



CABWI
AWARDING BODY

Supporting lifelong learning and development

**Cost of Living Crisis Funding
Programme**

**FUNDING
GUIDELINES**

July 2022

Managed by

**Jay Charity Consultancy Services
Helping you make a real difference**

www.jayconsultancy.org.uk

FUNDING GUIDELINES

Introduction

CABWI Awarding Body is a leading awarding organisation for the Street Works and Street Works Reassessment schemes in excavation and reinstatement in the highway, offering vocational qualifications for those working in the water and wider utilities industries. As a Charity their aim is to promote “The Advancement of Education” to the benefit of “The General Public/Mankind”.

They have been working with **Jay Charity Consultancy Services** to develop grants programmes that support lifelong learning and development. This fund will offer grants to grassroots organisations across the UK to support their beneficiaries during the cost-of-living crisis. These guidelines outline the criteria for the fund and the application process. **Please read them carefully.**

You will see that our funding guidelines are reasonably flexible, so we expect to receive more applications than we can fund. We have a straightforward one stage application process designed to reduce time and effort for organisations when applying.

Introduction to CABWI Awarding Body

CABWI Awarding Body, established in 1991, is one of the leading awarding organisations for the Street Works and Street Works Reassessment schemes in excavation and reinstatement in the highway, and an Ofqual regulated awarding organisation, offering vocational qualifications for those working in the water and wider utilities industries, and related occupations. In 2016, CABWI launched its Third-Party Endorsement programme, which is designed to recognise high quality in-house training programmes.

CABWI awards Street Works and Street Works Reassessment qualifications under the New Roads and Street Works Act. It was one of the awarding organisations recognised in 1991 to develop and award the scheme under the original regulations. CABWI is also recognised by Ofqual to award regulated vocational qualifications. Our current products include competence-based and knowledge-based qualifications, designed, in consultation with industry specialists, to meet the needs of those working in the water and other industries, and related occupations. CABWI's regulated qualifications provide recognition of the vocational skills and knowledge for those working in key roles within the utilities and support the delivery of water industry apprenticeships.

As an experienced awarding organisation, CABWI participates in the ongoing maintenance and review of the Street Works qualifications and is committed to the development of its portfolio of regulated vocational qualifications.

CABWI Awarding Body, 6 Bevis Marks, London EC3A 7BA
Tel: 020 7469 2641
Website www.cabwi.co.uk

Registered Charity No 1157706, A Company Limited by Guarantee, registered in England No. 2638349

Introduction to Jay Charity Consultancy Services

Jay Charity Consultancy Services was set up by **Andrew Jermey-Boys** to support charities, not for profits, funders, and philanthropists to grow.

As a charity and business management consultant and adviser with a wide range of experience and knowledge gained from over 30 years in the not for profit, education, and funding sectors I can help you;

- Grow your organisation,
- Grow your people,
- Grow your giving
- Grow as a funder

For more information visit www.jayconsultancy.org.uk

Supporting your participants through the cost-of-living crisis

What's available?

Grant size

Grants of up to £10,000 for one year.

If you already hold a CABWI grant you may also apply for this additional funding.

Funding Aims

To support people undertaking lifelong learning and development that enables people to enter the labour market or gain additional skills to further develop their career.

Fund Themes

Your programme of work that you provide to support people should meet one of our main fund's themes.

1. To reach and work with individuals with complex barriers to employment, enabling them to move closer or into employment, including but not restricted to ex-service personnel and ex-offenders.
2. Increase the life skills of people so that they may further develop their careers, with a particular focus on the water, utilities, and construction industries

Funding Priorities

Your programme of work that you provide to support people should meet one of our main fund's priorities:

1. Support to reach and work with individuals with complex barriers to employment gain relevant qualifications to enter the water, utilities, and construction industries workforce.
Please Note: Relevant CABWI qualifications could be provided free of charge.
2. Support to reach and work with ex-service personnel and ex-offenders
3. Projects that have clear and well-established connections to employers who can offer meaningful work experience and/or employment.

Who can apply?

Organisations can apply to this fund if they are one of the following:

- Registered charities
- Companies Limited by Guarantee with charitable aims
- Community Interest Companies**
- Co-operatives - registered Community Benefit Societies and registered Industrial and Provident Societies
- Social Enterprises**

** See our thoughts as a funder on page 9

Additionally, your organisation's/company's income level must be equal to or less than £1 million, as shown in their most recent annual accounts. Priority will be given to smaller organisations.

Your organisation does not have to be a registered charity but must have charitable aims together with the following:

- A management committee/board of trustees/board of directors with at least 3 unrelated people as members. Companies must have 3 directors registered with Companies House.
- A written constitution/set of rules that sets out the purpose of your organisation and how it is managed.
- A copy of your most recent annual accounts or financial records that show your organisation's balance of funds, income, and expenditure. If you do not have financial records that cover a full year, then you will need to provide what records you have currently and/or a cashflow forecast.
- A bank account in the name of the organisation with at least two unrelated signatories.

What can't be funded?

Grants will not normally be made to the following types of organisations or to fund the following types of activity:

- Statutory organisations, such as Local Authorities, NHS organisations and schools
- Individuals or sole traders
- Animal welfare
- Arts projects with no community or charitable element
- Direct replacement of statutory funding
- Political groups or activities promoting political beliefs
- Religious groups seeking to influence people's religious choices
- Sports projects with no community or charitable element
- Retrospective grants – meet expenditure already incurred
- Commercial or profit-making organisations or projects
- Contribution to endowment fund, payment of deficit funding or repayment of loans
- Overseas travel or expeditions
- Funding for projects taking place overseas
- Contribute to major capital or 'bricks and mortar' projects
- Sponsored or fundraising events or groups raising funds to distribute to other causes
- Schools, Churches, Parish Councils or PTA's.
- Contingency or unspecified expenditure

What will we fund?

The funding will be made available to allow organisation to provide bursaries and/or cover expenses for their beneficiaries who are looking to start or are undertaking training courses to ease the financial burden caused by the cost-of-living crisis.

These costs could be:

- Child care
- Transport costs
- Equipment costs – not covered by the course
- Materials costs – not covered by the course
- Registration costs- not covered by the course. E.g., Security jobs, contractor cards etc.
- Food expenses on the course.

Who will we fund?

This restricted funding is available to organisations as follows:

- 1) Existing grant holders who provide training for adults.
- 2) New organisations who provide training for adult, with a recognised qualification and/or clear outcomes for their beneficiaries. They would need to demonstrate the sustainability of their organisation and the funding of any courses that they offer.

You will need to demonstrate a need for the funding and tell us how you would distribute the money to your beneficiaries in an accountable manner. You will also need to demonstrate how you calculated the amount requested, including the number of people who would benefit.

We are not looking to support programmes that work with young people under the age of 18.

Monitoring and evaluation

You will be expected to keep detailed records of the amounts you have given to beneficiaries and provide reports to CABWI at 6 months and 12 months.

Our thoughts as a funder

Living Wage funder

CABWI is in the process of becoming a member of Living Wage Funder Scheme. CABWI is committed to support organisations to pay staff that are funded through our grants at the real Living Wage recommended rates of:

- £9.90 p/h – Outside London
- £11.05 p/h – within Greater London

We believe that, by paying staff at these recommended levels, the organisations that we fund acknowledge the true costs of living; value their employees; and are likely to see better staff retention and satisfaction levels. It also reflects our commitment to addressing disadvantage and our belief that responsible pay is a sign of good management. By offering to support funded organisations to pay Living Wages, we hope to contribute to the long-term sustainability of the sectors that we fund.

We encourage applicants asking us to fund salaries or staff time to cost this at the real Living Wage rate as a minimum. It is not a requirement for the posts that our grants are funding to be paid at these minimum levels and we recognise that there are issues for the organisations that apply for funding in terms of maintaining pay differentials, especially where there are several identical posts that are funded through different sources or where a single post is funded by more than a single funder.

If organisations can't pay the Living Wage for any reason, this does not mean that we won't fund these applications. It simply means that we want to fund at the Living Wage levels wherever possible.

If your organisation would be interested in becoming a Living Wage Employer or to find out more about these rates, please visit the Living Wage Foundation's by using this [link](#).

Ethical Funder

As a funder, CABWI believe that ethical practices should be embedded in the work of the charity sector.

We know that all Charities must follow the governance code and should have a range of policies from investments, conflicts of interest etc. to guide their decision making. The NCVO publish the Charity Ethical Principles, which aim to support charities, their governing bodies and those who work and volunteer in and with them in recognising and resolving ethical issues and conflicts and make charities a safer place. These principles set out a framework for the ethical execution of charitable purpose, regardless of the charity's size, type, or area of operation. They can help charities in their decision-making and in developing relevant policies and procedures.

The principles are as follows:

1. Beneficiaries First

Charities have a responsibility to carry out their purposes for the public benefit. The interests of their beneficiaries and the causes they work for should be at the heart of everything charities and those who work and volunteer in and with them do

2. Integrity

Charities and those who work and volunteer in and with them should always uphold the highest level of institutional integrity and personal conduct.

3. Openness

Charities should create a culture and space where donors and supporters, as well as the wider public, can see and understand how they work, how they deal with problems when they arise and how they spend their fund

4. Right to be safe

Every person who volunteers with, works for, or encounters a charity should be treated with dignity and respect, and feel that they are in a safe and supportive environment.

All charities have a responsibility to create an inclusive culture that does not tolerate inappropriate, discriminatory, offensive, or harmful behaviour towards any person who works for, volunteers with, or encounters the charity.

Charities should also be places where people's wellbeing and mental health are valued and promoted, so that anyone working in the charity or encountering the charity is encouraged to value and invest in their own health and wellbeing

As a funder, we look to encourage Charities and Social Enterprises to live up to these principles and as part of our due diligence process, we will ask to see and review the following policies and action plans:

1. Equal opportunities and diversity policy
2. Sustainability policy
3. Health and safety
4. Child and Vulnerable Adult safeguarding policies as appropriate
5. Also confirm they have the following policies:
 - a. Bullying and harassment
 - b. Code of conduct

To find out more about the NCVO's ethical principles, follow this [link](#).

Reserves

Given the challenges faced by charitable organisations we thought it would be good to explain our thoughts on reserves.

1. We will not necessarily reject an application from an organisation with low free reserves. We will want to understand your current financial position, what plans do you have to resolve the position. You can tell us this in the introductory paper you send us as part of the application.
2. Again, we will not necessarily reject an application from an organisation with high free reserves. Many organisations hold reserves equivalent to 6 to 9 months expenditure. If you have free reserves above this level, please explain why in the introductory paper you send us as part of the application.

Social Enterprises and Community Interest Companies

CABWI will consider supporting Community Interest Companies (CICs) and other social enterprises, where there is a sound business plan, with the start-up or expansion of charitable work, or the delivery of specific charitable activities. The following guidelines

1. CABWI would prefer that a Social Enterprise (SE) or Community Interest Company (CIC) will have been registered with the appropriate Regulatory Body for twelve months prior to the date of the grant application. We would normally expect a SE or CIC to have become self-sustaining within four years from incorporation but will consider applications from those which have been established for a longer period than this, providing the application is for capacity building or a new initiative that will develop services for the ultimate benefit of the user group.
2. Community Interest Companies and Social Enterprises will need to have:
 - A board of directors with at least 3 unrelated people as members. Companies must have 3 directors registered with Companies House
 - A written constitution/set of rules/governing document that sets out the purpose of your organisation and how it is managed
 - A set of annual accounts or financial records that show your organisation's balance of funds, income, and expenditure. If you do not have financial records that cover a full year, then you will need to provide what records you have currently and/or a cashflow forecast
 - A bank account in the name of the organisation with at least two unrelated signatories
 - A safeguarding policy if your organisation works directly with children or vulnerable adults
 - That the salaries and benefits of any paid directors are approved by most non-executive directors and are reasonable and proportionate to the work they do and the financial position of the organisation
 - Have an 'asset lock clause' to ensure that funds or assets can only be transferred to a named organisation or cause with charitable objects aligned to the applicant
 - Your CIC must be set up and registered as such with Companies House, and able to provide a registration number. A copy of the Memorandum and Articles of Association must be supplied with applications

- If a CIC is limited by shares rather than guarantee the company may be eligible providing, they meet other criteria which will include open share distribution from the wider community. We will not fund an organisation where the shares are limited to the Directors or people who are involved/employed with the CIC only.

Application process

How to make an application

There are more details in our application guidelines, you can get them by following this [link](#).

What we ask for.

1. Complete the online application form.
This asks for information about your organisation. Contact details, address, etc. It also asks questions about your programme of work etc.
2. Submit your annual accounts
These should be your last audited or approved accounts. If your organisation is too new to have accounts, then send us your latest bank statement instead.
3. Submit the budget for the cost-of-living fund
This should clearly demonstrate how you have arrived at the amount requested.
4. Submit the following policies (If you already hold a CABWI Grant you do not need to send these in.)
 - a. Equal opportunities policy and procedures
 - b. Vulnerable Adult and or Child Protection policy and procedures
 - c. Sustainability policy and action plan
 - d. Health and safety policy.
5. Submit a brief case study on one of your beneficiaries
This will enable the Trustees to understand more clearly the work you do and the impact that you have.

Your application will be reviewed, and we will filter out any which are ineligible under our guidelines. Then we review your application in more detail, we may contact you for a telephone or video call, or just ask you for some additional information. Proposals will then be submitted for the Grant Committee to review them and decide which applications to take forward to the Board for Approval.

Once your application has been discussed, we will write to you with the Trustees' decision and provide any feedback if you are unsuccessful.

If you are successful?

When we write to you with the Trustees' decision, we will include a grant agreement for you to sign and return to us. We will also discuss and agree with you the outputs, milestones, and outcome you will report to us on, during the life of your grant.

You will be required to complete a monitoring report outlining how the grant has been spent and the output, milestones, and outcomes you've achieved. We will also talk to you about how you have been getting on. Above all we want this to be a supportive process. We will then report to the Grant Committee on your progress.

Timeline

Date	Action
Friday 22 nd July 2022	Fund open for applications
6pm Friday 19 th August 2022	Fund closes
August 2022	Assessment and full due diligence carried out
September 2022	Grant Committee agrees recommendations for funding to go to the Trustee Board
September 2022	Board agrees applications for funding
September 2022	Funding agreements sent
October 2022	Funding released
April 2023	6-month monitoring report and discussion on progress
October 2023	Final Report

How to apply

You can access the [application form](#) and guidance notes.

You will need to complete the online application form and send to us via email the following documents:

1. Submit your annual accounts
2. Submit the budget for the cost-of-living fund
3. Equal opportunities policy and procedures
4. Vulnerable Adult and or Child Protection policy and procedures
5. Sustainability policy and action plan
6. Health and safety policy.

Email the documents to grants@jayconsultancy.org.uk

Please put your organisations name in the subject line.

Deadline for applications.

Your completed application, including all your supporting documents, listed above, must be received by **6pm (18:00hrs) on Friday 19th August 2022**.

Any questions

If you have any questions, drop us an email and we will get back to you as soon as we can. We'll add any FAQs to the website.

Please email grants@jayconsultancy.org.uk



Jay Charity Consultancy Services
Helping you make a real difference