**Covid-19 Safe and Inclusive Services Fund – guidance**

**notes**

**Who can apply?**

Organisations that meet the following criteria can apply to this fund:

* Deliver services within Brighton and Hove
* Have identified specific needs for their organisation to re-open or amend services within an ongoing Covid-19 environment
* Be a registered charity, a constituted community group or other not for profit organisation
* You do not need to be a member of Community Works to apply

**How much can you ask for?**

We have a total fund of £15,000 to distribute. We expect grants to be between £250 and £2000 but if you have a need that clearly fits the criteria and would cost more than £2000, please do contact us and we will see if we can help.

**What is it all about?**

This money forms part of the [Containment Outbreak Management Fund (COMF)](https://www.gov.uk/government/publications/contain-outbreak-management-fund-2021-to-2022) that was received by Brighton and Hove City Council, a proportion of which has now been allocated to the voluntary and community sector. We know that groups may need to buy or hire equipment, adapt or change premises or take professional advice and the fund is intended to support this. It sits alongside training, advice and support from both Community Works and [Resource Centre](https://cvsf.sharepoint.com/Shared%20Documents/Xfiles/Sector%20Support/CW%20Support%20Services/COMF%20Funding/resourcecentre.org.uk).

We also know that certain groups of people have been disproportionately impacted by Covid-19 and the associated lockdowns and restrictions, including those who are older, ethnically marginalised, disabled or from the LGBTQ communities, and women. We will prioritise organisations supporting these groups, or bids that support staff or volunteers from these groups. We will prioritise organisations with an income of under £250,000.

**What can you apply for? What kind of activities will be funded?**

The below are simply suggestions to give you a sense of what we are considering, but there may be many other appropriate uses for the funding.

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| --- | --- |
| Inclusive practices | * HR or Legal advice or training to ensure that any changes you make to your services do not unreasonably disadvantage your service users, staff or volunteers |
| Safe working | * Buying or hiring equipment such as air purifiers, cleaning products or masks * Health and Safety advice or training * Adapting the workplace or renting additional space for meetings to allow for social distancing |
| IT and Digital | * Laptops or smartphones to allow people to work or volunteer from home/remotely * Headphones so that people can take part in online meetings without disturbing others at home or in the workplace * Hire or purchase of equipment for hybrid meetings or events |

**Monitoring Impact**

We will be asking for some simple monitoring in January and April 2022. In January this will just be a telephone call to see how you are getting on and if there is anything we can do to support you. In April we will be asking for a short written report confirmating that you have spent the funding as expected, and the impact that has made. This is so that we can report back to BHCC, to help us shape our advice and support going forward and to share your knowledge about the impact that Covid-19 is having on the sector and the work the sector is doing to support people.

**What would make a good application?**

We will assess all applications against the following criteria:

* How much impact they will have on enabling organisations to operate effectively, safely and inclusively
* Whether the organisation provides services for or is led by those who have been disproportionately affected by Covid-19 and the associated lockdowns.
* The size of the organisation

**How to apply:**

1. Read these guidance notes all of the way to the end to make sure you are aware of all of the commitments
2. Contact the fund coordinator to discuss your ideas and make sure you understand the aims of the fund. The contact is Fabia Bates on [fabia@bhcommunityworks.org.uk](mailto:fabia@bhcommunityworks.org.uk)
3. Complete your application **by 12pm on Monday 1st November 2021** and email it to [fabia@bhcommunityworks.org.uk](mailto:fabia@bhcommunityworks.org.uk)

**What will happen when?**

Key programme dates are as follows:

* Fund launch – 8 October 2021
* Deadline for applications – 12pm Monday 1 November 2021
* Decisions announced – 15 November 2021
* Initial update on progress due – mid January 2022
* Feedback report due – Beginning of April 2022

# **Further help and advice with safe reopening**

[Community Works](https://cvsf.sharepoint.com/Shared%20Documents/Xfiles/Sector%20Support/CW%20Support%20Services/COMF%20Funding/bhcommunityworks.org.uk) and [Resource Centre](https://cvsf.sharepoint.com/Shared%20Documents/Xfiles/Sector%20Support/CW%20Support%20Services/COMF%20Funding/resourcecentre.org.uk) can also help you with:

## Training:

## [Managing Ill Health And Disability – Best Practice for Employers](http://bhcommunityworks.org.uk/managing-ill-health-20-oct/) 20 October

## [Professional Boundaries: Supporting Returning Service Users](https://bhcommunityworks.org.uk/professional-boundaries-supporting-returning-service-users/) 4 November, 30 November and 10 January

[Working with Covid-19 Complexities and Conflict](https://bhcommunityworks.org.uk/covid19complexities/)

We will be running further training events so keep an eye on our [training page](https://www.bhcommunityworks.org.uk/voluntary-sector/training/) as well

## Information:

Covid-19 Risk assessments: <https://resourcecentre.org.uk/information/covid-19-risk-assessments/>

Hybrid meetings: <https://resourcecentre.org.uk/information/hybrid-meetings-in-person-and-online/>

## Equipment for hire:

Meeting Owl (for hybrid meetings): <https://www.resourcecentre.org.uk/equipment/meeting-owl-set/>

Carbon dioxide monitors: <https://resourcecentre.org.uk/equipment/carbon-dioxide-monitor/>

Card readers (for contactless payments): <https://resourcecentre.org.uk/equipment/zettle-card-readers/>

Free-standing signs: <https://resourcecentre.org.uk/equipment/freestanding-signs/>

Roller banner stand: <https://resourcecentre.org.uk/equipment/roller-banner-stand/>

Marquees: <https://resourcecentre.org.uk/equipment/marquee-large-3-x-4-5m/>