

Community Grants Application Form

Grants between £301 and £8,000

Important: Please read instructions below.

Before you begin, download this form to your computer and complete using Acrobat Reader. When this form is complete, use the button 'Attach to email' or send to GrantsAdmin@eastherts.gov.uk.

Please do not complete this form within your web browser (i.e. Explorer, Chrome, Firefox) as the information you write on cannot be saved.

Please read the **Frequently Asked Questions (FAQs)** and Grants Policy before completing this form as it will help you have a more successful application. Applicants are advised to discuss their projects with the Grants Officer prior to completing this form. Contact Claire on 01992 531459 or claire.pullen@eastherts.gov.uk

Terms and Conditions for community grants

If you are successful in being awarded a grant, East Herts Council would expect you to agree to the following terms and conditions:

- Agree that grant will only be spent on what was submitted in application. No alterations will be permitted.
- Have policies in place to ensure the safety of those taking part
- Notify us immediately if the project can't go ahead or is delayed
- Always acknowledge the council's financial contribution in any publicity material or communications with the media, including social media
- Take photos and submit them to the council with appropriate consent and permission for the council to use them
- Invite your East Herts Ward councillor to the proposed activity or to view how the money has been spent
- Monitor your project/activity and collect data that is relevant to the health and wellbeing outcome(s) ticked in your application and submit within six months of completing the project
- We acknowledge we cannot sell or dispose of any equipment or other assets funded or part funded by the council without first receiving written permission
- In the event of a breach of these Terms and Conditions the Council reserves the right to take action to recover the total grant awarded

Checking your eligibility

I have read the FAQs and understand the Terms and Conditions set out above and I understand that, if offered a grant, I will be expected to comply with these.

In order for you to know whether you are eligible to apply for a grant from East Herts Council, please answer the following questions about your project.

Does your project include?

Yes

No

The sole aim of promoting a particular religion or a particular political belief

A service that the state is obligated to provide

A plot of land or building where ownership or a lease is not yet established

Purchase of items on behalf of another

A building project that has already started

A building project that will take longer than 12 months to complete

Purchase of medical equipment

VAT that can be recovered

Maintenance or minor repair work on buildings or spaces

Hardship where an organisation is in crisis

If you answered "Yes" to any of the above questions, you are not eligible for a grant.

To apply for funding your organisation must have or do the following, please confirm that it:

Yes

No

Is a voluntary group with an agreed constitution or delivering on a not-for-profit basis

Has an open door membership policy and provides services that are accessible to people from all backgrounds. However to promote positive action, this criteria allows organisations who have an occupational requirement to recruit within a protected characteristic to do so, under Schedule 9 exceptions to the Equality Act 2010.

Has good governance in place; at least 3 unrelated individuals on the management committee

Is financially viable with its own bank account that requires 2 unrelated people to authorise payments and make withdrawals

Has obtained endorsement from the relevant East Herts Councillor

Will be able to complete the project within a year of grant being awarded

Yes

No

Does your project involve work on a building or outdoor space?

If you answered "Yes" to the above, are the relevant permissions in place (i.e. planning consent, permission from owner)

N/A

*

* If you answered "No" to the above question, you are not eligible for a grant. You will need to obtain the necessary permission and reapply. If you answered "N/A" you must submit evidence on how you know planning consent is not required.

About your organisation (Section 1)

1.1 Please provide the name of the applying organisation

1.2 If you are a charity, please provide your Charity Commission Number

1.3 Provide a one paragraph description of your project, including why you want to do it. This text will be used in the Grants Awards document posted on our website should you be allocated a grant (maximum 140 words)

Your contact details

1.4 Full name

1.5 Address (including postcode)

1.6 Email address

1.7 Contact number

1.8 What is your role within this organisation?

(If you are not the Treasurer/ Secretary/ Chair, please provide their contact details)

2.7 How much will your proposed project cost in total? £

2.8 What is the amount of grant that you are applying for?

(Note: If your project is building works or improvements to green space, the maximum grant available is £8,000. If your project is delivering activities or services, the maximum grant available is £3,000.) £

Please provide a breakdown of these costs and clearly state what you are asking us to pay for.

Yes

No

N/A

2.9 If you are proposing a project to improve a community building or community space, do you own the freehold of the land/building OR a lease that cannot be brought to an end by the landlord for at least 5 years?

If you have answered "N/A" to the above, this means that your proposed project does not involve improvements to a building/outdoor space.

If you have answered "No" to the above, this means your application is not eligible at this time.

2.10 When do you anticipate spending the grant, if awarded?

Note this cannot be before a decision has been reached on your application.

2.11 What is the address, including full postcode, of the area where the project will take place?

Benefits/Impact to the wider community (Section 3)

The Council has four main priorities for funding. Please choose at least one priority and one outcome that your project is most likely to achieve. Refer to Appendix 2 in the grants policy to find out how we score this section.

Yes

No

3.1 PRIORITY: Health for all

Ensure digital inclusion and the use of new technology, assets and innovation

Provide activities to support Dementia Friendly East Herts, East Herts Social Prescribing Service (non-medical community based health solutions) and people who are tackling addictions

Enable all residents to take care of their mental health, achieve a healthy weight and stay active, but especially those affected by Covid 19

Respond to the adverse effects of Covid and aid recovery

In the box below, explain how your proposed project described in Section 1 will deliver the outcome(s) you selected above in a maximum of 500 words. Explain what difference will be made by this project not your existing service. You can use the space below or attach a separate sheet.

3.2 Priority: Community issues, including engaging and consulting.

Support residents experiencing loneliness or who are socially isolated or who find it difficult to interact with the community

Help residents come together to tackle an identified local problem

Create safer and resilient neighbourhoods

Use outdoor spaces and community buildings effectively, maximising their potential

In the box below, explain how your proposed project described in Section 1 will deliver the outcome(s) you selected above in a maximum of 500 words. Explain what difference will be made by this project not your existing service. You can use the space below or attach a separate sheet.

3.3 Priority: Arts and cultural activities that increase residents' wellbeing

Benefit people or groups that don't normally participate

Reconnect residents to local history and enhance pride in place

Bring different generations together

Engage with people from different faiths and black, asian and minority ethnic (BAME) backgrounds, supporting them to develop cultural opportunities they can enjoy participating in

In the box below, explain how your proposed project described in Section 1 will deliver the outcome(s) you selected above in a maximum of 500 words. Explain what difference will be made by this project not your existing service.. You can use the space below or attach a separate sheet.

3.4 Priority: Environmentally sustainable and accessible community buildings and green spaces

Reduce the carbon footprint of an asset or organisation

Enable a new activity or existing activity to expand

Increase usage of community buildings and outdoor spaces, making it as convenient as possible for more people to get involved in leisure

Create fit-for-purpose halls that are managed proactively to meet the needs and interests of local residents (community hub)

Please outline how and why you expect your proposed project described in Section 1 to help deliver the outcome you ticked above in a maximum of 500 words. Explain what difference will be made by this project not your existing service. You can use the space below or include a separate sheet. We will be scoring your answer.

3.5 How do you know there is a need for the project you described in Section 1 and 2?

Explain how you have consulted with potential beneficiaries. Including evidence such as survey feedback, supporting letters, expressions of interest will raise your score. Maximum 500 words. You can either use space below or include a separate page. Refer to Appendix 2 of the grants policy to find out how we score this question.

3.6 How will you share what you learn from delivering the project with other voluntary organisations and colleagues?

Maximum 150 words.

About your finances (Section 4)

Refer to Appendix 2 in the grants policy to find out how we score this section.

Yes

No

4.1 Have you received a grant(s) from East Herts before?

4.1.1 If yes, how much and when?

4.2 Is your organisation providing funds for the project?

4.2.1 If yes, please provide details

4.3 Have you received grants from any other organisation or individual for this project? If so, how much have you received from them?

4.4 Have you approached any other organisation or individual for a grant for this project? If so, please list grant making trusts you have applied to; amount requested and when a decision will be made

4.5 What is your approximate income for the coming year?

4.6 What is your approximate expenditure for the coming year?

4.7 Please provide a bank statement showing current balance.

4.8 Please explain why you are unable to fund the project yourself?

Limit 200 words.

4.9 If we award you a grant in full, how much more will you still have to raise?

£

ATTACHMENTS

Please ensure you have attached a copy of the following:

East Herts Councillor endorsement

Safeguarding policy (if your organisation works with children or vulnerable adults)

Health and safety policy (if you are proposing an event)

Evidence of planning permission (if applicable)

Bank statement showing current balance

Evidence that owner of building or space has approved the building work

Constitution / set of rules OR charity commission number

Two estimates or quotes for building works. Two quotes are required for each large item of equipment

Evidence that you have checked that planning permission from the council is not required (if you are proposing a building improvement project)

Quote 1

Quote 2

Any other documents to support application

How did you find out about the grants programme?

**“I confirm that the information I provided on this application is true and correct to the best of my knowledge.”
Please confirm you agree with this.**

Signature

Date

If this is the first time you have created a signature within Acrobat Reader, click on the signature box, follow the simple steps to create a new signature.

Data Protection Clause

For the purposes of current data protection laws, the information you supply the Council as part of your application will be used to assess and reach a decision on your application for a community grant. It will be retained as per our published corporate data protection policy which can be found on the East Herts Council Data Protection www.eastherts.gov.uk/dataprotection

From time to time, this information may be shared with other Council departments and/or outside partners to process your request as effectively as possible. Under the UK General Data Protection Regulation (GDPR), the lawful basis we rely on for processing this information is your consent (below) and you are able to remove this at any time by contacting Claire Pullen.

Please confirm you agree with this

If you are happy with your application, save this PDF and attach to your email and send to Grants.Admin@eastherts.gov.uk