

HCF Coronavirus Relief Fund for Hertfordshire

Fund Criteria and Guidance for Applicants

This emergency response fund is made up from HCF funds, donations to our own appeal and with funds from the National Emergencies Trust.

How much can I apply for?

This is currently an emergency programme with grants of up to £5,000 available. We will generally prioritise small charities and community groups where a relatively small grant of between £500 - £5,000 can make an appreciable difference.

When can I apply?

Grants are assessed on a rolling basis, and you can apply now.

When will I hear the result?

You will receive an automated email when your grant has been submitted. We plan to let you know within 10-14 days if you are successful.

Eligibility

The Coronavirus Relief Fund is open to small constituted charities and community organisations in Hertfordshire that are supporting isolated older and vulnerable people of all ages in our County as well as those with low and insecure incomes.

The focus of the Fund will be to offer emergency funding to deal with emerging issues as a result of the continuing threat of coronavirus, and the need for self-isolation, and with that the potential for further exacerbation of loneliness and isolation in older people and vulnerable people of any age. It will also address issues such as poor mental health and food poverty.

To be eligible your project will support these groups and will help to:

- Reduce isolation and vulnerability that has arisen due to Covid-19.
- Support the ongoing needs of older people and vulnerable people to ensure that their well-being is maintained whilst the outbreak continues.
- Ensure older and vulnerable people remain connected with the outside world during this time.
- Enable people experiencing poverty and change in circumstance as a result of the virus to access food, support and advice and guidance.

Who can apply?

- Your group must be a small charity, community or voluntary group with a written constitution or governing document. You may also be a Community Interest Company or social enterprise limited by guarantee.
- We will prioritise small charities and community groups where a relatively small grant of between £500 - £5,000 can make an appreciable difference.

- 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.
- The group must have a bank account in its own name, with at least two unrelated signatories.
- The group must have all the relevant policies in place for its work, including Equality and Diversity Policies and Safeguarding Policies.
- Your group must be working to meet the needs of the local community in Hertfordshire.
- 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.
- Priority is given to volunteer led and managed groups.
- If your group is affiliated to a national body, you must have a local management committee and your own separate bank account.

Who can't apply?

- Individuals
- National Charities – unless there is a locally constituted branch
- Businesses or Community Interest Companies limited by shares
- Organisations where any one person has significant control
- Groups with very high levels of unrestricted and undesignated reserves – usually over a year although there may be exceptions
- Statutory organisations including schools, parish councils and CCGs
- Organisations that cannot demonstrate public benefit as defined by the Charity Commission (for more information visit www.charitycommission.gov.uk)

What can I apply for?

We are very open to your own ideas as you are the people who know most about the needs of your community. We also recognise that the situation in relation to Covid-19 will evolve and change and we will need to be open to revising our criteria to ensure our response remains appropriate.

Project costs we will cover include:

- Staffing costs to cover the project
- Small capital/equipment costs
- Volunteer costs
- Contribution to general running costs

The Fund will not support:

- General fundraising appeals i.e. where a request is made for a general contribution to a much larger project without a specific aspect being identified.
- Retrospective funding for items or services already paid for
- Projects operating outside of Hertfordshire
- Medical research

- Promotion of religious or political causes
- Animal welfare
- One off events/activities that can't show long term benefits

How do I apply?

Organisations can apply through the HCF website [here](#) and will need to:

- Complete the online application form
- The application asks you to upload the following supporting documents, or send them to us via email. However, if they are already on the Charity Commission website, or if you have sent them to us with another application in the last year then you do not need to send them again.
 - A copy of your constitution or governing document
 - A copy of your most recent annual accounts
 - A list of the names of your trustee or management committee
 - A copy of your equality policy
 - Relevant safeguarding policy
 - A copy of a bank statement showing the account name – we need this to pay your grant by BACS if you are successful.

Let us know if you have difficulty with any of these.

Monitoring and evaluation requirements:

All successful grant recipients will be required to complete an online monitoring form to report back on how the money has been used and what difference it has made.

Monitoring forms will be sent shortly after the grant has been awarded so you are aware of the information we require.

The forms will be required after the project ends. With this fund if your project has proved to be very effective you can be considered for a further grant when you have submitted your monitoring, although this is subject to demand and the availability of funds.

Failure to submit appropriate monitoring will affect the likelihood of future funding from HCF.

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 need to contact the grants team then please send an email to grants@hertscf.org.uk