

Welwyn Hatfield Borough Council Small Community Grant Application Form. *Maximum Grant Value of £2,000.*

Applications must **not** be hand written unless it has been agreed otherwise with the chair of the board prior to submission

Applications will be considered biannually in July and February. If you need help in completing this form you can ring **01707 357 299** for assistance or e-mail **grants@welhat.gov.uk**

Please refer to the Small Community Grant Guidance Notes for assistance.

Your organisation and applicant's Details

Name of organisation

Name of Contact

Position within organisation

Address of organisation

Daytime telephone number of lead contact

Mobile number of lead contact

Email address of lead contact

Project name

Address of project (if different from organisation)

If your organisation is a charity, please provide the charity number

Company Number or Registration Number



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Do you meet the criteria?

Prior to starting your application you are required to answer the following questions.

Please note if you answer NO to any of the questions below, it means that your current application or your organisation does not meet the essential criteria set by the Council Grants Board. As such your application is not going to be considered by the Grants Board.

- Do at least 50 per cent of your organisations' members/clients/users live or work in the borough of Welwyn Hatfield. **Yes No**
- If you were successful with a previous grant application from the council did you provide project updates and/or final feedback? **Yes No N/A**
- Is your organisation one of the following: registered charity, incorporated or unincorporated charity or a voluntary/community/not-for-profit group? **Yes No**
- Does your organisation commit to equality and diversity or is it exempt? **Yes No Exempt**
 - If yes please ensure you provide your company statement/policy
- Does your organisation commit to safeguarding vulnerable members of the community? **Yes No**
 - If yes please ensure you provide your company statement/policy
- Does your organisation ensure appropriate insurance is in place for all events and services provided? **Yes No**
- Are your finances audited or independently reviewed on an annual basis?
(only applies to charities with a gross income of more than £25,000) **Yes No Not Applicable**
- Is your organisation able to be sustainable and able to show budgetary information for the next financial year? **Yes No**
- Is your application for £2,000 or less? **Yes No**
- Will you be able to provide detailed costs relating to the application? **Yes No**
- Has your organisation been negatively affected financially due to COVID-19?
Yes No

Please refer to the guidance notes where you will find the Covid-19 criteria.

If you have any queries about the above questions please email grants@welhat.gov.uk



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All applicants are requested to consider and note the following prior to submitting their application:-

- 1.** Applications from commercial/profit making organisations will not be considered
- 2.** Applications from town/parish councils will not be considered
- 3.** Projects that are deemed to be in place of statutory bodies will not be considered
- 4.** National charities, unless the project is solely for the benefit of local residents, will not be considered
- 5.** Projects promoting political or religious beliefs will not be considered
- 6.** Funding for individuals will not be considered
- 7.** Projects that have already taken place will not be considered
- 8.** Projects that do not benefit or are not based in the borough of Welwyn Hatfield will not be considered
- 9.** Applications will not be considered if the request is for 100% of the salary of an individual. However applications for contribution to a salary for a new post on a fixed term contract will be considered
- 10.** Projects that were funded in the previous 24 months (unless agreed with the chair of the board prior to submission) will not be considered
- 11.** Funding applications over £2,000 will only be granted in exceptional circumstances
- 12.** Funding requests for contributions to capital costs (e.g. new buildings) are unlikely to be funded
- 13.** Projects that are requesting funding for temporary buildings or structures will not be considered
- 14.** Projects that directly conflict with the council's priorities (copy of the council priorities set out below) will not be considered
- 15.** The Grants Board might, on any given year, be focusing on a specific Council Priority and as such funding applications that align themselves to that priority are more likely to be funded. If the Grants Board makes this decision this will be advertised prior to the grants process opening for a given financial year.
- 16.** The council does not provide funding to organisations that are publicly funded such as schools and universities if they are requesting funding for projects for a select group of young people, but does consider projects benefiting the wider community.



Information about your project or organisation

Please explain how your application for funding relates to one or more of Welwyn Hatfield Borough Council's priorities, which currently are:

Maintain a safe and healthy community

Protect and enhance the environment

Meet the borough's housing needs

Help build a strong local economy

Engage with our communities and provide value for money



Project or organisation details

What category does your project/initiative fall into? **Tick a maximum of 2 boxes**

Young people Healthy Arts and Culture Homeless/Social Inclusion

Older People Fair Trade Environment Active Lifestyle

Disability Education Community Safety Vulnerable Groups

Other..... (Please specify)

Please specify the time period in which the funding will be used

From.....

To



Brief outline of the project or your organisation

Overall aim of your project or organisation

Form guidance: Please use the additional information pages at the back of this form if you need to write more for your answers than the text fields provided. Please note if you write beyond the edges of the text fields provided we will not be able to see this text. If you use the additional information pages please make it clear which question your answer refers to.



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What will the funding be used for? *This directly relates to council funding NOT the overall project*

Can you tell us why the money is needed for this project? Or why funds are needed to continue your organisation at this time?

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How do you think your project will meet this need?

What outcomes for the community would be achieved through this project/ your organisation receiving the funds, and how would you measure this?

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How does your project or organisation fill a gap in service provisions in the community?

What are the main risks for the success of the project/organisation and how will these risks be managed?

Please can you tell us how many Welwyn Hatfield residents would be impacted directly from the grant? (Please give a number, an estimate is fine)



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Have you tried to find financial support from anywhere else? Yes No

If no, why not?

If Yes, where did you apply and what was the outcome?

If you were not successful in receiving the full amount of funding requested from WHBC or any other funder, could the project/organisation continue? If yes, how and if no, please explain your answer.

Form guidance: Please refer to the additional information pages at the back of this form if you need to write more for your answers than the text fields provided. Please note if you write beyond the edges of the text fields provided we will not be able to see this text. If you use the additional information pages please make it clear which question your answer refers to.



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Supporting Documentation and Declaration

Payment to your organisation

If the application is successful, we will need the organisation's bank details. This document will need to be signed, dated and posted to Welwyn Hatfield Borough prior to the Grants Panel Meeting.

Bank Name

Name of organisation
as it appears on the
bank statement

Branch

Sort Code

Account Number

Declaration

If my application for a Community Grant is successful, I guarantee that the money will be used solely for the purpose outlined in the application form.

I understand that:

- **The council has the right to require repayment of any or the entire grant that is not used for the purpose for which it was granted.**
- **The funding is only for one year and that I am required to send a completed monitoring form after the project is completed for purposes of review.**
- **It should be noted that if feedback/updates are not provided the council can request the funding to be returned and this organisation is unlikely to be provided funding in the future.**
- **Details of the award may be given to the media or included in council press releases to local newspapers.**
- **The council's support of the project will be given credit in any publicity material produced by the organisation.**
- **Failure to complete any of the sections of the application form or to provide any of the required documentation will result in the application being returned to me.**

Signature

Name and Position

Date

The information collected on this form is necessary to administer your application and to fulfil our duty around the grant giving process. This information that you provide will not be used for any other purposes other than to do with your Grant Application and for officers to liaise directly with your organisation about your successful or unsuccessful application.

If you would like to be kept up to date with future grants, when the grants open and close, or any changes to the grant process please tick this box to confirm that you are happy to provide this data.



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Check list

Your completed and signed document needs to be accompanied with the following:

- A copy of the organisation's last three months' worth of bank statements
- Completed budget section in this application, (additional information can be submitted if required)
- A copy of the organisation's completed Diversity Monitoring form
- A copy of the organisation's Constitution or Memorandum of Articles
- A copy of Equality and Diversity statement/policy (unless exempt)
- A copy of Safeguarding policy/statement

Send To

During the Covid-19 pandemic we are allowing applications to be emailed rather than posted. Please note that the declaration form needs to be signed and dated. Please send your completed application along with the required documents to **grants@welhat.gov.uk**



Welwyn Hatfield Borough Council Community Grants Diversity Monitoring Form

Organisations are required to submit a diversity monitoring form as part of application for Community Grant. Please use actual data held or best estimates, if necessary provide a covering note or comments. If you need help in completing this form you can ring **01707 357 299** for assistance or e-mail **grants@welhat.gov.uk**

Organisation Name

Gender

What % of your members / users are:

Male % Female % Other %

Disability

What % of your members / users have a disability? %

Age

What % of your members / users are aged:

Under 10	<input type="text"/> %	11-14	<input type="text"/> %
14-18	<input type="text"/> %	18+	<input type="text"/> %

Residency

Where do the majority of your members / users live? (Please select areas)

WGC Hatfield Northern Villages Southern Villages Out of Borough

Ethnic Diversity

Where % of your members/ users are:

White	<input type="text"/> %	Mixed/multiple ethnic groups	<input type="text"/> %
Asian/British Asian	<input type="text"/> %	Black/African/Caribbean/Black British	<input type="text"/> %
Other ethnic group	<input type="text"/> %		

Signature

Name

Position in organisation

Date

Send to

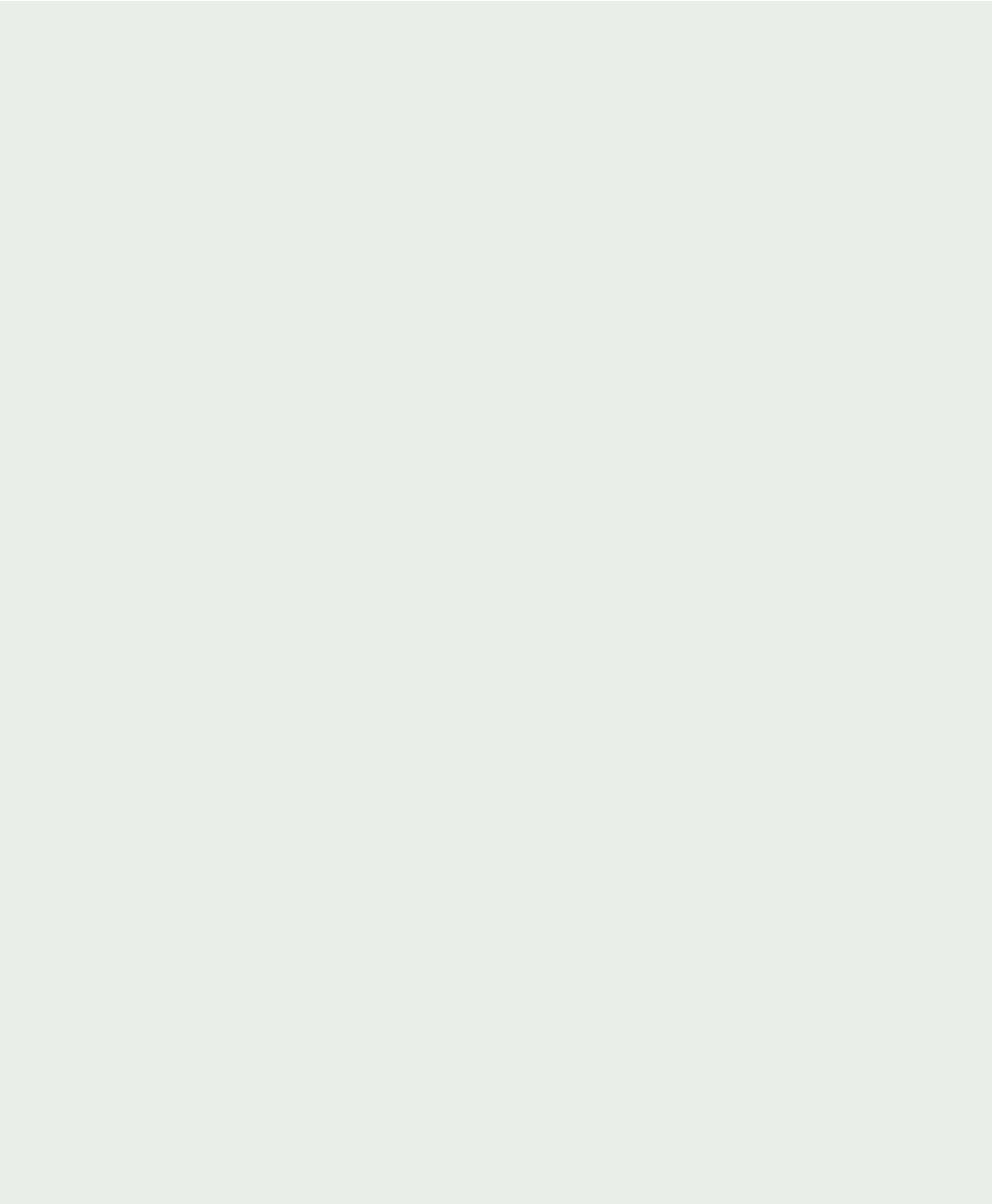
Community Grants, Community Partnerships, Welwyn Hatfield Borough Council,
The Campus, Welwyn Garden City, Herts AL8 6AE or e-mail to **grants@welhat.gov.uk**

Data Protection We will only use these details for monitoring purposes and will not pass this information to any other organisation without your permission. The only people who will see your declaration are the staff and councillors directly involved with the grant awards.



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Additional information



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