

## COVID-19 Community Fund Frequently Asked Questions

### 1.0 Background

1.1 At their meeting on 12 May 2020, councillors agreed to set up a fund that would be able to receive requests and make donations to mitigate the financial effects of the COVID-19 pandemic. The budget for the new fund has been set at £2,903 and is now open to applications from established community groups and new volunteering groups that support residents during the national emergency.

1.2 Councillors recognise that not every group of volunteers will be constituted, and that some will only have short term aims for the duration of the lockdown. However, applications are welcome from all types of volunteers and volunteering groups, and councillors will make their decisions on a case by case basis.

### 2.0 Aim of the fund

2.1 The aim of the fund is to ensure that services being provided to support vulnerable people can be reimbursed for specific costs (for example, volunteering costs) or to make a contribution to a group which supports a wider community that will include St Keyne residents.

2.2 This means that individual residents working together can ask for a donation, and that the council can itself identify specific groups to support and make a donation without receiving a formal application.

2.3 Because support groups may need funding at short notice, councillors can make decisions at any time without waiting for its monthly meeting.

### 3.0 How will the fund work?

3.1 Please write a letter to the Clerk's Office explaining how much you need and why. The table below summarises what is needed.

COVID-19 Community Fund	
Who can apply	Community groups and volunteering groups. No individual people.
Budget	£2903.
Application value	No minimum or maximum. Councillors will assess each application on its merits and consider how to make the best use of its funds.
When	Applications may be considered at any time.
Process	Please write a letter to the Clerk's Office explaining what the money will be used for, and how it will benefit the people in our parish.

### What can I use the money for?

Money from this fund can be used:

- To support established community groups who supply professional services that our residents may be using, for example: providing food and other essential items; counselling or advice and support services.
- To support new volunteering groups are being set up to provide delivery services for medicine and food.

- To support organisations who are using their existing facilities to provide equipment and services that are used by professional groups (for example people making PPE equipment for the NHS or other key workers).
- To fund out of pocket expenses for volunteers and councillors (for example, travel or telephone costs)

#### **What can't I use the money for?**

- To benefit an individual person. This means we cannot give 'hardship' funding or pay for food parcels to specific people.
- To organised groups who do not bring benefit to residents of the parish.
- To make donations to commercial organisations.
- To fund specific projects whose life is beyond that of the current emergency

#### **How long do I have to apply?**

You can make your application anytime.

#### **If we are successful, is there a time limit for us to spend the money?**

You will need to spend the money to provide the benefit during the national emergency.

#### **Can we apply for part-funding of a project?**

Yes and we encourage you to work with other people or groups who share the same aims.

#### **Are there limits on what I can apply for?**

Councillors will make their own assessment of the benefit the funding will bring balanced against the amount being applied for. If you are asking for a substantial sum, you will need to provide a detailed argument to support it. Please contact the Clerk's Office for advice.

#### **Who decides if we get the money or not?**

Decisions are made by all councillors of St Keyne Parish with help and advice from specialist assessors. Once the council has agreed to accept your application, we may have further questions to ask you. Decisions will be made according to the criteria listed above. The Parish Council's decision is final.

#### **If we are successful, how soon do we get the money?**

Once the council has made its decision, we will confirm in writing. For donations, we will make payment by online banking. In some cases, we may need to see receipts or invoices before payment is made. You will need to accept our Terms & Conditions before any payment is made.

#### **After the event**

We want to know how well you did. Every successful applicant will have the chance to feedback to us on what went well, and what you might have done differently. This will help the council to understand more about the community's work, and enable you to plan better in the future.

#### **What are the next steps?**

Either send us an email or telephone the Clerk's Office if you want any advice. Councillors are very keen to support their residents and their community. Please encourage other people you know who could benefit to make an application.

<b>Contact St Keyne Parish Council</b>	
Web	<a href="http://stkeyneparishcouncil.org.uk">stkeyneparishcouncil.org.uk</a>
Email	<a href="mailto:clerk@stkeyneparishcouncil.org.uk">clerk@stkeyneparishcouncil.org.uk</a>
Phone	01579-342437

Author: John Hesketh, parish Clerk

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