

# Community COVID-19 Recovery Grant 2021

## Grants between £300 and £7,500

### 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.**

**This application is for the Community COVID-19 Recovery Grant Fund 2021 only.** Be sure to answer all questions and provide all the documentation. Incomplete applications will not be considered for a grant.

### **Terms and Conditions for a Health Protection Community COVID-19 Recovery Grant**

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 how many unique people attend activities and overall throughput
- 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 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 Community COVID-19 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 or another statutory organisation 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

Activities that take place outside East Hertfordshire

Items which benefit an individual

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 community or voluntary group 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

# Guidance Notes

Our Community COVID-19 Recovery Grant Fund is specifically set up to support community, voluntary, arts and sporting organisations which benefit the residents of East Hertfordshire. Applications focused in areas of deprivation or supporting vulnerable groups will be considered first.

## To apply for a Community COVID Recovery Grant, organisations must show they have been negatively impacted by COVID-19, lockdown and restrictions on social interaction

This grant is specifically for community and voluntary organisations to ensure they remain viable and sustainable whilst delivering support to residents who have been directly affected by the COVID-19 pandemic. This support could be in any number of ways, however you must show how your organisation has been affected by COVID-19 and how you have maintained support to the community for your application to be considered for funding.

## Organisations must demonstrate they support East Herts Council's grant priorities

To apply for a Community COVID-19 Recovery Grant 2021, projects must demonstrate how they meet at least one of the following priorities and how the changes they want to achieve will contribute to at least one of the council's outcomes.

### Health for all

We want to see projects that:

- 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

## Community issues, including engaging and consulting

We want to see projects that:

- 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 problem
- Create safer and resilient neighbourhoods
- Use outdoor spaces and community buildings effectively, maximising their potential

## Arts and cultural activities that increase residents' wellbeing

We want to see projects that:

- 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

## Environmentally sustainable and accessible community buildings and green spaces

We want to see projects that:

- 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)

## **Who can apply?**

### **Constituted groups:**

Any voluntary or community group or non-profit making organisation or social enterprise where profits are reinvested for community or social benefit can apply, including those already in receipt of funds. These groups must comply with the following conditions:

- Have 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 Equality Act 2010
- Have good governance in place; at least 3 unrelated individuals on the management committee
- Be financially viable with its own bank account (in the name of the group), that requires 2 unrelated people to authorise payments and make withdrawals
- Have obtained written endorsement from the East Herts Councillor representing the ward from which most of the beneficiaries will come. Find your Councillor by postcode <https://democracy.eastherts.gov.uk/mgFindMember.aspx>

### **Non-constituted groups:**

Informal / grass roots / non-constituted groups can apply. They must provide a Mentor Statement from the local East Herts Councillor representing the ward from which most of the beneficiaries will come. Find your Councillor by postcode <https://democracy.eastherts.gov.uk/mgFindMember.aspx>

## **What can be funded?**

This is an unrestricted fund for organisations which have been directly supporting the community during the COVID-19 pandemic. Examples of what can be funded include:

- Rent and rates
- Insurance
- PPE
- Equipment
- IT and subscriptions
- Covid-19 compliance

## **What cannot be funded?**

- Medical equipment
- Activities that have the sole aim of promoting a particular religion
- Organisations with beliefs that are challenging internal departments' decisions or are contradictory to the council's core values or whose sole aim is to promote a political belief
- A service that the state or another statutory organisation is obligated to provide such as capital projects in schools or improvements to roads
- Items which benefit an individual
- Land or building where ownership (freehold or eligible lease) is not yet established
- Purchase of items on behalf of another
- VAT that can be recovered
- Maintenance or minor repair work on buildings or spaces
- General fundraising campaigns
- Hardship where an organisation is in a crisis which requires a rapid response
- Commercial ventures
- Projects that take place outside East Hertfordshire

## **When can I apply?**

This is a one-off round of funding. Applications must be received by the advertised deadline.

## **How do I apply?**

All applications and associated documents (see page 5) must be submitted via email to [GrantsAdmin@eastherts.gov.uk](mailto:GrantsAdmin@eastherts.gov.uk), using the application form provided. If you are unable to provide documents to us via email, please contact Claire on 01992531459 or [claire.pullen@eastherts.gov.uk](mailto:claire.pullen@eastherts.gov.uk)

## **How much can I apply for?**

Applicants can apply for up to £7,500. There is some flexibility regarding the max grant under this funding stream. Please contact Claire to discuss your application if you require additional funds.

## **What documentation will I need to supply with my application?**

### **Constituted groups:**

- Written endorsement from the East Herts Councillor representing the ward from which most of the beneficiaries will come.
- Constitution (or set of rules) or link to this on your website
- A recent bank statement
- Two quotes for any items of equipment that cost more than £1,000
- Safeguarding policy including safe recruitment and training
- Health and safety policy (if you are proposing an event)

### **Non-Constituted Groups:**

- Completed Mentor Statement from the East Herts Councillor representing the ward from which most of the beneficiaries will come.
- Two quotes for any items of equipment that cost more than £1,000
- Basic financial information held by the group (if any)

## **How will my application be assessed?**

Applications will be assessed by an Officer grant panel and will be scored according to how well they meet the following criteria:

- Delivering in an area of disadvantage or supporting vulnerable groups
- Detailed delivery plan and the extent to which you work in partnership with other organisations
- The sustainability of your organisation
- The efforts to match fund
- Impact and benefit to participants / supporting the Council's priorities
- The extent to which your organisation met a community need during the pandemic without duplicating services

Please note that we will be unable to assess any application where mandatory questions are not completed or the supporting paperwork is not submitted. In the instance that an incomplete or ineligible application is submitted, you will be advised that your application is not eligible for funding. This will not prohibit you from applying in future.

## **Who do I contact about this grant?**

Please contact Claire Pullen, Housing and Health Projects Officer (Community Wellbeing and Partnerships) regarding this grant scheme and your application.

Email: [claire.pullen@eastherts.gov.uk](mailto:claire.pullen@eastherts.gov.uk)

Telephone: 01992531459

# About your organisation (Section 1)

## 1.1 Name of the applying organisation

## 1.2 Address of organisation, club or group making this application

**Address:**

**Postcode:**

**Phone Number:**

**Mobile:**

**Email:**

**Website:**

## 1.3a Is your organisation      **constituted**      **non-constituted?**

(A constituted group has a governing document such as a constitution, a committee and a bank account, a non-constituted group is an informal or grass roots community group currently without a governing document, committee or bank account but who may wish to become constituted at a later time)

## 1.3b What type of organisation are you?

**Registered charity**

**Not-for-profit charitable company/ Company limited by guarantee**

**Club or other form of association**

**Other**

**Charity number**

## 1.4 What is the name of your application? This text will be used in the Grants Awards document posted on our website should you be allocated a grant (maximum 50 characters)

**1.5 What are your organisation/ group's main services or activities?**

## **Your contact details**

**1.6 Full name**

**1.7 Address** (including postcode)

**1.8 Your email address**

**1.9 Your contact number**

**1.10 What is your position or involvement with the organisation, group or club making this application?**

**1.11 Provide the names and contact details of other officers on the committee.**

(Note: you must have at least 3 unrelated individuals on the committee to be eligible.)

## About your application (Section 2)

Yes No

- 2.1 Were you able to stay open and deliver services (that contributed to the wellbeing of East Herts residents) during the pandemic even if these were different or reduced compared to those you delivered before March 2020?**

If yes, describe your activities during 2020/21.

- 2.2 How many East Herts residents benefit from your organisation's activities each year?**  
Please explain in text box below

- 2.3 What age group does your application primarily target?**

General population, not targeting a specific age

Under 5s (pre-schoolers and carers)

Pensioners

Primary school children

Teenagers

Working age adults

**2.4 Please tick which group of people from this list of protected characteristics your application primarily targets? (For more information on our Grants Equalities Impact Assessment see the Council's website.)**

General population

People with long term health conditions / disabilities

People who are transgender or who have undergone gender reconstructive surgery

Pregnant women and mothers

People from black, asian, minority ethnic backgrounds

People from certain religions (Note: The council will not provide grants that have the sole aim of promoting a particular religion)

Adult men      Adult women

People who are Lesbian, Gay, Bisexual, Transgender or Questioning

People who are married or in a civil partnership

**2.5 How will the activities detailed in your application continue once the grant has been spent?** Refer to Appendix 2 in the grants policy to find out how we score this.

**2.6 Please give details about your delivery methods include details about how you are working in partnership with other organisations or groups?**

**2.7 What areas do you require funding for? (Please tick all that apply)**

Rent and rates

Insurance

PPE

Equipment

IT / subscriptions

Covid-19 compliance

Other, please specify

**2.8 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

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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

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

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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. Be sure to explain what difference will be made and - if purchasing equipment - how this is essential to achieving your aims. 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

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Help residents come together to tackle an identified local problem

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Create safer and resilient neighbourhoods

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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. Be sure to explain what difference will be made and - if purchasing equipment - how this is essential to achieving your aims. 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

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Reconnect residents to local history and enhance pride in place

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Bring different generations together

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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

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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. Be sure to explain what difference will be made and - if purchasing equipment - how this is essential to achieving your aims. 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

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Enable a new activity or existing activity to expand

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

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

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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. Be sure to explain what difference will be made and - if purchasing equipment - how this is essential to achieving your aims. 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 services or activities 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. 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 What are the long term benefits of your organisation's activities to East Herts residents?**

## **About your finances (Section 4)**

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

**4.1 Please outline the current financial setup of your organisation/group:**

**4.2 What impact will this COVID-19 grant from East Herts Council have on your organisation / service?**

**4.3 How much money are you applying for from the COVID-19 Recovery Grant Fund 2021? £**

**4.4 How much of your OWN money are you putting in to continue to deliver services? £**

**4.5 Please provide a budget breakdown of all costs related to your Community COVID-19 Recovery Grant application only:**

Budget breakdown – please list costs	Amount - £
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**4.6 Have you successfully accessed the government's job retention (furlough) scheme?** Yes

No, not required

No, not eligible

**4.7 Have you received any grants to support your organisation / group since March 2020?** Yes

If yes, please give details No

**4.8 What is your approximate income for the coming year? £**

**4.9 What is your approximate expenditure for the coming year? £**

## **ATTACHMENTS - Constituted groups**

Please ensure you have attached a copy of the following:

Written endorsement from the East Herts Councillor representing the ward from which most of your beneficiaries will come

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Constitution (or set of rules) or link to this on your website

A recent bank statement

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Safeguarding Policy including safe recruitment and training

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Two quotes for any items of equipment that cost more than £1,000

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

## **ATTACHMENTS - Non-constituted groups**

Please ensure you have attached a copy of the following:

Completed Mentor Statement from the East Herts Councillor representing the ward from which most of the beneficiaries will come

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Two quotes for any items of equipment that cost more than £1,000

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Basic financial information held by the group (if any)

## **Declaration**

**"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](http://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**