



## **General Criteria for Community Grant Funding**

Hereford City Council has a limited budget to make discretionary community grants, from £50 up to a maximum of £3,000, to local community organisations, charities, clubs, societies and groups based in the Parish of Hereford City in any one financial year.

As the PARISH COUNCIL for the City of Hereford the money the City Council raises from the precept is raised from the Council Tax collected from the residents within the City of Hereford. Any grant award therefore must be to the benefit of the City or the residents who live within the City boundaries.

*Occasionally the committee may consider awarding a larger grant up to a maximum of £10,000 for the delivery of a project in line with one of the objectives within the Hereford City Community Led Plan or where significant collated data and evidence from community consultation can be provided to show that this service or project is needed. Evidence of public consultation with residents from within the City of Hereford must be included to support and validate a larger grant application.*

Activities subject to an application for a grant MUST be for the benefit of the residents within the Parish of Hereford City, improving areas within the City or the City itself.

Submitted applications are considered at specific grants meetings held by the Community Development Committee and these dates can be found on the City Council website [www.herefordcitycouncil.gov.uk](http://www.herefordcitycouncil.gov.uk)

Any organisation who is submitting a grant application must ensure they have a representative available to attend the meeting at which their grant application is being considered. Meetings are held in the Town Hall, Hereford, HR1 2PJ normally on a Monday. You will be notified the week before the meeting as to your allotted presentation time. Failure to attend the meeting at which your grant is due to be considered will mean your application will be deferred to the next grants meeting of the committee.

All applications must be submitted a MINIMUM of three weeks prior to a meeting considering grant funding. Failure to do this will result in the application being taken to the subsequent grant meeting.

Incomplete applications will be deferred until all the relevant information required has been received.

If you need support in completing a comprehensive application please contact the Deputy Town Clerk to arrange a meeting.

Due to the age, architecture and listing of the Town Hall the committee room is inaccessible for wheelchair users so please ensure you notify the Deputy Town Clerk of any mobility needs when submitting your grant application, so arrangements can be made to use an alternative meeting room.

### **ALL ORGANISATIONS APPLYING FOR A GRANT :**

- 1. Must be properly constituted and non-profit making.**
- 2. Must be properly managed, hold regular meetings and have audited accounts.**
- 3. Must comply with disability discrimination legislation, equal opportunities and race equality and must be open to all sections of the community (accepting that some projects or services may be focused on certain sections of the community e.g. young people, people with disabilities).**
- 4. Must submit up to date accounts, balance sheet, a breakdown of charges and costs for the project or service and details of membership fees (if applicable) or in the case of a new organisation, evidence of a business plan.**
- 5. Must show evidence and results of their own fundraising efforts and/or other sources of funding they have applied to and the outcome to date.**
- 6. Must show local community involvement and support.**

## GRANTS WILL NOT BE AWARDED:

1. to individuals.
2. for projects/services covered by other statutory bodies.
3. for political or religious activities.
4. for travel/volunteer expenses
5. for salaries/fees/payments of any kind to an individual.
6. for equipment for personal use of any one individual in an organisation, Charity or group
7. in retrospect

Organisations, charities or groups will only be awarded up to a maximum of £3,000 in any one financial year. i.e. you may apply for a grant on more than one occasion in any financial year but the total sum of all applications submitted from one organisation, charity or group should not exceed £3,000.

Any spend or event taking place prior to approval of the application will be disregarded.

All grant recipients will be required to publicise the support of Hereford City Council in any or all of the following ways: Publicity material, press, social media, website and/or any other suitable form such as a plaque or board.

**Applicants must NOT change the use of the grant award for anything except for the purpose for which it was approved. Should an organisation wish to amend what they wish to spend a grant award on they must apply in writing to Hereford City Council and wait for approval.**

All grant recipients will be required to complete a GRANT COMPLETION FORM within six months of spending their grant. Failure to submit a grant completion form will result in any future grant applications being void.

Hereford City Council will consider every grant and award funding on merit. Should you be unsuccessful in securing grant funding at one particular time it will not be detrimental to any future grant application.

Each Grant application should demonstrate how it will complement one or more of the Activity Blocks set out by Hereford City Council and found below.

<b>ACTIVITY BLOCK 1</b> <ul style="list-style-type: none"><li>• Improving the look and feel of the City – investing in local neighbourhoods as well as the City Centre</li></ul>
<b>ACTIVITY BLOCK 2</b> <ul style="list-style-type: none"><li>• Improving the Cultural life of the city and the connection that people have with their Heritage</li></ul>
<b>ACTIVITY BLOCK 3</b> <ul style="list-style-type: none"><li>• Improving the capacity of local communities to do things for themselves – supporting local groups and investing in community facilities</li></ul>
<b>ACTIVITY BLOCK 4</b> <ul style="list-style-type: none"><li>• Improving the sustainability of the City – including encouraging activities that will reduce the carbon footprint of the City</li></ul>

Should you have any enquiries about the Hereford City Community Grant Funding Scheme or require any assistance with completing your application, please contact the Deputy Town Clerk, Tracy Morriss, on 01432 260456 or by email [tracy@herefordcitycouncil.gov.uk](mailto:tracy@herefordcitycouncil.gov.uk)

## Information about your organisation

Title of Project (If applicable)		
Name of Organisation		
Contact Name		
Position in Organisation		
Address of organisation		
Correspondence address (If different from above)		
Telecommunication Details	Telephone Fax e-mail	
Digital communication Details	Website Address Facebook Page Twitter Other	
Status organisation and charity/company number (if appropriate)	Charity Number Company No.	
List any organisations to which your organisation is affiliated		
What geographical area does your organisation cover		
How long has your organisation been in existence? (please ✓)	Less than one year	
	Between one and five years	
	More than five years	

What are the aims/objectives of your organisation?

What are your organisations main activities?

Does your organisation have policies relating to: (please enclose)	
Equal Opportunities	
Young People	
Disability	
Environment	

### Information about your application

Will the funding be mainly used to:		
Continue an existing service		
Develop an existing service		Starting
Start a new service / project		Starting

Please give details of the specific project/service outputs that the funding will be used for:

Which Activity Block/s, as set out in the City Councils Grants Criteria, does this project fall under?	
Is this project an objective laid out within the Hereford City Community Led Plan? (if yes, please identify)	
Yes	
No	

Why do you think the project / service is needed?

Where in Hereford will the project / service take place?

How will this project benefit the residents of Hereford City

<p>What groups of people will benefit?</p>		
<p>Does your project / activity involve the supervision of children under 8?</p>	<p>If yes does an activity session last <u>more than 2 hours</u></p>	
<p>How many residents of Hereford will benefit?</p>		

<p>Does this development / new project have local support? How were the views of the community and / or users established? (You will need to include evidence of this with the application. eg public meetings, consultation, surveys, newsletters etc)</p>
<p></p>

<p>Please give the timescale and key milestones of your project?</p>
<p></p>



Please indicate how the project will proceed if your full grant request cannot be met:

If your project is to be a ticketed event please indicate the likely charges to be made, including concessionary rates:

How did you hear about the City Council's Grant Funding Scheme?

<b>TOTAL PROJECT COST</b>
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<b>Capital Costs</b>	<b>£</b>
Acquisition of Land	
Acquisition of buildings	
Construction/adaptation costs	
Fees, eg surveyor, planning (please attach breakdown)	
Equipment and fittings (please attach breakdown)	
Other (Please specify)	
<b>Total of capital costs</b>	

<b>Revenue Costs</b>	<b>£</b>
Salaries/consultant's fees	
Rent/Rates	
Heat/light/Power	
Materials (Stationery etc)	
Travel (Please details)	
Professional fees ( auditors etc)	
Trainers	
Trainees expenses	
Volunteer expenses	
Charges made by Herefordshire Council (Please details)	
Others (Please specify)	
<b>Total of revenue costs</b>	

<b>Grand Total (Capital Costs + Revenue Costs)</b>	
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**PLEASE INDICATE HOW THE FUNDING REQUESTED FROM HEREFORD CITY COUNCIL WILL BE ALLOCATED**

<b>Capital Costs</b>	<b>£</b>
Acquisition of Land	
Acquisition of buildings	
Construction/adaptation costs	
Fees, eg planning (please attach breakdown)	
Equipment and fittings (please attach breakdown)	
Other (Please specify)	
Total of capital costs	

<b>Revenue Costs</b>	<b>£</b>
Rent/Rates	
Heat/light/Power	
Materials (Stationery etc)	
Other (Please specify individually) (Please ensure you include quotes to evidence costs)	
<i>(Please remember the City Council does not award funding for payments to individuals)</i>	
Total of revenue costs	

<b>Grand Total (Capital Costs + Revenue Costs)</b>	
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**PROJECT FUNDING STATEMENT**

Please detail your local fundraising activities

Event	Date	Amount
<b>TOTAL</b>		

Please indicate what other sources of funding you have for this project and what other organisations you have applied to and the outcome to date.  
 Include details of any help-in-kind received from this or other organisations

Organisation	Date	Amount	Help in kind	Approved/ refused/ being considered
<b>TOTAL</b>				
<b>TOTAL OF FUNDRAISING &amp; OTHER SOURCES OF FUNDING</b>				

<b>PROJECTED SHORTFALL.</b> (Deduct funding already raised and/or approved from total project cost)	
<b>AMOUNT REQUESTED</b> (From the City Council)	
<b>TOTAL FUNDING</b>	

Should there be a shortfall between the total funding raised, (fundraising, funding from other organisations and funding requested from Hereford City Council), please explain how this shortfall will be met.

**Information about management, monitoring and evaluation**

How long will the service / project be managed and run?  
(eg Steering Group, Project Manager, Committee)

How and when will you monitor progress?

Please indicate if any members of your management board or directors are employees or elected members of **Hereford City Council**

Please indicate how you will show public recognition for the City Councils support in this project.

Please indicate the anticipated benefits of the project/service

( Please include any specific measures)

How will the service / project continue in the future?

Should your application be successful please indicate the name of the organisation the cheque should be made payable to.

Has the group received a Community Grant from Hereford City Council before?

Yes  No

If yes:

What was the last project/event you were awarded funding for?

Date

How much were you awarded?

£

Have you completed and returned a grant completion form and associated documents for the project/event?

Yes

No

If no please give the reason why.

Due to the committee room being inaccessible for wheelchair users I notify you that the person who will be attending the grant meeting to present this application will not be able to access the committee room and alternative arrangements will need to be made.



Please note any special mobility requirements below.

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***Declaration***

*I confirm that the information supplied in this application form and any accompanying papers is correct in all respects. I understand that giving false information may lead to the withdrawal of any grant offered. I confirm that any grant offered will be used only for the purposes set out in this application and any supporting papers and I will provide reports of progress as and when requested by Hereford City Council. Should any grant offered by the Hereford City Council not be used within the time specified, or in compliance with the terms set out in any letter of offer of a grant, on behalf of the organisation making this application, I undertake to repay the outstanding amount to Hereford City Council upon demand.*

*I understand Hereford City Council will hold my details in association with this grant application under their legal obligations as a parish council.*

*I agree to the Parish Council using my details as provided in this form to contact me in relation to this grant application and inform me in the future of other funding opportunities and/or of other information that may benefit this group.*

*Signed*

*Date:*

*Address:*

*Post Code:*

*Full name of person signing  
(in BLOCK LETTERS)*



## Checklist of enclosures

<p><i>Please ensure the following are enclosed with your application. Should you not be able to enclose any of the following please give a written explanation as to the reason why any of these documents are not included to support your application.</i></p>	<p>Yes ✓</p>
<p>A4 sheet detailing management arrangement, user involvement, frequency of meetings, equal opportunities policy and any other relevant information</p>	
<p><b>Evidence of cost.</b> (Please provide three individual quotes for the items you are asking for funding towards and a statement explaining the reason/s behind the group's preferred choice ).</p>	
<p><b>A copy of your organisation's most recent bank statement</b></p>	
<p><b>A copy of your organisation's most recent balance sheet</b></p>	
<p><b>A copy of your organisation's most recent accounts</b></p>	
<p><b>A letter confirming your organisation's status</b></p>	
<p><b>Evidence of local need / support</b></p>	
<p><b>A copy of your organisation's current constitution</b></p>	
<p>A statement confirming your procedures for police checking of staff or volunteers who have substantial access to children (under 8's) whilst undertaking activities on behalf of your organisation. <i>(if Applicable)</i></p>	
<p>Business Plan/Budget Forecast <i>(If Applying for a large grant award)</i></p>	