How to apply for grant funding

1. Read through the criteria outlined below.
   1. If you think that your project might fit the criteria download a grant application form which can be found at the foot of this page.

(You will need to select the type of funding you are applying for – this will be one of the following; Community Grants, District Wide Community Grants or Community Facilities Capital Projects Funds).

* 1. Complete the application form in Microsoft Word.
  2. Gather any relevant supporting documentation e.g.:

Accounts, Business Plans, Constitution, Quotes, Safeguarding Policies.

* 1. Email your application with copies of your supporting documents to [community@north-herts.gov.uk](mailto:community@north-herts.gov.uk)

1. Pre-Applications

2.1 Pre-applications must be submitted by the pre-grant application date (which can be found on the table below.

2.2 This is for anyone who needs support with completing the application or isn’t sure whether their application fits with the relevant grant criteria.

2.3 They can email their application form to [community@north-herts.gov.uk](mailto:community@north-herts.gov.uk) and complete it as much as possible.

2.4 The team will advise on what else needs to be completed / supplied by the grant deadline.

3. Submitting your application

2.1 Completed grants with all necessary supporting documentation need to be emailed by midnight on the grant deadline date.

2.2 Forms must be emailed as a readable Microsoft Word Document not PDF.

2.3 Handwritten forms will not be accepted unless under exceptional circumstances by prior arrangement.

Incomplete applications after this date will go into the pre application process for the next meeting round.

Grant Assessment

Members of the Policy and Community Engagement team will meet to assess each application on its merits against the Grant Criteria agreed by Cabinet in January 2020.

If the application meets the criteria it will be put forward for consideration to the relevant Committee / Panel meeting.