

KMPF Covid-19 Support Fund Application Form Guidance Notes

What is it?

This fund is intended for educational providers and community organisations to access funding to support young people who are struggling to engage with education during the current extraordinary situation. Funding is available for several categories of activity as indicated below.

What can be funded?

Applications to the fund might be made to support the following:

- **Learning Materials:** Resources and learning materials to support young people who are struggling to access education. This could include books, stationery, creative resources and materials or digital resources.
- **Careers & IAG:** Online careers or IAG support through licensed software packages or additional support from an existing supplier.
- **Wellbeing:** Resources or remote support for the wellbeing and mental health of young people who are struggling to cope with lockdown, isolation or other aspects of their change in circumstances and whose learning and progression is impacted as a result.

The list above is indicative and not exhaustive and applications for other categories of support may be considered providing that they relate to a **known gap** in funding **where existing support cannot be obtained from elsewhere**.

How much can I apply for?

Funding grants are available for any amount up to and including £10,000. In certain circumstances the board may consider a bid of up to £15,000 if there is an exceptional educational case.

Who can apply?

Schools and community organisations based in Kent & Medway who are delivering education and training to young people between the ages of 14-19.

Impact and measures of success

We will need to assess the impact of the funding that we allocate to proposals. In your application we would ask you to indicate what you feel the overall measures of success would be for your initiative. We will then contact you to discuss the outcomes of this and we will make use of the information for case studies and news items on our website.

Timetable for the support fund

Funds allocated through the fund are granted in the expectation that they will be spent on activity or resources by the 31st July 2020.

Date	Action
w/c 18/05/20	Fund is launched. Applications reviewed and decision made within 3 days of receipt.
24/06/20	Application window closes.
31/07/20	Funded activities are completed.
31/08/20	Requested information on outcomes and success submitted.

Application form guidance

Note: The guidance information in this section is very general and you will no doubt have specific questions relating to your project or initiative. We would recommend speaking to a member of our team before completing the application form. To arrange a call, please email kmpf@canterbury.ac.uk.

Section 1:

Please complete the requested details regarding your organization, yourself, contact details and the planned start date of your project.

Section 2:

Please indicate which of the suggested categories of support is relevant to your project. These are the main areas of activity and support that we are permitted to fund.

If your project proposal falls into a completely different area please use the “other” option and give full details in section 3. Whilst we will consider all proposals that are made we are unable to fund proposals where alternative sources of funding already exist; for example, the purchase of IT and Wi-Fi equipment or sports and exercise equipment.

Section 3:

a) Please provide an overview of your project clearly outlining the gap in engagement that your project is seeking to address.

b) Please also let us know about the timeline of your project. We would expect that any money allocated to you would be spent by the 31st July 2020, although the activity that has been funded or resources that have been purchased could continue to take place or to be used after this point.

c) Please tell us as much as possible about the target group of young people that you intend to work with. Whilst the fund is not intended to exclusively fund specific postcodes it would be useful for us to know the postcodes of the target groups that you are intending to work with.

d) Please let us know if there are any other educational providers or community groups that you are intending to work with in the delivery of your project. Please note that whilst working with another organization that we had funded would not disqualify your project from funding, we would be unlikely to fund the same project initiative from two or more organisations.

e) Please use this section to outline whether your project will be sustainable beyond this cycle of funding. We are not solely intending to fund activity that is sustainable as our priority is need. It would however be useful to gauge which projects we may be able to assess the impact of in the longer term.

Section 4:

Please set out how you will consider whether your project has been successful. This might be through the number of participants that you are seeking to engage, the number of activities that you are intending will take place or the number of lost hours of educational contact that might be recovered by the use of the funding.

These measures of success will be very specific to individual projects and there are no uniform criteria. We would like to make use of the information about projects and their impact on our website, in our newsletters and through social media. We will look to discuss this with you and for you to submit evidence/supply information during the summer and autumn.

We would recommend that you contact us to discuss this area of your application in advance of submitting the application form.

Section 5:

Please complete the outline budget table for your project. The total funding requested should not exceed £10,000, unless there is an exceptional educational case, in which circumstances the board may consider a bid of up to £15,000.

Section 6:

Please sign and date your application as the key responsible individual for your project.

Next Steps

Once your application is received it will be reviewed and we would hope to get back to you within 3 working days. If you are successful you will be sent a grant letter outlining the conditions of funding. This will need to be signed and returned to us electronically in order to arrange invoicing and payment.

Please do contact us should you have any questions.