



## HERTSMERE BOROUGH COUNCIL COMMUNITY GRANTS – 2021/2022

### Guidance Notes

These notes will help you fill in your application form so please read them carefully. Applications may be rejected if incorrect information is supplied. If you have any queries please contact Liz Gore, Policy Manager at Hertsmere Borough Council on 020 8207 7801 or email [liz.gore@hertsmere.gov.uk](mailto:liz.gore@hertsmere.gov.uk)

### What you can apply for

The Council recognises the impact that the Coronavirus Pandemic has had on the local community and particularly on the local voluntary and community sector. To reflect these additional challenges, for 2021/22 the grants programme is being delivered in three separate funding streams as follows:

#### **Stream 1. Applications up to £3,000:**

Funding for projects or services that support the local community by focusing on issues exacerbated by the pandemic such as Food Poverty, Mental Health, Domestic Abuse, Physical Activity and Social Isolation, Substance Abuse and Homelessness

*The panel will consider applications that can include: staff costs, capital equipment, venue hire, volunteer costs and also a reasonable contribution to overheads.*

#### **Stream 2. Applications up to £3,000**

Funding to support organisations to re-open safely or change how they deliver services due to the pandemic.

*The panel will consider applications that can include: additional staff costs, capital equipment (including PPE), venue hire and volunteer costs. Specific amounts and costings must be provided for all of the above; requests for general amounts will not be considered.*

#### **Stream 3: Applications up to £7,500**

Funding to support organisations who were directly involved in service delivery to Hertsmere residents throughout the pandemic but are now facing financial difficulties.

*The panel will consider applications that include a contribution to running costs such as rent, rates, insurance, PPE and other COVID-19 compliant infrastructure. Specific amounts and costings must be provided for all of the above; requests for general amounts will not be considered.*

*NB: There is limited flexibility regarding the cap on applications under this funding stream. Please contact Liz Gore ([liz.gore@hertsmere.gov.uk](mailto:liz.gore@hertsmere.gov.uk)) to discuss your application if you require additional funds over £7,500.*

### Completing the application form

- Please complete ALL sections of the form - leave no sections blank. Please avoid references to “see attached” as much as possible.
- Your organisation must, in making this application, be capable of demonstrating that it provides a social or other service that is clearly beneficial to Hertsmere residents and matches one or more of the council’s objectives. Applications will be prioritised from those organisations who can clearly demonstrate this.

- 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 1, please provide a detailed 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 restricted for specific expenditure, please explain the position in question 11.
- The latest full year accounts must be summarised in question 10. All accounts relating to the organisation must be disclosed, not just those relating to the specific purpose associated with your application. You must submit a copy of your organisation's latest full year accounts. In the case of a new organisation, you must provide us with a business plan showing your projected costs and expected income for at least one year. No application will be considered without this information.
- Your organisation must have its own bank account which requires two signatures. Payments will not be made to individuals.

### **Additional information for applications under Funding Stream 3:**

Organisations applying under Funding Stream 3 must demonstrate the following:

- Under Question 1: Describe the financial situation that they are currently facing and why support from this fund is essential to their ongoing ability to deliver services and support borough residents. Provide details of how the funding applied for will be spent.
- Under Question 8: demonstrate that they were able to provide services/support their client group throughout the pandemic, even if this was in a different or reduced way
- Under Questions 5 and 6: demonstrate that they have applied to other sources of funding.

### **Conditions of grant**

- Your organisation must acknowledge the support of Hertsmere Borough Council in its promotional material, such as our logo. It is important to let people know where the council's community grants are being spent and to encourage others to apply. This includes acknowledging us in any publicity related to the work that the grant has contributed towards. 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](mailto:liz.gore@hertsmere.gov.uk). Please note that it is your responsibility to obtain the relevant consents to use photographs.
- The council reserves the right to attach special conditions to your grant. Any special conditions will be explained in your notification of grant letter.
- All successful applicants will be required to account for how the money has been spent, and provide copies of all relevant receipts and purchase orders.
- 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 vulnerable adults will be required to provide evidence that there are current Disclosure and Barring Service (DBS) checks in place (this replaced CRB checks). Relevant child and/or vulnerable adult protection policies will also need to 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, 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.

## Why some requests are rejected?

If your request is rejected it will be for one of the following reasons:

- Insufficient need was demonstrated.
- Insufficient information was provided.
- The application was invalid, for example applicant is a profit-making organisation.
- The application was considered to promote a specific political interest or cause in the local area which does not have broad public appeal.

## Remember to...

- Complete the application fully, leaving no parts blank.
- Provide a copy of your constitution or aims.
- Provide a copy of your latest full year accounts or financial projection.
- If appropriate, provide copies of child / vulnerable adult protection policies and confirmation of current DBS checks
- Provide a copy of your Equalities Policy.
- Provide a detailed breakdown of the sum applied for, listing individual items and their cost supported by examples.

Updated: May 2021