Please note that this guidance should be reviewed before submitting any application.

The Test Bed Fund offers grants to organisations operating locally in Medway or Swale for the provision of services and activities that seek to strengthen community cohesion through befriending services. It is specifically designed to pilot new and innovative ways of working.

We are looking for:

* New initiatives to be explored/ tested
* Specialised conditions-focussed befriending support
* Locality-based befriending services
* Further development of existing services
* Stimulating local activities

All applications must be in by 1st September 2021, with projects starting not later than October 2021.

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| ***Eligibility***  |
| The following groups are eligible to apply  | * Registered Charities
* Community Groups
* Social Enterprises
 |
| The following groups are **not** eligible to apply | * Projects that duplicate the work of an existing local organisation/project
* Profit making companies
* Statutory/mainstream organisations
* Organisations with annual unrestricted income of over £250,000 unless they are an existing partner in the scheme whose project meets the criteria herein
* Organisations with unrestricted reserves exceeding 25% of their annual costs who do not provide a reserves policy clearly and justifiably stating why reserves are being held
* Activities of a political party or campaigning for a political purpose
 |
| Funding | * You can apply for a maximum of £7,500 per application
 |
| Organisation and financial details | * You must have a bank account to receive funding from The Test Bed Fund. Funds cannot be paid into a personal bank account for projects. Applicants must have an organisation bank account, or access to funds held by arrangement facility. (We can direct you to a service provider on enquiry).
 |
| Geographical and community reach: | * Activity must be based within the boundary lines marked on the attached map for the Medway area (Medway PCNs)

Or* Activity must be based within the boundary lines marked on the attached map for the Swale area (Swale PCNs)
* Activities benefiting a wide audience/high number of residents
 |
| What **can** the money be spent on? | * Project development cost
* Management costs and proportionate overheads, including salaries
* Direct project delivery costs
* Project equipment costs
* New activity
* Project expansion costs
* Continuation of an existing activity previously funded by the TBF
 |
| What **can’t** the money be spent on? | * Activities of expenditure that starts before a grant is confirmed and payment dates are set
* Funds reimbursement or set to be reimbursed by other grants
* Gifts to individuals
* Loan repayments, endowments, statutory fines, criminal fines or penalties.
* Land or building projects
* Activities that promote political or religious beliefs
 |
| Data protection and intellectual property | * All funded individuals and organisations will need to obtain appropriate consents and comply with the Data Protection Act 2018 and General Data Protection Regulations.
* With consent, project/programme content [e.g. case studies, photographs, videos] may be shared and used by MVA’s Befriending Programme and its partners or the CCG to use for promotion and publicity. Participants and Organisations will need to sign a Data Sharing Agreement.
 |
| Before you start your application | Organisations who want to apply must demonstrate and evidence the following in their application:* **Engagement** –The proposal must demonstrate that there is equality of opportunity for people from all sections of the community.
* **Outcomes** – how the project / programme will create short term and long-term positive outcomes for people.
* **Delivery** – Who is responsible for project management and measuring progress?
* **Evaluation** - How the project / programme will be evaluated. How we can all learn from the experience
* **Sustainability or Legacy** – Is there a clear sustainability strategy or positive exit strategy that ensures project legacy. Please provide details of other funding and in- kind support secured or applied for in relation to this project/ programme.
* **Commitment** – To using and sharing Baseline Measurements and to using our evaluation tool.
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| On request, all applicants must provide the following information to support their application:  | * A copy of your safeguarding policy and process, with the name/s of the safeguarding lead and training undertaken
* DBS proof if relevant
* A copy of your equal opportunities policy
* Health and safety statement/ policy
* Copy of your public liability insurance
* Risk assessments
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| When to apply and who makes the decision | * Applications to The Test Bed Fund Fund are assessed by the Test Bed Board on a rotational basis.
* You will be notified of a decision about your application within 2 weeks of the Board meeting.
 |
| Successful applicants  | We will write to you confirming the amount awarded and setting out the terms and conditions. This will include: * A grant agreement
* A payment schedule (if appropriate)
* Request for your bank details
* Monitoring requirements and report templates (if appropriate)
* Press and publicity and use of logo guidelines

Applicants must return scanned /electronic versions of the signed documentation and supporting evidence, if requested, to: befriending@mva.org.uk. Alternatively, they can send hard copies in the post to: Befriending Programme, MVA, 5a New Road Avenue, Chatham, Kent, ME4 6BB. |
| Performance Monitoring | * An end of project report outlining your successes and challenges under each of the project / programme outcomes. This must include baseline data progression.
* Case studies illustrating the impact of your project / programme and photographic evidence welcome
 |
| Optional  | * You may submit supporting documents: Diagrams; quotations; short case studies and maps for example
* Under NO circumstances should supporting documents be a repetition of the information in the application form
 |
| Decision Making | * A quorum of 4 members is required for voting purposes. The board acts as a collective throughout the process for reasons of transparency and parity. No applicant should solicit a member outside the board to influence/alter the decision-making process. All decisions made are final.
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PCN boundaries map 