

EAST HERTS COUNCIL

Guidance notes for applicants



How to apply for 1 Year Community Revenue Grants

The aim of the Community Revenue Grant is to support voluntary and community organisations by awarding grants for activities in the community for a one year time period. We want to assist all types of organisations from the largest and most established to smaller groups that are just starting out.

Please read the Guidance Notes before completing the application form.

Tracy Matthews is available to assist you with completing the application. Tracy can be contacted on **01279 / 655261 ext 1616**.

The closing date for applications is shown on the front of the application form. Late applications will not be accepted.

You need to complete all questions on the Application Form. Please ensure you attach all supporting documentation.

Who may apply? Voluntary organisations and community groups specifically serving East Herts residents. Parish Councils are not eligible to apply.

What does the application process involve? You should normally hear our decision within four months of us receiving your completed application. If your application is successful, we will send you an award letter within 10 working days of the decision being made. If you do not receive a grant, we will tell you the main reasons why.

Applicants are required to disclose all accounts and balances and details of applications made to other bodies for Revenue Grants. Any grant given must be shown separately in your accounts.

Applicants cannot apply for further grant aid from this grant until one year after a successful bid.

How much we will fund? Recent awards have ranged from £200 to £500.

What can the grant be used for	The community Revenue Grant is intended to fund voluntary and community activities that help deliver the Council's priorities.
What we will not fund	<p>Community Revenue grants will not be given towards the running costs of village halls, minibuses or pre-school groups or schools.</p> <p>Any grant given by this Council must not be re-distributed to any other person, body or organisation. Agreement to give a grant in any year does not commit the Council in any future year.</p> <p>We will not fund services, activities or items that you buy or undertake before contacting us.</p>
How is your application assessed? We will look at: <i>(Please refer to the score sheet enclosed with the application form).</i>	<ul style="list-style-type: none"> • Your financial status and other financing arrangements and fund raising activities. • Whether your application fits the vision and priorities of the Council and the Grants service to improve the economic, environmental and social wellbeing of residents who live in the East Herts District area. • Who in the community will benefit and whether there is a real need for your service/activities. • The membership of your group and whether it is open to the general public. • Any partnership arrangements you are involved in or joint working arrangements.
Your responsibility	<p>All organisations receiving a grant are expected to monitor their achievements and submit an Annual Monitoring Form at the end of the year (if requested).</p> <p>All successful applicants must acknowledge the support of East Herts Council in any publicity material produced.</p>
Our responsibility	The Community Planning Team will aid organisations in establishing partnerships to further develop community work.
How payment is made	Payment will be made within 10 days after you receive your award letter.