Community Grants Programme 2019/20

Guidance Notes

Please note this programme is for groups with an annual income below £250,000

Deadline for applications 2nd January 2020

Introduction:

The Community Grants programme is being funded by Hertfordshire County Council's Community Wellbeing team and managed by Hertfordshire Community Foundation. .

The Community Wellbeing team is primarily focused on services for adults. They plan, buy and review services for a wide range of people across the county. Their key interests are prevention and wellbeing; and maintaining independence.

Hertfordshire Community Foundation is an independent registered charity which aims to support a wide range of charitable organisations in the county by distributing grants and providing training and development opportunities to Hertfordshire's voluntary sector.

About the grants

The HCC Community Wellbeing team wants to work closely with the voluntary sector to improve the quality of life for adults in Hertfordshire. These grants are designed to fund charitable projects and organisations which focus on delivering Connected Lives in adult services, with a specific focus on loneliness, the Year of Culture and prevention.

HCC's Community First approach. They aim to develop the resilience and capacity of our communities, helping them to help themselves and reduce the demand on statutory services. They are also designed to facilitate the strength-based approach of **Connected Lives** which places emphasis on prevention, enablement and community opportunities. This will be a strong tool in combating loneliness. Connecting people with what is important to them will allow them to stay independent and prevent or reduce reliance on formal care services.   The team wants to ensure a joined up support and care network for those who need health and adult social care including older people, those with disabilities and those with mental health issues.

Grant criteria:

Requests for funding must fulfil the following criteria:

- Reduce demand on statutory services and build community resilience.
- Have clearly defined and demonstrable outcomes.
- Demonstrate an ability to work in partnership with other organisations to maximise impact where appropriate.
- Be financially **sustainable** without continued HCC funding (unless it's a time limited project).
- Projects should be focused on **prevention** e.g. a project which helps the elderly remain fit will help prevent and reduce the number of people requiring medical intervention.
- Applicants must explain how their project could help reduce the amount needed for funding statutory services and give examples.

- Projects need to be linked to the **Community First** and **Connected Lives** approaches of developing peoples' communities and networks.
- Funding must be spent and projects completed before the end of March 2021

Year of Culture:

We particularly welcome applications for projects which contribute to the achievement of the broad objectives of the year of culture – these are:-

- Celebrate, share and explore Hertfordshire's arts, culture and heritage and how we might use culture to **reduce social isolation and prevent people from being admitted to hospital.**

- Enable **access and participation** in arts, culture and heritage for new audiences, targeting the most vulnerable.

- Increase wellbeing, reduce social isolation and create a sense of **'belonging'**

- Showcasing pathways to education, employability and enterprise in the creative and cultural industries in Hertfordshire.

- Create new partnerships and new work through **skill sharing and new ways of working together**

To find out more about the year of culture go to www.HYOC2020.org.uk

Who can apply?

Registered charities, constituted community groups and other charitable organisations including CICs.

- Organisations must be based in Hertfordshire and be able to show how their project benefits residents of the county who are adults.
- The organisation's annual income must be £250,000 or under for the last full financial year
- Organisations must be able to provide the following:
  - A copy of their governing document
  - A copy of their most recent accounts
  - A list of current trustees/management committee members (at least two of whom must be independent/unrelated)
  - Copies of their equality policy and relevant safeguarding policies

The following organisations/projects are not eligible:

- Individuals
- Statutory agencies eg hospitals, schools, Parish Councils
- Groups with more than 12 months unrestricted reserves
- Groups who cannot demonstrate a charitable purpose
- Projects currently commissioned by HCC

How much can we apply for?

Organisations can apply for grants of up to £10,000

What can be funded?

Funding should be focused on a specific project, service or activity and could include:

- Staffing costs
- Capital equipment
- Volunteer costs
- Event costs
- A reasonable contribution to overheads

The project, service or activity does not have to be new but if it is ongoing, **it must** show how it will continue after the life of the grant.

What can't be funded?

- Contributions to general running costs
- Long term or ongoing revenue costs
- Purely capital projects e.g. buildings, improvements to street lights etc.
- Projects that take place outside Hertfordshire
- Activities that promote religious and/or political beliefs
- The Fund may not, under any circumstances, be used to support currently commissioned services that may be making a loss or have an operational shortfall.

How to apply?

Organisations can apply online through the HCF website

You'll need to enter your email address and press submit after which you will be sent an email containing a link to the full application form. If you enter your email address and do not receive the email with the link, please contact the grants team at grants@hertscf.org.uk or call 01707 251351.

Once you have received the email, follow the link to complete the application. You can save your application as a draft so you do not have to complete the whole application in one go. Just remember to click on "Save Draft" each time in order to save any work you've done.

To submit a complete application you will need to:

- Complete and submit the online application form
- Submit all the required supporting documents including:
    - A copy of your constitution or governing document

- o   Latest annual accounts
- o   List of trustees or management committee
- o   Equality policy and all safeguarding policies relevant to your work

While not a requirement of the application, you will also have the opportunity to submit a photo and/or recent case studies of your work to help to illustrate what you do.

All required documents (application form and supporting information) have to be received by the deadline in order for the application to be considered.

What support is available?

We want to make sure that we receive as many great applications as we can and we're happy to provide support to make that happen. If you have an idea for a project but need to talk it through with someone, or would like some advice on whether your project fulfils the criteria before committing to an application, contact Helen Doubal at Hertfordshire Community Foundation. Helen.doubal@hertscf.org.uk tel 01701 251351

Also, if you have any questions about the application process, are having problems with the application form or need help submitting your application, please contact the grants team at Hertfordshire Community Foundation: Tel: 01707 251351   Email: grants@hertscf.org.uk

How will you decide which applications to fund?

Once all the applications have been received, they will be assessed by the teams at HCF and HCC. Applications will be checked against the mandatory eligibility requirements and evaluated according to how they meet the main grant criteria based on the information provided in the form and supporting documents.

The most promising applications will be shortlisted for consideration by a panel made up of representatives from HCF and HCC.

Final decisions will be made at the end of the panel meeting and groups will be informed shortly after.

What are the timescales?

Stage	Date
Applications open	**16ᵗʰ September 2019**
Deadline for applications	**2ⁿᵈ January 2020**
Panel meeting	**February 2020**
Groups Informed of decision	**By end February 2020**
Funds distributed	**March 2020**
Funds must be spent by	**End March 2021**
Mid grant monitoring	September 2020
Monitoring for successful grant recipients due:	**End March 2021**

What are the monitoring requirements?

All successful grant recipients will be required to report back on their grant and stated outcomes.

A simple interim report will be requested within 6 months of the grant being made to enable us to review the progress of the project, tackle any arising issues and celebrate any early successes.

All funds should be spent and full monitoring received by the end of March 2021. We may ask to see receipts, invoices or other proof of expenditure so you are advised to keep accurate records for the duration of the project and for at least two years afterwards.

A link to the monitoring forms will be sent to you by email shortly after the grant has been awarded.

Additional notes on grants criteria

We're looking for applications that are community focused, preventative and promote well-being among adults in Hertfordshire. All applications must show how their projects meet the main grant criteria – further guidance on each element of that is below.

Be focused on prevention:

It is better for everyone if we can help prevent difficulties from occurring rather than allowing situations to deteriorate to the point of crisis. As a result we're looking for projects that support people to take positive actions to reduce the difficulties they experience and the need for more intensive interventions.

For example:

- A project which helps the elderly remain fit will help them remain independent and healthy while reducing the number of people requiring medical intervention or social care.
- A project that helps reduce loneliness by connecting people through a meaningful project will help improve the mental health and wellbeing of all involved. For example realistic and accessible activities which enable people with learning disabilities to make meaningful and lasting connections with others and become integrated into their community. Thus they are less likely to have mental health issues associated with isolation.
- Meaningful projects which meet the objectives of the Year of Culture are particularly welcome

You'll also need to show that there is a need for the project. Using the example above, if you want to run a project which is aimed at helping the elderly remain fit, you'll need to be able to show that there are some who aren't already doing that, the difficulties that can create for them and how your project will tackle that.

As always, we would encourage you to use a range of data – Hertfordshire Matters is a useful starting point and includes links to further information including Census data, Hertfordshire's Joint Strategic Needs analysis and others. Herts Insight is also a valuable source of data.

Have clearly defined and demonstrable outcomes:

Applicants need to be able to show what they are trying to achieve and how they will know if they have been successful. That means that as well as making sure you have provided the services/activities, you need to be able to evaluate whether they have had the desired effect or made a difference to those who you are aiming to help.

For example, an education/awareness project that is focused on falls prevention could measure how many people they sent their information to or how many people attended an information session but they should also be looking at ways of finding out whether those people learnt new ways of keeping themselves safe or whether they used that information to make any changes to their lifestyle or environment that would reduce the likelihood of falls as a result of the project.

Whatever your projects aims and projected outcomes are, make sure they are:

- Clearly defined and explained
- Based on evidence of need and backed up by evidence where appropriate
- Linked to the activities/services you want to provide
- Measurable

Link to the Community First Approach and Connected Lives

HCC's Community First approach is exactly as it says – when thinking about the challenges we face, it's about thinking "Community First".

By developing resilience and capacity in our communities, we can help to ensure the support that is needed can be accessed at the right time, from the right people and at the right level so that everyone has the best chance of a good quality of life.

It recognises that there will always be a place for more intensive or specialised services for those who need them, but also that many of us would prefer not to have to call on them if at all possible. That's where our local community and voluntary sector can have a huge impact – by thinking about early interventions and supporting individuals and families to live well day to day to help prevent longer term or more serious difficulties.

To find out more about the **Community First approach**, please see here for the 2017 HCC Community First strategy.   Closely linked to this approach is the model of **Connected Lives**, which aims to assess and address the needs of those needing support through the three stage process of prevention, enabling and supporting – making the most of community resources and importantly aiming to ensure people feel an active part of their community as much as possbile. Link here to see webpage for this model

Demonstrate how the project/activity could reduce demand on statutory services and build community resilience.

This should be a natural consequence of the focus on prevention and the Community First approach – if your project is helping to prevent difficulties from developing by accessing support from within their local community, then it means those people are less likely to need to access some statutory services such as health or social care interventions.

For example:

- A project helping to people maintain independence in their own home could reduce the demand on residential care services
- A project that reduces the loneliness of elderly people who are living alone could improve their quality of life and reduce the chance of them becoming ill and needing hospitalisation.

Be able to explain how/what the project or organisation could save the County Council in funding statutory services.

Once you know how the project could reduce demand on statutory services, you should be able to indicate how it will save funding e.g. if the project reduces the need for staff time, there could be a saving in staff costs, if it reduces the need for equipment, there will be a saving in capital costs etc.

Where appropriate, show how they will work in partnership with other organisations to maximise impact where appropriate.

Working in partnership is not a specific requirement of this funding but partnership is often crucial to a successful project. By working together you can gain access to skills, experience and networks that you wouldn't have if you worked alone.

For example, you may work with another organisation in order to be able design a more effective project, to provide referrals to help you reach more people or to promote the services/activities through their networks in order to reach those most in need.

If you are working or collaborating with other organisations in order to achieve your aims, please include details of who they are, what role they will play, how you will work together and the difference the partnership makes to the project you want to deliver.

Be able to demonstrate how the project will be financially sustainable without continued HCC funding (unless it's a time limited project).

We know that securing funding can be challenging but we also know that the sudden closure of a project or service can be damaging and difficult for those it is there to support. If you are applying for funding towards an ongoing project, especially those where you are providing direct support to individuals over a sustained period of time, we'd like to know how you plan to continue that after the grant has ended.

For example:

- If you intend for the project to become self-sustaining you'll need to explain how.
- If you intend to look for further funding from other sources, it would be useful for you to state where from, if you have secured it and if not, when you will know if you have been successful e.g. other grant funders, corporate support, crowdfunding etc.

If your project is time limited and you anticipate delivering and achieving everything you state in the application within the remit of the grant, then this part of the criteria will not apply to you.

Funding must be spent by end of March 2021

Any grant must be fully spent and monitoring completed by the end of the year. Please make sure you take this into account when planning your request.

FAQs

We are a new group, can we apply?

Yes, new groups are welcome to apply as long as they fulfil all the eligibility criteria.

If you do not yet have a full set of annual accounts, you can submit an income and expenditure record for the year to date along with details of your annual budget.

Can we apply to the Fund if we've previously applied to a HCC grants fund?

Yes, if it meets the funding criteria and is not for a project that is currently commissioned by Integrated Community Support. If you are applying to the HCC community grants fund for a second year it must be for a different project, or for the same project but in a different place.

We're already in receipt of a grant from HCF, can we still apply?

Yes, but only if the funding you received is for a different project.

I don't understand one of the questions on the application form?

There are some hints and tips including within the application form - if you click in the information icon next to the question you don't understand, this should provide some assistance.

If you're still not sure, please contact the grants team at HCF on 01707 251351.

I can't attach all the required supporting documents?

You can attach a maximum of 6 documents to an application. If you are have any additional documents you want to send e.g. photos, case studies etc. – these can be submitted by email to grants@hertscf.org.uk Please remember to state the organisation and grants programme in your email so we can attach them to right record.

I've submitted my application but haven't received a confirmation email?

The email can take a few minutes to arrive. If you haven't received it within 30 minutes of entering your email address, please check your junk/spam folder. If it still hasn't been received, contact the grants team on grants@hertscf.org.uk or call 01707 251351 and we'll look into it for you.

Is it possible we will be awarded a smaller amount than we applied for?

It is possible. If we receive more good applications than we are able to fund, we may try to support as many projects as possible resulting in offers below the amount stated.

If this is the case, we will contact you to discuss what impact that would have on the project e.g. whether you will still be able to deliver all the stated outcomes, before a formal offer is made.

Why would an application be rejected?

There are a number of reasons why an application would be rejected and feedback can be given on a case by case basis could include:

- Organisation was not eligible
- Application failed to provide evidence of need
- Did not sufficiently demonstrate how the project met the criteria
- Project was not focused on prevention

Will there be terms and conditions attached to the grant award?

Yes. If your application is successful and you are offered a grant you will receive an offer letter detailing all the terms and conditions including:

- What the money can be spent on
- When it has to be spent by
- What monitoring is required and by when
- What to do if you need to request a change to the spend or duration of the grant

You will need to read this carefully, and then sign and return the offer letter to confirm your acceptance of the Terms and Conditions before a payment is made.