**HERTSMERE BOROUGH COUNCIL**

**COMMUNITY GRANTS – 2024/25**

**GUIDANCE NOTES**

In order to reflect the aspirations set out in the new [Hertsmere Vision, Delivering Better Futures document](https://www.hertsmere.gov.uk/Your-Council/Official-Publications--Guides--Policies/Corporate-Plan.aspx), the Council’s Community Grants Scheme for 2024/25 is encouraging applications for funding up to £2,500 from voluntary and community groups to support initiatives which celebrate our diverse communities and promote inclusion as well as those involving creativity in its widest sense.

These notes should be read alongside the application form which is available for download from our website here: [Community Grants 2024/25 – Hertsmere Borough Council](https://www.hertsmere.gov.uk/Community/Community-Information/Community-Grants.aspx)

These notes will help you fill in your application form so please read them carefully. Applications may not be considered if incorrect or incomplete information is supplied. If you have any queries please contact Catriona Briggs, Corporate Support Officer at Hertsmere Borough Council on 020 8207 2277 or email [grantapplications@hertsmere.gov.uk](mailto:grantapplications@hertsmere.gov.uk)

**What can we apply for?**

Grants of up to £2,500 are available and funding may cover revenue or capital costs as a ‘one-off’ grant for equipment, a specific project, event or programme of events.

**What can we spend the money on?**

We are particularly looking for projects and initiatives which contribute to the achievement of the following commitments from the Hertsmere Vision document:

* Celebrate our heritage and identities
* Promote creativity and the arts

Further information on these commitments is available from the Hertsmere Vision on our website: [Hertsmere Vision 2024-27](https://www.hertsmere.gov.uk/Documents/11-Your-Council/Official-Publications--Guides--Policies/Hertsmere-Vision-2024-27.pdf)

Some examples of possible applications are set out below, but any applications which can demonstrate how they will support the achievement of the above commitments will be considered:

* Projects to support a particular group covered by the protected characteristics set out in the [Equality Act 2010](https://local.gov.uk/equality-act-and-protected-characteristics)
* Projects which celebrate our diverse community through creativity or culture
* An inclusive event or celebration
* Capital expenditure to increase accessibility of existing services/ groups/ projects to the whole community
* Events or projects with a focus on creativity in its widest sense

All applications must demonstrate that they engage with or benefit Hertsmere residents and applications with match funding will be considered favorably, but this is not essential.

**Who can apply?**

* Applications will be accepted from organisations that are volunteer led or operated on a not-for-profit basis, such as, but not limited to:
  + registered charities (that have a charity number)
  + un-registered charities (with income under £5,000), constituted groups or clubs (e.g. including children, youth and the elderly, etc)
  + Community Interest Companies (CIC) or Community Interest Organisations (CIO)
  + social enterprises
  + sports clubs
  + resident groups and clubs
  + schools and academies (providing the activity is beyond their statutory responsibilities)
  + faith based organisations (where they are including the wider community)
  + parish, town and community councils (on condition that the funding is for something that provides additionality)
* Organisations must be formally constituted and demonstrate good governance including a Management Committee or Board of Trustees that are not all immediately related.
* Organisations must be able to demonstrate financial viability by providing details of income and expenditure in the form of accounts and, where relevant, demonstrate compliance with previous grant conditions. Funds may not be paid to those organisations whose accounts show a surplus / balance of £10,000 or more as it may be deemed that insufficient need has been demonstrated, unless a reason has been given for the carrying forward of funds.
* Organisations should have an open-door membership policy and provide services that are accessible to all. This does not preclude single focus organisations from applying as long as they can demonstrate that they comply with the Equality Act 2010. Organisations must supply a copy of their Equalities Policy.
* Organisations must benefit the residents of Hertsmere in line with the core principles as set out in section 3 above with priority given to projects where the majority of the beneficiaries are Hertsmere residents. Applications from countywide, regional or national organisations will be considered where the service/project delivered will specifically benefit the people of Hertsmere.
* In the case of projects that involve working with children, young people or vulnerable adults, the group or organisation must:
  + - * Have a safeguarding policy.
      * Have completed DBS checks as appropriate.
      * Have undertaken safeguarding training as necessary.
* In the case of projects that involve work on a building or outdoor space, the group or organisation must:
  + - Own the freehold of the land or building, or have a lease which cannot be brought to an end by the landlord for at least five years after the work has been completed.
    - Have the relevant permissions/ licences in place (e.g. planning consent).

**Applying more than once?**

We will accept applications from organisations who have previously received support from Hertsmere Borough Council. We will consider a further award if:

* We have received a completed evaluation form for the previous grant and
* The applicant is applying for funding for a ‘new’ project
* The organisation and the project meets the eligibility criteria for the open scheme

**Completing the application form**

* Please complete ALL sections of the form - leave no sections blank.
* When making your application, remember the council will only consider requests for specific sums. General appeals for funding without a cost breakdown or situations where the council is left to determine the implied amount of the grant are not normally considered.
* When completing question 9, please provide a breakdown of the amount applied for and where applicable, provide examples of what is being purchased.
* If your latest accounts show a surplus of £10k or more it is unlikely that a grant will be paid in full or even in part as insufficient need was demonstrated. If there is a reason for the carrying forward of funds, or if funds are earmarked for specific expenditure, please explain the position in question 5.
* The latest full year income and expenditure must be summarised in question 4. All accounts relating to the organisation must be disclosed, not just those relating to the specific purpose associated with your application. Please also provide a copy of your latest full year accounts with your application.

**Supplementary information required with your application:**

**All Applications**

* A copy of your constitution
* A copy of your equalities policy
* A copy of your safeguarding policy (Evidence of DBS checks should be available on request)
* A copy of your organisation’s latest full year accounts
* In the case of a new organisation, we will accept projected costs and expected income for at least one year.

**Conditions of grant**

* All organisations must have a bank account in the organisation name which requires two signatures. Payments will not be made to individuals.
* Your organisation must acknowledge the support of Hertsmere Borough Council in its promotional material, such as our logo.
* The council reserves the right to attach special conditions to your grant. Any special conditions will be explained in your notification of grant letter.
* If you are applying to other funding organisations for match or part funding, the borough council may make any grant awarded conditional on the success of these other applications.
* All applicants working with children or older or vulnerable adults should be able to provide evidence that there are current Disclosure and Barring Service (DBS) checks in place. Safeguarding policies must be provided.
* Your organisation must use the grant aid within the same financial year it was awarded. The council will usually claim back any grant not spent during the year for the purpose of which it was given. If the grant is ear-marked for a particular project and that project is delayed, permission must be given for the money to be transferred to the next financial year.
* Hertsmere Borough Council will publish information relating to types and numbers of applications received along with names and the amounts awarded to successful applicants.

**Evaluation**

* All successful applicants will be required to account for how the money has been spent by completing a short form describing the project and it’s outcomes. You will also be required to detail how the funding was allocated. Copies of receipts and purchase orders should be kept on file for audit purposes.
* You will be asked to forward to us any **publicity and photographic evidence** upon completion of the project/purchase via email to liz.gore@hertsmere.gov.uk. Please note that it is your responsibility to obtain the relevant consents to use photographs.

**Remember to…**

* Complete the application fully, leaving no parts blank.
* Provide a copy of your constitution.
* Provide a copy of your Equalities Policy.
* Provide a copy of your Safeguarding policy and be able to provide copies of current DBS checks when asked.
* Provide a copy of your latest full year accounts or financial projection
* Where available, please supply a copy of your latest annual report

**Return your completed application form by 5pm on 28th June 2024 to** [**grantapplications@hertsmere.gov.uk**](mailto:grantapplications@hertsmere.gov.uk)

Updated: May 2024