

Herefordshire Community Pride Grant

Application Form

Please read these notes and the information leaflet before completing the application form

This application form is an important document, as it will be used to assess your project.

Please ensure that you answer every question.

This application form is available electronically upon request or on the Council website.

It is important that you keep a copy of the form, as you will need to refer to it when reporting on the progress of your project.

When we initially assess your application we will check:

- Whether or not your project has started *
- If you are an eligible applicant (see information leaflet)
- If the project is eligible
- That the figures add up
- That you have two quotes (where applicable) to back up the application.

***NB. If your project has already started, it cannot be funded through this grant scheme.**

If we are satisfied that your application meets all the initial criteria, it will then be independently appraised by a countywide representative panel.

Applications can sometimes take up to six weeks to process, so please be aware that difficulties may arise if the project is due to start in a very short space of time.

If your project is an event, we recommend that you apply a minimum of 12 weeks before it is scheduled to take place

If you require any assistance please contact Delegated Grants Team on 01432 260753

or email: delegatedgrants@herefordshire.gov.uk

Herefordshire Community Pride Grant Scheme

Community Achievements (outputs) - Definition of achievements and evidence required:-

Output	Definition	Evidence
1. No. of community facilities established/created	Number of community facilities established /created by the project. A facility is recognised as being a building, notice board, or any other capital asset to a community.	Photographic evidence, verified by a site visit if felt appropriate.
2. No. of community facilities improved	Number of community facilities that have improved their current provision through receipt of the grant.	Photographic evidence, verified by a site visit if felt appropriate.
3. No. of additional people potentially using new/improved facilities	This output is looking to capture the extra benefit that the grant provides. How many additional people may be attracted as a result of the development or improvement of the facility?	Names of people or references to groups that have or are scheduled to use the facility. Refer to advance bookings if possible.
4. No. of community services established/created	Number of community services established/created. A service is recognised as being a provision that doesn't already exist in the area, such as; Parish Newsletter, Counselling, Car Sharing Scheme, etc.	This will vary according to the project, but physical evidence e.g. copy of newsletter, flyers, advertising or publicity of service. Verified by a visit if appropriate.
5. No. of community services improved	As above, but clear and added improvement to a current provision e.g. purchase of computer/printer to enable the Parish Newsletter to be produced more professionally, etc.	This will vary according to the project, but physical evidence verified by a visit if appropriate.
6. No. of additional people potentially using new/improved services	This output is looking to capture the extra benefit that the grant provides. How many more people are able to be assisted as a result of the development or improvement of the service?	Names of people or references to groups that have or are scheduled to use the service.
7. No. of networks established/created	Number of networks established/created as a result of undertaking the project, e.g. links between the Church and Village Hall committee that didn't exist before, etc.	Copies of letters, minutes, etc, showing evidence of the collaboration.
8. No. of networks improved	As above, but building on the networks that exists the project will have facilitated an improvement.	Copies of letters, minutes, etc, showing evidence of the collaboration.
9. No. of volunteers directly involved in the delivery of the project	Number of people who have given unpaid time to deliver the project for which funding has been applied for.	Names and activity undertaken with number of hours, usually verified through timesheets.
10. No. of Study Reports completed	A study report can take the form of either a feasibility study, or any study that is undertaken that results in the community being the primary aim and beneficiary of the outcome.	Hard copy of report. Recognition must be given of the funding within that document.
11. Other	Any other activities that are felt particularly important for the project over and above the others outlined above.	Depends on activity.

We appreciate that some outputs will require a level of further interpretation and flexibility. Please discuss these with the Project Development Team whilst developing your project. Evidence of outputs is also negotiable in certain circumstances.

Application for Herefordshire Community Pride Grant

Question 1: Applicant Details

Guidance Notes:

1.1 Project title		This will be the title used in future contact
1.2 Name of organisation		Name of organisation applying for the grant
1.3 Main contact & position held		Main contact for this project and position held in the organisation
1.4 Address and postcode		Address of main contact for this project and all correspondence
1.6 Telephone		Main contact's telephone number
1.7 E-mail address		Main Contact's e-mail address. Please PRINT carefully
1.8 What is the status of your organisation or group?	Registered Charity <input type="checkbox"/> Number <input type="text"/> Company limited by guarantee <input type="checkbox"/> Number <input type="text"/> Social enterprise <input type="checkbox"/> Community group <input type="checkbox"/> Social group <input type="checkbox"/> Parish/town council <input type="checkbox"/> Other <input type="checkbox"/>	Please tell us what sort of group or organisation you belong to and your registration number where applicable.

Question 2. The Project

2.1 Planned project start date		Please note: the project should not start before the date of your offer letter. (This will be approximately 6 weeks after applying).
2.2 Planned project end date		This date is when the project will be complete and outputs achieved.

<p>2.3 What is funding required for? Project Description.</p>		<p>Tell us specifically:</p> <ol style="list-style-type: none"> 1. What you will do; and 2. How you will do it <p>(bullet points are acceptable)</p> <p>What exactly do you require the funding for?</p>
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<p>2.4 How did you identify the need for the project?</p>		<p>Tell us how you decided that this project was needed by your community, Exactly who has been consulted?</p> <p>Please send any evidence with this application form. (E.g. minutes, copy of questionnaire,). Please highlight the relevant sections.</p>
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Question 3. Outputs and Beneficiaries

<p>3.2 Community Achievements (outputs)</p>	<ol style="list-style-type: none"> 1. No. of community facilities established/created..... <input type="text"/> 2. No of community facilities improved <input type="text"/> 3. No. of additional people potentially using new/improved facilities..... <input type="text"/> 4. No of community services established/created <input type="text"/> 5. No of community services improved..... <input type="text"/> 6. No of additional people potentially using new/improved services <input type="text"/> 7. No of networks established/ created <input type="text"/> 8. No. of networks improved..... <input type="text"/> 9. No. of volunteers directly involved in delivering the project <input type="text"/> 10. No. of Study Reports completed..... <input type="text"/> 	<p>The achievements produced by a project are its 'outputs'.</p> <p>The achievements you choose must occur during the funded life of your project.</p> <p>You will be asked to provide evidence at the end of this project to prove that the achievements have happened, so decide how you are going to do this before you start.</p> <p>Fill in only those which are relevant and which you reasonably expect the project will make happen.</p> <p>Put the number of achievements you expect to produce in the box, NOT a tick. E.g. No. 8, Number of networks improved - 2.</p>
	<p>Please explain below how you have arrived at these figures</p>	<p>E.g. if you claim no. 2 (facilities improved) and no. 9 (volunteers). "The garden will be more accessible with extra seating and 10 members of the community will help with running the event".</p>

<p>3.2 From the outputs you have selected above, please give more details about who will benefit and how:</p>		<p>Which groups of people will benefit from your project?</p> <p>How will these groups benefit?</p>
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Question 4. What are the intended management & monitoring arrangements for the project?

4.1 Who will manage the project?		Will it, for example, be the organisation's management committee or a steering group?
4.2 Who will monitor the project?		Who has responsibility to monitor the project on a day to day basis
4.3 How do you intend to publicise your project?		E.g. village newsletter, press release, notice boards etc. We want to see how you are involving the wider community.
4.7 Have you checked if you need any licences, permissions or insurance for the project?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, what is required and by when? If no, why not?	Do you need public liability insurance, any permissions (e.g. planning) or a licence of any kind for this project? Please give details and state whether they have been obtained, if not when you expect to hear.

Question 5. Financial

5.1 How much will your project cost?	Details of item	E/A	Amount	Mark estimated costs 'E' and actual costs 'A' Please continue on a separate sheet if necessary. N. B. We will need to see at least 2 quotes for each item costing over £250.
			£	
			£	
			£	
			£	
			£	
			£	
	TOTAL		£	

5.2 What in-kind	Volunteer activity/donated goods	Hours	Rate	Total	Includes the value of volunteer time and donated
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funding support will this project receive?			p/h		goods and services etc. (In-kind support). This helps reflect the real cost of the project and can be used as part of any other funding required. Current 2009/10 volunteer equivalent rates are set at: - Standard £9.00 Researcher/Trainer /Coordinator £10.85 Manager £13.85 Self Employed £10.00	
			£	£		
			£	£		
			£	£		
			£	£		
			£	£		
			£	£		
			£	£		
	In-kind funding total			£		
	Plus total from 5.1			£		
Total costs (5.1 + 5.2)			£			

5.3 How will this project be funded?	Funder's name	S/A	Date	Amount	Please tell us how the project will be funded including in kind time & donations. Put an 'S' where funding is secured, 'A' where funding has been applied for. Tell us the date the funding was approved (S) OR expected to be agreed (A). This grant cannot be matched with any other Herefordshire Council Funding
				£	
				£	
				£	
				£	
	In-kind funding total			£	
	Amount applied for from Community Pride Grant			£	
	Grand Total (should equal costs at 5.2)			£	

5.4 Can your Organisation Recover VAT?	No <input type="checkbox"/> Yes <input type="checkbox"/>	Vat number <input style="width: 150px;" type="text"/>	If your organisation is VAT registered, then please give the number. Otherwise tick No.
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5.5 Has your group received a grant before	Yes <input type="checkbox"/> No <input type="checkbox"/>		Please tell us about the last two grants which your group has received (if applicable).
	(if yes, please enter details below)		
	Name of funder?	Amount	
	What was it for?	£ Date	
Name of funder?	Amount		
What was it for?	£ Date		

5.6 What will happen after this project is completed?	We want to know what plans you have for the project after the funded period.
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Question 6: Checklist

6.1 Have you given us all the information we require?	Have you enclosed:	
	1. Your most recent bank statement?	<input type="checkbox"/>
	2. Your evidence of need?	<input type="checkbox"/>
	3. 2 quotes for items over £250? (If not, please explain why).	<input type="checkbox"/>
	4. A copy of your organisation's constitution?	<input type="checkbox"/>
	5. Supporting evidence that other funding is in place?	<input type="checkbox"/>
	6. A copy of your insurance certificate (if relevant)?	<input type="checkbox"/>
	7. A copy of any licence or letter granting permission?	<input type="checkbox"/>
	8. Have you completed all sections of the form?	<input type="checkbox"/>
	9. Have you completed the monitoring question?	<input type="checkbox"/>

Question 7: Bank details

7.1 Bank name		<p>These details are required for the preferred method of BACS transfer of funds.</p> <p>* If a cheque is the only option, please state the name of the organisation to which it should be made out.</p>
Bank address		
Account name		
Account No		
Sort Code		
Cheques* to be made out to:		

Question 8: Signatures

Applicant 1		<p>Signatures are required from two people representing your organisation and will usually be the chair plus one other. For parish councils it should be the chair & the clerk. For parochial church councils it should be the chair and the incumbent.</p>
Position		
Signature		
Date		

Applicant 2	
Position	
Signature	
Date	

Question 9: Diversity Monitoring Form

<p>9.1 Is your project directed at or of particular relevance to any of the following groups? (Please tick all that apply).</p>	People living outside Hereford City & the market towns <input type="checkbox"/>	<p>This information is needed to help us ensure that our services are accessible to all. It will not be used to assess your application</p>
	Older people (65 years & over) <input type="checkbox"/>	
	Younger people (0 - 19 years) <input type="checkbox"/>	
	People on low income <input type="checkbox"/>	
	Lesbians / gay men / bisexual <input type="checkbox"/>	
	Disabled people <input type="checkbox"/>	
	Ethnic minority group <input type="checkbox"/>	
	Religious / belief group <input type="checkbox"/>	
	Particular gender group <input type="checkbox"/>	
	Other (please specify)	

Question 10: Feedback

<p>10.1 In order to help us improve our service, please take a few moments to comment on this form.</p>	<p>Easy to understand?</p> <p>Very easy <input type="checkbox"/> Fairly easy <input type="checkbox"/> Average <input type="checkbox"/> Fairly difficult <input type="checkbox"/> very difficult <input type="checkbox"/></p> <p>Easy to fill in?</p> <p>Very easy <input type="checkbox"/> Fairly easy <input type="checkbox"/> Average <input type="checkbox"/> Fairly difficult <input type="checkbox"/> very difficult <input type="checkbox"/></p> <p>Amount of information required</p> <p>Less than expected <input type="checkbox"/> About what was expected <input type="checkbox"/> Too much <input type="checkbox"/> Unacceptable <input type="checkbox"/></p> <p><i>What, if anything, would make it easier to complete</i></p> <p>How did you hear about this grant?</p>
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Herefordshire Community Pride Grant Scheme

General Terms & Conditions

Monitoring

1. Provision of evidence that the project funding detailed in your application is in hand or committed (e.g. offer letters, annotated bank statements).
2. A Final Report Form will be required when your project has finished. This should be completed and returned at the same time as your grant claim. We may ask for an update report at any time.
3. We reserve the right to ask for audited accounts which show the expenditure relating to the project.
4. The Community pride scheme has the right at any time to inspect the project and require further information as it reasonably sees fit.
5. Where applicable the project must promote the conservation and sustainable use of natural resources and minimise environmental pollution through the implementation of the project.
6. The project is encouraged to support local products / suppliers in Herefordshire wherever possible, but at all times must ensure value for money remains the overriding factor when making decisions about expenditure.

Payment of Claims

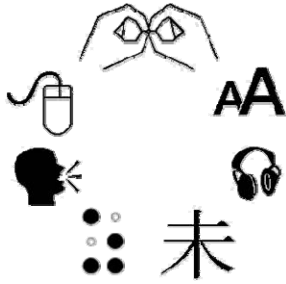
7. Grant claims will be paid only when supported by evidence of expenditure (invoices, cheque stubs, receipts and bank statements), and made on the standard final report form provided.
8. Other documentary evidence may be required to support your final report. For example, if you project we may request details of any beneficiaries of your project.
9. No grant will be paid against VAT (Value Added Tax) attributed to a particular item of eligible expenditure where the project is able to recover the costs incurred.
10. Two quotes are required for key expenditure items. A copy of each quote must be provided. You are not required to accept the lowest quote, but must be able to demonstrate why you have selected a particular quote.
11. Claims will be paid providing all other conditions of this offer have been met and invoiced works correspond with the project application.
12. We reserve the right to withhold any or all of the payments, and/or require part or all of the grant to be repaid if:
 - There is substantial change in the nature, scale, costs, ownership or timing of the project.
 - There is unsatisfactory progress towards meeting the outputs specified in the offer letter.
 - Any information provided in the application form or other correspondence is found to be substantially incorrect or incomplete.
 - The applicant fails to comply with any condition in this letter.
 - During its life the project is used for purposes other than those specified in the application. The life of the project is taken to be five years for a capital grant and the duration of the project for a revenue grant.

Publicity

13. The project is required to acknowledge 'Herefordshire Council' on all its publicity material. Logo's can be sent to you upon request.
14. The project shall fully participate in activities / events / promotion organised by the Community Pride scheme.

General Terms and Conditions

15. The project is expected to proceed in accordance with the details submitted in your application form. Any material changes to the project and its phasing cannot take place without seeking prior agreement of the Herefordshire Council.
16. The terms of this agreement may only be varied by the agreement in writing between persons duly authorised by both parties.
17. The grant will remain open until the end of the current financial year (31st March). If it is not claimed by then, we will review our support and may withdraw the offer unless there are good reasons for the delay. Any agreement to carry forward outstanding grant monies at the end of the financial year will need to be negotiated.
18. Any agreement to extend the grant period will be dependent upon the availability of resources.
19. No part of the grant shall be used for the publication or promotion of any political or religious material or any material that in whole, or part, appears to be designed to affect public support for any political or religious party or group.



If you would like help to understand this document, or would like it in another format or language, please contact the Delegated Grants Team at Herefordshire Council on (01432) 260753 or email:

delegatedgrants@herefordshire.gov.uk

We would like projects to be both environmentally and economically sustainable wherever possible. Help and advice is available from 01432 261930

IMPORTANT NOTICE - Data protection.

Herefordshire Council is the data controller for the purposes of the Data Protection Act 1998, and can be contacted at: Data Protection Officer, Herefordshire Council, Brockington, Hereford, HR1 1SH. The information provided will be retained for the purpose of administering your grant application and to account for public monies. Any further use of this information would be strictly within the terms of the Data Protection Act. We may also advise you of other council services which may benefit you. Please tick here if you do not consent to your details being kept on a database for this purpose.

Once completed, please return this form to: Delegated Grants and Programmes, Herefordshire Council, PO Box 4, Plough Lane, Hereford, HR4 0XH. Or by email to: delegatedgrants@herefordshire.gov.uk