



HERTSMERE BOROUGH COUNCIL COMMUNITY GRANTS – 2020/2021

Guidance Notes

These notes will help you fill in your application form so please read them carefully. Applications may be rejected if incorrect information is supplied. If you have any queries please contact the Corporate Support Officer at Hertsmere Borough Council on 020 8207 7801 or email pam.cousins@hertsmere.gov.uk.

Completing the application form

- Please complete ALL sections of the form - leave no sections blank. Please avoid references to “see attached” as much as possible.
- Your organisation must, in making this application, be capable of demonstrating that it provides a social or other service that is clearly beneficial to Hertsmere residents and matches one or more of the council’s objectives. Applications will be prioritised from those organisations who can clearly demonstrate this.
- When making your application, remember the council will only consider requests for specific sums. General appeals for funding towards your general running costs or situations where the council is left to determine the implied amount of the grant are not normally considered.
- When completing question 1, please provide a detailed breakdown of the amount applied for and, where applicable, provide examples of what is being purchased.
- If your latest accounts show a surplus of £10k or more it is unlikely that a grant will be paid in full or even in part as insufficient need was demonstrated. If there is a reason for the carrying forward of funds, please explain the position in question 12.
- The latest full year accounts must be summarised in question 11. All accounts relating to the organisation must be disclosed, not just those relating to the specific purpose associated with your application. You must submit a copy of your organisation’s latest full year accounts. In the case of a new organisation, you must provide us with a business plan showing your projected costs and expected income for at least one year. No application will be considered without this information.
- Your organisation must have its own bank account which requires two signatures. Payments will not be made to individuals.

Conditions of grant

- Your organisation must acknowledge the support of Hertsmere Borough Council in its promotional material, such as our logo. It is important to let people know where the council’s community grants are being spent and to encourage others to apply. This includes acknowledging us in any publicity related to the work that the grant has contributed towards. You will be asked to forward to us any **publicity and photographic evidence** upon completion of the project/purchase, via email to pam.cousins@hertsmere.gov.uk. Please note that it is your responsibility to obtain the relevant consents to use photographs.
- The council reserves the right to attach special conditions to your grant. Any special conditions will be explained in your notification of grant letter.
- All successful applicants will be required to account for how the money has been spent, and provide copies of all relevant receipts and purchase orders.
- If you are applying to other funding organisations for match or part funding, the borough council may make any grant awarded conditional on the success of these other applications.

- All applicants working with children or vulnerable adults will be required to provide evidence that there are current Disclosure and Barring Service (DBS) checks in place (this replaced CRB checks). Relevant child and/or vulnerable adult protection policies will also need to be provided.
- Your organisation must use the grant aid within the same financial year it was awarded. The council will usually claim back any grant not spent during the year for the purpose of which it was given. If the grant is ear-marked for a particular project, permission must be given for the money to be transferred to the next financial year.
- Hertsmere Borough Council will publish information relating to types and numbers of applications received along with names and the amounts awarded to successful applicants.

Why some requests are rejected?

If your request is rejected it will be for one of the following reasons:

- The application did not adequately address one or more of the council's objectives (please see question 7).
- Insufficient need was demonstrated.
- Insufficient information was provided.
- The application was invalid, for example applicant is a profit-making organisation.
- The application was considered to be for on-going revenue funding, i.e. wages
- The application was considered to promote a specific political interest or cause in the local area which does not have broad public appeal.

Remember to...

- Complete the application fully, leaving no parts blank.
- Provide a copy of your constitution or aims.
- Provide a copy of your latest full year accounts or financial projection.
- If appropriate, provide copies of child / vulnerable adult protection policies and confirmation of current DBS checks
- Provide a copy of your Equalities Policy.
- Provide a detailed breakdown of the sum applied for, listing individual items and their cost supported by examples.

Updated: March 2020