Portsmouth CITY COUNCIL

Community Inclusion Grants Guidance

1) Overview

Portsmouth City Council's Community Inclusion Fund seeks to support organisations who would like to focus on advancing equality, preventing discrimination, and promoting inclusion.

Applications are being sought from voluntary/community sector organisations for one-off projects and initiatives designed to support activities which challenge inequality, advance equality and celebrate diversity in Portsmouth.

Grants will assist in:

- enhancing equality, diversity and inclusion (EDI) across the city
- promoting EDI initiatives across the city
- supporting communities and residents with protected characteristics
- advancing community cohesion and diversity
- tackling inequalities

Portsmouth's City Vision sets out that by 2040 Portsmouth will be a healthy and modern city where equity and advancement of opportunities are essential. Portsmouth people value collaboration, community, equality, respect, and innovation and these are also at the core of the EDI agenda. Your initiative should be focused on building better communities where there is a sense of belonging and making the city a safe space, in which people can thrive, express themselves freely and play an active part in the community.

The purpose of this grant scheme is to support voluntary and community sector organisations that acknowledge the diverse residents in the city, including the difficulties some of them encounter, and want to promote equality and inclusion.

What is the aim of the Community Inclusion Grants?

To empower voluntary and community groups to be:

- More inclusive
- Prevent discrimination
- Advance equity
- Challenge inequality
- Celebrate diversity
- Support for protected characteristic, minority, disadvantaged groups

Section 3 provides additional detail on required outcomes.

2) Intended Beneficiaries

This fund is intended for groups operating within Portsmouth City Council boundaries looking to deliver projects that support community engagement and inclusion.

We welcome applications from any community group (or partnership approach - not essential) who has a proposal that will meet the aims of the programme.

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3) Outcomes required

Projects which deliver one or more of the following outcomes:

- Activities which aim to eliminate discrimination and advance equality by improving outcomes and access for people to services, information and/or employment. This includes awareness training of equality, diversity and inclusion.

- Activities which celebrate, encourage or raise awareness of diverse cultures/identities by bringing people together with an aim to build strong and cohesive communities and/or reduce prejudice or hate crimes and incidents.

- Activities which provide support for protected characteristic, minority, disadvantaged groups by reducing isolation, building resilience and independence, helping people stay safe, helping people learn or prosper, or helping people stay healthy – particularly where there is an identified health inequality.

We require all applications to demonstrate an element of innovation, either in the project they are seeking to deliver or in the way it is intended to be delivered.

While partnership working is not essential, those applications which are able to demonstrate this in a significant way are likely to score higher when being assessed. It is recognised that applicants will have varying levels of resources and connections, therefore some flexibility will be permitted in terms of the level of partnership working.

All grants will be subject to beneficiaries entering into funding agreements and, prior to the signing of any Grant Agreement, all monitoring and evaluation requirements will be discussed with the applicant so agreement can be reached prior to the project live date.

Monitoring and evaluation are an essential part of any grant application as Portsmouth City Council has a responsibility to ensure funds are spent in a correct and beneficial manner. Outcomes and evaluation will also be used to shape future funding and local provision to ensure the sharing of best practice and lessons learned from successful projects.

A short evaluation form will be shared with the expectation that this is completed and returned by March 2028.

We will ask questions such as:

- What has gone well? What difference has it made? Evidence could include photos, videos, written accounts, story telling
- What hasn't worked well? Sharing this will help with learning for the future
- What have been the barriers or difficulties of the project?
- What would you do differently if you did this again?

We would like to visit some of the activities we have funded and would like your support to potentially do this.

You will need to keep receipts / evidence of how you have spent the grant for us to see if we ask.

4) Grants available and timeframe

The programme is offering grants of up to £1,000. These are one off and non-recuring.

The duration and length of the project can vary but all funds should be awarded by the end of March 2027.

Any grant awarded under this scheme is a one-off grant and there should be no expectation of further funding in the future.

We reserve the right to close the grants programme once all the funding has been allocated.

To apply for the grant, you need to complete the application form and submit it by 30th November 2026.

If you need support in completing your application, please contact HIVE Portsmouth at info@hiveportsmouth.org.uk

5) Eligibility

To be able to apply for a grant, you should meet all of the following criteria:

- Your idea is innovative or creative and will support equality, inclusion and prevent discrimination.
- Your idea is 'not for profit'. This means that your idea is intended to help other people and is not for your own financial gain.
- Your organisation does not receive ongoing funding from Portsmouth City Council.
- Your organisation will not receive funding from Portsmouth City Council for other projects between April 2026 and March 2027 (including Portsmouth100 grants from Portsmouth City Council).
- Your project must be delivered within Portsmouth boundaries
- Your organisation has a bank account
- A constitution
- Policy for safeguarding
- Insurance

As part of the non-for-profit nature of your organisation, all payments from the main bank account must require authorisation by two people.

What happens if your plans need to change?
Please let us know. We know things can need to change or not go to plan. We will need you to let us know so we can discuss and see how we may be able to help.

Data protection
We will add basic details about your organisation (including your contact details) to our database. This is necessary for us to manage your grant application and follow up contact. We will share the contact details for successful applicants with the appropriate teams co-ordinating work.

By accepting a grant, you agree to us publicising the activities that you'll be doing including anything you produce. We'll discuss this with you later but please contact us with any queries or concerns.

Subsidy Control

Grants from this fund will be awarded on the basis that they are compliant with UK's international obligations on subsidy control, being those set out in Title XI Chapter 3 of the Trade and Co-operation Agreement between the UK and the European Union, or any UK subsidy control system implemented under the United Kingdom Internal Market Act 2020. The Recipient warrants that it shall comply with the requirements of the UK subsidy control regime as it applies in relation to the Grant, including reporting rules and the Recipient shall notify the Council in writing of any other public sector funding made available and the Recipient shall provide any and all assistance to the Council in complying with any request from HM Government in relation to matters relating there to.

Fraud

Fraud Portsmouth City Council will not accept deliberate manipulation and fraud. Any organisation caught falsifying their records to gain additional grant money will face prosecution. Any funding issued will be subject to claw back, as will any grants paid in error.

Reasonable Adjustments and Alternative Formats

Portsmouth City Council is fully inclusive and strives to enhance equality of opportunity. We are committed to anti-discriminatory practices. We will consider all requests for reasonable adjustments to the application process. For more information and guidance, or if you require this guidance in another format, please contact Sarah Kay at E.D.I@portsmouthcc.gov.uk or **023 92 688419.**