



# Community Grants Criteria and Guidance

Our Community Grant Scheme is specifically set up to support Community, Voluntary, Arts and Sporting projects which benefit the residents of Dacorum.

The information below details which type of organisations are eligible to make an application, what projects can and cannot be funded and how organisations can apply for funding and what information is required to support the application.

## **Projects must demonstrate they support Dacorum Borough Council's vision and priorities.**

The Council's vision is to work in partnership to create a borough which enables the communities of Dacorum to thrive and prosper. To apply for a community grant, projects must demonstrate they seek to work in partnership with other groups and meet at least one of the following Council priorities:

- **A clean, safe and enjoyable environment**
- **Building strong and vibrant communities**
- **Ensuring economic growth and prosperity**
- **Providing good quality affordable homes, in particular for those most in need**
- **Ensuring efficient, effective and modern service delivery**

Projects must also demonstrate they support the 5 Ways to Wellbeing Eligible projects must also support at least two of the key outcomes from 'The 5 Ways to Wellbeing' (researched and developed by the New Economics Foundation). By supporting these outcomes, evidence links to improving wellbeing.

**1. Connect** - There is strong evidence that indicates that feeling close to, and valued by, other people is a fundamental human need and one that contributes to functioning well in the world. It's clear that social relationships are critical for promoting wellbeing and for acting as a buffer against mental ill health for people of all ages. This could be encouraging new people to get involved with your project, projects which get people talking and listening, or any other ways you can think of to help people make a connection.

**2. Be active** - Regular physical activity is associated with lower rates of depression and anxiety across all age groups. Exercise is essential for slowing age-related cognitive decline and for promoting wellbeing. But it doesn't need to be particularly intense for you to feel good - slower-paced activities, such as walking, can have the benefit of encouraging social interactions as well providing some level of exercise. This could be a project which encourages people to get active, try out a new activity or get back into sport.

**3. Take notice** - Reminding yourself to 'take notice' can strengthen and broaden awareness. Studies have shown that being aware of what is taking place in the present directly enhances well-being and 'savoring the moment' can help to reaffirm life priorities. Heightened awareness also enhances self-understanding and allows positive choices to be made, based on values and motivations. This could be a project that helps people to take some time to enjoy the moment and the environment.

**4. Learn** - Continued learning through life enhances self-esteem and encourages social interaction and a more active life. Anecdotal evidence suggests that the opportunity to engage in work or educational activities particularly helps to lift older people out of depression. The practice of setting goals, which is related to adult learning in particular, has been strongly associated with higher levels of wellbeing. This could be a project that has an opportunity for participants to learn new skills.

**5. Give** - Participation in social and community life has attracted a lot of attention in the field of wellbeing research. Individuals who report a greater interest in helping others are more likely to rate themselves as happy. This could be a project that encourages people to give their time and volunteer.

## Section 1 - Who Can Apply for Funding?

- Informal Groups (e.g. a group of neighbours/residents, a playgroup, a women's group, an older adults group etc.)
- 'Not for Profit' Voluntary & Community Organisations
- Registered Charities or Charitable Incorporated Organisations (CIO)
- Community Amateur Sports Clubs (CASC)
- Community Interest Companies (CIC) or Social Enterprises

### Who cannot apply for funding?

- Individuals
- Sole traders or Private businesses/companies
- Statutory organisations (Councils, Schools, NHS, Police etc.)

### Constituted Groups

The Council can accept applications from any voluntary and community organisation who can comply with the following conditions:

1. Hold a bank account in the name of the organisation and requiring at least 2 signatories
2. Have a management committee of at least 3 unrelated/non-cohabiting committee members
3. Be non-profit making, or a social enterprise where profits/surpluses are reinvested for wider community benefit
4. Operate with no undue restrictions on membership.

### Informal Groups

The Council welcomes and accepts applications from informal groups. An informal group or non-constituted group is a group of people who have a similar interest and want to work together for the benefit of the local community. The groups' aims must be charitable.

Examples of groups include:

- A group of neighbours or residents
- A playgroup or
- An older adult's activity club

You must provide a letter of endorsement when you submit your application. This can be from a constituted organisation, a local Councillor, your local Police Community Support Officer or other similar representative. The endorsement must be provided on the organisation's headed paper or an email with appropriate/verified address.

The Council welcomes partnership applications from two or more organisations.

- Application must provide details of each organisation you will be working in partnership with and what their role will be.
- The Council will also need to know if any of the partnership organisations are providing any funding towards the project.
- The community grant scheme allows for 100% funding requests, but applicants will be awarded additional points if they can show match funding or use of own reserves towards the project costs.
- The Council have a duty to ensure that public money is distributed to organisations that meet our criteria. We may contact the references you specify in your application to give assurance of your competency.

### Payments to Informal or Non-Constituted Groups without a Bank Account

The Council can only pay grant awards into an organisation bank account. Therefore, informal groups who are successful with their application will have their award paid to the intermediary organisation Community Action Dacorum (CAD) and must sign up to becoming a paid member of CAD, this cost circa a £40 plus VAT per year can be included in your grant application.

This agreement will provide a legal framework within which CAD can support the informal group to deliver their activities. There are 2 criteria that must be met:

- Activities provided by the informal group must be entirely charitable. Please click on the link below for further information and guidance.

<https://www.gov.uk/government/publications/charitable-purposes/charitable-purposes#descriptions-of-purposes>

- Funding cannot be used to pay group members a salary.

If your group cannot sign up to CAD's membership, we will not be able to assess your application. Therefore, the agreement must be signed before any funding is approved.

For further information on CAD including the services they provide, please visit their website at

<https://www.communityactiondacorum.org/>

## Section 2 - What Can and Cannot Be Funded?

### Examples of what we can fund:

- Kit and equipment for Sports, Arts and Cultural groups to replace old supplies that have been damaged or broken that are required to allow the activity programme or project to be delivered e.g. cricket nets and sports rackets etc
- New projects, events, and festivals - publicity including leaflets, flyers, banners etc.
- Catering and/or refreshments
- Hall hire (related to the new project, event and festival only) not on-going revenue costs.
- Costs of hiring instructors, trainers, facilitators, counsellors (related to the new project, event and festival only)
- Small scale feasibility studies linked to a new community project or activity programme e.g. proof of concept and research into a project being delivered in the borough
- Project management costs and expenses
- Insurance (public liability insurance specific to an event)
- Project materials (stationary, printer, tablet, art supplies etc.)
- Environmental events, e.g. neighbourhood clean-ups
- Sports, Arts, Heritage and Cultural events activities and courses benefitting the community.

### Special Circumstances

- White goods (fridge, freezer, dishwasher etc.). Funding for these items will be considered on a case-by-case basis if you can demonstrate considerable community benefit.
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### What Projects and Items will not be Funded?

- Repeat application for a similar project, event or festival that has previously been awarded funding by the community grants budget.
- Core funding including but not limited to an organisation's baseline service delivery and/or activities, on-going hall hire costs, salaries, utilities, rates, rent, insurance etc.
- Coaching qualifications, training workshops, first aid and equality training and workshops. (These are supported via the **Bursary to Support - Coaching Courses, Training, Development and Qualifications**) for community, sports, arts and cultural organisations.
- Any initiative, project and/or piece of equipment that in the opinion of DBC would be perceived as being for a singular religious aim or political purpose.
- The purchase of land, buildings, and vehicles.
- Medium/large scale improvements to buildings/premises (i.e. refurbishments and or replacements etc.) including but not limited to structural work that requires planning permission.
- The costs incurred in applying for external funding.
- Loans of any description.
- Projects/initiatives or events that have already taken place.
- Item(s) of equipment that have already been purchased.

## Section 3 - No Repeat Application from the same Organisation for 12 Month Period and it must be a 'New Project'

- Funding must be for a new project only – not a slight variation of previous successful grant applications.
- DBC relevant Officers will work with potential applicants and Community Action Dacorum (CAD) to ensure that the projects, event or equipment meets the Community Grants Criteria (detailed in Sections 1 & 2).
- If an application for funding is successful the organisation will be unable to reapply for funding from that fund (Small or Community) for a period of at least 1 year following a successful application (e.g. if you receive £1,500 funding in 2024-25, you will be unable to reapply until 2026-2027).
- Organisations are permitted to alternate their applications to the Small, Community Grant funds and Bursary scheme.
- Organisations can apply to the Small and Community Grants plus the Bursary in one year (Financial Year). If an organisation is successful in being awarded a grant, they will be subjected to the 12-month gap (not including the grant year) before applying for a further Community or Bursary grant.

## **Section 4 - Maximum Grant Allocation – Small, Community and Bursary Grants**

Organisation can apply for 100% of the total cost but match funding and use of own reserves is encouraged and receive extra points in the scoring evaluation of the application.

The maximum grant for the different schemes is listed below:

1. Small Grants - £550
2. Community Grants - £4,000
3. Community Grants - Special Circumstances - £10,000 (Capital and Revenue). \*These applications are assessed on a case-by-case basis.

### **Bursary to Support - Coaching Courses, Training, Development and Qualifications**

Levels of funding available

The funding your club/organisation will receive will depend on the course level or training opportunity or workshop:

- Bursaries can be awarded between £100 to £500 maximum.
- These must be an 30% match funding from the club/organisation and/or contribution from the volunteer towards the total costs of the training or development opportunity.

*Please the Bursary support pages on the Council website for further details about the scheme and the application process.*

## **Section 5 - Support and Advice to Applicants**

- Relevant Councils officers from the Sports, Community, Health, or Arts Development Team will work with your community group, club or organisation to develop and complete the required paperwork and ensure that your application meets the grant criteria.
- Additional support and guidance will be offered by our colleagues at Community Action Dacorum (CAD) to help support the development of a well-formed application that meets the Community Grants criteria.
- If your organisation or club is not eligible for a Community Grant, we will help to sign post your organisation/club to other funding sources.

## **Section 6 – Monitoring and Evaluation Information**

- As part of the Terms and Conditions of the Grant Offer, your organisation/club are required to complete evaluation form at the end of your project.
- Successful applicants must complete the Community Grants - Outcomes and Achievements Report, this form is available on the website and a copy will also be sent you with the offer letter from the Council.

## **Section 7 – When can I apply?**

There are three funding rounds each year. Applications would be accepted between:

- Round 1 – 1 April – 31 May
- Round 2 – 1 August – 30 September
- Round 3 – 1 December – 31 January

Grant decision making panel meeting dates:

- Round 1 – Late June
- Round 2 – Late October
- Round 3 – Late February

If you are unsuccessful in one round, you may apply again in the next. Feedback is available.

## Section 8 – How do I apply for a grant and what documentation will I need to supply with my application?

You must submit all applications and associated documents using the online application form. If you are unable to provide documents to us in this format, please contact us.

Preference will be given to groups who can show evidence of funding from a range of sources.

What documentation will I need to supply with my application?

### Constituted groups:

- Constitution (or set of rules)
- Insurance certificate/s
- Latest annual report
- A full set of most recent accounts, audited or otherwise certified
- Budget forecast for this year and next year
- A recent bank statement
- Planning and building regulation consents (if appropriate)
- Quotes (if your application involves purchasing goods or services)
- Safeguarding policy including safe recruitment and training
- Equalities policy or statement.

### Non-Constituted and Informal Groups:

- Letter of endorsement (from a constituted charitable organisation, local Councillor, Police Community Support Officer, or other similar representative on their organisations headed paper) when you submit your application.
- Quotes (if your application involves purchasing goods or services)
- Copy of public liability insurance (if applicable)
- Basic financial information held by the group (if any)

### Will I be expected to show value for money?

If your application involves paying for goods/services, you will be expected to show how you have secured the best value option. You should obtain professional estimates before applying and submit them with the supporting documents.

## Section 9 - How will my application be assessed?

Applications will be assessed by a grant panel and will be scored according to how well they meet the following criteria:

- How well your project/initiative/equipment supports the Council's priorities and the 5 ways to wellbeing,
- Evidence that the project/initiative/equipment is required,
- Funding must be for a new project only – not a slight variation of previous successful grant applications,
- The extent to which the project/initiative/equipment meets a community need without duplicating services,
- The sustainability of the project/initiative/equipment,
- The extent to which your organisation works in partnership with other local groups through the project/initiative,
- The efforts to secure funding from a range of sources,
- Value for money,
- How well you can demonstrate the long-term benefits of the project/initiative/equipment for the people of Dacorum.

The question mark field (?) beside each question on the online application shows mandatory information that is needed for that question.

Please put the correct information in each field and avoid duplication between responses.

Please note that we will be unable to assess any application where mandatory fields are not completed. In the instance that an incomplete or ineligible application is submitted, you will be advised that your application is not eligible for funding. This will not prohibit you from applying in future.