

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. All documentation must be received by 30th June or 30th January respectively. If you need help in completing this form you can ring **01707 357567** 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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HATFIELD**

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 detail costs relating to the application? **Yes No**
- Does the organisation have reserves which would total less than 2 years running costs? **Yes No**

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

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



Brief outline of the project

Overall aim of your project



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

Tell us how you have identified the need for the project/service either within your group or the community? Please highlight how you have consulted with service users to justify the need



How do you think your project will meet this need?

What outcomes for the community would be achieved through this project and how would you measure this?



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

Empty response area for the question: How does your project fill a gap in service provisions in the community?

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

Empty response area for the question: What are the main risks for the success of the project/service and how will these risks be managed?

How many Welwyn Hatfield residents should this project/service impact?

(Please give a number, an estimate is fine)

Empty response area for the question: How many Welwyn Hatfield residents should this project/service impact?



Funding

How much funding are you seeking in this application?

£

What is the total cost of the project?

£

Project Budget

Project Item	Item Cost (£)	% requested to be covered through WHBC funding

If you have not applied for 100% of the project cost how are your proposing to fund the difference?

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

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 and dated and posted to Welwyn Hatfield Borough Council 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.



Check list

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

- A copy of your organisations' 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 organisations Constitution or Memorandum of Articles
- A copy of Equality and Diversity statement/policy (unless exempt)
- A copy of Safeguarding policy/statement

Send To

Please note that the declaration form needs to be signed and dated and posted, not sent via email. WHBC needs the original copy of this form. Please send your completed Application form and supporting documents 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



**WELWYN
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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 357567** for assistance or e-mail **grants@welhat.gov.uk**

Organisation Name

Gender

What % of your members / users are:

Male

%

Female

%

Disability

What % of your members / users have a disability?

%

Age

What % of your members / users are aged:

Under 10

%

11-21

%

22-59

%

60 and over

%

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

%

Mixed/multiple ethnic groups

%

Asian/British Asian

%

Black/African/Caribbean/Black British

%

Other ethnic group

%

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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