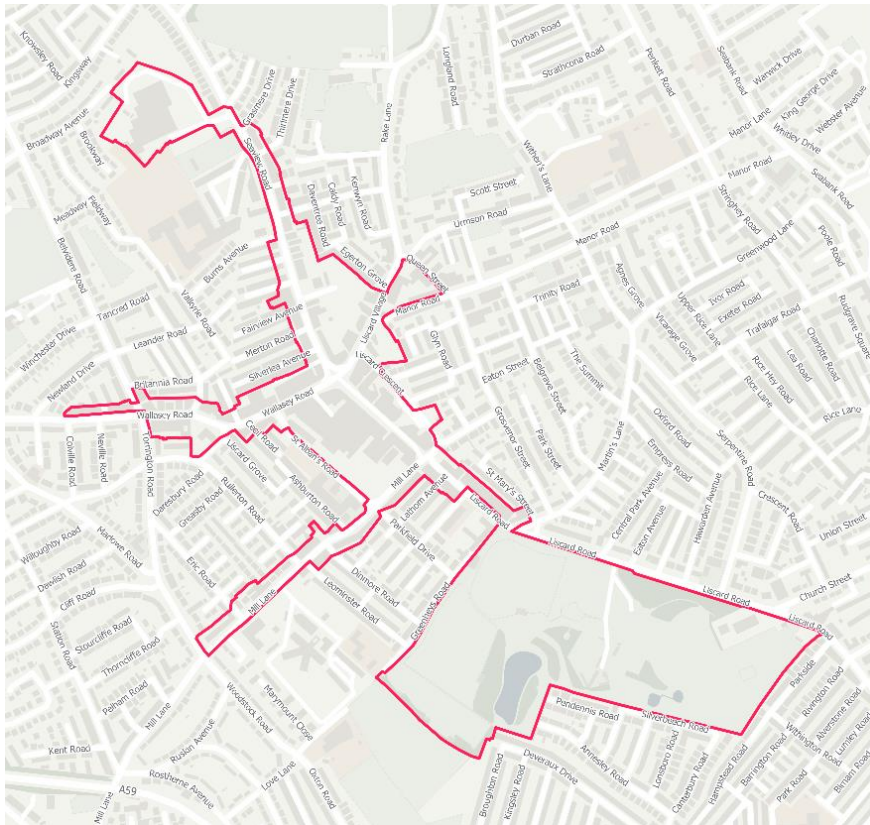
- Build on Wirral's Borough of Culture success with a more animated, confident, welcoming and vibrant Liscard town centre
- Increase the diversity of current town centre uses including temporary uses of vacant units, and a range of activities to support community regeneration
- Attract visitors and businesses through an improved cultural and community offer
- Encourage new creative, digital and social enterprise based activities to the town centre
- Re-instil a sense of pride in the town centre amongst the local community
- Increase grassroots participation in local initiatives

#### **Overview of the Community Grant Programme:**

- Liscard Community Grants will be allocated via an open and competitive application process. This is a single round, one-off grant application process.
- A total fund of £90,000 is available for this one-off fund.
- As part of this approximately £18,000 will be ring-fenced specifically for youth diversionary activities.
- You can apply for a grant of up to £10,000 but we expect the majority of successful applications to be in the region of £5,000 or less.
- We are also interested in funding several larger applications (up to a maximum of £10,000) which may include the rental of empty retail units in the town centre for temporary use.
- The grant is limited to revenue projects. Proposals for capital projects will not be considered.
- Due to a predicted high level of demand and a wish to work with as many local organisations as possible, you can only submit **one** application to this grant programme.



- To be successful, applicants will need to be able to show that their proposal and organisation has the capacity to be flexible, responsive and adapt to the likely fluid delivery environment of the Autumn - Winter 2021 period.
- Your project activities need to take place within or in very close proximity to the Liscard Town Centre Delivery area. The target area includes Central Park. See map below.



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**Aims of the Programme:**

- Increase the diversity of current town centre uses including meanwhile and pop-up uses, and a range of activities to support community regeneration
- Build strong relationships in and across the Liscard community
- Improve the places and spaces that matter to the local community, raising civic pride and identity in the town
- Reinvigorate and celebrate the importance of the high street and increase residents' involvement, participation and ownership of local activities there
- Build the capacity and resilience of the local community and voluntary sector
- support a range of diversionary activities for local young people including sports and cultural activities

Proposals could focus on any of the following types of activities:

- Memory, oral history and story-telling projects: involving local community groups and families in Liscard
- Community heritage activities
- Street theatre



- Art and photography exhibitions, installations, competitions
- Socially distanced interactive theatre, drama, dance activities
- Activities involving film, music, drama, dance
- Digital or on-line projects involving the community
- Community development and upskilling workshops
- Youth diversionary initiatives, such as sports, arts, media and cultural activities
- Projects to improve the local environment and outdoor community spaces or the public realm

Any projects we fund will have to be carried out in a way that protects your staff, audiences and participants. This means that you should have a plan in place to deliver activity while following government COVID guidelines, at the time of delivery.

### **Eligibility:**

We are keen to support projects which can go on to develop your organisation's expertise and engagement with residents in Liscard and can play a part in your growth as a local Liscard partner. We want to help to grow local and local organisations' delivery in local civic activities, resilience, ownership and leadership. The Grant Programme is open to a wide range of applicants:

- **you may be an existing community or voluntary sector organisation** based in Wirral which is already working with the community in Liscard
- **You may be an innovative socially trading organisation/CIC/social enterprise or education establishment** working in youth/arts/sports/wellbeing sectors and based on the Wirral.
- **Individual sole traders cannot apply directly but can apply through working together with a local constituted organisation.** This may be an option if you are a sole trader in the creative sector who is already working with a local group based in Liscard. Applications need to be made by the constituted partner organisation.

### **We cannot fund:**

- Capital costs such as building works, or large fixed items of equipment
- VAT you can reclaim
- alcohol
- contingency costs, loans, endowments or interest
- profit-making or fundraising activities
- religious activities (we can fund religious organisations if their project benefits the wider community and does not include religious content)
- statutory activities
- overseas travel or projects that take place outside of the UK
- political activities.

### **On-Line Application Process**

- The on-line application questions have a defined character limit. Text, spaces and punctuation within tables is counted and content exceeding this cannot be submitted. Approximate word limits have been included as a guide.



- Please read this Guidance carefully – we have included detailed guidance for you to use to support completion of the application form below.
- Please do not include images in the application form.
- **You will be required to upload a copy of the following information with your application**
  - UK bank account statement with account details (dated within the last 3 months)
  - **If you are not** a registered charity or registered with Companies House, please upload your governing document/constitution, which must include a suitable ‘dissolution’ or winding up’ clause.
  - Most recent accounts or management accounts.
  - Up-to-date Safeguarding Policies (including digital safeguarding policies for any online delivery) if you are working with Children, Young People and Vulnerable Adults.
  - A Copy of your Current Public Liability Insurance certificate.
- Your application may be rejected if you do not provide all the information required for us to make an assessment.
- The deadline for submitting your Application form is noon on Monday 19<sup>th</sup> July 2021.
- You will be advised of the outcome of your application week commencing 9<sup>th</sup> August 2021.
- You can contact the Liscard Grants team via email if you have any questions about any stage of your application process on: [liscardgrants@wirral.gov.uk](mailto:liscardgrants@wirral.gov.uk)

#### **Grant Assessment & Administration**

- Applications and any approval of grant funding is subject to a formal decision-making process. A panel will assess and score eligible applications and inform successful applicants. The decision of the Panel is final and there is no right of appeal on the decision made.
- If your application is successful, your organisation’s status, governing documents and financial accounts will be subject to a **due diligence process**. We reserve the right to ask for additional information should we need it. Please note that you will not receive any funding until the due diligence process is completed.

#### **Grant making decisions & responsibilities**

- You must not place any reliance whatsoever on the support of Wirral Council until formally notified by email and your authorised signatories have executed and returned a funding agreement with which you will be provided by Wirral Council should your application prove successful.
- Accordingly, any expenditure that you incur and/or to which you commit (including that which you have incurred or committed to in relation to the preparation of your proposal for funding) prior to formal notification and execution and return of the funding agreement is incurred and/or committed entirely at your own risk.

#### **Grant payment arrangements**

- All grants will be paid on submission of evidence of commitment to spend. Payments will be made by BACs.



### Grant Monitoring and Reporting

- If you are successful in being awarded a grant, you will need to complete a monitoring form on completion of your project. You will be provided with monitoring documentation on award of the funding.
- Successful applicants will need to provide evidence of defrayment on completion of project delivery i.e. evidence of how project costs have been paid from the grant recipient's bank account. Further guidance will be provided at grant agreement stage.
- You must inform us as soon as possible of any challenges and/or delays you may have in project delivery or completion.
- You must complete all project activities by 13<sup>th</sup> December 2021.
- All monitoring returns must be submitted within 1 month of your proposed project completion date.
- If your project does not go ahead and you cannot deliver the proposed activities, we will claw back any funds paid to you.

### Timescales

Fund launch and grant applications invited	Monday 21 June 2021
Closing date for applications	Monday 19 July 2021 – 12 noon
Anticipated allocation of funding	w/c 9 <sup>th</sup> August 2021
Project delivery	September – December 13, 2021

### The Application Form – Guidance

#### **Section 1: About your organisation – this section will not be scored**

- In this section we will need some information about your primary/secondary contacts and your organisation type. This includes basic information such as your organisation name, address and organisation type.
- All applicant organisations must be currently or recently delivering services or activities within the borough of Wirral. Priority will be given to applicants who are registered and based in the borough, and especially those that have existing good community links in Liscard.

#### **Question 1.2-4 – Contact Information**

- The primary contact should be a key person involved in your project. They should be able to talk about your project and provide further information if required. It is very important that you give us the correct email address and daytime phone number so that we can communicate updates and decisions on your application.
- They will be responsible for project reporting. If your contacts change during the project lifetime, it is your responsibility to confirm any changes. We cannot discuss the application with anyone who is not a named contact on the application form.



### **Question 1.6 - What type of organisation are you?**

- Applicant organisations need to be constituted, with a formal document setting out its activities or structure.
- If you are a local creative/artist who works with the Liscard community, you can apply if you are working with a locally based constituted organisation. The organisation can apply for the grant and work jointly with you to deliver the proposed activities. The grant will be issued to their bank account and they will be responsible for overall project management, monitoring and reporting of delivery activities.

### **Question 1.10 - Tell us about the aims and activities of your organisation**

- We want to know about your organisation's aims and your experience and expertise in delivering similar projects. Please also tell us if you employ staff and/or involve volunteers.
- The word limit is 250 words

## **Section 2: About your Project** - this section of the application will not be scored.

### **Question 2.1 Project name**

- If successful, this will become the name identifying your project.
- Your project name should be relevant to your proposed activities and be memorable.

### **Question 2.2. project summary**

- In this question we would like you to give a short summary of your project. You will have time to go into fuller details later on in the scored questions.
- This project summary will be used to outline your project should you be successful. Please focus on key information that makes it easy to understand by all audiences.
- The word count for this question is equivalent of 200 words

### **Question 2.3 the location of your project**

- Your project activities need to take place within or in close proximity to the Liscard Town Centre Delivery area. See map above.
- The target area includes Central Park.
- Please include the full address (with postcode) of where you are proposing to deliver your project in your answer, including the name of any venues which will be used.

### **Question 2.4 When will your project take place?**

- The delivery timeframe for the Community Grants is from **September to 13<sup>th</sup> December 2021**. Please let us know when your project delivery will start and end within this timeframe.

## **Section 3: Involving Communities** - this part of the application will be scored.

### **3.1 How will your project support the Liscard community to participate in your proposed activity/project?**

- This answer should provide justification on why you have chosen the project activities and should help us see the need for your project.



- You should demonstrate a good understanding of the context of Liscard and the needs of the residents/participants where the project will take place.
- The word count for this question is 200 words.

**Section 4: About Your Project/Delivery Plan** - this part of the application will be scored.

**4.1 Please outline what you want to deliver.**

- This question asks you to tell us about the activities you plan to deliver as part of your project
- Please consider the project delivery period of September 2021 – 13 December 2021 and be practical about setting realistic activity proposals.
- Please be mindful of how Covid-19 restrictions and/or social distancing could impact your project, i.e. be COVID guidance compliant if required, and consider how you might adapt to/mitigate against these risks (e.g. delivering on-line/outdoors)
- Please remember to include (as appropriate) the following information in relation to delivery:
  - Your delivery timeframe i.e. start/end dates for delivery (Early September start – to end no later than 13 December 2021)
  - Total number of sessions or events to be delivered
  - How long do you expect each session or event to be (number of hours)

We would also like to know many people will be involved in your project:

- Average number of individuals attending each session/event
- Number of total attendances expected to engage with your project overall
- We understand that these may be difficult to estimate – but we need to understand how you are delivering your project.
- The word count for this question is 750 words.

**4.2 Which of the following does this project contribute to?**

Select as many of the following as your proposed project contributes to:

- build strong relationships in and across the Liscard community
- improve the places and spaces that matter to the local community, raising civic pride and identity in the town
- reinvigorate and celebrate the importance of the high street
- increase residents' involvement, participation and ownership of local activities
- build the capacity and resilience of the community and voluntary sector based locally
- provide a range of diversionary activities for local young people including sports and cultural activities

**Section 5: Impact-** this part of the application will be scored.

**5.1 Tell us about the positive impacts (ie the changes) you would like to see happen as a result of your project delivery.**

- You should tell us what you hope to achieve by the end of the project (i.e .the difference it will make).



- This question is asking what the grant activities you aim to deliver will result in that would not have happened otherwise.
- You could also tell us about what you hope will be the legacy of your project – i.e. any longer term aims that the project feeds into.
- You could include how the project will build on and complement existing activity within the communities you are working with.
- The word count for this question is 250 words

## 5.2 Please tell us how you plan to monitor/measure the outputs and outcomes of the activity?

- This question is asking how you will monitor (i.e. record and count) what you will deliver if you get a grant.
- How do you currently monitor and evaluate your work and how will you use/develop these approaches/tools?
- How will you measure what difference the grant makes with your participants and for local community in Liscard?
- The word count is 250 words

**Section 6: Budget** – This part of the application will be scored.

### 6.1 Project Costs

- In this section, you will need to add each item of your proposal's costs by selecting the 'Add Item' green button. This will automatically list each item and total your proposed budget.
- Be sure to break down your budget into the key headings and include a clear description of each and show your workings where appropriate i.e. 'venue hire (£100 x 12 sessions)', 'staff costs' (3x staff x £20 per hour x 100 hours)', 'marketing (100 posters/100 flyers)' etc. The cost should be **the total cost of the project**.
- Typical costs could include:
  - **Venue hire costs:** for example, what it costs you to rent a hall or other type of space for your project
  - **Staff costs:** and other costs directly related to the running of your project. This could include project delivery costs for existing staff, and/or sessional coaches/instructors which will be incurred specifically for your project.
  - **Volunteer costs:** expenses to support volunteer's participation in the project including refreshments.
  - **Equipment and resources:** the hire or purchase of any items of equipment you may need to run your project and other resources costs such as printing.
  - **Digital costs:** such as digital subscriptions, platforms and hosting. It may include software directly related to the delivery of the project.
  - **Management costs:** such as management/co-ordination up to a maximum 20% of your total grant request amount – please explain spend on these costs clearly.
  - For each budget line, please tell us the overall cost **and how much grant you are applying for from us**.





### 6.2 How much revenue funding are you applying for from us?

- In this question you will need to outline the total amount of funding you are requesting from us.
- The total grant amount requested from this fund must be no more than £10,000.
- Please indicate if VAT is included in your total costs.

### 6.3 If your total project costs are more than the amount you are applying for – how will you fund/meet those costs? (if applicable)

- Please tell us about this i.e. if you have already secured other funds for this project/when you expect to hear further about any additional funding you are seeking to supplement this grant application.
- Please include any in-kind contributions (non-cash support) you have secured for your project (e.g. free room hire, volunteer time, refreshments)
- The word count is 150 words

### 6.4 Evidence to support your application:

You are requested to upload electronic copies of the following documentation with your application:

A copy of a bank statement for the applicant organisation’s account (dated within the last 3 months)
A copy of your organisation’s most recent accounts or management accounts.
<b>If you are not</b> a registered charity or registered with Companies House, please upload your governing document/constitution which must include a suitable ‘dissolution’ or winding up’ clause
Up-to-date Safeguarding Policies (including digital safeguarding policies for any online delivery) if you are working with Children, Young People and Vulnerable Adults.
Copy of current Public Liability Insurance certificate
Evidence of any permissions required for project delivery (planning; building controls; landlord)

### 6.5 Applicant’s BACS details

Here you must add the BACS details of the applicant organisations bank account to ensure rapid processing of funds for successful applications. Please double check for accuracy and ensure the Account holder name matches that on your organisation’s statement.

### 6.6 Permissions/Licenses

- All applicants must check whether proposed activities require any statutory permissions or licenses and confirm progress in relation to these.

A. **Statutory permissions and permits** may be required in a range of circumstances, such as installations and their construction or removal occupying a road; closing a road;



running a temporary event; using pavement space for activities/performances; placing wires, beams or cables over a road; and placing, painting or fixing a sign, notice or picture. Some permit applications require a fee, while others are free of charge. Guidance in relation to Licences and Permits at Wirral Council can be accessed here: <https://www.wirral.gov.uk/licences-and-permits>

- B. **Planning consent:** if you are unsure whether or not you need planning consent for your proposed project, you should visit [www.planningportal.co.uk](http://www.planningportal.co.uk) in the first instance.
  - If you are considering **temporary use of a vacant commercial unit, use of a building for community activities or change of use of a premises** you should check the following:
    - **Uses within buildings:** From 01 September 2020 the Town and Country Planning (Use Classes) Order 1987 was amended and introduced changes to the system of use classes. Class A, D and B1 were revoked and replaced with the new broad commercial class - Class E. Class F was introduced and covers local community and learning. Further details can be found here: [https://www.planningportal.co.uk/info/200130/common\\_projects/9/change\\_of\\_use](https://www.planningportal.co.uk/info/200130/common_projects/9/change_of_use).
    - New revised permitted development rights will be introduced from 31 July 2021. Currently changes between E to F and vice versa will likely need planning approval.
- Please email [liscardgrants@wirral.gov.uk](mailto:liscardgrants@wirral.gov.uk) if you have specific enquiries about planning permissions or building control and include the subject line: PLANNING.

### **Section 7 Declaration**

You will be asked to indicate your understanding and compliance with a full list of elements and complete the name and position information of the applicant once you are satisfied that you have completed the form correctly.

**By submitting this proposal, I confirm that I read and understood the following and that I will adhere to the following terms and conditions:**

I certify that to the best of my knowledge the information contained in this application is true and accurate, and fairly and reasonably represents the circumstances of my organisation.
I understand that if any regulatory or other third-party permissions are required to deliver the approved project, the organisation will not be eligible to receive financial support until this is in place.
I consent to the sharing of information relating to any information the council holds about our organisation to verify the details of this application.
I have read and understand the accompanying privacy notice
I further confirm that I am an authorised signatory within the organisation with full power and authority to make this declaration.
I understand that making this application does not entitle me to a grant as a right
I will not commence or commit any expenditure before receiving written approval of the grant.



I understand that the Council will claw back any grants awarded in error or in the case of fraudulent application

I understand that I need to inform the Council of any delivery challenges or proposed changes and that the Council will claw back any grants awarded if not delivered according to Grant Agreement conditions

I understand that to make any misleading statement in relation to this application could make the application invalid or may mean I have to repay the grant to Wirral Council.

I confirm that all project delivery undertaken by our organisation will be compliant with the Equalities Act 2010

I understand that if my application is successful, then I will need to disclose all state subsidies our organisation has received in the 3 years prior to its application from the public sector and complete the declaration provided with the grant agreement, so that the Council can check that any grant award complies with subsidy control.

**Help & support with applications**

If you need any help or assistance in applying for this grant scheme please contact us by email at [liscardgrants@wirral.gov.uk](mailto:liscardgrants@wirral.gov.uk)

June 2021