



Next Step Initiative- Comic Relief Programme

Criteria and Guidelines:

Introduction

Next Step Initiative (NSI) believes that sustainable change can emerge by empowering and supporting community groups. This is especially so following the current pandemic and the important role of community groups in providing diverse forms of support to ease the suffering and hardship arising from Covid-19. In the bid to support African, Caribbean and Ethnic Minority communities who have been disproportionately affected by this pandemic, and to enable the development and delivery of activities geared towards recovery and renewal, NSI is now working in collaboration with Comic Relief in Scotland as an intermediary partner.

We will be giving out grants to African, Caribbean & Ethnic Minority registered Charities, voluntary and community organisations across Scotland. Funding Applications will open on the **20th of July 2020**. Decisions will be made on a rolling basis until **12noon on the 17th of October 2020**. We anticipate a high volume of applications and recommend applications should be submitted as soon as possible.

If you require additional information on this project, kindly send an email to info@nextstepinitiative.org.uk We will aim to respond to your enquiry as quickly as possible.

Definition of African, Caribbean & Ethnic Minority Groups

This refers to African, Caribbean & Ethnic Minority led charities and community groups, as reflected in the representation of staff and trustees. At least 60% of the management committee of these groups should be from African, Caribbean & Ethnic Minority communities.

Who can apply?

You can apply if your community group is either:

1. An African, Caribbean & Ethnic Minority charity registered in Scotland.
2. A constituted African, Caribbean & Ethnic Minority voluntary or community organisation across Scotland with governing documents which clearly state that:
 - I. The organisation is not for profit, or has a clear clause ensuring that all income is applied to the organisation's purposes and not distributed to members, shareholders or owners.
 - II. There is a dissolution clause/lock in place requiring assets are distributed to an organisation with similar charitable aims in the instance of closure.

We cannot accept applications from:

- I. Individuals.
- II. Organisations that are not established as not for profit.
- III. Organisations based outside Scotland.
- IV. One organisation applying on behalf of another.
- V. Organisations that are not African & Caribbean/Ethnic Minority Led.
- VI. Organisations with an annual income of over Two hundred and Fifty Thousand Pounds (£250,000).

Priorities

We want to enable the development and delivery of activities geared towards recovery and renewal from the Covid-19 pandemic. We are particularly interested in African, Caribbean and Ethnic Minority organisations/community groups where projects and services are initiated and led by people with lived experience, and strong applications are likely to reflect this way of working. We realise that this is not always possible but as a minimum all applications should be informed by and involve people who are experiencing the issues. We will also consider organisations at threat of closure arising from the current pandemic. Generally, we seek to fund projects that are community led, and able to include hard to reach individuals within these community groups.

How much can you apply for?

Grants are up to a maximum of £15,000. However, we may only offer you part of the amount you have requested. Funding can be used across a period up to 9 months but must be fully spent by May 2021.

What can you use the money for?

No doubt, every organisation is unique, and has different needs and ideas. We are seeking to provide grants to applicants that are inspirational, aspirational and innovative whilst demonstrating how the grant received will empower members of the African, Caribbean and Ethnic Minority Communities across Scotland. We will consider costs for salaries, electricity and lighting, volunteer expenses and purchase of protective equipment.

In writing your application, consider what you need this funding for, e.g. project and/ or running costs. We are particularly interested in the difference your planned activities will have for community members. This may include expanded outreach, improved quality and capacity. We are also interested in how the grant will support you to try new ideas,

take risks, or new approaches that involve members of the community.

What we can't fund

The following are projects we will not fund:

1. Crisis intervention with no clear evidence of longer term support, e.g. food parcels, toy/gift distribution.
2. Retrospective funding.
3. Major capital costs including building projects, motor vehicles and refurbishment costs.
4. Work that takes place outside of Scotland
5. Bursaries or scholarships.
6. Contributions to funds which will be used for grant making to other organisations and/or individuals.
7. Animal welfare.
8. Promotion of religion.
9. Activities which are party political.
10. Mainstream activities and statutory requirements, for example of hospitals and medical centres, schools, universities and colleges.
11. One-off events, unless part of a larger project.
12. Sponsorship or marketing appeals.

Key principles

It is important that charities and organisations working with communities are well run, manage funds properly, and treat people fairly. This can be demonstrated by:

1. Operating with effective safeguarding policies and procedures that protect the safety of vulnerable groups. This includes having a named safeguarding representative, providing regular training for staff and volunteers, operating with clear steps to take in the event of an incident or disclosure, and ensuring that

people working with children are subject to relevant checks, i.e. Disclosure Scotland.

2. Working with openness and transparency.
3. Complying with relevant regulation/inspection.
4. Having a strong commitment to equal opportunities and inclusivity.
5. Fulfilling your duties as a responsible employer, if applicable.
6. Listening to, and actively involving, the people who use your group or service.
7. Keeping proper accounting records, including the recording of all money received and spent by your organisation and the production of annual figures/accounts signed and dated by the Chair or Treasurer. Please see our application guidance notes for more information.
8. Operating with good governance including:
 - I. having a governing body which has a minimum of three Committee Members, Trustees or Directors;
 - II. If there are family members on the board/committee that there is always one independent member;
 - III. Meeting at least quarterly;
 - IV. Any payments to members of the committee/board being detailed in a formal written agreement.

Application and assessment process

All applications will be reviewed by a grant assessor. If we require further clarification(s), we will get in touch with the main contact for this application. Please note that we are unable to discuss the probable outcome of your application as all applications will be presented to NSI's Decision Making Panel, who will make decisions regarding all applications. We will communicate decisions to applicants by email. We aim to take a decision within 4 weeks upon receipt of your application.

Please email completed application form and supporting documents to:
info@nextstepinitiative.org.uk

If you have any questions about the fund or want to discuss your ideas before completing the application form then please email us at info@nextstepinitiative.org.uk

Next Step Initiative

54/58 St Vincent Terrace, Glasgow, G3 8DX

Email: info@nextstepinitiative.org.uk

Telephone: 041413281937

www.nextstepinitiative.org.uk

Next Step Initiative is a Scottish Charity Incorporation Organisation registered in Scotland (SCIO: 041305).

Comic Relief spends money raised by its fundraising campaigns, Red Nose Day & Sport Relief. Comic Relief, registered charity 326568 (England and Wales), SC039730 (Scotland).