

Social & Community Capital Coronavirus Response Fund Application guidance notes



These guidance notes aim to help you understand what we're looking for in your answers to the application form questions. Please read these notes carefully before completing the application form. Hopefully they answer any questions you might have, but if you are still unsure of anything, please contact the Social & Community Capital team on natwestscc@natwest.com.

General tips

- Please make sure you meet all the eligibility criteria before filling out the application form. You can find the criteria on the website.
- Please be warned that we may close applications after one week (9am on Monday 29th June) if we reach capacity. To avoid disappointment please make sure you submit your application as soon as you can.
- Please adhere to the word limits set, applications which exceed the word limit will not be considered.
- Please use bullet points freely.
- Remember we may have no prior knowledge of your activities or organisation so please do not use acronyms or short-hand information.
- Please be specific and explicit in your answers and give us all the information we ask for.

Eligibility Criteria Checks

Does your organisation employ people from disadvantaged or vulnerable groups?

We have not provided a list of groups that we view to be disadvantaged and/or vulnerable. You will be asked to detail which group(s) you employ in question 13 of the application.

Does your organisation generate at least 30% of revenue from trading income?

By 'trading income' we mean your income from trading with the public, or with other businesses, for example: trading income from room hire for community events and activities. Trading income also includes the provision of goods and services under contract, and income from property such as or rental income (excluding investment income). In the last year your organisation should have generated 30% or more of your income from trading activities.

Is your annual turnover for the last financial year between £50,000 and £1m?

This is total annual turnover – not just turnover from trading activities.

Were you founded and trading before 1 January 2019?

If your company was founded and you have been trading since before 1st January 2019 then you are eligible for our coronavirus response grants. If you were founded before 1st January 2019 but were not trading before then, you are not eligible for the grant.

Is your legal structure one of those listed in the eligibility criteria?

Please see eligibility criteria for list.

Is the following statement true: "I am not a current S&CC customer"

These grants are not for current S&CC customers. If you are a current S&CC customer, please contact the S&CC team separately if you have questions about our COVID-19 support specific to you.

Has your organisation suffered a loss of revenue since March 2020, caused by coronavirus lockdown restrictions?

We are only supporting organisations that have suffered a loss of income because of coronavirus restrictions. We will ask you to detail how coronavirus has affected your business in question 19.

The Application Questions

13. Please confirm which disadvantaged or vulnerable group/s your employees fall into?

Please just write just a few words here to describe which group/s your employees best fit into. Examples include, but are not limited to, people who are homeless, disabled or victims of violence.

16. Please provide a summary of your financial information for the last three years and forecast for the next two years

Please complete the excel table attached with financial accounts from the last three years and include your forecast for the next two years. We appreciate that we are in very uncertain times and it is hard to forecast but please include what you believe to be a realistic forecast. Question 16B allows you to provide a brief explanation of anything unusual in your accounts. You do not need to write in this box unless you feel the need to.

17. Describe your organisation's mission and main activities.

This helps us build a picture of what your organisation does and how you create positive impact for people considered vulnerable or marginalised. Please outline your mission, the activities that your organisation carries out and who benefits through your work.

18. Describe the impact you have delivered in the last year

Highlight any key activities and achievements from the last year. Please explain how people have benefited from your organisation's work in the last year. We suggest you consider the following questions for your response:

- What groups have benefited?
- How many people / groups have benefited?
- What difference has your work made to these groups?
- What impact did you have on the wider community or on the environment, if any?

Please explain why the impact is important and try to use numbers to back-up your response where possible. For example, our standard metrics are number of jobs created, number of jobs maintained, and number of individuals helped. Please include these in your response if appropriate.

19. How has the coronavirus affected your business to date and how do you expect it to affect your plans for the next 6 months?

Let us know the impact coronavirus has had on your business, please mention the impact it has had on your revenue, any staff you have had to furlough or let go and anything else you think is important. In terms of the next 6 months, please outline what you anticipate happening e.g. do you expect income to cover your costs and what you are most worried about e.g. are you worried cash will run out or do you have cash or unrestricted reserves you could draw on.

20. How much grant funding is requested?

Please write the exact amount of grant funding requested which should be between £5,000 and £50,000. Grant requests should be proportional to organisation size and must not exceed 25% of annual turnover (for example if your organisation has an annual turnover of £50,000, you can apply for a maximum of £12,500). The number you provide here should be explained in question 21.

21. What do you want to use the grant funding for?

Tell us what you would spend the grant money on in your organisation. Include an estimated breakdown of how much would be spent on the different components of your request.

Please explain how this money will help your organisation survive or adapt. Do you want to fund something new, or are you continuing something that has worked well previously?

Space allowing, please briefly explain what would happen if you did not get this grant funding. Please note that this question focuses on the potential operational impact to your organisation. We ask about the social impact of funds in the next question.

These grants are unrestricted and can be used for any purpose, including core costs.

We will not fund the following activities:

- campaigning activities
- religious activities (we can fund religious organisations if their project benefits the wider community and doesn't include religious content)
- political or lobbying activities
- things you've spent money on in the past and are looking to claim for now
- activities that make profits for private gain
- loan costs (most lenders are being flexible on repayment terms)

22. What impact would you hope to achieve with the grant funding?

Please tell us what social or environmental impact you hope to deliver with these funds. We suggest you consider the following questions for your response:

- What groups will benefit?
- How many people will benefit?
- What difference will your work make to these people/groups?
- What impact will you have on the wider community or on the environment, if any?

Please explain why the impact is important and try to use numbers to back-up your response where possible. Our standard metrics are number of jobs created, number of jobs maintained, and number of individuals helped. Please include estimates for these in your response if appropriate.

If space, please outline what other information you could collect (e.g. case studies or impact stories, trackable metrics) that you would be able to report back to us after 6 months to demonstrate the impact that your organisation has had since the grant was provided.

23. Have you attempted to or successfully sourced any other funding or support during the covid-19 crisis?

Please let us know if you have successfully sourced other funding or support in the last 3 months, or if you are currently waiting to hear back on an application. Please tell us the name of the fund, as well as the current status and nature of your application. Please also let us know if you have been unsuccessful in any application. If you decided not to apply to alternative support and funding, please tell us why you felt it was inappropriate.

FAQs

Do you fund activities across the UK? What about overseas?

We can fund organisations that work within England, Scotland, Wales and/or Northern Ireland. We will not fund organisations that operate overseas.

What will be required of me in terms of monitoring & reporting?

We ask that grantees complete a simple monitoring form after 6 months. In that form, we will ask you what you did with the grant money and the impact. We will also ask how many jobs have been reinstated or created, and for the number of individuals/groups helped. These figures are for our impact report.

I made a mistake in my application. What should I do?

Please email natwestscc@natwest.com as quickly as possible and we will update your application. Note – this only applies to mistakes around facts within the application. We will not accept wording changes or new information after the application deadline.

Where can I find information about alternative support and funding?

We have been sharing support and funding via our twitter feed: @SocComCap

The Government have provided advice for businesses [here](#). Good Finance has a collection of COVID-19 support pages and links to finance available [here](#).