

East Herts Grants 2023-24

Advice and Guidance

This document gives details of the funds available:

- Community Grants
- Cultural Activities Grants
- Environmental Sustainability Grants

This document contains the following sections:

- Priorities (pages 1-3)
- Eligibility criteria – please note and additional requirements for the different grants (pages 4-6)
- What we cannot fund – (page 7)
- Grant conditions – (page 8)
- The assessment process – (page 9)
- Outputs and Outcomes – (page 10-11)
- When you will hear whether your application has been successful – (page 11)

Your application will be assessed against how well it addresses one or more of the council's priorities.

Priorities

Community Grants	Cultural Activities Grants	Environmental Sustainability Grants
• involve residents in delivering community health and wellbeing projects including food banks and similar projects which benefit those most in need	• reacting and adapting to the growing population – Developing cultural opportunities in new and changing communities • addressing participation and problems associated	• low/zero carbon infrastructure – examples being: ◦ Buildings – LEDs, wall or roof insulation, heat-loss reduction measures including draft

• encourage communities to identify a local physical and/or mental health and wellbeing issue and address it together • promote environmental sustainability activities which encourage individual and community changes of attitude and behaviour • help community buildings and venues to become more environmentally sustainable • bring different generations together • enable young people and families to take care of their mental health, achieve a healthy weight and stay active • support residents experiencing loneliness, isolation, domestic abuse, cost-of-living or employability challenges, or those who find it difficult to	with deprivation - Improve access to arts and culture for those experiencing relative deprivation. • combatting isolation- Develop opportunities for arts and culture to bring people together to reduce loneliness and improve health and wellbeing. • promoting civic pride and community safety - Develop opportunities for arts and culture to promote community safety and civic pride. • enabling young people to thrive- Increase cultural opportunities for, and engagement with, young people. • improving proximity and availability of culture - Improve accessibility of opportunities to access arts and cultural activities across • recognising the challenges of the pandemic - Use lessons learned through COVID19 to build on our cultural offer	exclusion, doors, windows and thermal window dressings, thermostats, renewable energy sources, associated heating system upgrades, renewable energy storage, infrared panels where renewable energy is technically or cost prohibitive and current systems are carbon intensive, support towards renewable energy tariffs. ○ Transport – electric vehicle charging points, bicycle racks. • decarbonisation plans – energy performance certificates with retrofit guidance or full, technical decarbonisation plans
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interact with the community • support those that the council doesn't typically engage with very well or those who prefer face-to-face contact • use outdoor spaces and community buildings more effectively, maximising their potential • provide activities to support Dementia Friendly East Herts • create safer and resilient neighbourhoods which promote community belonging • use health and wellbeing activities as a way of widening access to arts and culture, especially among those who haven't participated in the past.	• adapting to climate change	if demonstrably justified for further grant applications, for example. • community initiatives – eco fairs, e-v demonstrations, community carbon reduction group or project support, heat cameras, promotional materials.
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Your application will be assessed against how well it addresses one or more of the council's priorities.

***Note:** The Cultural Activities Grants and Environmental Sustainability Grants are being funded through the UK Shared Prosperity Fund, a central pillar of the UK Government's Levelling Up agenda. Applicants to these income streams should therefore take note of the nationally prescribed Outputs and Outcomes which the Levelling Up agenda is designed to achieve. Details of these are included at the Outputs and Outcomes pages 10-11.

Eligibility criteria– for all applicants

To be eligible for consideration for a grant, the body applying **must**:

- be proposing a project that will operate within East Hertfordshire, for the benefit of residents of the district
- be (a) a constituted voluntary organisation, (b) a not-for-profit organisation, (c) an individual or informal group (with no legal status) with an agreed East Herts Council councillor acting as a mentor or (d) a town or parish council
- be financially viable with its own bank account that requires two unrelated people to authorise payments and make withdrawals. The account must be in the name of the organisation applying. In the case of individuals or informal groups (with no legal status), the council and East Herts Council councillor mentor must be satisfied of the probity of the individual's or informal group's financial arrangements
- have good governance in place including a committee or board of directors that includes at least three unrelated individuals. In the case of individuals or informal groups (with no legal status), the council and East Herts Council councillor mentor must be satisfied of the proposed governance of the management of the grant and the grant-funded project itself
- if applicable, own the freehold, or lease that cannot be ended within five years of completion of works, of the land or building subject to the proposed works/equipment and, if applicable, demonstrate that the relevant permissions are in place, including planning if applicable, to complete the works.
- be in keeping with the council's commitment to celebrating equality and diversity and the council's Equalities Duty under the Equality Act 2010

Additional eligibility criteria for Community Grants ONLY

The project for which the grant is being sought must:

- have the written endorsement of an East Herts Council councillor representing the area from which most of the residents who would benefit from the activity come. In cases where an East Herts Council councillor is a member of the

applying organisation and there is no other ward member, then the East Herts Council Executive Member for Communities may endorse the application.

Please use the **written endorsement form** and submit with your online application form.

Note: The Executive Member for Communities cannot endorse an application from an organisation which they are a member of; another councillor from the same ward may endorse the application in these circumstances or, if there isn't another ward member, a councillor for a nearby ward may endorse the application

- be capable of being completed within a year of the grant being awarded
- commit to ensuring a legacy beyond the lifetime of the council's funding so that the benefits to the community can continue. This legacy could, for example, take the form of:
 - continuation of the activity without council support
 - a community social media group or newsletter being set up
 - a fundraising element which helps a group to give back to the community
 - an environmental activity that continues after the initial project outreach.

Eligible costs which can be applied for

- hire costs, publicity materials, travel and small items of equipment
- building works and improvements to community assets that result in high quality, accessible sports or community facilities or accessible outdoor spaces
- large items of equipment, including digital assistive technologies
- delivery costs of an activity/service including staff costs. If the grant sought is for an existing service, the applicant must show how the grant would develop and extend the provision and enhance what is being offered
- volunteer training
- fees to bring in additional expertise.

Additional eligibility criteria for Cultural Activities and Environmental Sustainability Grants ONLY

Only projects in the East Herts area will be eligible for this funding.

This funding cannot be used to fund or part fund:

- Eligible costs incurred before Apr 2023 or after March 2025
- Educational settings
- Religious or political groups
- Recoverable VAT

What we cannot fund

East Herts Council will not provide grants for:

- organisations with the primary purpose of and/or beliefs that are challenging of East Herts Council's decisions or are contradictory to the council's core values*
- organisations whose sole aim is to promote a political belief*
- projects that have the sole aim of promoting a particular religion
- general fundraising campaigns
- a service that the state is obligated to provide
- works to land or buildings where ownership (freehold or eligible lease) is not held by the applicant
- building projects that have already started, though we may fund a later stage of a building project that is not dependent on an earlier stage
- maintenance or minor repair work on buildings or spaces
- purchase of items on behalf of another
- hardship where an organisation is in a crisis which requires a rapid response
- commercial ventures
- purchase of specialist medical equipment
- VAT that can be recovered.

* If the applicant proposes to work with another organisation to deliver the project and the council believes the other organisation would be ineligible on these grounds, the application will be ineligible.

Grant conditions – for all applicants

The council reserves the right to attach any reasonable conditions to an offer of grant. The applicant will be required to agree to the grant conditions to receive the grant. It is anticipated that, as a minimum, each grant recipient will be required to:

- provide evidence of suitable safeguarding and/or health and safety policies and arrangements depending on the nature of the project
- provide suitable monitoring statistics to the council
- clearly display and make known that the project is proceeding due to the financial support of the council
- allow the council to make any periodic checks or audits to ensure its grant is being / has been appropriately used in line with the application.
- Grant monies awarded may only be spent on activities described in the application and in accordance with the criteria
- Any unspent funds must be returned to the Council.
- Details supplied which are later proved to be incorrect may prejudice a subsequent application
- In addition to this any publicity or branding must also include the East Herts logo where possible

Additional Cultural Activities Grants and Environmental Sustainability Grants conditions

- The Council will require details of outputs and outcomes achieved in each calendar quarter by the end of the following month
- The Council will require an explanation of how the grant was spent, and the provision of all invoices, receipts, and payments within one month ends of each calendar quarter
- Any publicity or branding on the project must adhere to UKSPF branding guidelines, details of which can be found here: [UK Shared Prosperity Fund: branding and publicity \(6\) - GOV.UK \(www.gov.uk\)](#)

The assessment process

There are two stages:

Part One assessment: validation and eligibility

- **Application validation** – This determines whether the application has been fully completed, with all the necessary supporting documents attached.
- **Application eligibility** – The application is assessed to make sure it meets the eligibility criteria listed in this policy. This includes a financial assessment in two parts:
 - a) a check of whether the applicant organisation is financially sound and its finances are subject to the necessary governance as listed in the eligible requirements in this policy
 - b) a check on whether the level of grant being sought is realistic given the project's aims and activities.

Only those applications passing the Part One assessment will proceed to the Part Two assessment.

Part Two assessment – project assessment

All valid and eligible applications will be assessed on the basis of how well the project meets the council's priorities and additional weighting factors.

Additional weighting

Applications will receive additional weighting through the assessment process if they address one or more of the following as well:

- include evidence that the application has been developed with the involvement of the community / anticipated beneficiaries
- focus on reaching residents in the pockets of relative health inequalities across East Herts. These **Wards and areas in East Herts that experience health inequalities** will be listed in the application form for the **Community Grants only**.
- are from organisations that have not received a grant from the council in the last two years.

Outputs and outcomes

Community Grants

Please download the Outputs and outcomes form for returning these measurements on completion of the project.

Cultural Activities and Environmental Sustainability Grants

Why we need grant recipients to provide monitoring information

The council is using public money to fund the grants we are making. We therefore need to make sure we are making effective use of the money. So, if your application is successful, you will need to provide monitoring information as a condition of the grant award.

The council is using money made available by the government as part of the UK Shared Prosperity Fund to fund the cultural activities and environmental sustainability grants so it is particularly important that we are able to report to the government that, overall, we have delivered the outputs and outcomes the government wishes to see.

For all grants, we will need grant recipients to provide some specific monitoring information.

We can help

We recognise that it can be difficult to monitor the output and outcomes of projects so we will provide grant recipients with support and advice on how best to collect the monitoring information required.

What we will do if you don't provide monitoring information

As a grant recipient, you must agree to provide the information required as a condition of the grant. If you don't agree to this, unfortunately we cannot make a grant to you. If you agree to provide the information but then do not do so, we will withhold any unpaid grant funding and/or reclaim any monies already paid to you.

The type of monitoring information we will ask for

Depending on the details of your project, we will require you to provide monitoring statistics on some or all of the following measures.

- How local *separate* events have you run with the council's grant?
- Taking together all the events and activities funded with the council's grant to you, how many people have taken part?
- Based on how you used the council's grant, how many people reported to you that they saw an improvement in the facilities and/or amenities you provide?
- Has there been an increase in the number of users of your facilities and/or amenities? If so, what are the before and after figures?
- How many volunteers has the council's grant enabled to you provide opportunities for?
- How many separate low/zero carbon infrastructure measures have been installed as a result of your council grant?
- How many decarbonisation plans, including Energy Performance Certificates, have been produced as a result of your council grant?
- What is the estimated reduction in CO₂ equivalent emissions as a result of your council grant?

We reserve the right to include other monitoring requirement not listed above in the grant conditions for your project. We will always discuss our requirements with you and offer support and advice on how to gather the information.

The community grants are funded by East Herts Council. The cultural activities and environmental sustainability grants are funded by the UK government through the UK Shared Prosperity Fund. East Herts has received £1.7m from this fund over the next 3 years. The UK Shared Prosperity Fund is a central pillar of the UK government's Levelling Up agenda and provides £2.6 billion of funding for local investment by March 2025. The Fund aims to improve pride in place and increase life chances across the UK investing in communities and place, supporting local business, and people and skills. For more information, visit <https://www.gov.uk/government/publications/uk-shared-prosperity-fund-prospectus>

Notification of successful or non-successful application

An email notification will be sent eight to ten weeks after the application deadline to notify the applicant of the outcome of the submitted application.