**Hertsmere’s 50th Anniversary Celebration Grant - Guidance**

The aim of this Celebration grant is to help residents of Hertsmere to celebrate the 50th Anniversary of Hertsmere Borough Council.

**Who is eligible to 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 also have a bank account that requires at least two signatories and must not be profit making.
* Town and Parish Councils, sheltered housing schemes and faith groups are also able to apply.

**How do we apply?**

You can find the application form on our website. It’s short and simple. Please tell us a bit about your group or organisation, some information about your planned event and how you intend to spend any grant you receive.

**Applications are open from Thursday 15th February 2024 until Tuesday 2nd April 2024 at 17:00.**

**How much can we apply for?**

You can apply for up to £750.

**What can we spend the money on?**

The funding can be used for a get together with your group or organisation, to support street parties or to provide equipment for local groups. Examples of how the funding can be spent can include additional or replacement equipment for your group, a street party or participation in [The Big Lunch](https://www.edenprojectcommunities.com/the-big-lunch), or a special meeting of your existing community group.

The funding must be spent within the financial year 2024/25.

**What will we not fund?**

* The funding cannot be used for fireworks or firework displays.
* We will not fund services, activities or items that you buy before your grant is approved.

**How will the grant be paid?**

If you are successful, your funds will be paid electronically by BACS. In order to register on the Council’s financial system you will need to provide **ONE** of the following pieces of information about your organisation:

1. Letter on company headed paper signed and dated.
2. Copy of current bank statement. (transactions to be redacted)
3. Screen shot from Internet banking (transactions to be redacted)
4. Copy of cheque book or bank card etc.

You will receive further information about these requirements if your application is successful.

**Evaluation requirements**

You will be asked to complete a short evaluation and share pictures of your event with us within 6 months of receiving your application approval notice. You will receive more information about this if you are successful.

**APPLICATION CHECKLIST**

If you **have** **NOT** applied to the Borough Council for funding for the 2023/24 financial year please also provide:

* + A copy of your constitution.
	+ A copy of your safeguarding policy (if appropriate)

**ALL COMPLETED APPLICATION FORMS SHOULD BE RETURNED TO** **grantapplications@hertsmere.gov.uk** **by tuesday 2nd April 2024 at 5pm at the latest**

**For further information or any support with completing your application form please contact Catriona Briggs,** **catriona.briggs@hertsmere.gov.uk**