

Community Kick-Start Fund: Guidance Notes

About the Community Kick-Start Fund

Bristol Ageing Better (BAB) is a partnership working to reduce social isolation and loneliness among older people and help them live fulfilling lives.

Bristol Ageing Better is committing over £200,000 to help kick-start community activities that will help to reduce isolation and loneliness among older people in Bristol. This scheme is one of the 16 initiatives that make up the BAB programme, funded by the Big Lottery Fund.

The Community Kick-Start Fund will allow organisations, groups and individuals to seek up to £2,000 for a new activity that is likely to reduce isolation and loneliness among older people. Successful initiatives are selected by older people on the Bristol Ageing Better Older Persons Commissioning Panel that meets quarterly to review applications to the fund.

Who can apply

The Community Kick-Start fund is open to any charity, community group, individual or group with an idea about how to reduce or prevent loneliness in people aged 50 and over. As BAB purchases all items and pays all invoices directly rather than providing grants, groups that are unable to access other 'micro funding' streams are still eligible for Kick-Start funding.

What we can fund

Groups can apply to receive up to £2,000 worth of goods and services for a **new** activity that is likely to reduce isolation and loneliness for older people, or for provision to allow new people to access an existing activity. Strong applications would show how the activity is supported by and likely to be of interest to local older people, and how it is likely to continue beyond the kick-start funding. Activities should not duplicate those already happening locally.

We can support payments for:

Goods such as equipment needed to kick-start a new sports or activity project

Services including training, facilitation and room hire for activities that will be delivered within 12 months of the funding being approved

BAB will purchase the goods and/or services on behalf of the group applying for funding.

What information we need from you

Please complete the Community Kick-start application form to provide details about you and your project. This should include what your project will look like and which older people will be involved in the project (for example 'older people living in Fishponds', or 'members of the Somali community'). Please give us an estimate of how many older people will be involved in your project.

Please include a cost breakdown including 2 quotes for each item with your application for the goods and/or services required. All quotes should include VAT and any postal or delivery charges.

FAQs

What criteria are used to assess the applications?

Our panel will score bids against the below criteria, giving equal weighting to each:

- **New projects:** does the application clearly demonstrate that this is a new project not duplicated elsewhere, or an existing project that will be accessed by new people?

5	The response clearly demonstrates that this is a new project
4	The activity already exists but will clearly be accessed by new older people
3	There is some evidence that this is a new project or will be accessed by new older people
2	There is some duplication of existing activities and no evidence that new older people will access this project
1	The response is a duplication of existing activities and contains no evidence that new older people will access this project

- **Supported by older people:** how well does the application demonstrate that the idea is supported by older people?

5	The response fully demonstrates that the application is supported by older people
4	The response demonstrates that the application is supported by older people
3	There is some evidence of support from older people for the activity
2	There is little or no clear evidence of support from older people
1	There is no evidence of support from older people

- **How the project will make a difference:** how strong a chance does the project have of reducing isolation and loneliness?

5	The project has a high chance of reducing or preventing isolation and loneliness.
4	The project has a significant chance of reducing or preventing isolation and loneliness.
3	The project has some chance of reducing isolation and loneliness
2	The project is not likely to reduce isolation and loneliness
1	The project is highly unlikely reduce isolation and loneliness

- **Beneficiaries:** how proportionate is the cost to the outcomes for the number of beneficiaries? Do the beneficiaries include a BAB target group (over 85s; older carers; older people living with dementia; older LGBT people; older BME people; older people living in care homes; older people with sensory impairment; older people who misuse drugs and/or alcohol; older bereaved people)?

5	The cost is highly proportionate to the outcomes for the number of beneficiaries and there is clear evidence that the activity will be accessed by one or more BAB target group
4	The cost is highly proportionate to the outcomes for the number of beneficiaries or there is clear evidence that the activity will be accessed by one or more BAB target group
3	The cost is proportionate to the outcomes for the number of beneficiaries
2	It is unclear how many older people will benefit or what the outcomes will be for beneficiaries
1	The cost is not proportionate to the outcomes for the number of beneficiaries

- **Continuity:** is the project likely to generate long term community impact and continue beyond the initial funding?

5	The application is highly likely to generate long term community impact and continue beyond the initial funding
4	The application has a good chance of generating long term community impact and continuing beyond the initial funding
3	The application has some chance of generating long term community impact and continuing beyond the initial funding
2	The application is not likely to generate long term community impact or continue beyond the initial funding
1	The application is highly unlikely to generate long term community impact and continue beyond the initial funding

Can I apply for funding for more than one activity?

You are welcome to apply for funding for different activities. Please submit separate application forms for each activity, with separate cost breakdowns. All applications will be reviewed separately.

Can I apply for partial funding for an activity which will cost over £2,000?

If you have already received funding from elsewhere for one part of your activity's running costs (e.g. venue hire or equipment), you are welcome to apply to the Community Kick-Start Fund for the remaining goods and services.

Is there a minimum amount or funding that I can apply for?

No, you can apply for any amount up to £2,000.

Why does BAB have to make the purchases and payments directly, rather than giving money to successful applicants?

As BAB are the holder of a grant from the Big Lottery Fund, we are unable to give grants ourselves. Our other 15 initiatives are commissioned through a tendering process, with those awarded funding working as delivery partners under a Service Level Agreement. The Kick-Start fund aims to support smaller-scale projects, and we particularly welcome applications from small community organisations or groups of older people, and therefore the only way we can support these projects financially is to buy the items or pay for the services ourselves.

What goods and services is BAB unable to support payments for?

The Community Kick-Start Fund cannot be used to fund:

- Salaries of any staff in the organisation applying to the fund
- Payments for work done by the person named on the application form
- Volunteer expenses paid in arrears. We can fund transport (e.g. minibus hire), training and refreshments for volunteers if the cost is included in the application and can be paid in advance.
- Ongoing room hire. For example, if a group currently meets at a community centre on Wednesday mornings and would like to apply for goods and services to increase the provision for that group or start new activities, BAB cannot cover the cost for the Wednesday morning

room hire. If the activity is scheduled for a time when the group does not regularly meet, BAB can pay for the room hire.

- Any expenditure incurred or committed before the funding is agreed
- Political or religious activities (We can support activities run by faith-based groups or in religious buildings, as long as the activity is open to people of all faiths or none.)

My activity can only take place at a particular venue and/or with a particular facilitator/tutor. Do I have to include quotes for alternatives?

While we appreciate that facilitators may have unique skills which mean that nobody else is likely to be as suited to the activity, and venues may be ideally located and equipped at a competitive price, we will need to see evidence of this in your application. The Older Persons Commissioning Panel who review the applications, as well as our lead partner Age UK Bristol and our funders at the Lottery, will need to see that all funding that is given offers the best value for money and that the most appropriate purchases are made. Therefore, please also submit a quote from another facilitator in order to evidence that the one you have in mind offers a competitive rate, and/or a quote from another venue to show that the hourly rate for the ideal venue offers value for money. Feel free to also include a brief explanation as to why your chosen facilitator/venue would be most appropriate.

This applies even if the venue is yours, unless you are not requesting funding for facilitation or venue hire.

Must my activity be restricted to people aged over 50?

We welcome applications for activities with an intergenerational focus, and therefore do not require that all goods and services be used solely by over 50s. Successful applications will show that the activity's main focus is helping to reduce isolation and loneliness of older people, and that the idea is supported by older people.

May I restrict my activity to people with particular protected characteristics (e.g. race, nationality, gender, sexuality)?

We welcome applications aimed at older people from BAB's target groups (see scoring criteria on page 2—3), but encourage applicants not to restrict their activity to groups with particular characteristics unless the characteristics relate directly to the benefits the activity provides (e.g. English lessons for people with a shared first language).

When will I find out if my application is successful?

The BAB Older Persons Commissioning Panel meets 3-4 times a year to review applications to the Community Kick-Start Fund. The closing dates for applications in each round of applications are available on the [BAB website](#). You will be notified of your application's outcome within 4 weeks of the closing date. If your application is unsuccessful, you will be offered the opportunity to schedule a call from the Project Officer to receive detailed feedback.

The purchasing of goods and/or services will begin either during the same month you receive confirmation that your application has been successful or the month after, and all purchases must be made within 12 months of confirmation. You may be asked for further information about your project before a decision is made. If there are more strong applications received for one review meeting than funding available, the Older Persons Commissioning Panel may choose to reconsider some applications at the next review meeting.

*N.B.: The final panel will be held in **January 2019**, to allow projects to receive funding for up to 1 year before the programme ends.*

If my application is successful, what happens next?

You will be contacted by a member of the BAB Programme Management team to arrange a meeting to discuss your activity and complete a short checklist about your project. Once this is complete BAB will arrange purchase and delivery of your goods and/or services. Once you have received these your project can start.

Six months after the project has started we will contact you again to find out how it is going and to gather some information as agreed with you. We may also want to visit to speak to the older people involved and find out what difference the project has made to them. You may also be contacted by the BAB Community Researchers during the project to help us evaluate the Community Kick-Start project and improve the application process.

Ongoing support for groups is available from the BAB Programme Management Team and we would like to stay in touch with you throughout the BAB programme.

Any further questions?

If you need any more information about the Community Kick-start Fund, or would like to ask anything before applying, please contact:

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