



An interactive guide to your organisation's eligibility for

# **Grants from North Hertfordshire District Council**

Revised edition  
June 2009

15/09/2009

**In 2008 North Hertfordshire District Council awarded almost £500,000 in grants to local organisations. Over the last year the Council has endeavoured to streamline its arrangements for giving grants, and to ensure that it awards grants fairly and consistently. This document aims to clarify the range of activities it supports and the nature of the organisations it will support.**

If you are involved with an organisation based in North Hertfordshire, and which benefits residents in that area, and you're looking for a one-off grant of not more than **£1,250** to help your organisation achieve its aspirations, this document is aimed at you.

Pages 3 - 5 describe which organisations are eligible for grant aid.

Page 6 is intended to provide a quick route to what aid is available, based on what activity you want the money to support.

The remaining pages detail the criteria for funding.

A copy of the Council's Mission, Vision and Strategic Objectives is appended as page 14.

The remaining pages are the Area Committee Grant application form.

# 1. WHO IS ELIGIBLE TO RECEIVE GRANTS?

## 1. Organisational Requirements

To be able to receive any form of financial assistance from the Council, applicants need to be independent and not-for-profit organisations, working for the benefit of local communities in North Hertfordshire.

The following, are examples of not-for-profit, community-based organisations which provide activities within the North Hertfordshire district and who are eligible for funding:

Town and Parish Councils  
Registered Charities  
Bona-fide community organisations  
Sports clubs  
Youth groups  
Children's groups, eg: playgroups  
Elderly persons' organisations  
Residents Associations  
Tenants Associations  
Faith-based / cultural organisations  
Village Hall Management Committees  
Community / Social Enterprises  
School PTAs

The Council will not fund the following types of groups/organisations:

- Private clubs or organisations (with restricted membership)
- Private individuals (except for certain sporting or artistic activities)
- Business Groups/Organisations
- Groups who operate at or for a profit
- Schools

## 2. General Application Criteria

To be eligible to receive financial assistance, applicant groups need to consider the following criteria:

### People Based

1. Do you have a properly constituted management committee/organisational structure / terms of reference?
2. Your membership - is it community-based and open to all sections of the community? Clubs or organisations will not be considered if they have membership rates set at such a high level as to exclude the general community.
3. Does your organisation actively encourage membership from all groups in the community, irrespective of age, race, gender, ability, creed, sexuality?
4. Are your facilities made available to people other than members?
5. Does your organisation provide education or training for its members? Are there schemes for particular groups to develop their skills, for example young people or disabled people?
6. Is your membership drawn from people mainly resident within the Authority's boundary?

## Money Based

7. Has your organisation received any other financial assistance from the Authority?
8. Have you provided full details of all forms of income and expenditure?
9. Before you receive any award, you must supply bank details in the name of your organisation.
10. You will need to provide details of how your financial assistance has been spent.

## Service Based

11. Can you provide evidence that the work of your organisation supports the Strategic Objectives of the Council?
12. Does your organisation provide services that either relieves the Authority of the need to do so, or enhances or supplements those that it does provide?
13. Is your organisation affiliated to local or national organisations?

## Other Criteria

14. Factors which will strengthen your grant application include:
  - Partnership with other groups involved in this type of work.
  - Initiatives which address more than one of the Council's Strategic Objectives.
  - The attraction of match funding from other sources.
  - The ability to demonstrate value for money.
  - Clear evidence of local need.

In addition to meeting the general criteria, organisations/groups will also have to satisfy the particular criteria of the grant fund to which they are applying, as detailed below.

### 3. Opportunities for Financial Assistance

1. The Council may support and provide financial or other assistance for activities which benefit or support:

Community Development	Heritage Improvements
Community events, e.g. fêtes, festivals	Green Issues
Children	Equality and Diversity <sup>2</sup>
Young People	Sports Development
Environmental Enhancements <sup>1</sup>	Health
Arts, Culture and Heritage	Promotional & Publicity projects
Fifty Plus	Discretionary Rate Relief
Social Inclusion	Rent Relief
Sustainable Development	Rural Rate Relief
Regeneration, e.g. Town Centres	Hardship Relief

Note 1 e.g. streetscene schemes

Note 2 e.g. race, gender, disability, age, sexual orientation

2. Within the above, the following elements may be funded, either in full or in part:

Revenue Costs <sup>1</sup>	Staffing Costs
Training / Workshops	Room hire
Insurance	Repairs and Maintenance
Road Closures	Travel and Transport
Publicity and Publications	Equipment
Running Costs - heating, lighting	Administration
Activities	Events
Rents	Business Rates
Capital costs:	
Feasibility funding	
Site and Building works	
Equipment purchase	

Note <sup>1</sup> Not for more than one year, or for short-term projects, though longer term arrangements can be considered through a Memorandum of Understanding. For further details on this, please contact Community Development Manager: Stuart Izzard (474854)

For fuller details on activities that can be funded, please refer to Section 2, "Activities Eligible for Funding" on page 7.

#### 4. Restrictions on Financial Assistance

Unless the organisation has a Memorandum of Understanding\*\* with the Council, the Council will not support through its grant funds:

- Long term staffing costs (more than one year)
- Ongoing revenue costs (more than one year)
- Capital projects of no less than £15k and no more than £50,000

**Grant awards may not be used for the purchase of food, fund-raising overheads, trophies, prizes or gifts, nor for events which have taken place, or projects which have already begun.**

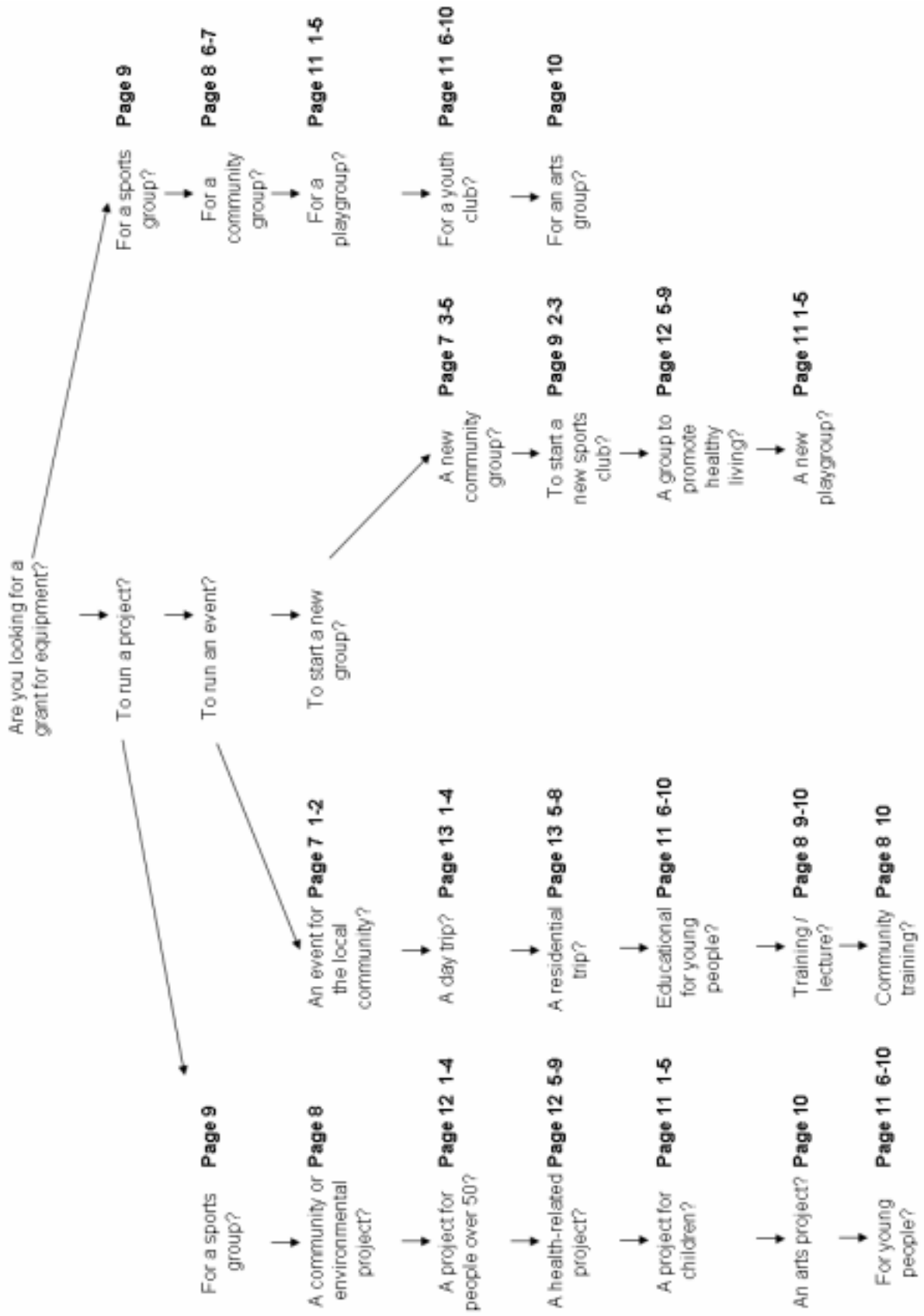
\*\* Memorandum of Understanding - basically a contract to provide certain services in return for a grant. This issue is dealt with in a forthcoming publication.

#### 5. Faith Based Organisations

North Hertfordshire District Council will support organisations which operate in a fully inclusive, secular way, where there is equal access for people of all faiths and beliefs.

The Council will not provide financial assistance to any organisation simply for the furtherance of a particular faith or religious practice, eg: the refurbishment or re-development of dedicated religious buildings. Similarly, it will not award any monies for an activity that is solely accessible to people of a specific faith.

However, Faith Based Organisations in urban and rural areas may apply for revenue or capital financial assistance for community based projects that operate on an "open-access basis" for the benefit of the whole community, irrespective of faith/belief. For example, a Church or Temple Group putting on a holiday playscheme for local children, where there is a separate management committee with its own constitution. (It is likely that such projects will also fall into a variety of other grant aid categories, for example Early Years, in which case the appropriate guidelines and criteria will also apply); the physical improvement of a community centre linked to a Church including the installation of disabled facilities (the Council will only contribute a maximum of 25% of the cost up to the value of £1,500).



## **2. ACTIVITIES ELIGIBLE FOR FUNDING**

### **1. Community Development**

The awarding of grants for Community Development purposes can:

- Give local communities a better voice to tackle local problems
- Promote equality and improve access to services, employment and buildings
- Make it easier for people to get the advice and information they need
- Help local people to help their own communities
- Support the interests of elderly and disabled people and their carers to help them to maintain their independence and get easy access to our services.

The purpose of Community Development grants is to support:

- Local organisations having a broad base of community support
- Organisations which fulfil an advocacy role within the District for smaller, less powerful groups
- Organisations which help the Council to promote economic, social and environmental well-being and the development of community strategies in local areas.

#### **Community Events**

1. Support is available towards the organisation of Community Events intended to increase or enable people to participate in community activities. The maximum award will be 50% of the costs up to a maximum of £1000.
2. Grants may be available for equipment, publicity, materials, performances, and transport, but not for food, fund raising overheads, trophies, prizes, or gifts. Applicants must show who will benefit and how people will benefit, either as participants or as audiences, and how the event contributes to an on-going programme of leisure related activities.

#### **Community Start-up Grants**

3. Start up Grants are one off payments to new community groups applying for funding for the first time for help with setting up costs. Applications can normally be approved within 7 working days for a grant of a maximum of £150.
4. Groups must be in the process of adopting a constitution and forming a management committee and have not previously received grant aid from the Council.
5. Groups must be supported by a Development Worker from the Council, and must provide details of their management committee as soon as they are finalised. Future grant applications will not be supported unless this condition is fulfilled.



## **2. Sports Grants**

1. Grants are available to assist clubs and groups in developing their sporting infrastructure. Applications are welcome from all sports as defined by Sport England.
2. Preferential consideration will be given to clubs or bodies looking to promote and support sports development for children and young people.
3. Groups looking to set up a new sports club or provision are eligible to apply for a 'start-up' grant if there is no local existing provision or an age group not currently catered for.
4. Groups/clubs can apply for funding to support special one-off tournaments or competitions and the purchase of equipment. However, the club or organisation must demonstrate that the tournaments or equipment are not part of the clubs annual programme or general long term maintenance respectively.
5. The maximum grant available to Sports Clubs is £1000 per application. Applicants will usually be expected to contribute at least 50% of the overall project costs themselves, sometimes more if the application is for in excess of £400. Groups can only apply once in any one financial year.
6. The Council does not itself grant aid individuals, However, it does assist the North Herts Sports Council who do consider individual applications from talented sportspeople. Individuals who represent either England, Scotland, Wales or Northern Ireland in their chosen sport are eligible to apply for a 'Passport for Excellence' which entitles them to free use of certain local facilities.
7. The Council will not contribute to overseas tours or team uniforms. Fundraising events are also ineligible for financial assistance.
8. The Council may seek the advice of the North Hertfordshire Sports Council in the awarding of financial assistance.

### **Who to contact?**

For further details about the availability of Sports Grants, please contact:

Sports Development Officer: Helen Turner (474333)

### **3. Arts Development Grants**

1. The Council is supportive of the Arts Council of North Hertfordshire, which provides advice and allocates funds to organisations or individuals on our behalf.
2. Grant aided projects should be fully accessible to local residents, although the Council accepts that an entry or viewing charge will normally be made.
3. Individual Artists may apply for a grant. However, their project must be non - profit making. Wages will not be met within costings - although reasonable expenses may be taken into account.
4. Grants will normally be given for project work that can show it is not part of an organisation's normal operations.
5. The maximum grant available is £1000, and organisations will usually be expected to contribute at least 50% of the overall project costs either themselves or from other sources of grant aid.
6. Only one grant will normally be given to an organisation in any one financial year, although there may be some flexibility if a parent organisation looks to run more than one distinctive project during that period. Organisations which apply on an annual basis for grant aid may find the value of their grant diminishing in comparison to an organisation that applies less frequently.

#### **Who to contact?**

For further details about the availability of Arts Grants, please contact:

Community Development Manager: Stuart Izzard (474854)

#### **4. Children's Development**

1. Grant applications from groups working with children are welcomed, and consideration will be given on a project by project basis for, eg: summer playschemes, equipment, start-up costs, playgroup support costs.
2. All activities must provide equal access to local children irrespective of faith, ethnic origin and social circumstances, disability. Priority will be given to groups wishing to provide a service in areas where there is significant evidence of need or poverty.
3. The maximum grant available to children's organisations is £1250 and applicants will be expected to contribute at least 25% of the project costs themselves.
4. Play Equipment "Starter Packs" may be available to new groups wishing to start up activities needing play equipment. Applicants will have to show how the equipment will benefit the group. The Starter Pack will comprise equipment and materials to the value of £250.
5. "Top up" Packs may be available for established groups providing they can clearly demonstrate the need for additional, not replacement, equipment. The limit on a Top Up Pack will be £150.

#### **Who to contact?**

For further details about the availability of Children's Grants, please contact:

Children & Young Persons' Development Manager: HelenTurner (474333)

#### **5. Youth Development**

6. Grants will be available for project work which serves to enhance young people's opportunities to get involved in their localities / community or environmental projects / decision making processes and specific activities / trips / educational experiences.
7. The Council will be especially keen to receive applications from organisations where there is clear evidence that projects are designed or steered by young people.
8. A youth specific grant fund will be available to receive applications from young people's groups from April 2003. This is in line with the Council's Youth Participation & Development Strategy, where district-wide work has enhanced the levels of capacity / knowledge and awareness relating to available opportunities for local young people.
9. There will be a maximum grant of £1250 with a 25% contribution to be met by applicants through fundraising.
10. Grants may also be available for purchase of equipment, eg: to improve a youth club.

#### **Who to contact?**

For further details about youth grants, please contact Stuart Izzard (474854).

## **6. Over 50s Development**

1. Grants are available to organisations that provide a service for people over 50.
2. Grants will normally be given for project work as opposed to 'running costs'. Should a group obtain a grant for running costs it is unlikely that it will receive any other grant during the same financial year.
3. Projects that obtain grant aid will be expected to be accessible to the wider community.
4. The maximum grant available to Over 50's Organisations is £1000 and applicants will be expected to contribute at least 25% of the project costs themselves.

### **Who to contact?**

For further details about the availability of Over 50s Grants, please contact:

Claire Morgan, Over 50s Development Officer (474226)

## **7. Health**

5. Grant applications by groups wishing to promote health and well-being activities will be available on either a start-up or project basis
6. Start-up grants will only be given to new groups that are properly constituted or working towards this. The maximum amount will be £1000.
7. For project work, the Council may fund up to 50% of the costs up to a maximum of £750. There would be a limit of one grant per year, and organisations that applied on an annual basis can expect the value of their grants to diminish.
8. Applications will be expected to target specific groups or communities and be able to help meet the health priorities of the District as set out in the Health Improvement and Modernisation Plans of the relevant Primary Care Trusts.
9. The Trusts will be consulted on all health related applications, especially in relation to any partnership funding arrangements.

### **Who to contact?**

For further details about the availability of Health Grants, please contact:

Community Development Manager: Stuart Izzard (474854)

## **8. Transport and Trips, Day Trips**

1. Grant applications for day trips may be supported but will be restricted to the cost of transport and/or admission fees. Applicants must be able to show who will benefit, how participants will benefit, and how the trip(s) contribute to a broader programme of community related activities.
2. Only trips organised for people over 50, children and young people (under 18), and disabled people's groups will be supported.
3. The maximum grant award will be 50% of transport costs up to a limit of £150, and 50% of entrance fees up to a limit of £3 per individual participant.
4. Only one full day trip per group per year will be supported. Trips abroad will not be supported.

### **Residential trips**

5. Residential trips may be supported up to a maximum of £5 per person per day for trips of 4 days or less, and up to £4 per person for trips of 5 days to a maximum of 7 days. The maximum number of people supported will be 20 on any one trip, and groups will only be eligible for grant aid support for one residential trip per year.
6. Only residential trips organised for people over 50, children and young people (under 18), and disabled people's groups will be supported
7. Funding for residential trips will be only approved where it is shown that the trip is part of a broader programme of community activities for a particular group. Trips which are unrelated to the group's aims, purpose, or activities will not be supported. Trips abroad will not be supported.
8. Transport and full accommodation costs of carers may be supported for groups who require carers to be present.

### **Who to contact?**

For further details about the availability of Transport, Trips & Grants, please contact:

Community Development Manager: Stuart Izzard (474854)

## **9. Application Forms**

There is one form for applications for Area Committee grants, and one for Parish-based grants. Both of these are available as pdf files downloadable from the Council's web site.

You can find the Area Committee grant application forms at

[http://www.north-herts.gov.uk/index/people\\_community/community\\_development/community\\_grants/area\\_committee\\_grants.htm](http://www.north-herts.gov.uk/index/people_community/community_development/community_grants/area_committee_grants.htm)

You can find the Parish-based grant application forms at

[http://www.north-herts.gov.uk/index/people\\_community/community\\_development/community\\_grants/parish-focused\\_grants.htm](http://www.north-herts.gov.uk/index/people_community/community_development/community_grants/parish-focused_grants.htm)

## **The Vision for North Hertfordshire**

Making North Hertfordshire a vibrant place to live, work and prosper

## **The Mission for North Hertfordshire District Council**

To work collaboratively with our partners to deliver the vision for the district of North Hertfordshire

### **Our Strategic Objectives**

Green Issues

Sustainable Developments

Town Centres

### **Actions**

Specific projects with timescales, measures of success and outcomes prioritised in the short, medium and longer term up to 2012.