



Department for  
Digital, Culture,  
Media & Sport



## Question and Answer

### #ShiftThePower Coronavirus Response Fund

#### WHO CAN APPLY?

**1. We are a small community group run by volunteers. Can we apply?**

Yes – the programme is open to community groups and voluntary groups. You need to have a written constitution and an annual income of less than £250,000. Please check that you fit with the programme criteria and meet the minimum standards for applicants.

**2. We are a Community Interest Company (CIC). Can we apply?**

Yes, provided you fit with the programme criteria and meet the minimum standards for applicants. Your governing document should contain a clear dissolution clause and not for profit objectives.

**3. We are a Social Enterprise. Can we apply?**

Yes, provided you fit with the programme criteria and meet the minimum standards for applicants.

**4. Can we put in more than one application?**

No, we can only accept one application per organisation. If you previously applied to #ShiftThePower and were unsuccessful, you are welcome to apply to this round. If you currently hold a #ShiftThePower grant, and also want to apply to this round, we suggest you email us at [shiftthepower@corra.scot](mailto:shiftthepower@corra.scot) briefly explaining how you would like to use any new grant and we can advise you on eligibility.

**5. Is there an upper or lower limit on the income for those who can apply?**

There is no lower income limit but groups with an income over £250,000 are not eligible. We will use your most recent set of accounts to confirm your annual income.

#### CRITERIA

Corra Foundation

Riverside House, 502 Gorgie Road, Edinburgh, EH11 3AF

e: [hello@corra.scot](mailto:hello@corra.scot) t: 0131 444 4020 [www.corra.scot](http://www.corra.scot)

(The) Corra Foundation is a charity registered in Scotland (No SC009481) and is also a company limited by guarantee (No SC096068)



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### 1. What is safeguarding?

Safeguarding is ensuring the welfare of children and vulnerable adults to protect them from harm including physical, emotional, sexual and financial harm and neglect. This includes making sure that the appropriate policies, practices and procedures are put in place and that staff and volunteers are aware of these.

### 2. We are a small organisation; do we need to have a safeguarding policy?

Yes, strong safeguarding is a key aspect of this programme. We need to see that you know what to do in the event of a safeguarding issue. We understand that not all organisations will have as much experience in this area as others and we are happy to speak with you if you want advice. Alternatively, you can find further information on safeguarding responsibilities for charities at <https://www.oscr.org.uk/guidance-and-forms/safeguarding-guidance-keeping-vulnerable-beneficiaries-safe/>

### 3. We don't have a constitution – where can we find out more about this?

We don't recommend becoming constituted just to access this programme. Being a constituted organisation requires a committee, regular meetings, an annual general meeting, and bookkeeping. You can find out more on structures for voluntary organisations here <https://scvo.org.uk/setting-up-a-charity/decide-on-structure> . For further advice on constitutions and governance, you can contact your local Third Sector Interface <https://www.vascotland.org/find-your-tsi> or your Local Authority's CLD or communities department – you should be able to find the relevant contact details through your local council website.

### 4. We don't have company accounts, will a bank statement do?

No. When assessing the applications, we need to know that you have the capability, capacity, and experience to manage a grant. We will accept a treasurer's report, financial summaries, or full accounts. These should be verified by an independent person. More information on this can be found in the Application Form Guidance Notes. There is an online budgeting information session which can be viewed on our #ShiftThePower website.

### 5. Will funding be distributed evenly across geographical areas in Scotland?

We hope that there will be reach across the country however each application will be assessed on merit.

### 6. Can we apply in partnership with another organisation?

We encourage applicants to collaborate and link in with other organisations. Your application needs to have a lead organisation which has responsibility for delivery and management of the project. This organisation would be the applicant.

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**7. Is there a maximum amount we can apply for?**

Yes, £10,000.

**8. Is there a minimum amount we can apply for?**

Yes, £1000.

**APPLYING**

**1. How can I get help with an application?**

We are happy to speak with you about your application. You can email us at [shiftthepower@corra.scot](mailto:shiftthepower@corra.scot) or call us on 0131 444 4020 and we will return your call. Email is the quickest way of reaching us at this time. Instructional videos and guidance sheets are available on our website focussing on safeguarding and accounts.

**2. Do I have to use the online form?**

Yes. We will only accept applications on the online form. If you send us your application in any other format, we will not be able to accept it. If you have any questions about the online form or have trouble accessing the internet, please just get in touch with us and we will be happy to help.

**3. How do you decide who gets a grant?**

Applications will go through several assessment stages. The first will be carried out by the Grants Advisors who will check that your application is eligible and may also speak with you to get clarification on any aspects of your application. The Grants Team will then discuss the applications and make recommendations. We may also take advice from a panel of people with lived experience.

**4. When will I find out if my funding application has been successful?**

This programme is working on a rolling basis. Applications will be reviewed when they are sent in and we expect to share the outcome with you within six weeks.

**5. If we are unsuccessful can I get some feedback on why this was?**

Yes, feedback will be provided to all applicants.

**6. If I receive a grant, what sort of follow-up is there?**

Your Grant Offer Letter will contain details of how we expect you to report on the use of your grant. This will include reporting dates and the type of information we will ask you to send. We'd also like to work with funded groups to share stories and raise awareness of your work.

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**7. If I receive a grant, how and when will the money be paid to me?**

You will first receive a Grant Offer Letter. You will need to formally accept the conditions in this grant offer letter before we release funding to you. Once you have agreed to the terms of the grant offer, the funding will be paid directly into the organisation's bank account. This normally happens within two weeks of the grants being announced.

**8. What do I need to do if I have a grant but can't spend the money on what we'd planned?**

We understand that things change and are happy to discuss any changes or difficulties you come up against. The important thing is to contact us as soon as there are any issues.

**9. Is there a set deadline for spending any grant monies?**

Yes. If you receive a grant, and part or all of the money is for immediate COVID response costs (e.g. physical changes to meeting/office space, PPE, cleaning work, new equipment), that part of the grant needs to be spent by 31 March 2021. If some of your costs are for core activities or delivering a project (EG salaries, volunteer expenses, core costs, travel), then you have until 30 September 2021 to complete that part of the work. Your Grant Offer Letter will explain when your funding needs to be spent.

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