

## **Introduction**

The CLS Development Fund is a small grants funding stream that is to be used flexibly to assist in the development of services within the CLS in Wales. These guidance notes set out the main aims of the CLS Development Fund Small Grants Programme (Wales) 2004/5, and the processes by which the Programme will be delivered.

## **Programme Themes**

The Programme (which has a total budget of approximately £100,000) will award grants of up to £5,000 towards the costs of projects targeting one of the following themes :

- work focused on improving access to the CLS on the part of socially excluded communities - defined either in terms of geographical location (e.g. people living in x housing estate) or social characteristics (e.g. older people; young people; women etc..) – with a particular emphasis on encouraging early identification of legal problems, and sources of information and advice available to assist in their resolution; or
  
- the delivery of training to problem noticers within a Community Legal Service Partnership area, leading to an improvement in sign-posting of those needing information and advice to the most appropriate, Quality Marked service provider.

## **Project Duration**

For either theme, grants will be awarded for projects running for up to 12 months, and all projects must have started by 31<sup>st</sup> March 2005. Successful projects will receive their funding as a single payment at the start of the project.

## **Project Size**

Grants can be awarded to cover the full costs of a project up to £5,000 in value, or as a contribution to a project costing more than £5,000. There is no formal match-funding requirement within the Small Grants Programme, although applicants should be aware that one of the criteria against which applications will be assessed is value for money.

## **Applications**

Applications for funding must be made using the application form attached to these guidance notes. Further copies are available from the Planning & Partnership team on (029) 2064 7110; or at our website – [www.legalservices.gov.uk](http://www.legalservices.gov.uk)

## Timetable

There will be two decision-making rounds for the Small Grants Programme (Wales) 2004/5. Applications received by 1pm on Friday 29<sup>th</sup> October 2004 will be assessed during November 2004 and applicants will receive notification of the outcome of their applications during week commencing 6<sup>th</sup> December 2004. We expect to award grants up to a total value of approximately £40,000 as part of this first funding round.

The deadline for receipt of applications for the second and final funding round is Friday 17<sup>th</sup> December 2004. These applications will be assessed during January 2005 and applicants will be notified of the outcome of their applications shortly after 16<sup>th</sup> February 2005.

*Unsuccessful applications from the first round of funding will be reconsidered against new applications in round two.*

## Decision-making Criteria

Applications will be assessed against the following criteria :

### Cost Effectiveness

*The extent to which the application represents good value for the money to be invested.* This criterion will be assessed objectively (do the proposals appear reasonable in their own right?) and subjectively (do the proposals appear reasonable against similar applications that have been received?). Where a proposal is necessarily more expensive because of the particular context or circumstances impacting on the delivery of the project, the applicant must ensure that the reasons for the additional costs are fully explained in the application (for example, additional costs may need to be incurred in making publications available in appropriate formats for particular client groups; or to deliver a service to people in rural communities).

### Links to other community-based initiatives and/or projects

*Projects that can demonstrate links to other community-based initiatives or projects will receive priority for funding.* Community-based initiatives may include (but are not limited to) those linked to Community Legal Service Partnership strategies, Community Plans, Communities First strategies, and Health and Well-being strategies. Similarly, there may be opportunities to link a project supported by the Small Grants Programme into other

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work that is already taking place. Applications should explain clearly how the proposed project fits with the relevant community-based initiative.

#### Number of potential beneficiaries

Applicants should state the number of beneficiaries who will benefit from the proposed project, and the systems that will be used to monitor progress against these targets. Where beneficiary numbers have been estimated, the basis of the estimate and any assumptions underpinning it should be stated.

#### Community Served

In this context, community may be defined as 'geographical area' or 'community of interest' or both. The following examples are included for illustrative purposes only :

- people living in Caia Park (geographic area)
- older people (community of interest)
- lesbian, gay and bisexual people living in south west Wales (geographic area and community of interest)

We will seek to ensure that funding from the Small Grants Programme benefits as wide a cross-section of communities (both geographical and of interest) as possible.

#### **Sharing Information with Other Funders**

We have agreed that where applications to the Small Grants Programme appear to meet the criteria of other funding programmes, we may refer the applications to those other funders in the first instance. In the event that the other funder decides not to support the project, it will be considered for funding from the Small Grants Programme in the usual way. Applicants must indicate on the application form whether or not they give their permission for their application to be considered by other funders. Awards for All Wales (the lottery small grants scheme) and the Coalfields Regeneration Trust have already agreed to receive referrals on this basis, and we are in continuing discussions with other funders.

## Main Terms and Conditions of Funding

The award of funding from the Small Grants Programme will be dependent upon successful organisations completing a Funding Agreement letter, the main terms and conditions of which are set out in this section. **By submitting the application form, applicants are confirming that they are prepared to sign up to a Funding Agreement based on these terms and conditions.** If funding is awarded by another funding body – under the referral arrangements set out in the previous section of these Guidance Notes – then the grant will be subject to the terms and conditions imposed by that funding body.

### Reports on the work funded

We wish to receive a report on the work supported by this funding. The report should outline how the funding has been used to achieve the work set out in the 'Purpose of funding' section above. The report should be sent by *[insert date]* to *[name of LSC contact]*, *[job title]* in the first instance.

The purpose of the report will be to assure us that the funding has been used for the work agreed. You may not use the funding for activities other than those specified in this agreement.

### Financial controls

*[Your Accounting Officer]*, *[name and position]*, or *his/her* successor will be responsible for seeing that financial and other controls applied are adequate to ensure that the funding is properly, prudently and economically spent.

Our officials shall be entitled to have access at all reasonable times to any documents relating to the *[name of project]* as we consider necessary to give us and our Accounting Officer assurance that the terms and conditions of funding have been met (documents to include books and records, etc, including computer records).

We expect your Accounting Officer to take overall ownership for ensuring that the funds are spent appropriately and that proper accounting records relating to the project are kept in accordance with generally accepted accounting standards.

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### Quality Mark

[You] have been Quality Marked at the [insert level/type] since [date] and will be required to maintain the Quality Mark for the year in which funding has been granted. OR You have committed to obtain the Quality Mark at [insert level/type] by [date].

### *[Editorial control and copyright [OPTIONAL]*

*We agree that editorial control and copyright relating to the [material produced under the funding] rest with you and the authors. You agree to grant us a perpetual, non-exclusive, royalty-free licence to use any copyright in work or materials created using funds granted by us.]*

### Annual Report

[You] will supply us with a copy of [your] Annual Report. This must be sent to us within two months of publication.

### Equal opportunities

Since December 2001 we have been subject to the statutory obligations of the Race Relations (Amendment) Act 2000 as both an employer and in the provision of services. We are also committed to promoting equality in respect of gender, disability, age, religion and sexual orientation.

As a funded organisation you will ensure that anyone acting on your behalf complies with UK law and, in particular, does not commit any act of discrimination rendered unlawful by the Sex Discrimination Act 1975, the Race Relations Act 1976 (as amended by the Race Relations (Amendment) Act 2000) or the Disability Discrimination Act 1996.

You will provide us with a copy of your Equal Opportunities Policy by [date].

### Publicity

We will endeavour to include the [name of project/service] in routine opportunities for advertising the Community Legal Service (CLS) but [you] will have specific responsibility for publicity.

To increase the profile of the Community Legal Service, you must acknowledge your role in the CLS and the source of your funding whenever the opportunity arises. This includes referring to the CLS and the funding in your official documents (e.g. Annual

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Report), on your website, in your publicity and any other relevant written materials. For as long as you hold the CLS [level] Quality Mark, you are permitted to display the official CLS logo on your website and in any other materials (only Quality Marked organisations are permitted to display this logo). Where you publish the CLS logo, you must comply with our restrictions on how this logo may be presented (e.g. colour of ink, size of font and position on the page).

All publicity material must be provided to *[name of LSC Regional Communications Manager]* *[for approval]* in advance of its release.

#### Your responsibilities

You will take all reasonable steps to insure against any risks that may arise in connection with any property or activity undertaken by you that is grant-aided in whole or in part by us. This includes any loss or personal injury to persons undertaking those activities.

#### Purchases of capital equipment

Where funding is used to purchase capital equipment you may keep the items purchased at the end of the funding term.

#### Breach of conditions

We reserve the right to recover this funding, in whole or in part, to the extent that it is not used for the purposes and activities agreed with us, or if we consider that any other terms or conditions of funding are not being fulfilled.

**Planning and Partnership Team**  
**CLS Development Fund Application**  
**Legal Services Commission**  
**Marland House**  
**Central Square**  
**Cardiff CF10 1PF**