



An interactive guide to your organisation's eligibility for

Grants from North Hertfordshire District Council

Revised edition
January 2012

In 2010 North Hertfordshire District Council awarded over £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 current priorities is appended as page 12.

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, i.e. having a constitution & elected officers
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 fees 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, sexual orientation, faith, ethnicity or disability?
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 people with disabilities?
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? This will be taken into account when your application is assessed.
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 Council's Priorities.
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
Play Development	Equality and Diversity ²
Youth Development	Sports Development
Environmental Enhancements & Protection ¹	Well-being
Sustainable Development	Promotional & Publicity projects
Social Inclusion	Town Centres

Note 1 e.g. streetscene schemes

Note 2 e.g. age, sexual orientation, faith, ethnicity or disability

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

Revenue Costs ¹	Staffing Costs ¹
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	
Capital costs:	
Feasibility funding	
Site and Building works	
Equipment purchase	

Note ¹ Not for more than one year, or for short-term projects.

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 £10k.

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

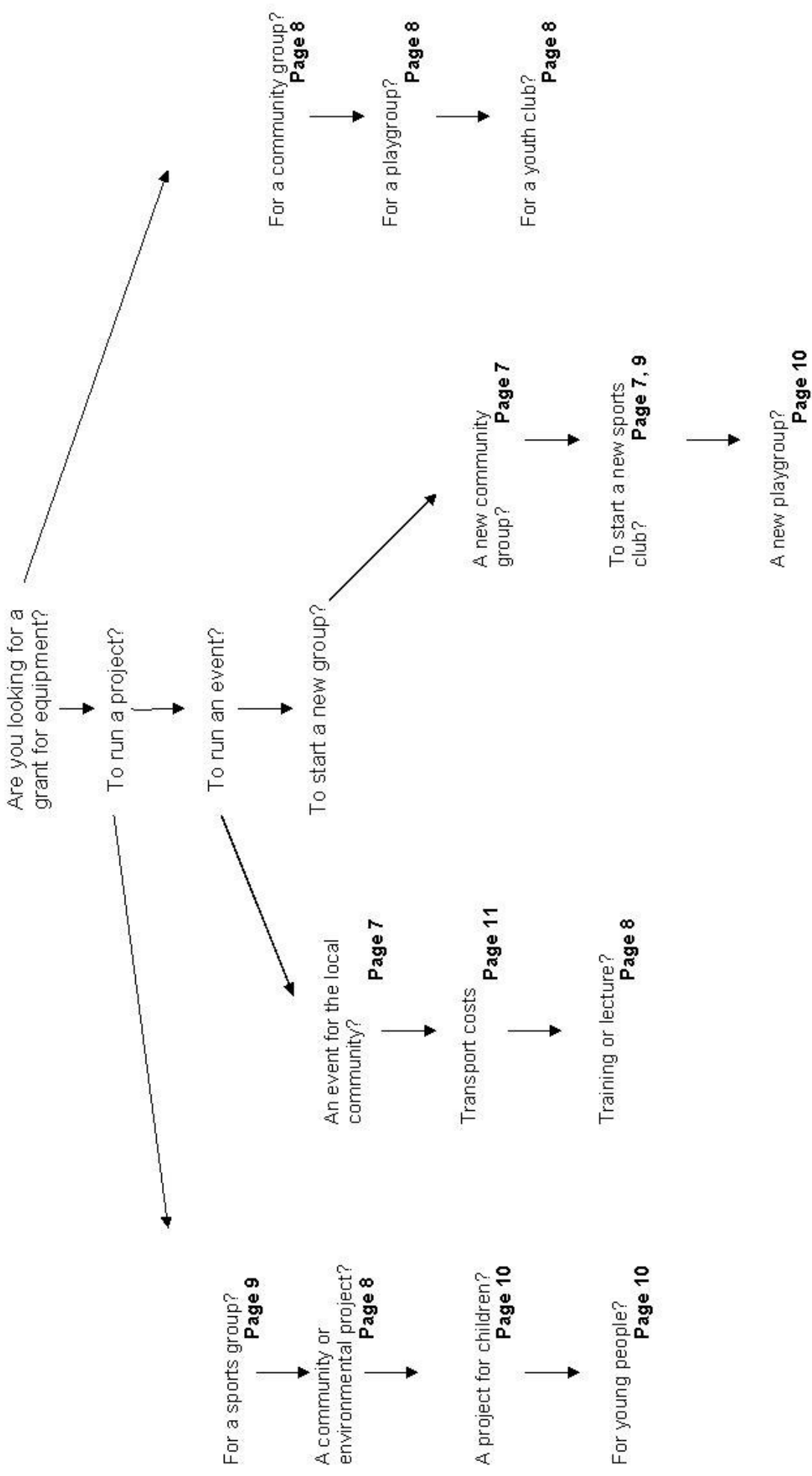
** Memorandum of Understanding - basically a contract to provide certain services in return for a grant.

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 Play Development, 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 the elderly and people with disabilities and their carers to help them to maintain their independence and 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 groups
- Organisations which help the Council to promote economic, social and environmental well-being and the development of community strategies and Parish Plans.

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 £250.
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 Officer 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.

General Community Activities

Grants are available for a range of general community activities, including environmental projects, equipment, activities, events, training, trips and residential trips.

General equipment

6. The purchase of equipment which is essential to the event, activity, or programme outlined in the grant application may be supported up to a maximum of 100% of the cost with an upper limit of £500.

Hire Of Equipment

7. Grant applications for or including the hire of equipment will be supported only if applicants can show that it is more cost effective to hire rather than purchase, that the equipment is not available on free loan, and that the use of the equipment is related to an activity which is relevant to the criteria for financial assistance.
Grants may be considered up to a maximum of 100% with an upper limit of £500.

Activities and workshops

8. Grant applications to cover workshops may be supported up to 100% of the costs with an upper limit of £500 in any one year. This includes workshop leader wages or fees and materials required.

Training

9. Community groups may apply for support towards the costs of training for individuals who are volunteers, where it can be shown that completion of such a training activity will provide a direct benefit to the group. The group must be involved in the provision of leisure, social, artistic, play, youth, sporting or cultural activities. Grants may be considered up to a maximum of 100% with an upper limit of £500.

Who to contact?

For any queries or to discuss your application please contact:

Hitchin Area: Margaret Bracey (01462-474830)

Southern Rural: Stuart Izzard (01462-474854)

Letchworth Area: Claire Morgan (01462-474226)

Royston Area: Alan Fleck (01462-474274)

Baldock Area: Ashley Hawkins (01462-474225)

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 it is evidenced that there is no local existing provision or an age group not currently catered for. **See also Community Start-up grants on p.7**
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 £1,000 per application. Applicants will be expected to contribute at least 50% of the overall project costs themselves. Groups can only apply once in any one financial year.
6. The Council does not itself grant aid individuals, However, it does assist 'Sport North Herts.', 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, as are trophies, medals, prizes or gifts.
8. The Council may seek the advice of 'Sport North Herts.' 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 (01462-474333)

Sport North Herts. can be contacted through the Sports Development Officer, Jess Young, on 01462-474257.

3. Play Development

1. Grant applications from groups providing play opportunities for children aged 0 – 13 years are welcomed, and can be provided for projects seeking to improve the play environment or the range of play opportunities available. **See also Community Start-up grants on p.7**
2. All activities must provide equal access to local children irrespective of faith, ethnic origin and social circumstances, or any disability. Priority will be given to groups wishing to provide a service in areas where there is significant evidence of need or poverty.
3. Groups will need to provide evidence that the play opportunities they provide give children free choice to participate.
4. The maximum grant available to children's organisations is £1,250, and applicants will be expected to contribute at least 25% of the total project costs themselves.

Who to contact?

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

Children & Young Persons' Development Manager: Helen Turner (01462-474333) or Gemma Mitchell, Play Development Officer (01462-474560)

4. Young Persons' Development (aged 13-19)

1. Grants will be available for project work which serves to enhance young (aged 13 – 19) people's opportunities to get involved in their localities / community or environmental projects / decision making processes and specific activities / trips / educational experiences.
2. 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.
3. There will be a maximum grant of £1,250 with a 25% contribution to be met by applicants through fundraising.
4. 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 the Children & Young Persons' Development Manager: Helen Turner (01462-474333)

5. Transport

1. Grant applications for transport may be supported but will be restricted to the cost of transport. Applicants must be able to show who will benefit, how participants will benefit, and how the activity contributes to a broader programme of community related activities.
2. The maximum grant award will be 50% of transport costs up to a limit of £150.

Who to contact?

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

Hitchin Area: Margaret Bracey (01462-474830)
Southern Rural: Stuart Izzard (01462-474854)
Letchworth Area: Claire Morgan (01462-474226)
Royston Area: Alan Fleck (01462-474274)
Baldock Area: Ashley Hawkins (01462-474225)

6. Application Forms

There is one form for applications for Area Committee grants, and one for rural-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

You can find the Parish-based Rural Grant Programme application forms at

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

Priorities

Town Centres

Green Issues

Sustainable Developments

The following paragraphs detail some aspects of these priorities.

TOWN CENTRES PRIORITY

For us, Town Centres is shorthand for a range of issues including:

- Improving the historic heart of each town whilst preserving our rich local heritage
- Working with Town Centre Partnerships, our many other partners and other service providers, business and community groups to develop and improve retail and leisure provision and encourage sustainable development of our towns
- Addressing the challenges in relation to parking
- Ensuring the many uses of the town centres are appropriately managed to ensure they remain attractive places to visit
- Working with our Community Safety partners to address crime and disorder, particularly low level anti-social behaviour
- Effectively managing the use and development of council buildings and assets
- Promoting economic vibrancy in our towns
- The positive role played by local markets in supporting the vitality of our towns.
- Continue to partner the Business Improvement Districts in Royston and Hitchin.

GREEN ISSUES PRIORITY

The Council is conscious of the fact that our priorities need to take account of local, regional and national conditions. Our Green Issues priority is particularly wide ranging as it seeks to do this. We want to look after our area and also contribute to the national and global effort to combat the negative impacts of climate change. For NHDC this priority includes the following:-

- Reducing our own carbon footprint and encouraging our residents to do the same
- Delivering our recently agreed Climate Change Strategy
- Protecting and enhancing our local environment by agreeing and delivering both a Green Space and a Tree Strategy
- Continually improving our waste collection services and driving up recycling and composting and consequently reducing the amount of residual waste sent to landfill.

SUSTAINABLE DEVELOPMENT PRIORITY

Sustainable development is development that meets the needs of the present without compromising the ability of future generations to meet their own needs. North Hertfordshire has the benefit of large swathes of beautiful rural countryside, much of it located between the two large urban areas of Luton and Stevenage. A large part of the area is designated green belt, and the Council's view is that this must be preserved and protected. We are opposed to and are resisting large development proposals being promoted in our area.

Key elements of the NHDC Sustainable Development priority are set out below:

- Vigorously opposing unsustainable development particularly on green belt sites.
- Delivering our rural strategy
- Encouraging the building of sustainable and affordable local housing.
- Working with our partners to enhance and improve local transport and other infrastructure
- Encouraging sustainable local economic development

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In making grant applications, it is therefore important to link where you can to the delivery of these priorities.

Whilst it may not be apparent, the provision of diversionary projects to youngsters for instance may contribute to the aspiration to keep our town centres safe places for people of all ages to visit.

Gardening and horticultural schemes fulfil our commitment to work with partners to contribute to our 'green issues' agenda, as do the provision of alternative means of transport, healthy walks etc schemes.

The refurbishment of or improvement to village and other community halls should demonstrate the benefits to be gained from both more efficient energy or material use, as well as promoting the increased uptake of facilities in the building – sustainable development in its widest use.

Grant funding for schemes which can demonstrate they represent an investment to save, i.e. by means of the award, there is potential to spend less or require less resource in future, can also be considered under our 'value for money' or continuous improvement aspirations which are central to all that we do.