



Community Grant Fund 2021/22 Guidance Notes Harborough District Council

What is the Community Grant Fund?

For the year 2021 to 2022, Harborough District Council members have allocated £40,000 of their New Homes Bonus money for Grants for the following grant criteria. The Harborough Lotto has allocated £3,000.00 bringing the total available to £43k.

There is further funding for smaller grants, please refer back to the grants web page <https://www.harborough.gov.uk/new-homes-bonus/>.

Criteria

The Community Grant Fund is an inclusive fund, open to all Parishes, and voluntary and community groups.

However, projects must deliver outcomes supporting community groups/projects in the Harborough District.

This year there will be the following grant priorities:

Table 1

Criteria	Limit	Description
<p>Enabling a healthy, inclusive, and engaged community - open to all Parishes, and voluntary and community groups including schools</p>	<p>£2,500.00</p>	<p>Improve spaces and places that are important to the community. For example, improvements to parks and community spaces and facilities. <i>This year we will not be funding benches, noticeboards, bins, repairs and maintenance.</i></p> <p>Projects that support young people aged 11+ around mental health issues related to anxiety and self-image and projects that help combat childhood inactivity or provide a diversionary activity.</p>

Other points to consider:

- **Total amount available for the community grant - £43k**
- Grant limit: up to £2,500.00
- Match funding no less than 25% in addition to the amount requested from the community grant.
- No restrictions apply to groups that have successfully applied for the community grant previously. Each project will be assessed on its merits.

- Funding can support project overheads, salaries, equipment and capital costs but is limited to £2,500.00
- Funding can go towards expanding existing projects or new projects.
- An up-to-date Safeguarding Policy must be held by the organisation and submitted upon request.
- Safeguarding and Equality not to be scored but required if relevant to project.
- Projects that can demonstrate sustainability will be given extra weight in the scoring process.
- Projects would ideally be delivered within 12 months, 24 months maximum.
- The Council reserves the right to refuse applications.

Types of projects we can support

The Community Grants may be allocated to both Capital and Revenue projects.

Projects we cannot fund

- General running costs such as utility bills and maintenance
- Items or projects which only benefit an individual
- Activities promoting political or religious beliefs
- Section 26 of the Counter-Terrorism and Security Act 2015 places a duty on Local Authorities to have due regard to the need to prevent people from being drawn into terrorism. In complying with the duty we must ensure that publicly-owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views.
- Projects which are essentially to maintain and upkeep a facility or an organisation rather than to improve or expand facilities or services offered.
- Fundraising activities for organisations
- Any expenditure incurred or committed before we approve the proposal.

How much can you apply for

Applicants should be requesting a minimum of £1,000 to £2,500.

The grant panel can make the decision to offer part of the funding requested rather than the whole amount.

The Grant Process

All applications go through an 8 week grants scoring process. Decisions will be by the Executive Sub-Committee with recommendations from Officers via email at Harborough District Council. Applicants will be informed shortly after with regards to the success of their application by letter.

Grants will be scored consistently against a scoring sheet associated with the criteria above. The application form has been designed to capture all the information required to score each application consistently.

Successful applicants will be asked to sign a terms and conditions document for accepting the funding. On receipt of this signed document, payments will be made, preferably by BACS.

Who can apply

- Town/ Parish Councils or constituted Parish meeting
- Any constituted community/voluntary group working in the Harborough District
- Registered charities
- Schools with projects providing a demonstrable wider community benefit

Who we cannot fund

- Organisations which aim to distribute a profit
- Individuals
- Organisations promoting religious or political beliefs. However, places of worship are eligible where funding is for adaptation or improvement for community use.

Monitoring

Projects must carry out monitoring and evaluation. Evidence must be forwarded to the Council upon completion or at a set time. A successful application will receive an offer letter outlining the conditions for this. You will need to:

- Show how you have achieved your objectives
- Identify which groups of people and how many have benefited from your project
- Explain how will you celebrate your success?
- Will there be any publicity associated with your project?
- Offer feedback on the grants process

Guidance notes for completing the Community Grant Fund Application Form

Guidance notes - Checklists of Enclosures

Please ensure that you enclose all of the essential enclosures with your application. Applicants who fail to submit these will have their application returned.

Guidance Note 1- Contact Details

The first contact should be someone from your organisation who can discuss the application. This would normally be the person responsible for how any grant would be used. Please give an alternative person who knows about the planned project in case the first contact is unavailable. Please provide telephone numbers and email addresses to enable us to contact you if there are queries relating to your application.

Guidance Note 2 – Details about your organisations and where it delivers?

Grants can only be given to support projects delivering services within the Harborough District.

Guidance Note 3 – Your Organisation

The following can apply for funding from the Community Grant Fund:

- Town/ Parish Councils or constituted Parish meeting
- Any constituted community/voluntary group working in Harborough
- Registered charities
- Schools with projects providing a demonstrable wider community benefit

Guidance Note 4 – About your project

Tell us exactly how you plan to spend the grant. Explain how you are encouraging people to take part. Be specific on what you will do and how you will do it.

When will your project start and finish? Are there any other organisations directly involved with delivering this project? Which criteria does your project fit in and how does it link to this criteria.

Guidance Note 5 - Leases and licences

Please provide practical details about your project such as start and end dates. If your project involves improving land or a building, please include length of lease details and permission from the landowner/building owner.

Guidance Note 6 – Evidence of need for your project

Tell us how you know your project is needed and why you think it is the right thing to do. Have the community been involved in identifying the need or is it evidenced in other project work?

- Please include quality evidence to support your claims in this section e.g. community consultation, a summary of questionnaires completed, minutes of public meetings etc.
- How far reaching is your project, does it support a wide cross section of the community? Is your project inclusive, explain how.

The more detailed information you submit, the more likely you are to be successfully funded.

Please note that evidence of need is a heavily weighted area when scoring grants.

Please provide all supporting documents with your applications.

Guidance Note 7 – The Community

We encourage applicants to inform their Parish/Town councils, as well as their District Councillors, about their project.

Contact Information for Parish and Town Councils can be found using the link below:

<http://www.leicestershireparishcouncils.org/harborough/>

To find your local ward councillor, please visit <https://cmis.harborough.gov.uk/cmis5/Councillors.aspx>

Guidance Note 8 – Community Benefits and Monitoring Outcomes

What Outputs and Outcomes will you achieve with your grant? How will these be monitored?

An Output is what you tangibly deliver and are the things that the applicant and/or those included in the proposal will be doing.

An Outcome is what happens as a consequence of what you tangibly deliver and the benefits that will be produced as a result of the outputs

How you monitor this is how do you prove you have delivered both the output and the outcome e.g. evaluations sheets from sessions or improvements in behaviour due to increased activity in young people. The monitoring process should begin the moment the grant is awarded and the project has started.

What will you do to recognise and measure your project's success? How will you ensure your project is continuing on its path to achieve the set outcomes throughout its delivery? Are there any risks to the delivery of your project and if so, how will you monitor these and mitigate accordingly. You will need to evidence the success of your project in a completion report after your project has finished.

Guidance Note 9 – Safeguarding

The Council requires all organisations have an up-to-date safeguarding policy in place which you should be able to submit upon request.

Please include a copy of your organisations safeguarding policy with your application if your project involves working with children, young people and/or vulnerable adults

Guidance Note 10 – Equality

The Council requires organisations to actively embrace equal opportunities. How do you encourage your project to be accessible to all in the community?

Explain what positive steps you are taking to address equal access

- Is membership of your organisation or use of its service restricted in any way?
- Which user groups or ethnic groups would benefit from your project?

For more information follow the link: <https://www.gov.uk/equality-act-2010-guidance>
Please include a copy of your organisations equalities policy with your application.

Guidance Note 11 – Project costs

If your organisation is registered for VAT please submit you latest VAT return. If you are registered for VAT please do not include the VAT in your break down costings.

Please enclose a copy of your organisations most current bank statement, and a copy of your most recent Annual Accounts, with your application.

Guidance Note 12 – Breakdown of total cost of the project (BOX A)

The breakdown should be for the whole cost and not just the amount you are asking for funding for. However, please make it clear what part of the project you are specifically asking for funding for.

Make sure that the amount you are requesting related directly to at least one of your quotes. Please indicate which quote this is and whether it is your preferred quote.

For costings over £500 3 professional comparative quotations are required.

Total project cost - requires match funding.

Guidance Note 13 – What funding have you already secured? (BOX B)

What funding has already been secured? This could be

- Other successful grant applications
- Money which has been provided by your own organisation.

Guidance Note 14 – Other funding to be determined

Please list other funders to whom you are applying, detailing when you submitted your application, or plan to, and a date by which you should be informed of the decision.

Please state the name of the funder applied to, the date of decision and any reasons for the refusal. If there is a shortfall in funding, what steps will you take to overcome this e.g. fundraising?

Note: BOX: A +B+ C = TOTAL PROJECT COST

Guidance Note 15 – Declaration

You should be aware that applications may be subject to release under the Freedom of Information Act 2000. Although personal information will be redacted, if there is any information submitted which you do not wish to be in the public domain then this should be clearly marked as Confidential.

A successful project will be issued with an offer letter which will set out terms and conditions of the grant awarded.

Successful applicants will be required to participate in monitoring and project evaluation on acceptance of their grant.

