Harborough District Council

Community Grant Scheme:
External applicant guidance

Contents

1. Introduction

The Community Grant Fund is a £1 million capital grant scheme for Town and Parish Councils/Meetings and Community Organisations in the Harborough district.

The Community Fund is allocated across all areas in the Harborough district. It will strengthen working relationships between the Council and its parishes, towns and communities, enabling delivery of projects and initiatives at a local level across the district.

Please contact communitygrants@harborough.gov.uk if you have any queries about the Community Fund or the application process. We encourage all potential applicants to contact us before applications are started to discuss your project and ensure it meets the criteria.

2. Primary Outcomes

All projects must have a clear public benefit, and will need to demonstrate how it meets or aligns to at least one of the Council's priorities, which are: -

- Community leadership to create a sense of pride in our place
- Promoting health and wellbeing and encouraging healthy life choices
- Creating a sustainable environment to protect future generations
- Supporting businesses and residents to deliver a prosperous local economy

3. Eligibility Criteria

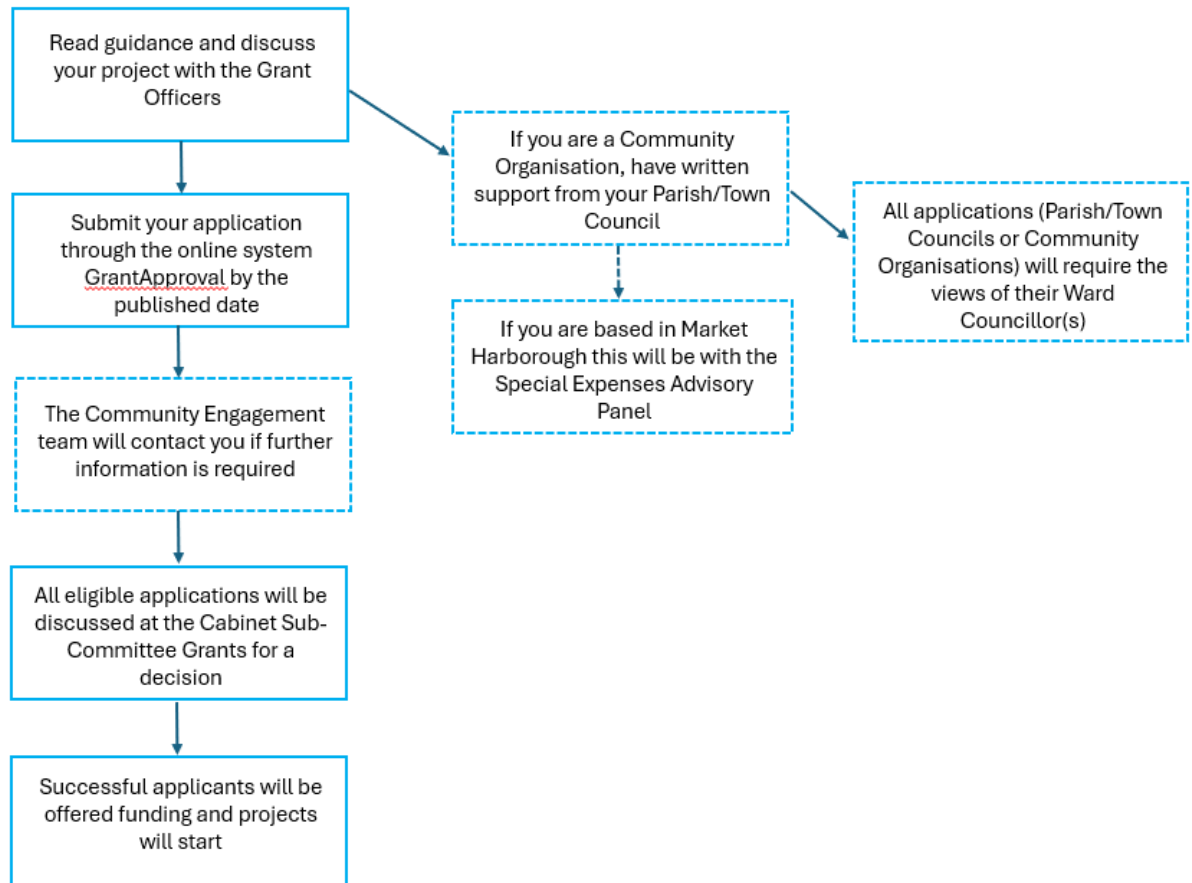3.1 This funding may only be used for new projects. Projects must not start before the grant is approved.

- Applications for capital funding will only be accepted from Town and Parish councils, constituted Parish Meetings and constituted Community Groups/Organisations.
    - For example, fees and charges would not be covered.

- Parishes/Towns can work together to submit joint applications but not exceeding the allocation as stated on the website, found here.

- Before applications are submitted, all applicants must seek the views of their Ward Councillor(s) and include these within their application. Contact information for Ward Councillors can be found here - Find my councillor | Harborough District Council.

- In addition, Community Organisations outside Market Harborough who wish to apply will also need to provide a letter of support from their Town/Parish Council or Meeting.

- In Market Harborough only, Community Organisations will first need to obtain a letter of support for their proposal from the Market Harborough Special Expenses Advisory Panel (SEAP), consisting of the ten Ward Councillors, before the organisation applies.

- All applicants must hold a bank account in the name of the organisation and be able to provide at least three years of accounts if requested. You must also have Equality and Safeguarding Policies/Statements which they are able to attach to their application. If not, they agree to set these up as part of the application process.

- All completed applications will be presented to the Cabinet Grants Sub-Committee for consideration and decision. Applicants are welcome to attend Cabinet Grants Sub-Committee meetings. For applications over £25,000, this will be a requirement.

- Grant applications can be used to support other grant opportunities such as S106, as a 'top-up'.

- More than one application can be submitted from each Parish or Town Council, subject to applications not exceeding the total allocated grant amount for that parish or town.

- The contract for delivery will be directly with the group that will be delivering the project, which may be a Parish Council or Meeting or a different group.

- Grants must generally be spent within one year of receipt, unless agreement is given by the Council to extend the spend-period. Any non-spent money must be returned to the Council.

3.2 The application must be received before the published application deadline.

4. Application Process

4.1 A diagram of the applicant's funding journey


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Read guidance and discuss
your project with the Grant
Officers
          |
          v
Submit your application
through the online system
GrantApproval by the
published date
          |
          v
The Community Engagement
team will contact you if further
information is required
          |
          v
All eligible applications will be
discussed at the Cabinet Sub-
Committee Grants for a
decision
          |
          v
Successful applicants will be
offered funding and projects
will start
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If you are a Community Organisation, have written support from your Parish/Town Council

If you are based in Market Harborough this will be with the Special Expenses Advisory Panel

All applications (Parish/Town Councils or Community Organisations) will require the views of their Ward Councillor(s)

4.2   Online applications are preferred, made via the www.grantapproval.co.uk website. Please contact communitygrants@harborough.gov.uk if you have any questions.

4.3   It is advisable that you have prepared your answers offline (for example on a Word document) prior to completing the online application form, as well as having any relevant documents readily available to upload.

4.4   We strongly advise that all projects are discussed with the Community Engagement team prior to submission. Please email communitygrants@harborough.gov.uk

4.5   Once an application has been submitted, all further communication on the application should ideally be through the 'Comments' function on the online system

5.   Application Form

5.1   Please make your application via the www.grantapproval.co.uk website. If you have not used this system before, please register for an account. Once you are registered and logged onto the system, please select 'Harborough' as the local authority and click 'find schemes'. The title of the fund in the online system is 'HDC – £1m Community Grant Scheme'. It is your responsibility to ensure that correct and accurate information is provided first time.

5.2   **Application – Questions**

The application form contains the following questions:

- Please enter the required applicant information about your organisation and the amount being requested.

- Please provide a brief description of your project, activities involved and who will oversee it. This should also include the expected timeline for the project, including the key milestones, provisional start and completion date. *Note that non-spent money must generally be returned to the Council one year after receipt of the funding. 4,000 characters are allowed for your answer.

- Explain, in max. 4,000 characters, how you know there is a need for the project. You can also upload any research or consultation you have carried out. Please include in your answer how you have considered this need in relation to the Equality Act.

- Please provide a brief description of your project and the activities Explain, in max. 4,000 characters, what difference the project will make, how the community will benefit e.g. will the funding increase capacity; widen the range of people using the facility; enhance the accessibility? Detail where the community which benefits comes from e.g. - within a few streets; the whole village/town, surrounding villages and towns; visitors from further afield?

- Please explain in no more than 4,000 characters, how your project meets/aligns to at least one of the Council's priorities: -

    - Community leadership to create a sense of pride in our place,
    - Promoting health and wellbeing and encouraging healthy life choices,
    - Creating a sustainable environment to protect future generations,
    - Supporting businesses and residents to deliver a prosperous local economy.

- Which specific group is your project aimed at? Please list which of the following apply (maximum 2,000-word count): -
    - All the community
    - Children of 4-11 years
    - Young people between 12 and 18
    - People with a disability
    - Older people
    - Other (please specify if applicable)

- How much funding are you applying for from this grant scheme? Ensure this does not exceed the total amount allocated to your parish. Please provide the information below. (Project total should = Community Grant fund request + other funding pending + secured).
    - TOTAL project value (£):
    - Amount of £1m Grant funding applied for (£):
    - Any other funding secured (£):
    - Any other funding pending (£):

- Is your project part of a larger project? If so, please tell us about the funding you have applied for or secured in no more than 2,000 characters.

- To ensure value for money for your project, please itemise all costs for your project and attach one quote or catalogue price for values under £5k, and two quotes for higher values. The Council reserves the right to make a decision about quotes. Please list your Preferred Supplier/s and reasons.

5.3 Application - Required Documents

Please upload the following documents to the online application. For each relevant document type, you will need to select a document and click the 'Upload' button below it. A list of the uploaded documents will then appear at the top of the page. We would recommend that they check the list of uploaded documents before proceeding with the application.

- **The support of the Parish/Town Council (if a Community Organisation)**
  If you are a Community Organisation, please submit written evidence of support from your Parish/Town Council. This can either be a letter on letter headed paper, or a copy of the Parish/Town Council meeting minutes.

  If you are based in Market Harborough, Community Organisations will first need to obtain a letter of support for their proposal from the Market Harborough Special Expenses Advisory Panel (SEAP), consisting of the ten Ward Councillors, before the organisation submits an application. If this applies to you, please contact us as soon as possible at communitygrants@harborough.gov.uk so that we can assist in arranging a date for your proposal to be discussed at a Panel meeting.

- **The views of the Ward Councillor(s)**
  Please submit the written views of the Ward Councillor(s) for where the project is based.

- **Bank Statement (Mandatory)**
  Please provide a bank statement to match the bank details provided on the application. This needs to clearly show the bank account name, sort code and account number. Please note this grant can't be paid into an individual account. The bank account name must correspond with the name of the organisation applying for funding.
  Note that the applicant must be able to evidence three years of holding a bank account if required.

- **Safeguarding Policy and Equality Policy/Statement (Mandatory)**
  If this is in progress, then please contact the Grant Officers to discuss at communitygrants@harborough.gov.uk.

- **Governance Document (Mandatory)**
  The applicant must be a constituted 'not for profit' organisation. Please provide your organisation's governance information.

- **Project Plan (Mandatory)**
  Please upload your project plan, which should demonstrate the viability and sustainability of the project. Please refer to Section 5.4 for further information.

- **Quotations (Mandatory)**
  Please provide at least one quotation for any assets, products, equipment, or services. Values over £5k require two quotes. These quotations should be from different suppliers.

- **Ownership or lease (If Applicable**)
  If any alterations/works are proposed to a building or land, please provide proof of ownership, or the lease agreement in place. If the property is leased, please also provide a letter of permission from the landlord.

- **Permissions (If Applicable)**
  Please provide evidence of relevant permissions or licences obtained.

5.4 Project Plan

Your project plan should include:

- A project name.

- A summary of the project and its objectives.

- An outline of the need for the project and who specifically in the community this will impact. Please include evidence e.g. market research/engagement with the community.
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- External partners or team members who will deliver the project, along with their roles and responsibilities.

- A detailed project timeline including: the expected start and completion dates, key outcomes, milestones, tasks, and due dates.

- Project finances – Your application project budget should balance; this means that your total cash income must be equal to your total cash expenditure. You should supply a detailed budget breakdown.

  - **Income** – this should include the grant requested from the Community Grant Scheme and any other cash match funding. If you are sourcing additional funding, please list how much and when you expect it to be secured. Any additional funding will need to be secured before any awarded monies are processed.

- o **Expenditure** – a detailed breakdown of the costs required to deliver the project. You should indicate how you have estimated these costs (e.g. quotations).

- o **Support in-kind** - you should provide an estimated value of any non-cash contributions to the project. This may include materials or services that are provided free of charge or at a reduced rate.

- Any risks identified to successful delivery of the project and mitigating steps that you will take.

- The sustainability of the project and plans for ongoing maintenance of any assets that would be purchased with the grant.

- Site plans/photos and any other reference material relevant to the project.

6. Disclaimers

6.1   Harborough District Council reserves the right to vary the terms of the Community Grant Scheme as outlined on the Council website and this application guidance. Every effort would be made to inform organisations that have registered their interest with the Council of any such changes.

6.2   Harborough District Council reserves the right to pause applications to the Community Grant Scheme to evaluate the programme and implement any necessary changes. Every effort would be made to inform organisations that have registered their interest with the Council of any such changes.

6.3   If you would like a copy of the full terms and conditions for approved funding, then please contact communitygrants@harborough.gov.uk.

6.4   TAX - Any grant received may be subject to tax and organisations may wish to consult HM Revenue and Customs or a qualified, independent financial advisor.

6.5   PUBLICITY - Any organisation receiving a grant must agree to publicly acknowledge receipt of the grant, display relevant logos, and agree to participate in any publicity or promotional activities associated with the funding. In addition, they must agree to participate in any monitoring and reporting required by the Council, whether specifically noted in the grant approval notification or not. Such reporting, monitoring and publicity may help inform whether similar funding is offered in future.

6.6   INFORMATION - Personal data supplied on the application form and any supporting documentation will be held on our systems and will be used in accordance with the Data Protection Act 2018 and Freedom of Information Act

2000. The information you provide will be used for statistical analysis, management planning and the provision of services by the Council. You can find further information about our relevant policies on our website here: https://www.harborough.gov.uk/information

6.7 FRAUD - The online application system will undertake anti-fraud checks and various checks will be made on each application and grant awarded. Any applicant caught falsifying their records to gain grant money will face prosecution and any funding issued will be recovered, as will any grants paid in error.