



Our Grants Process for Groups

Eligibility, processes and timelines vary between funding programmes. Always check the specific programme page for the full guidance and eligibility criteria before you apply.

This guide explains the application process and the general eligibility requirements. It does not guarantee that your project will receive funding.

Step 1: Check your organisation is eligible

Before you apply, check your organisation meets the eligibility criteria for the [funding programme](#) you want to apply to.

Most programmes* require you to be a [charity or not-for-profit organisation](#) working in Hertfordshire, with the following as a minimum:

- [A governing document](#) - a written document explaining how your group is run, your charitable aims/benefit to the community, and with a dissolution clause or asset lock.
- At least 3 Trustees, Directors or Management Committee members who are unrelated.
- [A bank account](#) - in your organisation's name with at least 2 unrelated signatories.
- [Accounts](#) - your latest accounts or a record of income and expenditure.
- [Relevant policies](#) - specific to your work, including safeguarding and equal opportunities.
- [Local oversight](#) – if you are part of national body, you must have a local Hertfordshire branch and your own separate bank account
- If you are a company or a CIC, please read [this guidance](#).

*always check the eligibility criteria of the funding programme you are applying to.

Step 2: Check your project is eligible

Make sure your proposed work meets the requirements of the [funding programme](#). Visit the funding programme page to see:

- All programmes currently open for applications
- Eligibility criteria and guidance notes
- Application deadlines

- Expected decision turnaround times

Step 3: Submit your application

Use the [Fundseeker Portal](#) to access the correct application form for your programme.

Complete the form, upload any/all required documents, and submit.

Some programmes require you to read and agree to the grant terms at this stage.

Step 4: Assessment and Panel Decisions

Our Grants Team reviews applications in line with published deadlines. We will:

- Carry out [due diligence checks](#)
- Confirm your project meets the programme criteria
- Assess the evidence of need for your work in your community
- Contact you if we need any more information
- Assess and present your application to the Grants Committee or programme-specific panel for their final decision.

If your work is ineligible, we will aim to inform you at this stage to minimise waiting time.

Timelines vary by programme - check the relevant [funding programme page](#) for details.

Step 5: Fund matching

Some programmes require us to match eligible projects with potential funders. We may share your project with relevant donors or partners to secure funding approval.

Step 6: Notify you of the outcome

We will email you as soon as possible with the panel's decision. If successful, you may be required to:

- **Agree to the grant terms** - either by email or signing a grant offer letter. A second management committee member may also need to acknowledge or sign these.
- **Meet any conditions** - these will be clearly outlined within your grant offer if applicable.
- **Complete any 'Next Steps'** - some programmes require additional actions, these will be outlined in the criteria and grant offer.

If unsuccessful, we will aim to provide feedback where available. Many programmes are oversubscribed, so an unsuccessful application may simply be due to limited funds.



Step 7: Grant Awarded

Once you have accepted the grant and met any conditions or next steps, we will arrange payment via BACS.

Our BACS runs are usually fortnightly and payments can only be made into your organisation's bank account.

Step 8: Deliver your work

Once you have received the funds you can start delivering your funded work in line with your agreed start and end dates.

If you encounter any issues during delivery, let us know ASAP so we can support you.

Step 9: Monitoring

Most projects require some form of monitoring - usually an end of grant form reporting back on the impact of your work.

Monitoring requirements are outlined in the guidance notes, Fundseeker Portal and grant offer.

Please note:

Funding decisions are final and cannot be appealed. If you believe that due process was not followed, you may raise a complaint in accordance with our [Complaints Policy](#).