

Covid Charity Fund Guidance Notes

Fund Objective

The £11.7m Covid Charity Fund will provide financial support to charities who:

- Have lost income due to the impact of COVID-19 **and**
- Will be unable to cover unavoidable costs until 31/03/2021.

Maximum Grant Value

Funding requests of up to £75,000 to be spent within 6 months. (The amount awarded will depend on the assessment of need and the demand for the available budget).

Eligible Organisations:

Applicants should satisfy themselves that their charity is eligible for this funding in relation to all criteria 1-6 as below:-

1. The organisation was formed prior to 31st March 2020 and is a lawfully operating charity as defined by the Charities Act (NI) 2008;
2. Charities that have at least two unrelated people on its board or committee;
3. Charities that have a UK bank or building society account in the legal name of the charity with at least two unrelated people who can manage the account;
4. Charities that were financially stable prior to the impact of COVID -19 and where Community Finance Ireland (CFI) have no concerns regarding fraud or financial mismanagement;
5. Charities that can demonstrate that their fundraising or trading income has reduced due to the impact of COVID -19 and they have unavoidable costs to cover up to 31/03/2021 and;
6. Charities whose unavoidable costs cannot be covered by existing grants or public funding and are therefore at risk.

Ineligible Organisations:

- Community Amateur Sports Clubs;
- Community Interest Companies;
- Non Charitable Social Enterprises and;
- Non Charitable Trading Arms.

Assessment Criteria:

The Assessment Team will determine:

- What is the minimum amount of funding that is needed to cover **unavoidable costs until 31/03/2021?**
- The extent to which the charity has put in place credible measures to adapt their services and mitigate the loss of income.
- The extent to which the community relies on the charity to deliver essential services.

Application Opening and Closing Dates:

- Opening Date: 6 January 2021 from 9am.
- Closing Date: 22 January 2021 at 4pm.

Application Steps:

1. Complete Application Form (Part A) via the online form hosted on www.communityfinanceireland.com (live from 6 January). **Be careful, this online application must be completed in one sitting before you press the submit button. Please also print a copy for your own records.**
2. Complete Application Form (Part B) to include Charity Support & Impact of Covid-19.
3. Complete Financial Overview (Part C) to include a financial overview, latest published accounts (2019 or later), management accounts (for current financial year), organisation bank statement, reserves policy, state aid form (if applicable) and equality form.
4. Email your completed Application Form (Part B) and Financial Overview (Part C) along with a copy of a Photo ID **and** Proof of Address for **two trustees** and **the main contact** listed on the application to hello@covidcharityfund.com.

Letter of Offer Process:

- During March 2021, expect to receive an email from the Covid Charity Fund team informing you of the grant decision, through a Letter of Offer.
- If you are happy to accept the grant offer, you have 10 working days to complete and return the letter of offer which must be signed by the Chair of your organisation. If you miss the 10 days window of opportunity, the application will be deemed withdrawn.

Please remember that it is your responsibility to ensure that we receive the application form and emailed enclosures by the closing time and date. The grant decision is final and we regret that there will be no appeal process.

ENDS.