



# Community Grant Guidance

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

## **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.*

## **Who can apply?**

### **Constituted groups:**

Any voluntary or community group can apply, including those already in receipt of funds. These groups must comply with the following conditions:

- **hold a bank account in the name of the group, requiring at least two signatories,**
- **have a Management Committee of at least three people,**
- **be non-profit making or a social enterprise where profits are reinvested for community or social benefit,**
- **operate with no undue restrictions on membership.**

### **Non-constituted groups:**

Informal / grass roots / non-constituted groups can apply. They must provide a letter of endorsement from a constituted charitable organisation, a local Councillor, Police Community Support Officer or other similar representative on their organisations headed paper.

## **What can be funded?**

- Revenue or capital as a 'one-off' grant for a specific project, event or programme of events, or equipment.
- Short term revenue costs e.g. day to day running costs (excluding staff salaries) for a project.

## **What cannot be funded?**

- Items which benefit an individual.
- Long term or on-going revenue costs e.g staff salaries.
- Activities we deem to promote or be linked to religious or political ideologies or beliefs.
- Projects involving improvement or repair to buildings which are the responsibility of another statutory body.
- Activities that are the responsibility of another statutory body.
- Capital projects in schools or improvements to roads, pavements or associated items e.g bus stop, street lighting.
- Projects that take place outside Dacorum.
- Projects that have already started delivery.

## **When can I apply?**

There are three funding rounds each year which will close on the last Friday in May, the last Friday in August and the last Friday in November.

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

If you are successful in being awarded a grant, you may not apply for further funding until the next financial year.

## **How do I apply?**

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

## **How much can I apply for?**

Applicants can apply for up to £3,000.

*In very exceptional circumstances, the grant panel may consider applications for grants of up to £10,000 but you must contact the grant panel prior to the application to discuss the proposal.*

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 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.

### **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,
- 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.