

# HERTSMERE BOROUGH COUNCIL COMMUNITY GRANTS – 2022/2023



## GUIDANCE NOTES

In order to reflect the aspirations set out in the new Hertsmere Vision, Driving Better Futures document, the Council's Community Grants Scheme for 2022/23 will be directed to support our aims that 'Hertsmere has a Strong Identity and that 'Hertsmere is Inclusive, Equitable and Just' (Position statements 1 and 5).

With this in mind, applications for funding up to £2,000 are invited from voluntary and community groups to support initiatives which celebrate our diverse communities and promote inclusion.

These notes should be read alongside the application form which is available for download from our website here: [Community Grants 2022/23 - Hertsmere Borough Council](#)

These notes will help you fill in your application form so please read them carefully. Applications may not be considered if incorrect or incomplete information is supplied. If you have any queries please contact Liz Gore, Policy Manager at Hertsmere Borough Council on 020 8207 7801 or email [grantapplications@hertsmere.gov.uk](mailto:grantapplications@hertsmere.gov.uk)

### What can we apply for?

Grants of up to £2,000 are available and funding may cover revenue or capital costs as a 'one-off' grant for a specific project, event, programme of events or equipment.

### What can we spend the money on?

We are specifically looking for projects and initiatives which contribute to the achievement of the following commitments from the Hertsmere Vision document:

- Celebrate our heritage and identities
- Champion social justice
- Support inclusive communities

Further information on these commitments is available from the Hertsmere Vision on our website: [Hertsmere Vision Document, Driving Better Futures](#)

Some examples of possible applications are set out below, but any applications which can demonstrate how they will support the achievement of the above commitments will be considered:

- Projects to support a particular group covered by the protected characteristics set out in the [Equality Act 2010](#)
- Projects which celebrate our diverse community through creativity or culture
- An inclusive event or celebration
- Capital expenditure to increase accessibility of existing services/ groups/ projects to the whole community

All applications must demonstrate that they engage with or benefit Hertsmere residents and applications with match funding will be considered favorably, but this is not essential.

### **Who can apply?**

- Any properly constituted group, club or organisation, which is based in, or operates for the benefit of, residents of Hertsmere.
- All organisations, groups or clubs must have either charitable, voluntary or not-for-profit status
- All organisations, groups or clubs must have a bank account that requires at least two signatories and must not be profit making.
- Priority will be given to voluntary and community sector organisations based in or serving Hertsmere and delivering activities or services to the people of Hertsmere. At least 50% of the organisations' members/clients/users must live or work in the borough

### **Completing the application form**

- Please complete ALL sections of the form - leave no sections blank.
- When making your application, remember the council will only consider requests for specific sums. General appeals for funding without a cost breakdown or situations where the council is left to determine the implied amount of the grant are not normally considered.
- When completing question 9, please provide a 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, or if funds are restricted for specific expenditure, please explain the position in question 5.
- The latest full year accounts must be summarised in question 4. All accounts relating to the organisation must be disclosed, not just those relating to the specific purpose associated with your application. Please also provide a copy of your latest full year accounts.

### **Supplementary information required with your application:**

#### **All Applications**

- A copy of your constitution
- A copy of your equalities policy
- A copy of your safeguarding policy (Evidence of DBS checks should be available on request)
- A copy of your organisation's latest full year accounts
- In the case of a new organisation, we will accept projected costs and expected income for at least one year.

#### **Applications over £1,500**

- A copy of your latest annual report

### **Conditions of grant**

- All organisations must have their own bank account which requires two signatures. Payments will not be made to individuals.
- Your organisation must acknowledge the support of Hertsmere Borough Council in its promotional material, such as our logo.
- The council reserves the right to attach special conditions to your grant. Any special conditions will be explained in your notification of grant letter.
- 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 should be able to provide evidence that there are current Disclosure and Barring Service (DBS) checks in place. Safeguarding policies must 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.

### **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 its 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 [liz.gore@hertsmere.gov.uk](mailto:liz.gore@hertsmere.gov.uk). Please note that it is your responsibility to obtain the relevant consents to use photographs.

### **Remember to...**

- Complete the application fully, leaving no parts blank.
- Provide a copy of your constitution or aims.
- Provide a copy of your Equalities Policy.
- Provide a copy of your Safeguarding policy and be able to provide copies of current DBS checks when asked.
- Provide a copy of your latest full year accounts or financial projection
- If your application is for more than £1500 a copy of your latest annual report.

**Return your completed application form by 5pm on 27<sup>th</sup> June 2022 to [grantapplications@hertsmere.gov.uk](mailto:grantapplications@hertsmere.gov.uk)**

Updated: May 2022