

# Catalyst and The National Lottery Community Fund COVID-19 Digital Response

Discovery Programme funding application for organisations with networks

## Instructions for using this document

This document is a copy of the questions you will be asked when applying for the grant. You can download it in a variety of formats, including Microsoft Word, by clicking 'File' and then 'Download' in the top left. It is for you to make notes in. You must apply through [Survey Monkey Apply](#). If you are unable to use Survey Monkey Apply, please contact us at [support@wearecast.org.uk](mailto:support@wearecast.org.uk).

All questions in this document are numbered and prompts for answers are *italic*. Please type your answers after each question.

## Background

### Who is funding this programme

This scheme is funded by the National Lottery Community Fund, distributed by CAST with support from the Catalyst network.

### Purpose of funding

Funding is for digital, data and design activities so that essential services can continue to be delivered to those affected by the COVID-19 crisis. This is emergency funding so all funding needs to be spent, and projects concluded, by 31st March 2021.

## Who can apply

Social organisations, based in England and delivering charitable activities to vulnerable communities in England, that are part of a formal or informal network of ten or more other nonprofits, and are committed to proactively sharing learnings with this group. This includes infrastructure bodies, federated organisations, and others who convene formal or informal sector groups.

## About Discovery

Discovery is an excellent learning and development opportunity for charities looking to progress their digital, data and/or design ambitions. We are therefore offering a £5,000 grant to cover charities' participation time . This will ensure participants get the most out of the cohort sessions, and are able to complete key activities such as user research. We will fund and support around 50 charities through the four-week Discovery Programme.

## Eligibility

This fund is aimed at organisations whose work has been affected by COVID-19 and who need emergency funding to continue to deliver essential services. It will support them to develop the digital, data and design capabilities that allow them to address urgent issues and serve the most vulnerable.

Applicants need to be an incorporated organisation representing a network which serves communities within England and which meets the National Lottery criteria. Discovery funding is open to any social organisation that's part of a formal or informal network of ten or more other charities, and is committed to proactively sharing learnings within their group. This includes infrastructure bodies, federated organisations, and other groups.

Organisations must ensure that any funding they receive from this programme (when added to previous public funding they have received) is within the levels that enables them to be compliant with the current rules on state aid.

## Application deadline

The application deadline for Discovery is 5pm on 7th of September 2020.

## Assessment and due diligence of applications

Due diligence and eligibility checks will be carried out by two members of the CAST Operations Team. Each application will also be assessed by two members of the CAST and Catalyst core team. Following independent assessments, the panel will meet to review the scores of all applications and will make a recommendation to the Catalyst Strategic Forum for input. The final decision will be made by the CAST Executive.

## Questions and Answers Webinar

The Capacity team is holding a Discovery Grant Q&A webinar for interested applicants on Monday 24th August 11:00 to 12:00. Please email us on [support@wearecast.org.uk](mailto:support@wearecast.org.uk) if you would like to attend. The session will be recorded and published for others' reference.

## More information

For more information and support with your application, please see our [FAQ page](#) online or email us on [support@wearecast.org.uk](mailto:support@wearecast.org.uk)

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# Application Questions - Discovery Grant

## Eligibility criteria questions

To be eligible for this grant the following six questions all need to be answered with YES.

1. Is your organisation one of the following:
  - a. Registered, exempt or excepted charity;
  - b. Community Interest Company;
  - c. Community Benefit Society; or

d. Social Enterprise

2. Are you part of a formal or informal network, with at least 10 organisations, and committed to proactively sharing learnings with this group? For example: an infrastructure body, federated charity or Voluntary, Community and Social Enterprise, or a local or subsector community of practice.
3. Do payments from your organisation require at least two authorised signatories?
4. Is your organisation based in England and delivering charitable activities to vulnerable communities in England?
5. You have not received any other emergency COVID-19 funding that duplicates this funding.
6. Are you seeking support in response to a challenge that has arisen as a result of the COVID-19 crisis? Funding is for activities so that essential services can continue to be delivered to those affected by the crisis.

If you answered any of these questions negatively, your organisation is not eligible for this funding. Answered all questions with yes, please continue with your application answering the following 34 questions. Please note there is continued numbering of questions in this form and the first question that follows is question number seven.

## Questions about your organisation

7. What is the name of your organisation? - *add name of organisation.*
8. What is your charity or company number? - *add charity number.*
9. Please confirm your organisation is incorporated or either:
  - a. A registered exempt or excepted charity
  - b. A Community Interest Company or Community Benefit Society
  - c. A social enterprise, being: a company limited by shares, a company limited by guarantee (that is not charitable) or a co-operative society organisation which:
    - i. has a clear social mission which is analogous to a recognised charitable purpose;
    - ii. distributes less than 50% of post-tax profits and reinvests at least 51% surpluses into pursuing its social mission;
    - iii. has a constitutional or contractual lock on its social mission, its dividend and surplus distribution policy and “asset-lock”;
    - iv. carries out, or has ambitions to carry out, trading activities in support of and which are causally linked to its social mission;
    - v. offers its products and services for general public benefit without restrictions and barriers, such as affordability;

- vi. is open to undertaking an independent social impact audit;
  - vii. has remuneration and benefits policy which it is willing to make publicly accessible, and which is reasonable and proportionate relative to the market practice for voluntary, community and social enterprise organisations;
  - viii. in the case of a sale of the organisation, the directors make best efforts to preserve the social mission under new ownership;
  - ix. can demonstrate that no private benefit will arise from the Grant; and
  - x. no state aid issues have been identified.
- *Delete as appropriate: Yes, I confirm that my organisation meets the above eligibility criteria / No, my organisation does not fall into any of these categories.*

10. What is the name of your primary contact for this grant? - *add full name.*

11. Please provide the contact email address of the primary contact - *add email address.*

12. What is your website address? - *add your organisation's website address.*

13. How many full time equivalent (FTE) staff are in your organisation? - *add number.*

14. How many beneficiaries does your organisation usually support? - *add number.*

15. How many volunteers support your organisation? - *add number.*

16. Do you operate your charitable activities in England? - *yes or no. If no, you are not eligible for this funding.*

17. Please state the main region in England that you operate your charitable activities in. - *list one region.*

18. Which of the following categories best describes your organisation: - *If more than one category applies, please select the one that aligns best to your activities*

- a. Organisations who connect with older people;
- b. Organisations who connect with disabled people;
- c. Organisations who provide advice and support to people who are

- pushed into crisis;
  - d. Organisations supporting those who are in medical care or end of life care;
  - e. Organisations providing essential items directly to families who are hit hardest;
  - f. Organisations who support people who experience health inequalities;
  - g. Organisations who support people who experience loneliness and social isolation;
  - h. Organisations who support people who experience poor mental health;
  - i. Organisations who support children and young people to achieve their potential.
19. Please describe how your organisation supports the key target group that you have identified. - *maximum of 1500 characters, approximately 250 words.*
20. Do you support the following groups of people within your identified overall target groups?
- a. LGBT+
  - b. Particular ethnic background
  - c. People with a disability
21. Please describe how your organisation supports the group(s) identified. What additional or specific support do you provide to them? How do you ensure that these groups are equally able to access your services? - *Maximum 800 characters, approximately 100 words.*
22. What percentage of your leadership (trustees and senior leadership team) has relevant lived experience of the issues being addressed by your organisation? - *add number.*

## Questions relating to your organisation's financial position

23. Please submit a PDF or URL of a bank statement, less than three months old, for your organisation.
24. Please confirm that all payments from this account require at least 2 authorised signatories. - *yes or no. If no, your organisation is not eligible.*
25. Have you already received a grant related to COVID-19? - *yes or no.*
26. Was that COVID-19 funding for the same purpose as you are seeking here? - *yes or no. If yes, your organisation is not eligible.*

## Questions relating to your network

27. Are you part of a formal or informal network, with at least ten organisations that you will share learnings, outcomes and outputs with? - *yes or no. If no, your organisation is not eligible.*

28. Please provide key details for each of the ten organisations that you are committed to sharing with, including:

Organisation Name, Charity Number, Contact Name, Contact Job Title, Contact Email address.

Please ensure you obtain consent from the relevant contacts before sharing these details with us. Our [Privacy Policy](#) will apply to any information you share with us. - *Please add details for each of the ten organisations here or submit securely in a separate document with your application.*

29. If you are a federated or networked charity please provide a link to an online list of the organisations in your network. - *provide a link if applicable.*

30. Please describe how you plan to ensure that the methods and outcomes of this work will benefit other organisations in your network (we will provide a template slide presentation deck to help you share and communicate your learnings). - *Maximum 500 characters, approximately 80 words.*

### Organisation 1:

- Organisation Name:
- Charity Number:
- Contact Name:
- Contact Job Title:
- Contact:
- Email address:

### Organisation 2:

- Organisation Name:
- Charity Number:
- Contact Name:
- Contact Job Title:
- Contact:
- Email address:

### Organisation 3:

- Organisation Name:

- *Charity Number:*
- *Contact Name:*
- *Contact Job Title:*
- *Contact:*
- *Email address:*

*Organisation 4:*

- *Organisation Name:*
- *Charity Number:*
- *Contact Name:*
- *Contact Job Title:*
- *Contact:*
- *Email address:*

*Organisation 5:*

- *Organisation Name:*
- *Charity Number:*
- *Contact Name:*
- *Contact Job Title:*
- *Contact:*
- *Email address:*

*Organisation 6:*

- *Organisation Name:*
- *Charity Number:*
- *Contact Name:*
- *Contact Job Title:*
- *Contact:*
- *Email address:*

*Organisation 7:*

- *Organisation Name:*
- *Charity Number:*
- *Contact Name:*
- *Contact Job Title:*
- *Contact:*
- *Email address:*

*Organisation 8:*

- *Organisation Name:*
- *Charity Number:*
- *Contact Name:*



- *Contact Job Title:*
- *Contact:*
- *Email address:*

*Organisation 9:*

- *Organisation Name:*
- *Charity Number:*
- *Contact Name:*
- *Contact Job Title:*
- *Contact:*
- *Email address:*

*Organisation 10:*

- *Organisation Name:*
- *Charity Number:*
- *Contact Name:*
- *Contact Job Title:*
- *Contact:*
- *Email address:*

## Questions related to your challenge

31. Challenge: What challenges are you and the communities that you support facing in relation to the outbreak of COVID-19? - *Please share your most pressing challenges. Maximum 1500 characters, approximately 250 words.*
32. Please elaborate on what's at stake if these challenges aren't addressed. - *These details should give clarity and context to your challenge. Maximum 1500 characters, approximately 250 words.*
33. How do you think that digital, data and design support can help you in addressing these challenges? - *Maximum 1500 characters, approximately 250 words.*

## Capacity and Resource questions

34. Which of these five statements best corresponds to your organisation's current digital maturity? This will help us group organisations for the Discovery programme that are at a similar level. - *Please delete as appropriate.*
  - a. We are struggling with the basics and mainly paper based;
  - b. We're starting out still with digital and don't have a strategy in place;

- c. We are curious, with some digital basics in place, such as social media;
- d. Our strategy includes digital and it's a priority for us; or
- e. Digital is integral to our strategy and embedded in everything we do.

35. Key people: Who are the key people from your organisation that will be participating in the Discovery learning programme and how much time are they expecting to commit over the course of the 4 weeks?

Please provide names and job roles of up to 4 people alongside their expected time commitment in days. Nominate one 'lead' participant from your organisation, who will be the main point of contact and consistent attendee of the programme sessions. Ideal participants will have a strong understanding of the organisation's services, and the authority to make decisions e.g. introducing a new process.

Use your £5,000 grant allocation as a contribution to this internal cost (e.g. assuming an internal cost per day of £250 per day this would cover 20 days).

We expect all successful applicants to commit a minimum of one staff member full time for the duration of the learning programme. This will ensure you get the most out of the cohort sessions, and are able to complete key activities such as user research in between. It should also allow a couple of additional days' time at the end of the programme to help put into practice some of the next steps identified in Week 4. - *Provide details or submit on a secure separate document with your application:*

*Person 1*

*Title:*

*Name:*

*Job role:*

*Number of days they can commit:*

*Person 2*

*Title:*

*Name:*

*Job role:*

*Number of days they can commit:*

## Communications questions

36. Media: Please share links to your social media channels. - *add links.*

37. Please indicate whether you would like to receive updates from CAST and Catalyst on relevant services and support available. - *yes or no.*

## Key Policies and documents we require from you

38. Please submit the following documents with your application. You will be prompted again at the end of this form.

- Safeguarding Policy;
- Equality, Diversity and Inclusion Policy;
- Most recent annual accounts; and
- Governance document (memorandum and articles of association or equivalent).

## Consent statement

By submitting this form to CAST I:

- consent to my data being shared with the CAST team;
- consent to my non-financial data being shared with Catalyst Digital Partner organisations; and
- declare that the details given in this application, together with any supplementary information supplied are true and accurate.