



North Hertfordshire Partnership Rural Community Pot

Application Guidelines

The Rural Community Pot is a £20,000 fund that has been made available from the LAA1 Performance Reward Grant. The fund is being managed by Hertfordshire Association for Parish and Town Councils and offers grants of up to **£1,000** for community projects.

£10,000 will be available for capital projects and £10,000 for revenue projects. Grants awarded must be spent by 31st March 2012.

Eligibility – who can apply

All Parish and Town Councils in North Hertfordshire are invited to apply. As the overall fund is relatively small we regret we can only accept one application from any one Council.

What Type of Projects Can Be Funded?

The maximum grant will be £1,000 and can be for either capital or revenue expenditure. Applications for smaller amounts are particularly encouraged. We are also keen to support partnership working within your parish.

Projects **must** demonstrate that they are working to achieve at least one of the ten priority themes in the North Hertfordshire Community Strategy, be properly evaluated and demonstrate clear benefits to the local community in the North Hertfordshire District Council area. The ten themes are:

- ✓ **Protecting and enhancing the environment**
- ✓ **Improving the life chances of children and young people**
- ✓ **Strengthening communities and involving people**
- ✓ **Improving health and wellbeing**
- ✓ **Enriching the lives of our elders**
- ✓ **Increasing economic prosperity and employment**
- ✓ **Promoting lifelong learning, training and skills development**
- ✓ **Providing decent and affordable housing**
- ✓ **Improving travel and transport**
- ✓ **A safe community**

The strategy can be viewed on North Herts District Council web site
http://www.north-herts.gov.uk/sustainable_community_strategy_-_final.pdf

We are therefore looking to support schemes or projects within the district that will make a difference and they should:

- Be innovative, something new, different and exciting;

- Test or pilot a new activity or add value to an existing service
- Be sustainable for more than the life of the grant (unless this is a 'pilot')

What can a Rural Community Pot Grant support?

The main aim is to support projects that are working to achieve the objectives of the North Hertfordshire Community Strategy. Below are some of the examples of how community groups could use the grant. This is NOT an exhaustive list!

- Purchase of equipment such as computers, projectors, play equipment etc
- Put on a local event or workshop
- Cover the cost of training for volunteers or attendance at an event or conference
- Support community activities
- Pay for additional activities to expand an existing service
- Help a group to achieve a quality or other standard relevant to their activities
- Pay for membership of local support groups (e.g. HAPTC)

The grant should not be seen as long term funding.

Who will decide?

The Parish and Town Councils of North Hertfordshire!

This is the first example of real, practical participatory budgeting in the district. All applications will be presented and considered at the North Herts Parish Networking Meeting on Thursday 6th October 2011 at Weston Village Hall. There will be one vote per parish and town council attending this meeting and the Chairman of the meeting will have a casting vote. The fund is limited to £20,000 (£10,000 capital and £10,000 revenue) and all projects will be considered on their merits. The meeting will agree the projects to be supported and should the fund be over subscribed then those attending the meeting will consider awarding the grants on a pro-rata basis.

How do you apply?

- All applications must be made on the application form attached, either in hard copy or electronic format.
- Applications will be acknowledged in writing (by email) on receipt.
- Applications should be submitted to HAPTC by 12 noon on **Friday 23rd September 2011**

NB. Applications received after this deadline will NOT be considered

- Applications will go to the North Hertfordshire Networking Meeting on **Thursday 6th October** and be considered on their merits.
- Successful applicants will be informed by **Friday 4th November 2011**

You Need to Remember

- HAPTC and the North Herts Parish Networking Meeting may seek further clarification on any application.
- All applicants must have an Equal Opportunities Policy or be prepared to adopt an appropriate Equal Opportunities statement relating to the project / initiative. Projects working with children must have a Child Protection Policy and projects working with vulnerable adults must have a Vulnerable Adults Policy.
- We need to be satisfied that your Council has a sound financial basis and so you should therefore enclose a copy of your Annual Accounts for the year ending 31st March 2011.
- We also need to be satisfied that schemes / initiatives have been properly costed and planned.
- The names of all Councils which are successful in getting a grant, and the amounts awarded to them, may be published by the North Hertfordshire Partnership.

Monitoring

We have to ensure that the funding has been spent appropriately and therefore require monitoring information. A monitoring form will be posted to you with the letter confirming that your application has been successful.

It will ask you to report on the difference the grant has made to your Council and to the people who have benefited from your activities. This must be returned at the end of the financial year in which the grant was received or sooner if the project/activity has finished. With your monitoring form we need you to return copies of receipts and invoices relating to the project the grant is awarded for.

Further Advice and Information

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