Small Community Grant Guidance Notes
2022-2023

CONTENTS

1. **About Community Grants**

Welwyn Hatfield Small Community Grants are available to community and voluntary organisations from a range of sectors including music, dance, drama, sport, youth, health and many more. The Community Grant funding is for projects that make a positive impact on the community.

Applications are reviewed twice a year by a board of councillors in June and February.

The closing date for all application forms and supporting documents to be sent in for the June Grants Board is 22nd May 2022. The deadline for applications for the February Grants Board is 8th January 2023.

You can apply for grant funding of up to £2,000. Funding applications over £2,000 will only be granted in exceptional circumstances.

2. **Expectations from application**

It is important to remember that your application is assessed solely on the information you provide on your application form. Each application is judged on its own merits and a vote to grant the funding is done by a simple majority vote. Officers do not get a vote and provide the administration for the Grants Board only.

The Grants Board does have the ability to fund an organisation by a different amount either more or less than what has been requested.

When completing the application you must not type more than what the text box allows.

3. **Projects we are likely to support**

Your application is only likely to be considered if you meet the following criteria:
- At least 50 per cent of your organisations' members/clients/users live or work in the borough of Welwyn Hatfield
- Provided project updates and/or final feedback if you were successful with a previous grant application from the council
- Your organisation is either a registered charity, incorporated or unincorporated charity or a voluntary/community/not-for-profit group
- Your organisation commits to equality and diversity, and can provide a copy of equality and diversity statement or policy
- Your organisation commits to safeguarding vulnerable members of the community, and can provide a copy of safeguarding statement or policy
- Appropriate insurance is in place for all events and services provided
- Finances are audited or independently reviewed on an annual basis
- Your organisation is able to be sustainable and is able to show budgetary information for the next financial year
- Able to provide signed constitution or Articles of Memorandum
- Able to provide copies of your organisations' last three months' worth of bank statements
- Able to provide detailed costs relating to application

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4. <u>Projects we are unlikely to support</u>

Projects we are unlikely to support include:
- Applications for commercial/profit making organisations
- Applications from town/parish councils
- Projects that are deemed to be in place of statutory bodies
- National charities, unless the project is solely for the benefit of local residents
- Projects promoting political or religious beliefs
- Funding for individuals
- Projects that have already taken place
- Projects that do not benefit or are not based in the borough of Welwyn Hatfield
- Applications if the funding 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
- Projects that were funded in the previous 24 months (unless agreed with the chair of the board prior to submission)
- Funding applications over £2,000 will only be granted in exceptional circumstances
- Funding requests for contributions to capital costs (e.g. new buildings)
- Projects that are requesting funding for temporary buildings or structures
- Projects that directly conflict with the council's priorities
- Organisations that are publically funded such as schools and universities if they are requesting funding for projects for a select group of young people, but does consider projects benefitting the wider community

5. <u>The application: your organisation and applicant's details</u>

This section of the application gathers information about the organisation. The individual whose contact information is provided to represent the organisation should be the main lead on the project, and will be the main point of contact for the grants officer should any queries arise.

6. <u>The application: criteria</u>

Before completing the application form you are required to answer a number of questions to identify whether or not you are eligible to apply for the Small Community Grant. Please note, if you answer NO to any of the questions, it means that your current application or your organisation does not meet the essential criteria set by the council's Grants Board. As such, your application will not be considered by the Grants Board.

7. <u>The application: information about your project/organisation</u>

The projects considered by the Grants Board are often varied and diverse but must show how your application for funding makes a positive contribution to one or more of Welwyn Hatfield Borough Council's priorities, which are:

<u>Maintain a safe and health community</u>
- Promoting inclusive and safe communities
- Improving public health and well-being
- Supporting local sport and leisure
- Promoting local art and culture

<u>Protect and enhance the environment</u>
- Keeping our streets clean
- Reducing waste and improving recycling
- Enhancing our green spaces
- Managing the borough's parking

<u>Meet the borough's housing needs</u>
- Planning for current and future housing need
- Providing more affordable homes
- Being a high quality landlord
- Improving housing quality in the borough

<u>Help build a strong local economy</u>
- Promoting investment and regeneration
- Revitalising our neighbourhoods and town centres
- Supporting sustainable economic growth
- Being business friendly

Engage with our communities and provide value for money
- Achieving value for money
- Putting our customers first
- Promoting equality and fairness
- Being an employer of choice

8. The application: project/organisation details

You are required to tick a maximum of two boxes which best describes which category your project / initiative falls into.

This sections is all about providing as much information as possible about your organisation, the project, and how it will impact the community. Providing evidence and statistics to support the information you've provided will be beneficial for the application.

9. The application: funding

The maximum amount of funding you can request is £2,000.

The project budget must be completed clearly and accurately, stating what percentage of the item will be covered through the funding. All items in your budget must be reasonable and necessary to complete the project.

It is important that you clarify how you will fund the remaining difference in the cost of the project if you have not applied for 100% of the project i.e. from further funding, fundraising etc. If the Grants Board doesn't think the amount you have asked for is a good value of money, they may offer you less than the amount you applied for, or may add conditions to your funding.

10. Supporting documentation and declaration

If your application is granted the funding, we will need your organisation's bank details, it is important the account information provided in the application is the same account as the copies of bank statements you send with the application.

To confirm that you agree to the declaration stated in the application, and guarantee that the money will be used solely for the purpose outlined in the application form, an authorised individual needs to sign and date the declaration.

Once completing the application form, we ask for further documentation to support your application, these documents are:
- A copy of your organisations' last three months' worth of bank statements
- Completed budget section in the application
- A copy of the organisation's completed Diversity Monitoring form
- A copy of the organisations Constitution or Memorandum of Articles
- A copy of the Equality and Diversity statement/policy (unless exempt)
- A copy of Safeguarding statement/policy

11. Diversity monitoring form

All applicants must complete the diversity monitoring form with accurate data held or best estimates.

The diversity monitoring form must be signed by an authorised individual.

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 you declaration are the staff and councillors directly involved with the grant award.

12. Reapplying

12a. Feedback
If you have previously been granted a Small Community Grant you will be expected to provide feedback upon completion of the project.

If this information hasn't been provided in the past then there is a chance you won't be considered for future funding.

12b. Projects funded within the last 24 months
Projects funded within the previous 24 months won't be considered. However the same organisation is eligible to apply within the 24 month period but for a different project.

13. How to apply

You must use the correct Small Community Grant application form, which can be downloaded at www.welhat.gov.uk/communitygrants and sent to grants@welhat.gov.uk with all supporting documents before the closing date specified. The form can be made available in braille and other languages on request.

Requests made by letter, email or telephone will not be considered.

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

14. What happens next

Applications received after the closing date will not be considered.

- The grants officer will log all applications received
- All applications will be checked to make sure they meet the eligible criteria and have attached all the appropriate documentation. If at this point we find that information is missing, we will contact you and give you five days to provide us with the additional information
- All eligible applicants will be passed on to the Grants Board for scoring against the scoring matrix
- The Grants Board meets in June and February to make their final decision on what applications are awarded the funding

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- If your application is unsuccessful you will receive a letter in the post notifying you of this decision and why this decision was made. If your organisation is successful you will receive a letter in the post outlining:
  - o **The conditions of the grant**
  - o **Any special conditions**
  - o **When we will pay the grant**
  - o **Details on feedback expectations**

- Before we release any grant payments you must sign and return the small grant agreement within 6 weeks of the date of the offer letter
- Once the signed agreement has been returned you can expect payment within 4 weeks
- Upon completion of the project of which you received funding for, it is important you complete the Small
- Grant feedback form to ensure you are considered for any future funding. The Grants Board's decision on whether or not you have been awarded the funding is final, however if your application is unsuccessful you can contact the Grants Officer for feedback

15. <u>Getting Help</u>

If you need help completing the application form or have any queries please contact the Grants Officer on grants@welhat.gov.uk or call 01707 357 299. If you are unsure if you are eligible for the Small Community Grant we would recommend you make contact prior to completing the application form.

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