

Welwyn Hatfield Borough Council

Annual Community Grant Application Form

Maximum Grant Value of £20,000

Applications must not be hand written unless it has been agreed with the grant officer prior to submission.

Applications are considered annually in November.
Completed forms and supporting documentation must be received by 4th October.
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 Annual 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 organisation's 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 £20,000 or less? **Yes No**
- Will you be able to provide detailed 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



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 £20,000 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



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Project details

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

Young people Health Arts and Culture Homelessness/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

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?



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)



If you are seeking alternative funding from other sources please give details of applications made/to be made. If you need more space please continue on a separate sheet and attach it to your application.

To whom have you submitted /will be submitting an application to	Was the application successful or not?	How much was the application for? (£)	If successful how much funding was awarded (£)	If still waiting on a response when do you expect to know by

If you were not successful in receiving the other funding applied for, could the project/service continue? If yes, how and if no please explain why.

If you were not offered the full amount you have applied for, could the project/service continue? If yes, how and if no please explain why.

Funding is only agreed for one year, and is normally paid in two parts (subject to a six month review on receipt of a completed monitoring form). Please tell us how you intend to make the project sustainable after this period.



Supporting Documentation

Payment to your organisation

If the application is successful, we will need the organisation's bank details. A signed and dated copy of this declaration needs to be sent in the post to WHBC.

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 six months and twelve months have passed 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 our organisation is unlikely to be provided funding in the future.**
- **The grant is normally paid in two parts – one payment in May and another in October and is subject to completion of the monitoring forms referred to above.**
- **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 you.**

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 recent copy of your organisation's annual accounts which has been audited or independently reviewed and signed (if your organisation has gross income over £25,00)
- Copy of your organisation's last 3 months' bank statements
- Completed budget section in this application, additional information can be submitted if required
- Projected income and expenditure for the current financial year and also for next financial year
- A copy of the organisation's completed diversity monitoring form
- A copy of the organisation's Constitution or memorandum of articles
- A copy of the Equality and Diversity statement/policy (unless exempt)
- A copy of the Safeguarding policy/statement

Send To

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



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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

What % 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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