



Guidance About CommUNITY Barnet Giving

Thank you for your interest in CommUNITY Barnet Giving. Here is some more information about applying to this grant scheme.

If you need any help and information, please do contact Jeni Osbourne at CommUNITY Barnet.

Jeni can help you with

- information, guidance and support on all these areas
- safeguarding if you work with children and young people or vulnerable adults
- policies such as safeguarding, GDPR, equality and diversity and health and safety relating to Covid
- other sources of funding.

Email: jeni.osbourne@communitybarnet.org.uk

Telephone: 020 8364 8400 ext 0211

How can organisations apply if they can't use an online form? For example, if people have learning disabilities or physical disabilities.

Please get in touch with us as you can submit your application by telephone or video.

Can we apply if our project covers more than one of the priorities?

Yes. Some projects may cover more than one of the priorities. Please explain this in your application form.

Our project would cover Barnet but also some other London Boroughs. Can we still apply?

Yes. We can only fund the activity that takes place in Barnet, for the benefit of Barnet residents.

We currently run activities providing meals during lockdown. It's not clear if we will come out of lockdown in the summer. Can we put different examples of what we will do?

Yes you can give examples of what activities you will provide during lockdown and then other examples if lockdown ends.

It's also fine to apply if you are running a shorter project, to cover activities during lockdown.

Our project is for activity outdoors. We can only do this if lockdown ends. Can we still apply?

Yes you can still apply. Please remember we can only give the grant if the activity takes place. In addition, the project must finish by December 2021 at the latest. So we will not be able to pay your grant if we are still in lockdown and you cannot run your activities.

Could our organisation apply in partnership with another organisation to run a joint project?

Yes organisations can work together to apply for projects with one or more partners.

We only need a grant for one part of our expenditure. Can we still apply?

Yes. If you need grant for just one area, for example, staffing or project activities, provide these details in the budget on the application form.

Can we apply for equipment as part of the grant?

Yes. This should be equipment that helps you your project and supports and helps local residents in Barnet.

We are not sure if we need to have DBS checks for all our staff and volunteers or just some.

Please speak to our colleague Jeni Osbourne. She is our lead staff member on safeguarding and she will be able to help.

We need insurance to run our projects. Can we apply for this as part of our grant?

Yes, you can include this in your budget. This might be public liability insurance if you use a venue, employers liability insurance if you have staff, and professional indemnity insurance if you give advice or deliver training.

What are overheads? How can we calculate overheads?

Overheads are the operational costs needed to run your project, for example, IT, heating, rent. Some funders will call these 'core costs'. For this grant scheme, you can apply for 10% of your project costs to cover these areas.

Most funders use this process of adding 10% to cover overheads. This saves you time in trying to calculate what the individual costs of rent or IT might be.

To do this, add up all the costs of your project. Then add 10%. Then add to the two together.

Here is an example.

- Staffing: £1,000.
- Volunteer expenses: £100.
- Subtotal: 1,100.
- Overheads at 10%: £110.
- Total costs: £1,210.

What is GDPR?

This means General Data Protection Regulation (GDPR). This legislation took effect on 25 May 2018.

Every organisation should have a written policy and procedure about how they handle personal data and privacy and security. It includes not-for-profit organisations and community groups.

Organisations must have in place processes

- for collecting and storing personal data including 'personal sensitive data'
- to comply with GDPR [seven key principles](#)
- that allows employees, service users and other contacts to request to see the personal data held on them.

There is more information here [how to comply with GDPR](#).

You ask for our financial records. What do we need to provide?

Please provide your financial records for the last approved reporting period.

If you are a charity or company, this would be your audited accounts.

If you are a constituted community group, this may mean your audited accounts, your independently examined accounts or income and expenditure accounts that have been approved by your Management Committee or Board.

Some organisations run their finances in the financial year April to March. Some organisations run their finances in calendar year from January to December.

Please send us your most recent accounts. If we need more information we will get in contact with you.

What is a not-for-profit company?

This might be a community interest company or a company with charitable objects. These companies do not give their profits or surplus to shareholders. Any surplus is re-invested in the company. The company's constitution will clearly state this and describe how they work for the good of the community. They will also have an 'asset lock' which means if the company is closed, they will donate any assets to other charities or not-for-profit organisations.

Assets are things such as equipment, IT or savings.

How can I apply to be a community representative on the Grants Panel? I am a volunteer, can I apply?

Our Grants Panel will include up to 4 community representatives who will help us make decisions on the grants. The representatives need to have experience and understanding of working with residents and communities and the challenges they face. This could be staff or volunteers from not-for-profit organisations.

Please click [here](#) for the link.

There are a few grant schemes in Barnet at the moment. Can we apply to more than one?

Yes you can apply to each of these grant schemes. However, if you are successful in more than one, you cannot use the different grants to fund the same project costs.

Talk to the funders about this.



Here is a reminder of the key priorities for this grant scheme, CommUNITY Barnet Giving

- Equality, social justice and community cohesion, including groups that deliver activities to build cohesion and reduce conflict.
- Supporting physical and mental health and wellbeing.
- Tackling poverty.

Here are the links to other grant schemes open in Barnet at the current time.

Wave 15 of the Barnet Community Response Fund

- Grant funding of up to £500 for activities and services for children and young people.
- The closing date is Friday 26th February www.youngbarnetfoundation.org.uk/bcrf.

Barnet Community Innovation Fund Support for unpaid carers as one key group adversely affected by the pandemic

- Digital inclusion projects for older residents to reduce social isolation especially during prolonged periods of lockdown
- Residents who have lost or are at risk of losing their jobs
- Mitigating the risk of lost functionality and mobility in older residents.

[Barnet Community Innovation Fund](#)

Thank you for your interest in CommUNITY Barnet Giving