

## COVID-19 Grant Scheme

### GRANT PROSPECTUS

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## 1. Introduction

The UK is currently experiencing a public health emergency as a result of the Coronavirus (COVID-19) pandemic. The pandemic has had a large impact across a variety of areas and population groups and it is important that initiatives that support the mitigation of outbreaks, prevention the spread of the disease or minimise negative health outcomes and associated demand on health services are supported. It is also critical that groups or sectors who have been disproportionately impacted by the pandemic are effectively supported to help the county recover.

In November 2020, Kent County Council took the decision to accept outbreak management funding titled [Contain Outbreak Management Fund](#) provided by the Department of Health and Social Care (DoHSC) as part of a national funding package the purpose of which is to support proactive containment and intervention measures in relation to COVID-19 at a local level. A proportion of this funding has been identified for use to establish a COVID-19 Grant Fund that will support initiatives that will prevent or mitigate outbreaks in Kent County Council's (KCC) geographical area or support the safe reintegration of groups that have been disproportionately affected by Covid-19 The fund will be organised as rounds of Grants each focused on a particular area of need as identified by local and national data. This could be geographical area, population group, business sector etc. See Annex A for details relating to the specific grant round.

## 2. COVID-19 Grant Fund Overview and Purpose

The COVID-19 Grant Fund aims to support initiatives and/or provide additional capacity within KCC's geography to deliver interventions/initiatives linked to the prevention or containment of COVID-19 outbreaks. The grants offered by this fund will support a variety of groups across multiple sectors, with rounds led by evidence and data with a focus on different geographical areas, business and community groups, the voluntary sector and varying vulnerable groups.

KCC has endorsed the decision to allocate up to £1M to the COVID-19 Grant Fund, this level of investment will be reviewed as the scheme progresses. The grants will be organised through a number of rounds. Each round will have a maximum total value of grants to be awarded and will be focused on a particular area of need based on national and local data. Grant applications must therefore meet the requirement of the Grant round in order to be considered. Please see Annex A for more detail on the Grant round.

While there is a wide variety of schemes the COVID-19 Grant could cover there are a number of mandatory requirements a Grant bid must meet

- The initiative MUST meet the requirement as set out in the bid round (Annex A)
- The initiative MUST be linked to expenditure for immediate need and as such be spent within 6 months of funding approval or by 31<sup>st</sup> March 2022, whichever is sooner

Kent County Council (KCC) would welcome bids from new or existing services that are able to meet the requirement of the bid round while incorporating additional COVID-19 safe messaging in an attempt to prevent the spread of the virus. Additional messaging/interventions must cover:

- Promotion of COVID safe message i.e., hands, face, space and fresh air.
- Encouraging use of face masks (appropriate to age and national guidance).
- Encouraging regular testing twice a week.
- Encouraging vaccine uptake and dispelling myths.
- Mental health and wellbeing support that can help support people to comply with COVID-19 guidance and legislation.

During the lifespan of the grant agreement KCC would expect the Grant recipient to ensure any COVID-19 guidance or advice provided is regularly reviewed to ensure it is up to date and meets the latest government COVID-19 guidance and advice.

### 3. COVID-19 Grant Process

KCC will ensure the Grant Process is transparent, open and fair and operates in line with the KCC grants policy. Grants will be evaluated as set out in Section 4 of this document by a panel of no less than 3 members.

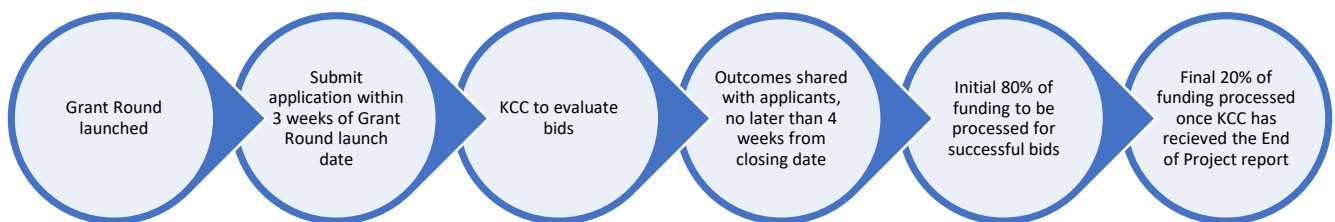


Figure 1 – Grant Process

The grant process is outlined in Figure 1, however KCC reserves the right to reject any applications that do not adhere to the bid round requirement before they are scored by the panel.

As part of the grant process, there will be vital documents the Grant recipient will need to read and/or complete as listed below.

- Grant Prospectus
- Application Form (required as part of application submission)
- End of Project Report Template
- Grant Agreement
- Data Protection Declaration (required as part of application submission)

### 4. Evaluation of Grant Bids

As previously outlined,

- The initiative **MUST** meet the requirement as set out in the bid round (Annex A)

- The initiative MUST be linked to expenditure for immediate need and as such be spent within the timeframes previously stated.
- The initiative MUST be delivered within the Kent County Council geography.

In addition, the fund cannot be used to support any of the below activities.

- Activity organised for party political, religious or charity fund-raising purposes.
- Activity that promotes unhealthy behaviours or illegal activity (eg smoking, drinking, gambling)
- Capital schemes, though we may fund equipment purchase as part of a wider project.
- Applicants who previously failed to comply with the COVID-19 Grant scheme conditions.
- Activity which has already taken place or is funded via other sources.
- We will not accept anything which conflicts with Kent County Council's standards.
- Activities delivered by organisations that are not a legal entity.
- Activities which duplicate commissioned services or existing COVID-19 response activities.
- Activities charging a fee for low-income families
- Activities that fail to demonstrate their ability to be delivered in a COVID-19 safe way

If the application does not adhere to the above criteria, it will not be scored by the panel and it will be rejected by KCC. Furthermore, KCC reserves the right to reject applications where the application form has not been fully completed or where the request for funding exceeds the maximum value as set out in Section 7.

Those that meet the above criteria will be evaluated by a panel of at least 3 KCC staff. Questions 3.5 to 3.10 on the application form will be assessed against the table below. A minimum score of 2 must be achieved for each assessed question within the application form for the bid to be considered further.

Score	Assessment	Interpretation
4	Excellent	Response is completely relevant and provides an excellent understanding of the requirements of the specification. The response is comprehensive, unambiguous and provides above the requirements. Offers significant beneficial added value
3	Good	Response is relevant and good. It demonstrates a good understanding of the requirement of the specification and provides additional details on how the requirements will be fulfilled. Offers additional beneficial added value
2	Acceptable	Response is relevant and acceptable and meets the requirement of the specification. The response addresses a broad understanding of the requirements and addresses the need
1	Poor	Response is partially relevant but lacks sufficient detail. The response addresses some elements of the requirement of the specification but contains insufficient or limited detail or explanation on how the requirement of the specification will be fulfilled.
0	Unacceptable	Nil or inadequate response. Fails to demonstrate an ability to meet any of the requirements of the specification. Does not have any understanding of the need/client group.

Each bid round will have a total allocation as detailed in Annex A. If the total value of grants meeting the minimum criteria exceeds the bid round value, KCC will offer the grants to the highest scoring applications first, up until the total bid round value is reached.

KCC reserves the right to increase the value of the bid round, should there be a sufficient amount of high scoring bids or to not award the full value of the round if the bids received are of poor quality, would risk duplication or do not provide value for money.

## **5. Who can apply?**

The Grants are open to all organisations registered as legal entities in the districts of Kent County Council. All funded projects & schemes must be delivered within districts of Kent County Council. Joint bids and/or consortium bids are permissible under this scheme so long as one of the organisations is a legal entity. Applications from schools are not permissible.

All applicants must be of good financial standing, this will be verified by KCC in the form of financial checks as outlined in Section 6.

Organisations are only permitted to submit one application per bid round. Where multiple bids are received in the same bid round from the same organisation, KCC will award to the highest scoring bid contingent on it meeting criteria as set out in Section 4 of this document.

## **6. Finance Information Guidance**

When submitting a grant application, organisations are asked to attach their latest set of accounts. This is to help ensure that organisations receiving a grant are financially viable throughout the duration of the grant agreement.

In order for KCC to give a financial opinion on an organisation's accounts, the following information should be shown clearly:

- What time period the accounts cover, eg. 1<sup>st</sup> January 2020-31<sup>st</sup> December 2020,
- Signed by a member of the Board or a Trustee

Smaller organisations that may not have a full set of detailed accounts must provide the following:

- Income/ expenditure/ profit sheet and
- A balance sheet showing assets and liabilities.

## **7. Funding**

KCC has allotted up to £1m as a total COVID-19 Grant value to date. The total COVID-19 Grant value will be split over a number of bid rounds. The total value of the individual bid round can be found in Annex A. Although KCC would welcome grant applications of up to £10,000, it is expected that the majority of grants awarded will be in the region of £5,000.

If successful in receiving a COVID-19 Grant, 80% of funds will be released upfront (unless pre-approved special circumstances are agreed). The following 20% of funds will be released upon submission of a project report.

## 8. Performance and Reporting

End of project reports should be submitted via [covid19funding@kent.gov.uk](mailto:covid19funding@kent.gov.uk)

All grants will be conditional on commitment to provide an end of project report. To release the final 20% of the grant funding, applicants will need to provide an **End of Project Report** outlining the project. Once the project has been delivered this report will need to be sent to KCC within 30 days of project completion.

If the project exceeds 6 months or is awarded at over £5,000 the grant may be subject to more frequent reporting. This will be confirmed on an individual basis once the funding has been successfully offered.

KCC reserves the right to request any unspent finances post project completion to be returned as set out in the Grant Agreement.

## 9. Mobilisation

A key requirement for successful grants will be the ability to be able to mobilise the scheme within 4 weeks of being awarded the funding. All projects are expected to be completed within 6 months of grant award unless otherwise agreed.

## 10. Roles and Responsibilities

<u>Roles and Responsibilities of KCC</u>	<u>Roles and Responsibilities of Grant Recipient</u>
<ul style="list-style-type: none"> <li>• Allocation of Grant funds and timely payment of funds.</li> <li>• Review of end of project reports</li> <li>• Light touch support and advice should this be necessary.</li> <li>• Fairness and transparency over progress.</li> <li>• Identification of cross over/duplication of projects across the County</li> <li>• Identification of scalable projects</li> </ul>	<ul style="list-style-type: none"> <li>• Delivery of initiative within terms of grant agreement.</li> <li>• Commitment to notify KCC of any change in scope and/or forecast funding.</li> <li>• Promotion of Covid-19 safe messaging</li> <li>• Commitment to deliver messages in line with up-to-date government COVID-19 advice.</li> </ul> <p><b>Dedication to complete a satisfactory end of project report and collection of robust data during the project to enable this.</b></p> <ul style="list-style-type: none"> <li>• Ensuring the necessary permission are sought from participants for any</li> </ul>

	<p>media and reporting shared.</p> <ul style="list-style-type: none"> <li>• Commitment to create sustainable initiatives where viable.</li> <li>• Promotion of the initiative to ensure good uptake.</li> <li>• Sharing of relevant media and content with KCC to onward share as necessary and agreement that any Intellectual Property created will be jointly owned.</li> <li>• Have insurances and policies in place relevant and proportionate to the agreed initiative.</li> <li>• Promotion of initiatives as being funded by KCC where prior agreement has been obtained.</li> </ul>
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## 11. Policies and Procedures

The grant recipient is expected to have in place policies, procedures and protocols in line with the area of delivery. Example policies that may be required are detailed below.

- Effective governance structure for the service.
- Safeguarding or safe culture processes
- Safe Recruitment of staff and volunteers.
- Modern slavery
- Prevent
- Mental Capacity Act 2005 policy
- Whistleblowing
- Complaints and grievances (staff and service users)
- Equalities and Diversity - Ensure that the action that was developed for the Equality Impact Assessment (EqIA) is implemented and completed annually
- Business continuity and emergency planning
- Health and Safety
- Induction and training including mandatory training and a matrix policy
- Recruitment and selection
- Disciplinary / Capability (staff)
- Information governance covering Data Protection, Confidentiality, Data Retention, and Information Security
- Serious Incidents
- Workforce supervision, appraisal and / or performance management
- Quality management
- Peer support and volunteering
- E-Safety
- Domestic Abuse Workplace Policy
- Risk assessment-risk register

