



Community Grants Policy

1. INTRODUCTION

1.1 North Hertfordshire District Council is committed to providing support to community groups and organisations working in the district to deliver services, build capacity and sustainability, and contribute positively to the achievement of the Council's priorities for the District.

The Council recognises the significant contribution made by the voluntary and community sector to deliver services and contribute positively to the achievement of the Council's priorities for the District.

The Council's Area Committees will seek to establish and maintain relationships with outside bodies/voluntary organisations operating specifically within their area including, where appropriate, the provision of grant aid / financial support etc.

1.2 Any provision of grant funding will seek to support activities that are 'open to all' and do not exclude any specific group of people.

1.3 North Hertfordshire District Council will not authorise the award of a grant which goes against the Council's policies or seeks to reverse a previous decision.

1.4 This document sets out the terms and conditions under which funding applications to the council should be made, the criteria for the award, and the context in which applications will be considered.

2. ELIGIBILITY CRITERIA

2.1. **Applications will be accepted from organisations that are:**

A. Volunteer led or operated on a not-for-profit basis, such as, but not limited to:

- Registered Charities (*that have a charity number*)
- Un-registered Charities (with income under £5000), Constituted Groups or Clubs (*e.g. including children, youth and the elderly, etc*) -
- Community Interest Companies (CIC) or Community Interest Organisations (CIO)
- Schools / Academies (*providing the activity is beyond their statutory responsibilities*)
- Social Enterprises
- Sports Clubs
- Resident Groups / Clubs
- Faith based organisations (*where they are including the wider community*)
- Business Groups and Organisations, including Business Improvement Districts (*on condition that the funding is for something that provides Additionality*)
- Parish, Town and Community Councils (*on condition that the funding is for something that provides Additionality*)

- B. Be for the benefit of residents of North Hertfordshire.
- C. Be able to demonstrate financial viability by providing details of income and expenditure and, where relevant, demonstrate compliance with previous grant conditions.
- D. Have an open-door membership policy and provide services that are accessible to all. This does not preclude single gender organisations from applying as long as they can demonstrate that they comply with the Equality Act 2010.
- E. Either be formally constituted or demonstrate a good governance structure, including a Management Committee or Board of Trustees that are not all immediately related.
- F. Be able to demonstrate financial need and that other sources and options for funding have been considered and exhausted before application to the district council.¹
- G. Be able to demonstrate the award of the grant provides Additionality to the service provision of the organisation (i.e. is innovative in nature and beyond the normal scope of organisation's current activities).²

2.2 **In the case of projects that involve work on a building or outdoor space, the group or organisation must:**

- *Own the freehold of the land or building, or have a lease which cannot be brought to an end by the landlord for at least five years after the work has been completed.*
- *Have the relevant permissions/ licences in place (e.g. planning consent).*

2.3 **In the case of projects that involve working with children, young people or vulnerable adults, the group or organisation must:**

- *Have a safeguarding policy.*
- *Have completed DBS checks as appropriate.*
- *Have undertaken safeguarding training as necessary.*

¹ Amended Cabinet July 2021.

² Amended Cabinet July 2021.

3. **FUNDING INFORMATION**

3.1. The Council may support and provide financial assistance as outlined below:

| ELIGIBLE for funding | NOT ELIGIBLE for funding |
|---|---|
| <ul style="list-style-type: none">• Activities• Events• Equipment• Publicity and Publications• Repairs and Maintenance• Site and Building works• Training/Workshops• Travel and Transport (not overseas)• Venue Hire• Refreshments (not alcohol) | <ul style="list-style-type: none">• Retrospective funding e.g. for items already purchased or events that have already happened.• Goods and Services already received or paid for• Purchase of Alcohol• A service that the state is obligated to provide.• Charitable donations.• Contingency cost, loans, endowments or interest.• Land or building where ownership (freehold or eligible lease) is not yet established.• Political or religious activities.• Purchase of items on behalf of another• Recoverable VAT |

4. **APPLICATION SUBMISSION PROCESS**

- 4.1. All requests for funding must be submitted on the council's Community Grant application form along with all the required supporting documentation.
- 4.2. The form is available as a Microsoft Word file downloadable from the Council's website. *(Wherever possible this should be completed and returned electronically in Microsoft Word.)*
- 4.3. Community Grant applications are considered at the relevant Committee/Panel and a listing of application deadlines is published on the Council's website.
- 4.4. District wide Community Grant applications may be considered by a District- wide panel. The panel will meet at least twice a year, and once in July of each civic year, after Cabinet have approved any revenue carry-forwards from the Area Committees and another date to be agreed. *
- 4.5. You can find the Community Grant application forms at <https://www.north-herts.gov.uk/home/community/grants/area-committee-grants>

5. ASSESSMENT CRITERIA

- 5.1. All applications for grant funding will be carefully assessed to ensure that funding is allocated to projects or activities and areas that will have the most beneficial impact on the residents of North Hertfordshire
- 5.2. The assessment process will use three main criteria:

| A. Feasibility Assessment | B. Priority Assessment |
|---|--|
| <ul style="list-style-type: none">• Will the funding benefit residents of North Hertfordshire?• Will it be spent within 12 months from receiving the funding)? | <ul style="list-style-type: none">• Does the project fulfil a need for the local community? |
| | C. Economic Assessment |
| | <ul style="list-style-type: none">• Does it provide good value for the money?• Is the applicant financially viable? |

- 5.3. **Other areas for consideration, which may strengthen an application:**
- Partnership with other groups involved in this type of work.
 - Efforts to seek additional joint funding from other sources
 - If the organisation has not applied to NHDC in the past or for a long period of time

6. TERMS OF THE AWARD

- 6.1. Grant monies awarded must only be spent on activities as described in the application, within one year of the decision.
- 6.2. The Council will require details of how the grant was spent, and the provision of receipts, within one year of the decision.
- 6.3. Grant recipients may be requested to report back to the relevant committee / panel either by presentation or writing.
- 6.4. Any unspent funds must be returned to the Council.
- 6.5. Details later proved to be incorrect may prejudice a subsequent application and could result in a requirement to repay any funding awarded.