



Harpenden Town Council Community Grants Fund – 2019/20

Information for Applicants

Harpenden Town Council has undertaken a review of its grants process to ensure that it is aligned with the District Council's scheme and to make certain that eligible projects best meet the Council's Priorities and deliver the greatest impact to the community in terms of outcomes. Following this review, the criteria that grant applications will be assessed against is set out in this document.

The Community Grants Fund aims to provide Voluntary and Community Groups with a flexible funding opportunity to support the delivery of projects and activities that benefit the local community.

What Type of Projects Can Be Funded?

The Community Grants Fund is open to Voluntary and Community Sector groups who are delivering projects or activities that are in line with the Community Grants Fund principle, which are outlined in the guidance notes below.

- Projects/activities must have a specific, realistic and deliverable outcome which will meet an identified evidenced need or be an ongoing programme that meets an identified evidenced need.
- Funding must not replace or duplicate existing mainstream funding but can be added to funding obtained from other sources.
- Projects/activities must provide value for money and tangible impact for the residents of the District.
- A clear strategy for sustaining the activity after the initial period should be provided where relevant or evidence of a planned programme of ongoing activity be provided.
- Applications must be from constituted voluntary organisations, although groups do not need to be a registered charity.
- Applications must be for capital expenses, fixed term projects, to give added value to current activities or to support the continuation of ongoing programmes that are of benefit to the local community.
- Organisations may make a number of different applications for different projects
- One-off projects must be delivered within 12 months of the application being approved
- Applications can be up to £500

What the Community Grants Fund cannot support:

- Individuals
- Projects which operate outside of Harpenden that do not clearly evidence how they will directly benefit the Harpenden community.
- Commercial ventures
- Statutory organisations or groups controlled by public sector organisations such as Local Authorities and Primary Care Trusts

- Schools, although PTA's can apply for non-curriculum activities (i.e. not resources or activities that are used for or are part of the normal school day).
- Contributions towards large, general appeals
- Retrospective funding (i.e. grants for activities that have already taken place)
- Projects/activities that promote one particular faith or religious belief, although the fund could support for a faith group delivering something that is open to all
- Applications that support the furtherance of any one political party

Criteria for bidding

Applications will be assessed against the criteria outlined below which are based upon the priorities set out in the St Albans City & District Inclusion Strategy. Applications must meet at least 3 of these criteria in order to be considered for

Funding:

- Benefit the local community
- Increase local peoples engagement/interest in local democracy
- Promote involvement in community life
- Bring together people from different backgrounds
- Reduce inequalities
- Support individuals with disabilities
- Engage young people in positive activities
- Support the needs of older people

How You Apply?

By completing the Community Grants Fund application form which is available in hard copy or electronic format from:

The Central Services Officer
 Harpenden Town Council
 Town Hall, Leyton Road,
 Harpenden, Herts, AL5 2LX

Tel: 01582 463 662

Email: harpenden.town.council@harpenden.gov.uk

Web: www.harpenden.gov.uk

Monitoring

To ensure that the funding has been spent appropriately monitoring information will be required from successful applicants. Monitoring forms will be used to report on the agreed outcomes outlined in your application. All monitoring information must be returned at the end of the financial year in which the grant was received or sooner if the project/activity has finished. In some circumstances successful applicants will have a monitoring visit by Town Council officers. It is important for monitoring reports to be satisfactorily completed in order for successful applicants to be considered for future funding from the Community Grants Fund.