

HCC Community Spaces fund

Fund Criteria and Guidance for Applicants

Background

Building on the success of the 'Warm and Cool Spaces' initiative, HCC has relaunched Community Spaces to enable people to find a safe community space. Dozens of public spaces, such as libraries and family centres will open their doors to Hertfordshire Residents.

This fund is to enable more organisations from the voluntary and community sector to add to the network of places which can offer residents a safe space to socialise, meet new people and find out more about the range of support on offer to them to help manage the rising cost of living.

The funding has been made available by Hertfordshire County Council in collaboration with district councils and other partners.

What sort of Community Space can be funded?

A Community Space should be open to local people, be free of charge and welcoming. It can be any of the following:

- A previous successfully run Warm Space or Cool Space – we will ask you to demonstrate this.
- A new Community Space - this could be in your current premises or a new venue you have identified – for example a community centre or church may apply to cover the costs of providing a space with chairs and Community drinks available, to be open at regular times each week.
- An expansion to a service you already provide – for example you could use funding to put on your lunch club for older people for an extra day. Or extend the time of your toddler club to enable families to stay and chat in a Community space for longer.
- A partnership created with a community venue – all ideas are welcomed.

Community Spaces will include those open for public drop in, and those for specific members of the community (eg older people with disabilities). They will be an opportunity for people to connect with each other and to access useful information to access help and advice if they wish (Resources will be provided to applicants – see training and support below)

How much can I apply for?

Grants of up to £2,000 are available to support your Community Space. In addition to this you can apply for extra funding for attendee transport expenses up to £500 if your space is rurally isolated or people need transport to attend.

Please note that the time period for a decision on your application is around 4 weeks, and we cannot provide retrospective funding. Therefore, please ensure that the dates you are requesting funding for are at least 4 weeks after the date you submit your application.

When can I apply?

You can apply now. We will consider applications on a rolling basis and will let applicants know the outcome within four weeks.

Who can apply?

Any not for profit group who runs a venue or who runs a service at a venue which could be a welcoming Community Space

- Charities
- Community or voluntary groups with a written constitution or governing document
- Social enterprises, or Community Interest Companies limited by guarantee
- Other non-profit format (e.g. co-operative societies)
- Faith groups
- Parish Councils can apply if they are working with other voluntary groups to host their Community Space.

If you are an organisation with more than one site, such as a Family Centre please apply as an organisation rather than by site.

What do I need to have?

- Your governing document must include your charitable aims or objectives and a dissolution clause or asset lock which states what would happen to any funds should the group have to close
- Your group must be governed by a voluntary trustee or management committee with a minimum of three members, at least two of whom must be unrelated.
- Your group must have a bank account in its own name, with at least two unrelated signatories
- You must have all the relevant policies in place for your work, including Equality and Diversity Policies and Safeguarding Policies
- If your group is affiliated to a national body, you must have a local management committee and your own separate bank account
- Your group must be based in Hertfordshire, or be able to show specifically how the funding you are applying for will benefit people in the county
- Your community Space venue will need to be covered by Public Liability Insurance

- You will need an up to date risk assessment including consideration of infectious diseases (eg COVID)
- Staff and volunteers should have up to date relevant safeguarding and food hygiene training – see Resources below if you need help to access this.

What can I apply for?

Funding can support a range of costs to help you provide a Community Space. You do not need to provide an itemised budget but must confirm funding will be used for costs falling under the following:

- Energy costs
- Staff time and Volunteer expenses
- Hire costs
- The provision of food and cold drinks for those attending
- Training
- Equipment to help deliver activities eg fridge to store food or medicine, chairs, crockery, water dispensers etc. (not large capital projects)
- Transport to the venue where required for those with limited access. – a separate line in the budget please with a maximum of £500

The Pledge and the Register

Community groups receiving this funding will be part of a network of Community spaces across the county. All applicants will be asked to agree to follow the '[Community Spaces Pledge](#)' which is made to Community Space users.

All successful groups who have not already registered on the Community Spaces directory will need to register on the Community Directory. If you are successful, we will send you a simple form to complete to assist with this. The register will show people can see what you offer where and when – where they will be welcomed and what facilities or refreshments are available and whether they can bring their own.

Training and Useful Resources

HCC has put together a range of useful resources including policies and advice and signposting information.

We understand that some groups applying will need to get up to date with training including food hygiene and safeguarding. Please note this on your application and we can direct you to the relevant training.

For useful resources [follow this link](#)

Who can't apply?

There are some groups that cannot apply to us for this funding. These include:

- Businesses or Community Interest Companies limited by shares

- Groups with more than one year's unrestricted reserves
- Statutory organisations including schools and CCGs.

Monitoring and evaluation requirements:

All successful grant recipients will be asked to complete a short monitoring form.

If you have previously received a grant to run a community Community Space, we will ask you to confirm how the grant was spent before making a further grant.

Funds must be spent within 6 months.

How do I apply?

Please apply via the HCF website link [here to take you to webpage to apply](#)

Who can I speak to about my application?

All applications are assessed and a member of the grants team may contact you to discuss your application. If you would like to discuss your application before submission please call 01707 251351 to speak to the grants team or email grants@hertscf.org.uk

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