Evolve Fund – Applicant guidance notes (Round 2)

# Section 1: About the Hyde Charitable Trust (HCT)

The Hyde Charitable Trust focuses its resources on the residents and communities of the Hyde Group. Its grant-making activities support the aims and objectives of the Hyde Group’s Community Investment team, by supporting its Advice & Advocacy work and Communities programme.

We provide individual grants to support residents in crisis and partner with community organisations based, and delivering, in, Hyde communities. By Hyde communities, we mean areas in which Hyde Housing Association residents live.

The Hyde Charitable Trust is an [independent charity](https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/289888/charity-overview) and [company limited by guarantee](https://find-and-update.company-information.service.gov.uk/company/01803707). You can find out more about us and our work here [www.hyde-housing.co.uk/](http://www.hyde-housing.co.uk/).

If you have any questions or need any support with accessing, completing or submitting the application, please contact the Hyde Charitable Trust (HCT) via email at hct@hyde-housing.co.uk.

# Section 2: Evolve Fund summary (Round 2)

The Evolve Fund is an open access fund. It offers grants to organisations operating **locally** for the provision of services and activities that will respond to challenges and opportunities in selected Hyde’s communities.

**Open to**: Organisations who have not been funded by HCT before or in the past five years. We will prioritise grassroots organisations with a focus on working locally in Hyde geographical areas.

**Who can apply:** Any organisation (legally constituted or with a signed constitution), or collective with a business bank account in the name of the group/organisation. If you don’t have a business bank account, a sponsor organisation can apply and hold the grant on your behalf.

**Key priorities** for this fund are:

To tackle identified challenges and needs in Hyde communities.

To develop new opportunities for Hyde residents.

**Core themes:** Most projects that we invest in are aligned with one of HCT’s core themes:

**Preventing homelessness**

Providing advocacy and advice through specific and tailored one-to-one support to Hyde residents with the aim of improving their financial security, ensuring they can stay in their homes and sustain their tenancies.

**Supporting aspirations, choice and employability**

Providing services that support and empower Hyde residents to create successful and resilient lives for themselves and their community.

**Connecting communities**

Providing services that address local issues, meet gaps in provision, increase social connection and give a voice to the community, helping to make sure Hyde communities are places residents can be proud of and where they want to live.

**Geographies and regional priorities:** We are looking for applications from organisations working in the geographical areas listed below (see [‘HCT geographical priority areas’](#_HCT_geographical_priority) below for more details). Whilst we’re open to innovative ideas, we particularly welcome proposals from organisations that are experienced in delivering projects with the focus outlined below. We understand this includes an element of risk and uncertainty.

East of England – Peterborough

* + Address and reduce crime and antisocial behaviour, and strengthen Hyde communities by addressing challenges affecting them (Connecting communities)
	+ Work with older people living independently or in Hyde supported scheme (Preventing homelessness)
	+ Disabled people, their families and carers affected by disability and consequent health, financial and other inequalities. (Supporting aspirations)

London – Greenwich

* + Increase community engagement and help us learn more about Hyde communities (Connecting communities)
	+ Increase youth engagement and voice in the area (Connecting communities)
	+ Disabled people, their families and carers affected by disability and consequent health, financial and other inequalities. (Supporting aspirations)

London - Harrow

* + Help us understand general needs in the community (Connecting communities)
	+ Disabled people, their families and carers affected by disability and consequent health, financial and other inequalities. (Supporting aspirations)
* London – Lewisham
	+ Increase youth engagement and voice in the area (Connecting communities)
	+ Disabled people, their families and carers affected by disability and consequent health, financial and other inequalities. (Supporting aspirations)

South East – Kent (Dartford, Gravesham, Maidstone, Medway and Swale)

* + Help us understand general needs and the impact of the cost of living in the community (Connecting communities)
	+ Disabled people, their families and carers affected by disability and consequent health, financial and other inequalities. (Supporting aspirations)

**Target participants:** Working with Hyde residents and Hyde communities must be at the heart of each proposal but we also recognise there will be other (non-Hyde) participants. We will expect you to demonstrate how you are already engaging with Hyde residents (and how you are able to identify them as Hyde residents) or how you will be able to do that as part of your delivery.

**Funding:** We offer restricted funding and we’re keen to support your organisation’s delivery costs and a proportionate share of your organisation’s core costs. All staff working on this project should be paid at [the real Living Wage rate or above](https://www.livingwage.org.uk/what-real-living-wage). Sponsor organisations can only include costs to administer the grant, most of the grant funding must go to the group/collective. For-profit organisations must ring fence the grant that they receive from HCT.

**Grant request:** There is no minimum grant request. The maximum grant request is £15,000.

**Duration of the grant:** Minimum duration is 6 months. The maximum duration is 12 months.

**Timeline for Round 2**:

01 December 2023 to 12 January 2024 (12pm) – application window *(may close early)*

On/around 7 February 2024 – notification

20 February 2024 (10am-12pm) – two-hour “meet the team” introduction session for successful applicants

**Project start date:** Your project must start between 04 and 29 March 2024.

**Track record:** You must show that staff and volunteers working on the project have a track record of successfully delivering similar work or have appropriate support in place.

**Ineligible costs:** We are unlikely to fund large-scale capital costs (vehicles, land or property); promotion of religious or party-political activities; projects that have already been delivered; costs of making this application; building reserves or repayment of loan or interest.

**Match funding:** There is no minimum match funding requirement. However, we’re keen to hear about the total cost of your proposed project, which you can tell us about in the Budget section. Where it’s relevant, we may ask you for evidence of match-funding from your partners.

### HCT priority groups

**Children and young people**

We define children as 0-15-year-olds and young people as 16-25-year-olds. We may extend this range to 30 in certain circumstances, we’ll agree this with you in advance.

**Working-age adults**

We define this as anyone aged 16-66 (the state pension age), but we recognise that some people work beyond this age and if you are providing work and skills services you can include anyone who is 16+.

**Older people**

We recognise that ageing is different for everyone. Older people are often recognised as those of pension age and over, but it can also include people who are 50+, especially when providing services that are supporting people as they age. We will consider you to be working with older people if your service is specifically aimed at people based on ageing.

### HCT geographical priority areas

Here’s a list of Round 2 geographical priority areas and some key areas within these postcodes. Please note that the table is not a detailed list of where all Hyde properties are located. If you wish more information or need further clarification, please email hct@hyde-housing.co.uk.

|  |  |
| --- | --- |
| Region | Postcodes and some specific areas  |
| East of England - City of Peterborough | **PE1** – including Heritage Court, Danes Close, Osric Court, Dunstan Court**PE2** – Fletton (eg Emperor Way), Orton Brimbles (eg Griffiths Court), Orton Malborne (eg Steve Wooley Court), Stanground (eg Barber Close, Overland Mews, Tuckers Court), Woodston**PE3** – Bretton (eg Deerleap, Jubilee Court), Vintners Close, Westwood (eg Hartwell Court)**PE4** – Paston, Walton, Werrington (eg Sutton Court, Sweetbriar Lane) **PE6** – Eye**PE7** – Hampton Centre |
| London - Harrow Lbc | **HA1** – Bailey Apartments, Beaton Apartments, Cornelius Apartments, Davy Apartments, Kingslake Apartments, Morrell Apartments, Pearson Apartments, Waterville Apartments, Woodbury Apartments |
| London – Greenwich Lbc | **SE2** – Abbey Wood (eg Chapter House)**SE7** – Charlton**SE8** – Deptford (eg Henrietta Close)**SE9** – Eltham (eg Arsenal Road**,** Congreve Road,Downman Road, Edith Pond Court, Granby Road, Maudslay Road, Moira Road, Prince Rupert Road, Ross Way, Stanley Close, Well Hall Road)**SE10** – Greenwich (eg Christchurch Way, Enderby Street, Freemantle House, Gladstone House, Hargood House,Jubilee Court, Nevada Building, Pelton Road, Straightsmouth)**SE18** – Plumstead (eg Barracouta House, Clothworkers Road, Hawksmoor Close, Mervyn Court), Woolwich(eg Bell Street**,** Brixham Building, Brookhill Close,Claydown Mews, Edith Cavell Way), Fox Hollow Close**SE28** – Thamesmead (eg Blyth Road, Pettacre Close, Slocum Close, Wilson Court) |
| London – Lewisham Lbc | **BR1** – eg Dunn Court, Gladys Court**SE4** – eg Ladywell Heights, Manor Avenue**SE6** – eg Beechfield Road, Plassy Road**SE8** – eg Barfleur Lane, Creekside Foyer, Foreshore, Inwen Court, Longshore, Mereton Mansions, Millard Road, The Drakes**SE13** – eg Brandram Road, St Mauritius House**SE14** – eg Avonley Road, Barlborough Street, Besson Street, Eckington Lane, Heathfield Court, Lanchester Way, Lewisham Way, Monson Road, Reaston Street, Shardeloes Road, Wardalls Grove**SE23** – eg Andrew Court**SE26** – eg Hillcrest Close |
| South East – Kent – Dartford Bc | **DA1** – eg Ashmore Close, Baker Crescent, Central Road, Chaucer Way, Dale Street, Wodehouse Road**DA2** – eg Franklin Road,Radzan Close**DA9** – Greenhithe (eg Ingress Park, Wakefield Road) |
| South East – Kent – Gravesham Bc (Gravesend) | **DA11** – eg Fenners Marsh, Haldane Gardens, Hither Fields Northfleet (eg Camden Close), Nursey Grove, Pelham Towers |
| South East – Kent – Maidstone Bc | **ME14** – eg Newlyn Court, Penenden Heath, Wyatt Street**ME15** –eg Downswood, Northumberland Road, Salem Street, Square Hill, Tovil**ME16** – eg Knowlton Gardens, Pevensey Court, Westree Court**ME17** – eg Harrietsham |
| South East – Kent – Medway Towns | **ME1** –Rochester (eg Anchor House, Belvedere Road, Blue Boar Wharf, Common Creek Wharf, Corys Road, Headland House, Mercury Close, Nymphe House, Royal Oak House, Thalia Way, Quay Court)**ME2** –Strood (eg Sealand Drive, Silver Streak Way)**ME5** –Chatham (eg Lordswood, Wayfield Road)**ME7** –Gillingham (eg Christmas Street, South Shore) |
| South East – Kent – Swale Bc | **ME9** – Teynham (eg Brunswick Field, Marconi Crescent, Pemberton Rise)**ME10** – Bapchild, Sittingbourne (eg Bluebell Drive, Deane Close, Debnam Grove, Eveas Drive, Haffenden Avenue)**ME12** – Sheerness (eg Beachfield Lodge, Sea View Gardens, Queen Anne Close)**ME13** – Faversham (eg Harvey Drive) |

# Section 3: Description of each section of the application form

The application form consists of six sections. In these sections, we’ll ask you to give us information about who you are and what you are asking for funding for. The sections are as follows:

**Introduction**

**About your organisation** – you’ll tell us about the organisation applying for the grant and provide details of the main contact for the application.

**About your project** – you’ll tell us about the work you wish to deliver and why it is needed, about your target participants and about your plans to involve them in the project. We’re also interested to find out more about your team and what change you wish to bring about.

**Budget** – here you’ll break down the project costs so that we know how you plan to spend the grant.

**Your policies** – you’ll describe your approach to safeguarding and accessibility of the project. You’ll also have the opportunity to tell us about the composition of your leadership team.

**Declaration** – the final part of the application where you confirm you’ve read and understood the grant’s terms and conditions.

# Section 4: Application and assessment process

## 4.1 When to apply

The application window is between **01 December 2023** and **12 January 2024 (12pm)**.

We may decide to close the grants portal early if we’ve received a high number of applications. We will communicate this clearly to all organisations with an open application on the portal.

Ensure you’ve read the whole guidance and your organisation/project meets the fund’s criteria before you start the application process.

If you have any questions or need any support with accessing, completing or submitting the application, please contact the Hyde Charitable Trust (HCT) via email at hct@hyde-housing.co.uk.

## 4.2 Submitting your application

We have a one-stage application process.

To apply, you will need to set up a user account on our [grants portal](https://hydehousing.flexigrant.com/).

You will need to complete and submit the application form online on the grants portal for it to be considered.

Please answer all the application questions and attach the documents we ask for.

## 4.3 When we receive your application

Each application is assessed internally and is reviewed by at least two members of the team.

We’ll communicate our decision with you **on or around** **07 February 2024**.

If we need more information to assess the application, we will contact you.

## 4.4 Assessment

During the assessment, we’ll carry out due diligence checks on your organisation and the documents you have submitted to us. These help us assess the level of risk of our investment in the proposal. Also, these checks help us form any recommendations that we make:

We will review your most recent **annual accounts**. You’ll need to submit these only if they don’t show on the Charity Commission or Companies House website yet. These should be no more than 18 months old. If there’s anything that you feel needs explaining, please tell us in the application form (in the “About your organisation” section).

In your **bank statement**, we’ll want to ensure that the statement is in the name of the organisation applying for the grant, that it’s a business bank statement and that the address matches the address where you are registered. We’ll use these details to make all grant payments.

On the **Charity Commission / Companies House** website, we’ll be looking for your regular and timely submissions of the returns. We may also check your annual accounts from previous years, and we’ll check if your organisation is still active.

In the **Safeguarding policy**, we’ll be looking for:

The policy statement and how the policy is tailored to your organisation’s aims and activities.

The name/s of your designated safeguarding lead/s and their contact details.

Your procedure for reporting safeguarding concerns.

The last time this policy was updated (we expect the policy shouldn’t be more than two years old).

Your plans to ensure that all people working with children, young people and vulnerable adults receive safeguarding training.

Your plans to ensure that all people working with children, young people and vulnerable adults have DBS checks.

A reference to safer recruitment practices – ie, How you make sure that your staff and volunteers are suitable to work with your intended participants.

## 4.5 Final decision

We will email you to notify you of the outcome.

We will notify you using the email address which you provided in the application form.

If we’re unable to support your project with the full amount you requested, we may offer you a lower amount. We will then discuss changes to the original proposal with you.

### Successful applicants

If your application is successful, we will:

Send you a Grant Agreement and Contract for completion. We will ask you to have the documents signed by two members of your organisation who are authorised to do so.

This Grant Agreement will outline any conditions for your grant – either before its start or throughout its duration.

Tell you, in the Grant Agreement, about your payment and reporting schedule. This will depend on the duration of your grant and your overall grant request.

Ask you to send us a signed copy of your bank details on the company’s headed paper.

### Unsuccessful applicants

If your application is unsuccessful, we will send you an email with feedback. You are welcome to contact us if you wish to discuss this feedback in more detail.

Unsuccessful applicants who fit the fund criteria and requirements may be invited to reapply in the next funding round.

## 4.6 Releasing the first payment (successful applicants)

Once you’ve returned all documents and responded to conditions (where appropriate), we will raise a purchase order (PO) and share the PO number with you. We will ask you to send us an invoice (in pdf) for the first payment which must:

be addressed to the Hyde Charitable Trust,

include the project reference number,

include the PO number.

# Section 5: Our relationship with grantees

We’ll work closely with you to tackle any challenges that arise throughout the lifetime of your grant. We’ll also share our knowledge of Hyde residents and communities with you and introduce you to our internal and external networks that will benefit your organisation and/or the project.

Ensure you allocate and account for some time for regular contact with Hyde (equivalent of circa two hours per month) and for networking. Throughout the project delivery, we will ask you to submit your progress reports as outlined in the Grant Agreement. We may also be in touch to:

catch-up with you about the progress you make

contact you to offer help and support

arrange a project visit with you.

If the project delivery is successful and meets the criteria for a future round of funding, grantees will be invited to reapply. Each organisation can only have two Evolve Fund grants in total.

Successful collaborations will be considered for multiyear funding through other HCT funds.