

Small Start Up Community Grant Guidance Notes 2023-2024



CONTENTS

About Community start up Grants	Page 3
Expectations from application	Page 3
Projects we are likely to support	Page 3
Projects we are unlikely to support	Page 4
The application: your organisation and applicant's details	Page 5
The application: Criteria	Page 5
The application: Information about your project	Page 5
The application: Project Details	Page 6
The application: Funding	Page 6
Supporting documentation and declaration	Page 6
Diversity monitoring form	Page 6
Reapplying	Page 7
How to apply	Page 7
What happens next?	Page 7
Getting help	Page 8



1. About Community Grants

Welwyn Hatfield Start up Community Grants is a ring fenced programme as part of the annual grants programme and is available to community and voluntary organisations from a range of sectors including music, dance, drama, sport, youth, health and many more.

The start up grant is to help new organisations get assistance with administration required to set up a constituted organisation or for expansion. The funding will assist with:

Constitution development /Articles of Memorandum

Policy development

Best practice operations

Financial accounting

Expansion activities/equipment

These grants will be available to small organisations that deliver projects that make a positive impact on the community.

Applications will be reviewed by the Grants Board which is made up of local Councillors.

You can apply for grant funding of up to £500.00

2. Expectations from application

It is important to remember that your application is assessed solely on the information you provide on your application form. Each application is assessed on its own merits and a vote to grant the funding is done by a simple majority vote. Council Officers do not get a vote and provide the administration for the Grants Board only.

The Grants Board does have the ability to fund an organisation by a different amount either more or less than what has been requested.

3. Projects/Organisations we are likely to support

Your application is only likely to be considered if you meet the following criteria:

- At least 50 per cent of your organisations' members/clients/users live or work in the borough of Welwyn Hatfield
- Your organisation is already delivering some activity in Welwyn Hatfield.
- Your organisation is proposed to be either a registered charity, incorporated or unincorporated charity or a voluntary/community/not-for-profit group
- Your organisation commits to equality and diversity, and will use the funding to develop an equality and diversity statement or policy
- Your organisation commits to safeguarding vulnerable members of the community, and will use the funding to develop a safeguarding statement or policy

- Appropriate insurance is either in place or will be secured for all activities/events

4. Organisations we are unlikely to support

Projects we are unlikely to support include:

- Applications for commercial/profit making organisations
- Applications from town/parish councils
- Organisations that are deemed to be in place of statutory bodies
- Organisations promoting political or religious beliefs
- Funding for individuals
- Organisations that do not benefit or are not based in the borough of Welwyn Hatfield
- Projects that directly conflict with the council's priorities
- Organisations that are publicly funded such as schools and universities if they are requesting funding for projects for a select group of young people, but does consider projects benefitting the wider community



5. The application: your organisation and applicant's details

This section of the application gathers information about the organisation. The individual whose contact information is provided to represent the organisation should be the main lead on the project, and will be the main point of contact for the grants officer should any queries arise.

6. The application: criteria

Before completing the application form you are required to answer a number of questions to identify whether or not you are eligible to apply for the Start Up Community Grant. Please note, if you answer NO to any of the questions, it means that your current application or your organisation does not meet the essential criteria set by the council's Grants Board. As such, your application will not be considered by the Grants Board.

7. The application: information about your project/organisation

The Organisations and projects considered by the Grants Board are often varied and diverse but must show how your application for funding makes a positive contribution to one or more of Welwyn Hatfield Borough Council's priorities, which are:

Attractive and accessible green spaces

- Provide a variety of green spaces for all our communities to enjoy
- Involve our communities in the use of our green spaces

Evolving, vibrant town centres and a growing economy

- Support businesses as they adapt to the future
- Recognise the importance of town centres as the heart of our communities

Quality homes through managed growth

- Deliver more affordable homes to meet local housing need
- Provide high quality housing, thriving neighbourhoods and sustainable communities

A sense of community where people feel safe

- Invest in strong, inclusive and supportive communities
- Create welcoming neighbourhoods and community spaces where people feel safe



8. The application: project/organisation details

You will be required to tick a maximum of two boxes which best describes which category your organisation falls into.

This section is all about providing as much information as possible about your organisation, the project, and how it will impact the community. Providing evidence and statistics to support the information you've provided will be beneficial for the application.

9. The application: funding

The maximum amount of funding you can request is £500.00

The project budget must be completed clearly and accurately, stating what percentage of the item will be covered through the funding. All items in your budget must be reasonable and necessary to complete the project.

It is important that you clarify how you will fund the remaining difference in the cost of the project if you have not applied for 100% of the project i.e. from further funding, fundraising etc. If the Grants Board doesn't think the amount you have asked for is a good value of money, they may offer you less than the amount you applied for, or may add conditions to your funding.

10. Supporting documentation and declaration

If your application is granted the funding, we will need information details of the bank account where the funding will be administered and a copy of a redacted bank statement. It is important that what is detailed on the application form is the same account as the copies of bank statements you send with the application.

To confirm that you agree to the declaration stated in the application and guarantee that the money will be used solely for the purpose outlined in the application form, an authorised individual needs to sign and date the declaration.

Should your application be successful, we ask for the agreed documentation to be sent to us within 12 months of the grant application, these documents are:

- A copy of your organisations' new bank account
- Completed budget section in the application
- A copy of the organisation's completed Diversity Monitoring form
- A copy of the organisations Constitution or Memorandum of Articles
- A copy of the Equality and Diversity statement/policy (unless exempt)
- A copy of Safeguarding statement/policy

11. Diversity monitoring form

All applicants must complete the diversity monitoring form with accurate data held or best estimates.

The diversity monitoring form must be signed by an authorised individual and to be sent to us within 12 months of the grant application

We will only use these details for monitoring purposes and will not pass this information to any other organisation without your permission. The only people who will see your declaration are the staff and Councillors directly involved with the grant award.

12. Reapplying

This is a one off fund and cannot be applied for in a further year.

13. How to apply

You must use the correct Start Up Community Grant application form, which can be downloaded at www.welhat.gov.uk/communitygrants and sent to grants@welhat.gov.uk with all supporting documents before the closing date specified. The form can be made available in braille and other languages on request.

Requests made by letter, email or telephone will not be considered.

14. What happens next

Applications received after the closing date will not be considered.

- The Community Outreach officer will log all applications received
- All applications will be checked to make sure they meet the eligible criteria and have attached all the appropriate documentation. If at this point we find that information is missing, we will contact you and give you five days to provide us with the additional information
- All eligible applicants will be passed on to the Grants Board for scoring against the scoring matrix
- The Grants Board meets in November to make their final decision on what applications are awarded the funding

- If your application is unsuccessful you will receive an email notifying you of this decision and why this decision was made. If your organisation is successful you will receive an email and details of the offer outlining:
 - **The conditions of the grant**
 - **Any special conditions**
 - **When we will pay the grant**
 - **Details on feedback expectations**
- Before we release any grant payments you must sign and return the Start Up grant agreement within 6 weeks of the date of the offer letter
- Once the signed agreement has been returned you can expect payment within 4 weeks
- Upon completion of the start up for which you received funding for, it is important you complete the Start Up Grant monitoring and evaluation form and return within 12 months of the receiving the grant
- The Grants Board's decision on whether or not you have been awarded the funding is final, however if your application is unsuccessful you can contact the Community Outreach Officer for feedback

15. Getting Help

If you need help completing the application form or have any queries please contact the Community Outreach Officer on grants@welhat.gov.uk or call 01707 357158. If you are unsure if you are eligible for the Small Start-up Community Grant we would recommend you make contact prior to completing the application form.

