

# COMIC RELIEF - Global Majority Fund Micro-Grant Scheme Guidance

## Comic Relief

The Comic Relief Global Fund is targeted at communities experiencing racial inequality and have been disproportionately affected by the Covid-19 pandemic. The fund is to benefit people from a BAME background- 'Black, Asian, Eastern European, Refugees and asylum seekers and Roma and traveller. We believe communities flourish when we all stand together, advocating for those who are most at risk and partnering with the right organisations to reach smaller community organisations undertaking much needed and valued community work. communities.

## Who are LBN?

Lancashire BME Network (LBN) was established in 2014 following the merger of the Lancashire BME Pact (est. 2003) and the Lancashire Women's Network (est. 1996). The work of LBN seeks to understand and address the inequalities that affect BAME communities in Lancashire. This is done through the 120+ members that LBN supports which are made up of individuals, groups, and organisations. Our members either support BAME communities or who wish to further advance the BAME agenda. This is achieved through a combination of direct project delivery, research and development, infrastructure support for members of the Network and consultancy services.

## The Grant scheme:

The '**Micro Grant**' consists of micro grants **from £500 up to £2,000** and is a rolling programme. We would like to see completion of all projects by July 2022.

## What can you apply for?

- Emergency Food Provisions including food banks.
- Wellbeing services
- Work with vulnerable groups (i.e., Domestic Violence)
- Small community groups experiencing financial hardship and / or at risk of closure.
- Work that reduces social isolation
- Work that improves digital inclusion
- Work that promotes Covid Vaccinations
- Advisory and Welfare work
- Sports & Recreation
- Purchase equipment to enable remote / online working.
- Purchase of equipment for organisations to operate 'Covid Safe'.
- Crisis Support scheme (furniture, school uniforms etc)

If there is an activity you would like to apply for, and it is not listed above, please contact us and we will provide additional advice and guidance.

### Who can apply?

Any VCFS (voluntary, community, faith sector) group / organisation or Community Interest Company can apply providing meet **all** of the eligibility criteria below:

- Black, Asian, Minority & Ethnic ('BAME') Led – this means 51% or more of the organisation's board and / or management team are BAME.
- Communities the group / organisation supports / works with are BAME.
- Groups / organisations operating in Lancashire (including BwD & Blackpool)

### Who cannot apply?

- Those with an income **over** £50,000 in the **last financial year** (i.e., April 2019- March 2020). Another fund will be launched soon for organisations who have an income over £50,000.
- Groups that are political and / or religious.
- Groups that are based outside of Lancashire.

### We are not a registered charity can we still apply?

- Yes, you can be a new group who is unregistered, CIC or a group of volunteers that support the community. You would need a governing document which LBN can help write. If you are unsure, please get in touch.
- If your group / organisation is a new one (i.e. been trading less than 18 months) you will need to provide a financial projection for the next 12 months as you may not have produced any annual accounts to date.

### Do I need to be a LBN member to apply for the funding?

- No, you do not need to be a LBN member to apply for the funding. You must meet all the other eligibility criteria to apply.

### Can I apply for more than one micro grant?

- No, you can only apply for **one** grant.

### Can I apply for the Micro and Small grant scheme?

- No, you can **only apply to one** scheme.

### How long before I know that my application has been successful?

- We will be making a decision on your application **14 days from receiving the application**.
- If you receive a conditional offer in writing you will have **10 working days to respond**, or the offer will be withdrawn.

### Do I need a bank account in my organisation / group name?

- Ideally yes with two unrelated signatories, however you can identify a partner organisation to hold the funds on your behalf as a 'technical holder'.

### How long do I have to spend the funds?

- You **MUST** have spent the funds by end of July 2022.

### Will I have to send reports about what I have spent the money on?

- We will be asking you for a report which could be a written report / photographic evidence or videos, testimonies which show the impact the funding has had.

### What evidence do I need to keep?

- You will keep any financial evidence/ records for a period of seven years.

### What if I do not have any policies in place?

- LBN can work with you to create these policies, all you need to do is inform us of the situation via the contact details provided.

### What if I am not successful?

- We will aim to provide as much feedback as possible if your application is not successful. We will also see whether additional support can be provided by our team and / or some of our members. LBN may also have other opportunities that your group or organisation can get involved in.

### What if I cannot fill in the application form?

- Please contact us via email on: [grants@lancashirebmenetwork.org.uk](mailto:grants@lancashirebmenetwork.org.uk) and we can support alternative methods for processing applications such as 'Zoom' and 'telephone calls'.
- You would need to provide a very good reason as to why and how an alternative method to complete the application would be beneficial for you.

**If you are unsure whether you are eligible, please contact us via phone / email on:  
01254 392974 / [grants@lancashirebmenetwork.org.uk](mailto:grants@lancashirebmenetwork.org.uk)**

### How to apply

You must complete the **whole** application form.

- a) You can print out the application form and complete it by hand, scan it and e-mail it to us.

OR

- b) Fill in the application form, which is in Word format, and email it to us as an attachment. You can use an e – signature if you are sending us the application this way.

If required, we can also arrange a Zoom or telephone interview and support with the filling in of the form. Applicants will need to demonstrate why this support is needed. Applicants will also need to email the team confirming that all the details given are a true reflection of the conversation.

NB: we are happy to consider other format (i.e., videos). Please contact us if you would like to apply using a different format.

## The Application Process

The application contains six sections that **must** be completed for the application to be considered. We have provided further guidance below.

### **Section 2: About your organisation**

#### **2.2 Has your group / organisation applied for funding from any Global Majority Fund partner?**

LBN is one of several organisations delivering the Global Majority Fund. We are interested to know whether any groups / organisations have applied to any of the other partners and whether there was a successful outcome.

#### **2.2 What area does your organisation cover?**

Please include information on your group / organisation and the areas that you cover. Include the individuals / target groups you work with or support.

#### **2.3 Provide a brief description of what the organisation does?**

Please tell us about the project(s) that are currently taking place. Include your organisations vision, mission, values, and objectives if you have these.

### **Section 3: Your application (if you need help filling this section, please contact us on 01254 392974)**

#### **3.1 Please provide an outline? (max 250 words)**

In this section, please include details of:

- a) your proposal (this could be a project or core costs) and
- b) how will the community benefit?

The more information you can provide, the easier it will be to assess the application.

#### **3.2 How have you identified your activity?**

This will allow us to understand where the need has come from. You can make this brief – 2 / 3 sentences, e.g.: – a group of women / young people / community members have come together and want to restart X activity following Covid.

### **Section 4: Policies**

#### **4.1, 4.2, 4.3, 4.4 Does your organisation have an Equality, Inclusion and Diversity / Safeguarding / Health and Safety policy / constitution or governing document?**

If your organisation has the above policies in place, then ticking yes would indicate that you have up to date policies in place. We may request evidence of the policies at any time. If you do not have any of these or require additional support / assistance, then we can provide support. Please contact us ([grants@lancashirebmenetwork.org.uk](mailto:grants@lancashirebmenetwork.org.uk))

### **Section 5: Bank Details**

Please complete this section to speed up the process as if you are successful, this will allow us to provide you with the funding quicker. If you do not have a bank account, then we can accept a **'technical holder'** who will become legally responsible for the funding and all associated terms and conditions.