

King's Coronation Celebration Grants - Guidance



The aim of this Celebration grant is to help residents of Hertsmere to celebrate the Coronation of King Charles III in May 2023.

We would like as many people as possible to take part – whether that's to celebrate with your community group, organise a street party as part of ['The Big Coronation Lunch'](#) or to support your community through ['The Big Help Out'](#). However you choose to celebrate there may be a grant for you.

Who is eligible to apply?

- Any properly constituted group, club or organisation, which is based in, or operates for the benefit of, residents of Hertsmere.
- All organisations, groups or clubs must also have a bank account that requires at least two signatories and must not be profit making.
- Town and Parish Councils, sheltered housing schemes and faith groups are also able to apply.

How do we apply?

You can find the application form on our website. It's short and simple. Please tell us a bit about your group or organisation, some information about your planned event and how you intend to spend any grant you receive.

Applications will be accepted, considered and approved on a rolling basis from the 21st February 2023 until the 7th April 2023.

How much can we apply for?

You can apply for up to £500. Applications which include match funding will be considered favourably, but this is not essential.

What can we spend the money on?

The funding can be used for a get together with your group or organisation, to support street parties or to organise and/or provide equipment for local volunteering events held on or around the 6th- 8th May 2023 to coincide with the national celebrations.

Nationally, the public are being encouraged to take part in two specific parts of the celebration:

The **Coronation Big Lunch on the 7 May** will encourage communities to come together, celebrate their connections and get to know each other better, bringing the Coronation festivities into the heart of every community. [Further information can be found on the Big Lunch website.](#)

The **Big Help Out on the 8 May**, will provide an opportunity to reflect the legacy of His Majesty's service and showcase the impact of volunteering within communities. People across the UK will be able to get involved in events organised by national charities or by registering their own local event. [Further information on how you can get involved can be found on The Big Help Out website.](#)

Information on the wider celebrations can be found on the Royal Family website: [Coronation Weekend plans announced | The Royal Family.](#)

Visit from the Mayor or Deputy Mayor

If you would be interested in having either the Mayor or Deputy Mayor of Hertsmere visit your event, please tick the box on the application form. We will then contact you for further details and to see whether a visit can be arranged.

Further guidance

Further information and guidance on hosting an event can be found using the links below. Please ensure that your event has all the relevant permissions but do contact us if you have any concerns or queries regarding this.

- Hertsmere Safety Advisory Group: [Organising an event - Hertsmere Borough Council](#)
- Hertfordshire County Council Highways: [Close a road for a street party or special event | Hertfordshire County Council](#). Please note the deadline for applications for a Road Closure is now **26 March 2023**.
- How to organise a Street Party – Government Guidance: [Your guide to organising a street party - GOV.UK \(www.gov.uk\)](#)
- Guidance on holding a '[Street Meet](#)' – an even easier way to bring neighbours together.

What will we not fund?

- The funding cannot be used for fireworks or firework displays.
- We will not fund services, activities or items that you buy before your grant is approved.

How will the grant be paid?

If you are successful, your funds will be paid electronically by BACS. In order to register on the Council's financial system you will need to provide **ONE** of the following pieces of information about your organisation:

1. Letter on company headed paper signed and dated.
2. Copy of current bank statement. (transactions to be redacted)
3. Screen shot from Internet banking (transactions to be redacted)
4. Copy of cheque book or bank card etc.

You will receive further information about these requirements if your application is successful.

Evaluation requirements

You will be asked to complete a short evaluation and share pictures of your event with us after the Coronation weekend. You will receive more information about this if you are successful.

APPLICATION CHECKLIST

If you **have NOT** applied to the Borough Council for funding for the 2022/23 financial year please also provide:

- A copy of your constitution.
- A copy of your safeguarding policy (if appropriate)

ALL COMPLETED APPLICATION FORMS SHOULD BE RETURNED TO
grantapplications@hertsmere.gov.uk BY 7 APRIL 2023 AT THE LATEST

For further information or any support with completing your application form please contact Liz Gore, liz.gore@hertsmere.gov.uk