

Community Grants Application Form

Important: Please read the **Frequently Asked Questions (FAQs)** and Grants Policy before completing this form as it will help you have a more successful application. The FAQs will also explain how we score applications. If you are still unsure if your project is eligible, contact us on 01279 655261 and ask for Claire Pullen, Housing and Health Projects Officer.

General Terms and Conditions for community grants

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 your project/activity and collect data that is relevant to the health and wellbeing outcome(s) you choose so you can judge whether you have been successful and report back to the council

Checking your eligibility

I have read the FAQs 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 grant from East Herts Council, please answer the following questions about your project.

Does your project include?

Yes No

Promotion of a particular religion or political belief

A service that the state 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

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 volunteer-led or delivering on a not-for-profit basis

Implements equal opportunities / or an open door policy

Has good governance in place; at least 3 unrelated individuals on the management committee

Has a bank account in its own name

Has obtained endorsement from the relevant East Herts Councillor

Yes

No

Does your project involve work on a building or outdoor space?

If you answered "Yes" to the above, are the relevant permissions in place (i.e. planning consent, permission from owner)

N/A

*

* If you answered "No" to the above question, you are not eligible for a grant. You will need to obtain the necessary permission and reapply.

About your organisation (Section 1)

Please provide the name of the applying organisation

If you are a charity, please provide your Charity Commission Number

Please provide a brief description of your proposed project (maximum 140 characters)

Your contact details

Full name

Address (including postcode)

Email address

Contact number

What is your role within this organisation?

(If you are not the Treasurer/ Secretary/ Chair, please provide their contact details)

About your project (Section 2)

Eligible projects are those starting 8 weeks or more after the application deadline.

2.1 When will the proposed project or activity start?

2.2 Please provide an approximate number of people this will benefit

How much will your proposed project cost in total?

(Note: If your project is building works or improvements to green space, the maximum grant available is £8,000. If your project is delivering activities or services, the maximum grant available is £3,000.)



2.3 What is the amount of grant that you are applying for?

Amount you are requesting:

£

Please provide a breakdown of these costs and clearly state what you are asking us to pay for.

Yes

No

N/A

2.4 Do you own the freehold of the land or building or a lease that cannot be brought to an end by the landlord for at least 5 years?

If you have answered "No" to the above, please provide more information

2.5 When do you anticipate spending the grant, if awarded?

Note this cannot be before a decision has been reached on your application.

2.6 What is the address, including full postcode, of the area where the project will take place?

Benefits to the wider community (Section 3)

Please choose from the list below at least 1 outcome that your project is most likely to achieve. Explain in detail what you will do and what difference will be made.

PRIORITY: HEALTH. Physical activity and healthy nutrition, preventing and delaying the onset of illness, reducing obesity and keeping people healthy and active through:

Yes

No

3.1 Tackling social isolation – supporting those suffering from loneliness or social exclusion or those who find it difficult to interact with the community

Please outline how and why you expect your project to help deliver the outcome you ticked above in a maximum of 1,000 characters. You can use the space below or include a separate sheet. We will be scoring your answer.

Yes

No

3.2 Supporting people who are tackling their addictions

Please outline how and why you expect your project to help deliver the outcome you ticked above in a maximum of 1,000 characters. You can use the space below or include a separate sheet. We will be scoring your answer.

Yes

No

3.3 Enabling healthier lifestyles

Please outline how and why you expect your project to help deliver the outcome you ticked above in a maximum of 1,000 characters. You can use the space below or include a separate sheet. We will be scoring your answer.

PRIORITY: INCOME DEPRIVATION. This is not at the exclusion of supporting work that meets the other priorities in areas that do not suffer from deprivation:

Yes

No

3.4 Galvanising activities in areas with high levels of deprivation (capacity building)

Please outline how and why you expect your project to help deliver the outcome you ticked above in a maximum of 1,000 characters. You can use the space below or include a separate sheet. We will be scoring your answer.

Yes

No

3.5 Encouraging existing community groups to deliver in disadvantaged areas of the East Herts community (see Grants Policy for list of top 10 disadvantaged areas)

Please outline how and why you expect your project to help deliver the outcome you ticked above in a maximum of 1,000 characters. You can use the space below or include a separate sheet. We will be scoring your answer.

PRIORITY: INFRASTRUCTURE. Improving or maintaining community buildings and assets to ensure that communities have the right infrastructure to support their residents:

Yes

No

3.6 Galvanising community activities

Please outline how and why you expect your project to help deliver the outcome you ticked above in a maximum of 1,000 characters. You can use the space below or include a separate sheet. We will be scoring your answer.

Yes

No

3.7 Driving community cohesion

Please outline how and why you expect your project to help deliver the outcome you ticked above in a maximum of 1,000 characters. You can use the space below or include a separate sheet. We will be scoring your answer.

Yes

No

3.8 Creating safer and resilient neighbourhoods

Please outline how and why you expect your project to help deliver the outcome you ticked above in a maximum of 1,000 characters. You can use the space below or include a separate sheet. We will be scoring your answer.

PRIORITY: Widening access

Yes

No

3.9 Widening access to sport and culture for children and young people who are vulnerable or inactive

Please outline how and why you expect your project to help deliver the outcome you ticked above in a maximum of 1,000 characters. You can use the space below or include a separate sheet. We will be scoring your answer.

3.10 How do you know there is a need for the project you described in Section 1?

Explain how you have consulted with potential beneficiaries. Please attach up to 2 pieces of evidence such as survey feedback, supporting letters, expressions of interest that demonstrate this support. Maximum 1,000 characters. You can either use space below or include a separate page. We will be scoring your answer.

3.11 How will you share what you learn from delivering the project with other voluntary organisations and colleagues?

Maximum 1,000 characters. You can use the space below or include a separate page.

About your finances (Section 4)

Yes

No

4.1 Have you received a grant(s) from East Herts before?

4.1.1 If yes, how much and when?

4.2 Is your organisation providing funds for the project?

4.2.1 If yes, please provide details

**4.3 Have you received grants from any other organisation or individual for this project?
If so, how much have you received from them?**

**4.4 Have you approached any other organisation or individual for a grant for this project?
If so, please list grant making trusts you have applied to; amount requested and when a
decision will be made**

4.5 What is your approximate income for the coming year?

4.6 What is your approximate expenditure for the coming year?

Please provide a bank statement showing current balance.

4.7 Please explain why you are unable to fund the project yourself?

Limit this to 1,000 characters.

ATTACHMENTS

Please ensure you have attached a copy of the following:

East Herts Councillor endorsement

Safeguarding policy if you are proposing events or activities

Evidence of planning permission (if applicable)

Bank statement showing current balance

Constitution / set of rules OR charity commission number

Two estimates or quotes for building works. Two quotes are required for each item of equipment or large items of equipment

Quote 1

Quote 2

Evidence of community support

Any other documents to support application

4.8 How did you find out about the grants programme?

**“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

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 for the purposes of dealing with your request and 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

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.

Please confirm you agree with this

**You can fill this form in and press the send button.
This will open your email client and attach as a new message.
Please then click the send button in your email client for us to receive your application.**