Ward Improvement Initiative Scheme (WIIS) Application

2023-2024 Guidance Notes:

These notes should be read alongside the application form which is available for download from our website here: [Ward Improvement Initiative Scheme (WIIS) - Hertsmere Borough Council](https://www.hertsmere.gov.uk/Your-Council/Councillors-MPs/Ward-Improvement-Initiative-Scheme.aspx)

The Ward Improvement Initiative Scheme (WIIS) is set up to support organisations and worthwhile projects within our community. Each ward Councillor has £750 to spend on projects which will improve the local area and that help achieve our [Corporate Vision](https://www.hertsmere.gov.uk/Your-Council/Official-Publications--Guides--Policies/Corporate-Plan.aspx).

Funding may cover revenue or capital costs as a ‘one-off’ grant for a specific project, event, programme or events or equipment.

Examples of what can be funded through the scheme:

* Improvements to public areas, such as chairs, benches, children’s play equipment, adult outdoor fitness equipment and improved signage
* New or replacement equipment for community halls/meeting places
* New or replacement equipment for a not-for-profit organisation whose activities support the local community

Before completing an application you must contact your local ward councillor(s) and gain their support for your project. You will need to make reference to these discussions within the application. You can approach more than one councillor from your ward for the same application. Please make sure you list all the Councillors you would like support from in the relevant box in the application form.

If you are unsure which councillor represents your area, please find a link to local councillors and their corresponding wards here: [Your Councillors (moderngov.co.uk)](https://hertsmere.moderngov.co.uk/mgMemberIndex.aspx)

Please note that any constituted group, club or organisation, which is based in, or operates for the benefit of, residents of Hertsmere can apply to the WIIS.

To ensure you application is successful you will need to provide the following information during the application process:

* evidence of a constitution;
* confirmation of organisation bank account;
* accounts and an annual report if applying for more than £1500 in total
* equal opportunities and safeguarding monitoring policies

Please fill out all of the questions within the application form with as much detail as possible. Applications may not be considered if incorrect or incomplete information is supplied, so please read these guidance notes and the application form carefully.

Please send completed application forms to [grantapplications@hertsmere.gov.uk](mailto:grantapplications@hertsmere.gov.uk) and include ‘WIIS’ in the email subject so that the application can be processed correctly.

Once the application has been submitted, it will be reviewed by the named Councillor who will then confirm their support. The application will then be finally determined by officers within the council in line with the aims of the scheme. You will then be contacted by email to inform you whether or not your application has been successful. You will also be notified of the next steps you will need to take in order to claim the funding.

**Evaluation**

* All successful applicants will be required to account for how the money has been spent by completing a short form describing the project and it’s outcomes. You will also be required to detail how the funding was allocated. Copies of receipts and purchase orders should be kept on file for audit purposes.
* You will be asked to forward to us any **publicity and photographic evidence** upon completion of the project/purchase via email to catriona.briggs@hertsmere.gov.uk. Please note that it is your responsibility to obtain the relevant consents to use photographs.

**Hertsmere Community Lottery:**

If you are looking for on-going funding for your organisation, then the Community Lottery may also be of interest to you.

The link below has more information about Hertsmere Community Lottery:

[Hertsmere Community Lottery: Easy online fundraising for good causes - Hertsmere Community Lottery](https://www.hertsmerecommunitylottery.co.uk/)

If you have any other questions or queries about the WIIS, please don’t hesitate to email [grantapplications@hertsmere.gov.uk](mailto:grantapplications@hertsmere.gov.uk)