



Community Grant Fund 2022/23 Guidance Notes Harborough District Council

The Platinum Jubilee Capital Grant Fund is an inclusive fund, open to voluntary and community groups.

This year, Her Majesty The Queen will become the first British Monarch to celebrate a Platinum Jubilee after 70 years of service. This new fund will help mark this historic milestone through helping to secure or develop significant capital assets across the district, as a lasting commemoration.

Projects must meet at least one **HDC Corporate Priorities**

- Community leadership to create a sense of pride in our place
- Promoting health and wellbeing and encouraging healthy life choices
- Creating a sustainable environment to protect future generations
- Supporting businesses and residents to deliver a prosperous local economy

Projects must meet **all of the following criteria**

- Be creative
- Be a new project
- Have a long-lasting impact/ legacy of Jubilee
- Enhance the local place
- Have a demonstrable public benefit and be freely available to the local community

Total amount available - £700,000.00

Ten grants of £70,000.00 per application will be granted towards these capital projects which may be of a greater overall cost. Smaller grants will not be considered.

Key Dates:

Applications open 11th April 2022

Deadline is 31st July 2022. Only complete applications will be considered.

Decisions will be made in October 2022 by Cabinet Sub-Committee for Grants.

All projects must also

- Benefit the residents of Harborough District.
- Benefit no fewer than 5 people.
- Have a detailed breakdown of expected costs and income, including relevant quotes to show expenditure or clear explanation as why this is not possible.
- Comply with the Equality Act 2010.
- Not be within an existing funding agreement with HDC for the same project -e.g. S106.
- Not be the statutory funding responsibility of another organisation.

- Ensure you have obtained permission from the landowner to undertake the capital work. If required applicants will also be expected to have obtained (or engaged in the process of) planning permission and/or listed buildings consent (if appropriate) to carry out the works and any other required permissions.
- Application must not be retrospective - that is to replace money already spent, or to cover items or services that have already been purchased. Organisations should not commit themselves to a project, or any spending before any final decision is made.
- Have all funding sources confirmed before funding is transferred.
- The fact that a scheme has been funded by this scheme will be publicly acknowledged and referenced in all ongoing publicity by the successful applicants. A form of words to use will be agreed with successful applicants by HDC.
- HDC need to be recognised as funding the project with details to be agreed e.g. this may be a commemorative sign/engraving/naming of the project is required to recognise HM Queen's Platinum Jubilee and the funded by HDC.
- Official openings of funded schemes will be required to invite representatives from Harborough District Council, to include the Chair of the Grants Sub-Committee and Council.

Who can apply

- Town/Parish Councils or a constituted Parish Meeting.
- Any constituted community/voluntary group based within the Harborough District.
- Registered charities.
- Groups will be allowed to bid even if they have applied for funding from the Council in previous years as long as it is a different project.

Examples of projects

- Art and sculptures
- Buildings, upgrades and extensions
- Open space improvements
- Parks and gardens – including urban parks, country parks, forest parks and formal gardens;
- Outdoor sports facilities (with natural or artificial surfaces and either publicly or privately owned) – including tennis courts, bowling greens, sport pitches, golf courses, athletic tracks, school and other institutional playing fields, and other outdoor sports areas;
- Amenity green space (most commonly, but not exclusively in housing areas) – including informal recreation spaces, communal green spaces in and around housing, and village greens;
- Provision for children and teenagers – including play areas, kickabout areas, skateboard parks and outdoor basketball hoops;
- Green corridors – including river and canal banks, amenity footpaths and cycleways;
- Natural and semi-natural urban green spaces – including woodlands, urban forestry, grasslands (eg. meadows), wetlands, open and running water, and rock areas (eg. cliffs);
- Allotments and community gardens;
- Cemeteries and churchyards; and
- Civic spaces, including civic and market squares and other hard surface areas designed for pedestrians.

Projects we cannot fund

- General running costs such as utility bills and maintenance.
- Salaries or staffing costs.
- 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.
- HDC will not be responsible for any future maintenance or future capital or revenue to support projects.

How much can you apply for

Applicants should be requesting £70,000 only.

The Grant 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.

Monitoring

Projects must carry out a project completion form when requested.

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

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 community engagement and support

Tell us how you know your project will be welcomed within the community 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 engagement 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 – 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 9 – 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 10 – 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 11 – 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 12 – 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 13 – 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 14 – 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.



Explanation of scoring matrix

Each officer will offer a score for each section out of 5, using the table below:

1 Unacceptable	<ul style="list-style-type: none"> • none provided • demonstrating a significant misunderstanding of the question • not meeting the criteria even to a minimum extent
2 Weak	<ul style="list-style-type: none"> • meeting certain aspects to a minimum extent but fails in others • little evidence of ability to meet or deliver to the proposed criteria
3 Fair	<ul style="list-style-type: none"> • meeting the majority but not all aspects of the criteria • adequate evidence of ability to meet or deliver to the proposed criteria
4 Good	<ul style="list-style-type: none"> • meeting all aspects of the criteria • comprehensive, clear proposal demonstrating a good understanding of the criteria • clear evidence of ability to meet or deliver to the proposed criteria
5 Exceeds criteria	<ul style="list-style-type: none"> • Materially exceeding the criteria, through a creative or innovative response or • where additional 'added value' areas have been identified • clear evidence of ability to exceed the proposed criteria

Scoring matrix for Community Grant Fund 2022/23**FITS CRITERIA**

Things to consider	Score out of 5 (weighted x 5)
Project must meet <u>all of the following criteria</u> <ul style="list-style-type: none"> • Be creative • Be a new project • Have a long-lasting impact/ legacy of Jubilee • Enhance the local place • Have a demonstrable public benefit and be freely available to the local community 	
Other Comments	

CORPORATE PRIORITIES

Things to consider	Score out of 5 (weighted x 1)
Does the project meet at least one HDC Corporate Priorities <ul style="list-style-type: none"> • Community leadership to create a sense of pride in our place • Promoting health and wellbeing and encouraging healthy life choices • Creating a sustainable environment to protect future generations • Supporting businesses and residents to deliver a prosperous local economy 	
Other Comments	

ABOUT THE PROJECT

Things to consider	Score out of 5 (weighted x 5)
<ul style="list-style-type: none"> • Confidence in project planning ie: realistic project? • Benefit the residents of Harborough District. • Benefit no fewer than 5 people. • Has the future after the project been considered? Exit route, legacy, future funding if needed? • Projects which can demonstrate sustainability will be given extra points • Have the correct outcomes been identified? • If project involves improving land or a building, does it include length of lease details and permission from the landowner/building owner? 	
Other Comments	

EVIDENCE OF COMMUNITY ENGAGEMENT AND SUPPORT

Things to consider	Score out of 5 (weighted x 4)
<p>How well will the project be welcomed within the community 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?</p> <ul style="list-style-type: none"> Has quality evidence to support claims in this section e.g. community consultation, a summary of questionnaires completed, minutes of public meetings etc. How far reaching is the project, does it support a wide cross section of the community? Is the project inclusive? 	
Other Comments	

COMMUNITY BACKGROUND

Things to consider	Score out of 5 (weighted x 2)
<ul style="list-style-type: none"> Are Parish Council are supportive, if applicable? Are Ward member/s is/are supportive? 	
Other Comments	

PROJECT COSTS

Things to consider	Score out of 5 (weighted x 3)
<ul style="list-style-type: none"> Have a detailed breakdown of expected costs and income, including relevant quotes to show expenditure or clear explanation as why this is not possible. Do the quotes appear comparable and offer value for money. Do they have 3 quotes on all items over £500? Is the organisation registered for VAT and be reclaiming? 	
Other Comments	

SUMMARY OF SCORES**Officer Recommendation -**

(please circle and complete as necessary)

Don't Fund	Fund
Signposting?	How Much? £70k
	Recommended specific conditions of grant allocation

Project Number: 00

Applicant:

	Subject to planning if needed
Reasons for refusal	Reason for allocating