

# Ward Member Community Grant - Scheme Guidance for Applicants



*The Ward Member Community Grant is available to eligible organisations delivering community projects in the Harborough district. Each Ward Member has an allocation to support capital or revenue projects and initiatives of their choice within their Ward which benefit ward residents. Applications must be for £500 or more.*

## *Please Note:*

Grants are supported by your Ward Member.

Organisations and potential applicants should contact their Ward Member about their project. If the Ward Member decides to support the proposal, the Grants Officers will invite you to submit a formal application. You can find your ward councillor by using the postcode search tool on our website.

[Who's my Councillor? | Harborough District Council](#)

## Eligibility and Scheme Criteria

### Who can apply?

- You are a not-for-profit, constituted organisation.
- Your community project will benefit residents in the Harborough district.
- You hold a bank account in the name of the organisation.

### Demonstration of Community Benefit

Community benefit means the positive difference a project will make to the people and communities it serves. This will vary depending on the size and needs of the community, the people who will benefit and the purpose of the project.

### How do we measure it?

To demonstrate community benefit, applicants should explain what will be improved, increased or provided as a result of the project, and how this will have a positive impact on the community.

## What the grant can support

Capital or revenue projects - examples include (this list is not intended to be exhaustive):

- Organising community events or activities to bring residents together.
- Making improvements to public spaces or community facilities.
- Funding volunteer training or workshops to support local initiatives.
- Providing equipment or resources for community groups.
- Start-up funding to get projects going and provide evidence of need and impact for future funding. Organisations will need to explain their future sustainability plans.
- Match funding for another grant, for example a feasibility study to support a Section 106 grant.
- Hosting workshops or delivering programmes, for example promoting health, education or wellbeing.
- Providing marketing and promotional material for groups and events.
- Supporting emergency or seasonal initiatives, such as distributing supplies during cold weather or resources for flood preparedness.

## Projects that cannot be funded

- party-political activities;
- activities that promote or advance a single faith;
- work that duplicates or replaces statutory services that public bodies are already required to provide;
- retrospective costs;
- purely commercial or profit-making activities;
- regular or recurring expenditure to sustain an organisation's core operations, except where they are linked on a full cost-recovery basis to a specific project or initiative that falls within the eligible projects criteria;
- activities that would create a future cost for HDC; or
- work that is beyond the capacity of HDC grants or other Council staff or departments to undertake.

### **NEED HELP?**

Contact the Grants Officers

If you are unsure whether your project is suitable, whether you have the evidence needed, or which permissions may apply, contact the Community Engagement Grants Team at [Communitygrants@harborough.gov.uk](mailto:Communitygrants@harborough.gov.uk)

## Applicant Journey

1

### Project identified

Identify a local need or opportunity – Consider what need, issue or opportunity your project could address and how it could benefit people in your local community. If you are unsure whether your project is ready to proceed, please contact the Grants Officers, as we may be able to help.

2

### Discuss with your Ward Member

Discuss your project with your Ward Member – Explain the project, the local need or opportunity it addresses, the expected community benefit and the amount of funding sought.

3

### Initial Support and Invitation to Apply

If the Ward Member wishes to support the project, the Grants Officers will invite you to apply. They will send you a link to the online application form and an Applicant Pack containing templates and useful guides to help you prepare your application. Officers will also provide a date by which we ask the application to be completed and will advise you of the expected date of the next moderation meeting.

4

### Complete the Online Application

Answer the application questions and upload the supporting documents.

5

### Assessment and due diligence

Officers assess eligibility and complete due diligence checks. The application is considered at the next internal moderation meeting.

## 6. Final Member decision

The officer's summary is sent to the Ward Member, who makes the final funding decision.

## 7. Agreement and Payment

If approved, you complete the relevant terms and conditions and legal agreement before payment.

## 8. Delivery, Monitoring, Publicity and Closure

Deliver the project for the approved purpose and retain appropriate records, participating in publicity if requested and providing monitoring information to HDC.

### Developing your Project

The formal application is intended for projects that are sufficiently developed for officers to assess eligibility, deliverability, and value for money. Some projects are relatively straightforward while others can be more complex. Before you apply, you should consider the following.

- ☐ You can clearly describe what you want to deliver and why it is needed.
- ☐ You have clear project costs and appropriate quotations.
- ☐ You have identified who will manage and deliver the project.
- ☐ You have considered timescales, milestones, dependencies and risks.
- ☐ You have checked what permissions, licences or approvals may be required.
- ☐ If land or buildings are involved, you have considered ownership, lease and landlord/landowner consent.
- ☐ You have considered future running or maintenance costs where relevant.

Officers are available to support and advise you as you develop your projects. Contact us at [communitygrants@harborough.gov.uk](mailto:communitygrants@harborough.gov.uk) with any questions.

## Application Questions and Supporting Templates

An Applicant Pack containing the following documents is available that will help you prepare your application and supporting information.

- Application Questions – A full list of the questions contained within the online application form, allowing you to prepare and review your answers before submitting them online. The application asks about your project, evidence of need, aims and impact, finances, governance and other information needed to assess the proposal.
- Project Plan Template – For applicants whose project requires a project plan. This provides a structured way to set out the project, timescales, responsibilities, risks, dependencies and sustainability.
- Project Finances Template – To help set out the total project cost, grant requested and other funding secured or pending.
- Applicant Checklist – To help check the required information, documents and permissions before submitting an application.

## Supporting Documents

The following documents are required for all projects

- Bank statement showing the organisation's account details.
- Governance documents such as a constitution, trust deed or articles of association.
- Quotations and project budget information.

The following documents are required when applicable. If you are unsure please ask the grants officers by emailing [communitygrants@harborough.gov.uk](mailto:communitygrants@harborough.gov.uk).

- Evidence of ownership where the project involves alterations, fixed fittings, installations or other works to land or a building.
- Where a project involves leased buildings or land, evidence of the lease and any required landlord/landowner permission. A remaining lease term of generally at least 7 years will be required, increasing to more typically 10 years where the project expenditure or grant request exceeds £25,000.
- Evidence of relevant permissions, licences or approvals where applicable. Applicants are responsible for identifying and obtaining all permissions, licences, consents and approvals required for their project before work begins. The award of a grant does not confirm that any necessary permissions or approvals have been obtained or remove the applicant's responsibility to secure them.
- Project Plan where requested.
- Any other information requested by Grants Officers to complete due diligence.

## Project plans

A Project Plan is not required for every application. It may be required for projects requesting £10,000 or more, projects expected to take more than three months, projects with multiple stages or dependencies, or where a Grants Officer considers additional assurance necessary.

Where requested, the Project Plan should help demonstrate that the project is deliverable and sustainable. It should include the project overview, timeline, responsibilities, risks, sustainability, and monitoring.

## Finance and value for money

The Applicant Pack includes a Project Finances template to help you set out the project costs and sources of funding clearly. Applicants can complete this template offline before transferring the relevant information into the online application.

- You will need to provide the total project value, the amount requested from the Ward Member Community Grant, and any other funding secured or pending. These figures should match the total project cost.
- For an expenditure of below £5,000 one quote is required.
- For an expenditure of £5,000 and above, you should provide the three required quotations and explain the procurement or tender process where requested. VAT should be treated appropriately according to whether your organisation can recover it.

## Decision timescales

The scheme operates on a rolling basis with regular internal assessment meetings. When invited to apply, you will be given a date to work towards. Applications that are incomplete or require further information may be rolled forward to the next assessment meeting. After this internal meeting, a summary of your application is returned to your ward councillor for their final decision.

## After approval

If your application is approved, you will receive a formal grant offer, which you will need to accept or decline. Where the grant offer has been accepted, we will arrange the appropriate legal agreement before the grant payment can be processed.

## Publicity and acknowledgement

Successful applicants are required to acknowledge the Council's funding and participate in appropriate publicity or promotional activity if requested by the Council. A "Grant Funded by Harborough District" logo should be displayed where appropriate.

Please Note:

Funding must be used for the purpose for which it was approved.

Non-spent money must generally be returned to the Council one year after receipt of the funding.

You must retain appropriate records and evidence of expenditure and delivery.

HDC may request monitoring information, photographs, outputs, or case-study information a template is available to support you.

Funding may be recovered where it has been paid in error, obtained through false or misleading information, or not used in accordance with the approved purpose and terms.