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Hereford City Council Community Grants Scheme

**POLICY**

The General Power of Competence enables Hereford City Council to grant monies to qualifying organisations to support projects, under the terms of the Localism Act 2011.

**INTRODUCTION**

Hereford City Council (HCC) is committed to encouraging community development and aims to work closely with organisations and groups by financially and developmentally supporting projects that benefit local residents. The Council has a duty to ensure that grants awarded under this scheme aim to make a difference to the quality of life of people living in Hereford City.

HCC recognises and values the importance of partnership, working with public and private sector organisations, as well as community groups and voluntary organisations.

**AIM**

To support and strengthen community participation, activities and events and to help develop a sustainable welcoming community that benefits residents of the City of Hereford.

**APPLICATION PROCEDURE**

For the purpose of requesting grants, applications may be submitted at any time during the year. Hereford City Council Community Development Committee will consider applications received. The Grants Committee will usually be held on a bi-monthly basis. Details will appear on the HCC website.

If the application is for an event, it is strongly recommended that the application is made as early as possible, prior to the event, to allow sufficient time for the application to be considered. The dates of meetings when applications are considered are published on the council’s website and applications should be received, together with all supporting documentation, **at** **least two weeks prior to this date**. Applications must be submitted on the correct application form and be accompanied by the documentation requested, i.e.:

* latest set of accounts and balance sheet
* a current bank statement (no more than three months old)
* a copy of the constitution or relevant organisational governing document.

Supporting documentation, including photographs and plans, would be welcome. Applicants who cannot provide a copy of accounts or a balance sheet are asked to submit a brief business plan or strategy with other supporting documentation. Hereford City Council reserves the right to request additional information to aid determination of the grant.

**Applicants may be required to attend the relevant Grants Committee meeting at which their application is being considered, to give a short presentation or talk about their project and its aims and objectives.**

Once it has been decided by the Committee if an applicant should receive a grant, an offer letter will be sent to the applicant detailing the level of grant awarded. The offer letter will set out how much grant is offered and detailing any specific conditions attached to the offer. If the applicant is happy to accept the offer and conditions, a signed copy of the offer letter should be returned to HCC within **three weeks** of the offer being made. Once this is received by the City Council the project may begin.

On completion of the project a final report will be required, to be submitted **no more than three months** after the project has ended. The Community Development Committee will monitor and follow up any reports not received. This will summarise what the project has achieved and break down the income and expenditure. Any unused funds remaining at the end of the project must be returned to HCC. **Any applicant who fails to submit a final report will not be eligible to apply for any grants in the future.**

**WHO MAY APPLY?**

Any charity, voluntary group, community or not-for-profit (CIC, etc.) organisation may apply.

HCC will not fund activities of a primarily political or faith-based / religious nature, nor discriminate on the grounds of race, religion, gender, age, sexuality or disability. Nor will it fund activities considered to be the responsibility of the principal authority or which it considers might lead to the statutory body withdrawing funding in the future. Hereford City Council will not fund educational or schools-based projects where the subject matter or objective forms part of the National Curriculum.

Hereford City Council will not award grants to national organisations which do not have a direct specific benefit to the people of Hereford City, or where local groups raise funds which are sent to a regional or national HQ for redistribution and not spent locally.

**CONDITIONS OF FUNDING**

The following conditions will apply:

1. Grants will only be considered if submitted on the appropriate form (available via the website) and supported with the necessary requested documentation. If there is insufficient documentary evidence of the organisation’s financial position, the application may not be considered.

2.  Where the applicant is an organisation, it should be properly constituted, with a written constitution (or similar organisationally appropriate governing documentation) and appointed officers.

3. If the project is dependent on funding from HCC, it should not be started until an offer letter has been received. The scheme cannot fund projects retrospectively (i.e. pay for expenditure which has already occurred).

4.  Hereford City Council reserves the right to, in certain situations, award smaller grants than the amount requested.

5. The maximum request for any applicant is usually £3,000 in any financial year   
(1 April - 31 March). There is no minimum amount applicable. On occasion, grants greater than £3,000 may be awarded for projects of special merit. Any projects requesting in excess of £5,000 will require approval from full Council rather than the Community Development Committee. **Projects applying for between £3,000 - £5,000 will be required to demonstrate additional benefit to those applying for up to £3,000.**

6. Applicants must have a bank account.

7.  **Grants cannot be awarded to finance core running costs of the organisation, salaries, or wages.**

8.  The grant must be used only for the purpose for which the application was made. Any request to spend an award differently than that for which the application was originally submitted, will require a re-application, and re-ratification by HCC Community Development Committee.

9.  If the applicant is unable to use the grant for the stated purposes and within the stated timescale, monies must be returned to HCC.

10.  Hereford City Council will require any project funding which has not been spent by the specified project end date to be returned.

11. The applicant must submit an end of project report, including copies of receipts and/or proofs of purchases within three months of completion of the project; **failure to do so will result in the applicant being ineligible to apply for any future grant funding.**

12. Hereford City Council has permission to use information about its grant to your project in HCC publicity, including promotional materials, annual, or other community reports.

13.  With regard to all applications, the HCC’s decision will be final.

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Hereford City Council Community Grants Scheme

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| **GRANT APPLICATION FORM - 2022-23** |

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| **CONTACT DETAILS** | | | |
| Are you applying for a grant as: (please tick)  A constituted organisation □ A newly formed organisation □ or other □  If other, please provide details: | | | |
| NAME OF ORGANISATION or INDIVIDUAL (please complete in block letters) | | | |
| If organisation, Contact Name and position held: (e.g., Treasurer, Secretary)  …………………………………………………………………………………… | Telephone:  Email: | | |
| Address for Correspondence:        Post Code: | | | |
| **IF YOU ARE APPLYING AS AN ORGANISATION** | | | |
| Aims of Organisation – state the aims and objectives of your organisation and the nature of its activity: | | | |
| What is the status of your organisation or group? (Please tick all those that apply)  Registered Charity □ Number ………………………………..  Company Limited by guarantee □ Number ……..………………………  Social Enterprise □ Community Group □ CIC □ CIO □ Other □  (Please state) ………………………………………………………… | | | |
| Does your group have a constitution or other appropriate legal governing document? **YES / NO**  If yes, please supply a copy – this may be electronic if preferred. | | | |
| Have you provided the required documentation with this application? These may be electronic if preferred.  Latest set of accounts □  Balance sheet □  Latest bank statement □  BACs (bank account) Details:  Bank Name:  Account Name:  Account Number:  Sort Code: | | | |
| When was your organisation formed? …………..…  How many members does your organisation have? ………..….  Are the majority of service users benefitting from this project based in Hereford City? **YES / NO** | | | |
| **FINANCIAL DETAILS** | | | |
| Breakdown of costs individual items. Please indicate whether this is an actual cost (A) or an estimate (E).  (Receipts and invoices must be submitted at the end of the project.) | | | |
| **Item** | | **A or E** | **Cost** |
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| **What is the total cost of your project?** | | |  |
| **Amount requested from HCC** | | |  |
| If amount requested is less than the project total, please tell us how the balance of the project cost will be funded: | | | |
| Have any other applications for grants been submitted to other organisations within the last 12 months and were they successful? **YES / NO** | | | |

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| **Name of Funder** | **Amount Granted** |
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| **TOTAL GRANTED** | £…………….……. |
| Organisation’s present financial position. Please indicate the organisation’s main source of income and provide a copy of the last audited accounts and a **current** bank statement. | |
| If your organisation has raised any funds of its own accord during the last 12 months, please give brief details here: | |
| **Activity** | **Amount raised** |
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| **PROJECT DETAILS** | |
| Name of project: | |
| Who will manage the project? | |
| Have you checked if you need licences, permissions, or insurance for the project? **YES / NO**  If yes, have they been granted? **YES / NO** | |
| Is your project primarily aimed at children or vulnerable adults? **YES / NO**  If so, do you have appropriate safeguarding policies and DBS checks for the organisation and people involved? **YES/NO** | |
| Tell us about what you want to do, the activities and groups involved, and explain how the project will benefit residents of Hereford City. (Maximum 300 words) | |
| How has your community been involved with the development of this project – please give details of any consultations, meetings etc. your group has undertaken. (Maximum 250 words) | |
| How will you measure and monitor the project? How will you know if it has been a success? (Maximum 150 words) | |
| If the project continues after the requested funding period has ended, how will it be sustained? (Maximum 150 words) | |
| If HCC does not support this project, will it go ahead, and if so, how? Please give brief details: (Maximum 100 words) | |

**DECLARATION**

I / We have read the guidance notes and conditions of funding which apply to Hereford City Council’s scheme and agree to the requirements and terms set out therein.

I / We confirm that the details set out in this application are, to the best of our knowledge, correct.

Hereford City Council will be notified immediately of any material changes to the information provided.

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

**I / We agree to the City 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.**

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| SIGNED  ………………………………………………………. | Applicant (if an individual)  or Chairman of organisation |
| Name ……………………………………………………….. | Date …………………………………………… |
|  |  |
| SIGNED  ………………………………………………………. | Treasurer or Secretary of organisation |
| Name ……………………………………………………….. | Date …………………………………………… |

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| **PRIVACY NOTICE FOR FINANCIAL ASSISTANCE**  Your details are held by Hereford City Council (the data controller) in accordance with the Data Protection Act to enable the administration of the grants process.  If you are an organisation or a group the legal basis for processing this data is the necessity for compliance with a legal obligation to consider your grant request.  If you include any personal details on this grant request on behalf of an organisation or group, the legal basis for processing this data is your consent to do so. You can withdraw your consent at any time by notifying us. Our contact details to do so, or for any other queries is at the bottom of this page.  We will keep your data for six years if your grant application is successful, and for six months if your application is turned down, plus the current financial year, which runs from 1 April - 31 March. Your information will not be shared further.  Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner’s Office <https://ico.org.uk/>  Information you provide will only be used for the stated purpose. Further information about the processing of your data can be found on our website at <http://www.herefordcitycouncil.gov.uk>  **Data Protection: Please confirm your consent below. You can grant consent to any or all of the purposes listed. You can withdraw or change your consent at any time by contacting us directly.**   * Should the grant application be successful we may use the details, including your name and photo, in our newsletters, or on our website, or our Facebook page.   🞎 We may contact you to keep you informed about what is going on in the Council‘s area including news, events, meetings and activities. These communications may also sometimes appear on our website, or in printed or electronic form including social media. |

Please return completed form to:

Dave Tristram (External Funding and Community Support Officer)

Hereford City Council

Town Hall, St Owen Street,

Hereford, HR1 2PJ

Phone: 01432 260456

email: dave.tristram@herefordcitycouncil.gov.uk