

NEAR NEIGHBOURS

SMALL GRANTS

CRITERIA AND

GUIDANCE 2018

Funded by:



Ministry of Housing,
Communities &
Local Government

Administered by:

**CHURCH
URBAN
FUND** 
CHANGING LIVES AND
COMMUNITIES TOGETHER

Near Neighbours brings people from communities that are religiously and ethnically diverse together, so that they can get to know each other better, build relationships of trust and collaborate together on initiatives that improve the local community they live in.

The grants programme which is part of Near Neighbours is being administered by our partner organisation, Church Urban Fund. Near Neighbours is funded by the Ministry for Housing, Communities and Local Government. We will work with those of any faith or none.

Church Urban Fund is a Christian charity, with a vision to see people and communities all over England flourish and enjoy life in all its fullness. Church Urban Fund relies on regular contributions from different parts of the Church and donations from thousands of generous individuals.

Near Neighbours is a registered charity, no. 1142426, and a company limited by guarantee, no. 07603317

Church Urban Fund is a registered charity, no. 297483, and a company limited by guarantee, no. 2138994

Small Grants Criteria and Guidance, 2018 Version

This version of the Small Grants Criteria and Guidance will supersede all previous guidance issued by Near Neighbours. It has been developed as a resource and will be reviewed and re-issued annually or at any other time as required. The latest version of the Small Grants Criteria and Guidance will always be available for download from the Near Neighbours website. For additional information, please contact us using the details below.

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NEAR NEIGHBOURS

Near Neighbours brings people from communities that are religiously and ethnically diverse together, so that they can get to know each other better, build relationships of trust and collaborate together on initiatives that improve the local community they live in.

We have two key objectives:

- **Social interaction** - to develop positive relationships in multi-faith and multi-ethnic areas i.e. to help people from different faiths and ethnicities get to know and understand each other better.
- **Social action** - to encourage people of different faiths and of no faith and of different ethnicities to come together for initiatives that improve their local neighbourhood.

Grants between £250 and £5,000 are available for local groups and organisations who are working to bring together neighbours, to develop relationships across diverse faiths and ethnicities in order to improve their local communities.

These must be local initiatives, planned by and involving local diverse people, which has a specific local impact. We will look especially favourably on applications from diverse neighbourhoods and those with particular issues of deprivation and other challenges, as well as where there is the intention and likelihood of deep and lasting relationships of trust between people, in order to transform communities.

We aim to make a decision on all grant applications within 14 days of receiving all the necessary information. Applications are accepted on a rolling basis until all funds are spent.

We encourage applicants to speak to their local Near Neighbours Coordinators before filling out the application form. Our local Coordinators are there to support you in developing your project idea and help you through the application process. They can also suggest potential partners and assist you in identifying what activities you could run as part of your project.

We consider projects to fall into three broad categories. A project need not fit itself to just one, and we recognise that activities may naturally cover two or all three of the following:

- **First Encounters** that develop *new* relationships between people of different faith and ethnic communities and encourage the development of mutual understanding – initiatives which begin the process of developing friendship and neighbourliness.
- **Everyday Interactions** that support regular interactions, repeatedly bringing people together and encouraging families and individuals to come together to share life – building flourishing and sustainable friendships and relationships.
- **Civil Engagement** which brings together people from different faith or ethnic communities to work together to change their neighbourhoods for the better – enabling diverse communities to transform their neighbourhoods.

ELIGIBLE AREAS

The programme works in several key locations across England. We have Hubs in Lancashire, West Yorkshire, Greater Manchester, East Midlands, the Black Country, Birmingham, Luton, West London, and East London.

However, we are also only working within specific areas of these places. Please refer to our website to see maps showing eligible areas: www.near-neighbours.org.uk/local-hubs

CRITERIA

Below is an exact list of our grants criteria. A project should:

- **Bring together peoples of two or more different faiths and/or ethnicities**, to build friendships and develop relationships of trust.
- **Work locally**. We want to see people who are living very locally (i.e. in the same street, estate or neighbourhood) come together.
- **Work sustainably**. We want to see long term and natural relationships grow, that will last beyond the period of funding.
- **Work to improve the community**. We want to see people working to make their communities a better place to live.
- **Involve a diverse group of people in planning and implementation**. People from more than one faith group and/or ethnicity are involved in running the project.

In addition, a grant must be for:

- **New or developed work**. We won't support repeat or ongoing activities.
- **Specific activities**. Funding is given for a specific project or activity.
- **Immediate activities**. Grants should be claimed within three months of approval, and projects should finish before the end of March 2019.
- **Grassroots organisations**: We particularly seek to fund emerging local groups as well as charities, religious organisations and other not-for-profit organisations whose focus is on local work. We will look especially favourably on small organisations with a low annual turnover.

We welcome applications from faith groups, places of worship, partnerships of different faith groups, and informal local groups comprising people of different faith groups. We also encourage applications from secular organisations that are working with faith communities.

Funding cannot be granted to individuals but may be given to small groups without a constitution or bank account where there is a reputable local community or faith organisation willing to act as the accountable body for the funds.

We will consider applications from Community Interest Companies and other social enterprises if their membership is from the neighbourhood they are seeking funding for, and if the activity they seek to deliver has involvement from local people of more than one faith and ethnicity in planning and running it.

PRIORITIES

In addition to our criteria, we also assess applications by a few priorities. Applications showing the following qualities will be prioritised for funding:

- Where the purpose is first and foremost to bring neighbours of different faiths and ethnicities together to build trusting relationships through an activity or project.
- Projects that help local people develop leadership and organising skills.
- Projects that work with marginalised women and girls, asylum seekers and refugees, or diverse communities to promote social mixing.
- New and innovative projects with a high local impact at the neighbourhood level.
- Projects that take place in neighbourhoods with deprivation or disadvantage.
- Proposals from minority faith communities.
- Proposals from small faith or community organisations or groups.
- Where a project shows sustainability; with relationships, sustainable change and/or further work together likely to continue naturally beyond the period of funding.

- It is clear what difference the activity will make to the local community.
- Proposals that are run by volunteers or have a strong volunteer base.
- Organisations which have not been given Near Neighbours funding before.
- Projects that source goods and services from businesses in the local community or use ethically-sourced goods and services, such as Fairtrade refreshments.
- Proposals that pay staff the Living Wage, as set by the Living Wage Foundation.
- It shows value for money.

WHAT WE WILL NOT FUND

There are also several things that Near Neighbours does not fund. These are:

- Projects that will not run in one of our eligible areas (see pg3 'Eligible Areas').
- Repeated activities (such as an annual summer camp or regular training sessions that have happened previously).
- Activities open only to one faith/ethnic group.
- Activity promoting a specific faith.
- Projects that are the normal curriculum work of schools and colleges, would fall under statutory health care provision, or are steered by local authorities.
- Faith leaders' salaries.
- Individuals.
- Organisations with a high annual turnover (more than £150,000), with significant free reserves, or with a weak financial position.
- National organisations that are working locally.
- Existing salary costs, except where there is a significant increase in hours in order to begin new work or expand an existing project to new people.
- Organisational costs not associated with the funded project.
- Major capital costs (though small items of equipment will be considered i.e. the cost of a kettle but not the cost of a kitchen).
- Unspecified or excessive volunteer expenses or high staff costs/expenses.
- Work that has already been completed or started (retrospective funding). We will not accept applications for projects that will begin within 14 calendar days of us receiving your application.
- Deficits or loans.
- Campaigning and fundraising activity.
- Revenue and capital funding for national voluntary/community organisations and public and private sector organisations.
- General repairs and refurbishment of buildings, or internal re-ordering of places of worship, maintenance or DDA (Disability Discrimination Act) compliance.
- General appeals.

SAFEGUARDING

Near Neighbours takes the safety and wellbeing of people of all ages seriously and expects grant applicants to do likewise. For this reason, we expect any projects working with children and young people or vulnerable adults to have the appropriate safeguarding policies in place, and we will often ask to see them during the application process.

The NSPCC provides guidance on setting up and following safeguarding policies and procedures for working with children and young people. To access them, please visit: <https://www.nspcc.org.uk/preventing-abuse/safeguarding/>.

RESOURCES AND TOOLKITS

For some smaller groups and organisations, we recognise that this might be the first time that you have applied for external funding or developed for a project. To guide you through this process, we have various resources and toolkits on our website to help you with planning your project, working with volunteers, and promoting your activities to local people.

[You can find the resources and toolkits here](#). Our local Near Neighbours Coordinators are also there to provide you with advice throughout the application process and support you in developing your project.

SMALL GRANT APPLICATION PROCEDURE

If you wish to apply for our funding, please follow the following procedure:

Read through our criteria and guidance in detail and ensure you are based in an eligible area. You can check geographic eligibility here: www.near-neighbours.org.uk/local-hubs

Speak to your local Near Neighbours Coordinator, as they are there to help you through the process. You can find their contact details at the end of this document.

Start the application form, [available on our website here](#).

Your local Near Neighbours Coordinator may put you in touch with your local Church of England vicar, who can act in an advisory role in support of your application.

Send your completed application form, along with the additional required documents and optional [Equal Opportunities Form](#), to your local Near Neighbours Coordinator. They will review it and offer you feedback and recommendations.

Once you have finalised your application form and additional required documents, send it to your local Near Neighbours Coordinator, who will forward it to Church Urban Fund, which is acting for Near Neighbours in assessing grant applications).

The Church Urban Fund Grants Coordinator will assess your application. If necessary, they will contact you for additional information. Once they have all the necessary information, they will work with CUF staff to make a decision on your application within 14 days.

SMALL GRANT TERMS AND CONDITIONS

If you are awarded a grant we will outline several conditions that you must agree to in order to receive payment, which is a legally binding agreement. This will include using your grant only for the purposes laid out in your application. Additionally, we include details about transferring funds, our grant evaluation process and publicity. Please be aware that additional conditions may be attached as required. These will always be stated at the time a funding offer is made.

CONTACT DETAILS

Your key contact for the Near Neighbours programme is your local Coordinator:

Lancashire (Hyndburn, Rossendale, Blackburn with Darwen, Burnley, Pendle)

Lynne Mitchell, Together Lancashire, Diocesan Offices, Clayton House, Blackburn BB1 2QE / lynne.mitchell@blackburn.anglican.org / 07425 169 827

Greater Manchester (Manchester, Bury, Rochdale, Oldham)

Samra Kanwal, Greater Together Manchester, Church House, 90 Deansgate, Manchester M3 2GH / samra@greatertogethermanchester.org / 07927 550 744

West Yorkshire (Leeds, Bradford, Dewsbury)

Kaneez Khan, Faithful Neighbours, Church House, 17-19 York Place, Leeds LS1 2EX / kaneez.khan@faithfulneighbours.org.uk

Emily Tidball, Faithful Neighbours, Church House, 17-19 York Place, Leeds LS1 2EX / emily.tidball@faithfulneighbours.org.uk

Black Country (Wolverhampton, Walsall, Sandwell, Dudley)

Ruth Burgess, Transforming Communities Together, The Small Street Centre, 1A Small Street, Walsall WS1 3PR / ruth.burgess@tctogether.org.uk / 07530 741 923

Birmingham

Rabiyah K Latif, Thrive Together Birmingham, Balsall Heath Centre, 100 Mary Street, Balsall Heath, Birmingham B12 9JU / rabiyah@nearneighbours.com / 0121 426 0442

East Midlands (Leicester, Nottingham)

John McCallum, St Philip's Centre, 2A Stoughton Drive North, Leicester LE5 5UB / nn@stphilipscentre.co.uk / 0116 273 8813 / 07557 669 577

Luton

Kim Greig, Grassroots Programme, 47 High Town Road, Luton, Beds, LU2 0BW / near.neighbours_luton@btconnect.com / 07930 601 640

West London

Elizabeth Fewkes, King's Centre, St John's Church, Church Avenue, Southall, Middlesex, UB2 4DH / efewkes@kingscentresouthall.org.uk / 07913 291 110

East London

Ana Franca-Ferreira, The Centre for Theology & Community, St George-in-the-East, 14 Cannon Street Road, London E1 0BH / anaf@theology-centre.org / 07516 911 638