

# Community Emergency Response Fund

Warwick District Council is making funding available to help support community organisations through the ongoing Coronavirus (COVID-19) pandemic.

The Community Emergency Response Fund (the Fund) aims to deliver immediate funding to those most in need; it is specifically targeted at organisations who have a role in supporting the Warwick District community and are experiencing short-term financial hardship or ceasing of operations due to COVID-19, or simply need funding to provide, adapt or increase their services for community benefit during this crisis.

## Organisations to be supported:

Broadly defined this scheme is to support organisations/groups who are responding to people in need within Warwick District.

Examples of not-for-profit organisations that can apply include:

- Voluntary and community organisations/groups
- Local registered charities which don't have a national infrastructure to support them
- Foodbanks
- Town or Parish Councils if they have set-up emergency infrastructure to respond to the crisis

## What can be funded:

An application must include an identified project/scheme or need with set objectives, some examples of the sort of things our fund can help with are:

- Equipment required to deliver services to support those who need them, for example; an extra laptop to allow a volunteer to do administration for the group or containers that could be used to deliver goods
- Emergency repairs to an organisation's infrastructure
- Mileage for volunteers
- Specific dietary requirements, for example; soya, vegan, diabetic, gluten-free, etc
- Basic food provisions, for example; bread, butter etc.
- Nappies/sanitary products
- Basic toiletries, for example; soap, shampoo, shower gel etc
- Cleaning products; disinfectant etc
- Pet food

## Who the fund is not able to help:

This fund is designed to help voluntary and community organisations responding to people in need within Warwick District, this means it will not be able to help the following:

- Schools, colleges and universities
- Commercial organisations/self-employed
- Individuals
- Political organisations
- Organisations which can access funding elsewhere

## Expenditure that cannot be funded:

- A project/scheme/need that;
  - Is not within Warwick District
  - Should normally be funded by statutory agencies
  - Includes the advancement of religion
  - Requires the Council to assist with future running costs
- Staff wages/salaries
- Loan or debt repayment
- Non-essential liquid and foodstuffs
- Research
- Assistance to meet wider funding gaps; this fund is restricted to assistance needed to cope with the impact of COVID-19
- Expenditure deemed unnecessary or unreasonable by the Council

## How much can be funded:

Awards will be up to a maximum of £1000. In exceptional circumstances the Council will consider awards outside of this limit.

Payments can be made in advance but applications must be itemised and receipts provided after purchase. Any unspent funds must be promptly returned back to the Council to be used to support other organisations.

## Fund criteria:

Please read the 3 criteria below for the Fund before you apply:

### 1. People in need within Warwick District

The fund will prioritise organisations who work with one or more of the following groups:

- People with physical and mental disabilities, lower socio-economic groups, older people, children & young people, and/or those with long term health conditions

### 2. Financial need

The organisation can demonstrate clear financial need as a result of the current situation. In your application please set out:

- The expected financial impact of Covid-19 on your organisation, including the impact of any actions you can take to reduce this
- Any immediately available, unrestricted funds you have in reserve and an explanation of why these funds cannot be used for the project to be funded

**NOTE - regard will be taken of previous applications already made to the fund.**

### 3. Impact of not receiving funding

The organisation demonstrates the consequences of not receiving funding, and how this impacts on the organisation's ability to deliver support to people in need within Warwick District with particular reference to the groups named in criterion 1 above.

Please also note the following conditions:

- The project/scheme/activity must not require the Council to assist with any future running costs
- Applications can only be made electronically; a copy of a recent bank statement for all accounts held by the organisation must be included. If the organisation has recently been established in response to Covid-19 and doesn't currently have a bank account either an account will need to be opened or the organisation will need to find a 'parent' organisation to hold funds on their behalf, for example; a registered charity. In either case, evidence of the bank account to receive payment must be provided with the application form
- Retrospective grant applications can be made for projects/schemes/activities that have already been completed, however, this can only go back to the start of the COVID-19 lock-down period (23rd March 2020) and can only be made where receipts/invoices can be provided to evidence the monies spent
- After a previous successful award, organisations wishing to reapply for a grant cannot do so until a 4-week anniversary of the previous grant payment has passed and they must justify why they are reapplying, for example; more demand than expected or for a different project/scheme

- Evidence of costs/grant amount requested must be supplied with the application, for example; quotes, invoices, receipts
- The offer of a grant does not convey approval of technical, legal, financial or other matters relating to the project/scheme/activity, which will remain the responsibility of the applicant; the Council cannot accept liability for any misjudgements by applicants
- The organisation may be offered a contribution to their project and not the full amount
- Payments can only be made directly to the bank account of the organisation undertaking the project/scheme/activities subject to the discretion of the Council
- Payments can be made up-front, however, any unspent funds must be promptly returned back to the Council to be used to support other organisations
- Awards for projects/schemes/activities where VAT will be reclaimed by the organisation will be a contribution towards 'net' costs only
- Grants should be spent within 6 months of the award being made, and a monitoring and evaluation form will have to be submitted at the end of the project
- The award of a grant remains at the discretion of the Council regardless of whether or not an application meets the fund criteria and conditions

**NOTE: applications and payments will be checked and any instances of fraud will be reported to the Police.**

## How to apply

A Community Emergency Response Fund Application form must be completed. This will need to be supplemented with additional information as appropriate, for example; bank statement, quotes, receipts, invoices etc.

Completed applications and additional information should be emailed to;  
**CERFund@warwickdc.gov.uk**

Any queries please email the above address.

Applications can be made on a rolling basis, however, please note that there is a limited budget therefore applications will be considered on a first come first served basis until the budget has been spent.

## Once an application is received

Your application will be acknowledged within 5 working days; we will contact you if any further information is required.

If your application does not meet the eligibility criteria or cannot be recommended for approval, we will formally advise you of this and the reasons why.

Applications which meet the fund criteria will be assessed by Council Officers in consultation with the Council's Portfolio Holder for Health and Community Protection with decisions made on a priority basis according to the funds that remain available. The applicant will then formally be notified of the outcome.



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