

FREQUENTLY ASKED QUESTIONS

The online form does not allow me to preview the questions. What questions will be asked in the application?

Key questions in the application are listed below

- Provide a brief description of your project
- Approximate number of people who will benefit
- Benefits to the wider community. The East Herts Grants programme has an agreed set of health and wellbeing that grants funding is expected to support or enable. Explain how you would achieve the outcome you tick in a maximum of 1,000 characters.
- How do you know there is a need for this proposed project or activity? Explain how you have consulted with potential beneficiaries in a maximum of 1,000 characters. Please attach up to 2 pieces of evidence
- How will you share what you learn from delivering your project with other voluntary organisations and colleagues?
- Please provide information on whether you have received a grant from another organisation for the proposed project
- Please provide information on whether you have received a grant from East Herts Council in the past.
- Provide information on your expected income and expenditure
- Please explain why you are unable to fund the project yourself

What do I have to include with my application?

Please ensure that you enclose all relevant paperwork with your application form, or if applying online that you also send all relevant paperwork, including:

- Name and contact details of main contacts, including chair, treasurer and secretary, in your organisation
- Written endorsement by the East Herts Councillor representing the ward from where most of your clients will come
- Bank statement showing current balance
- Copy of constitution / set of rules or charity commission number
- Copy of child protection policy (if your organisation works with children)
- Evidence of planning permission (if required)
- Two quotes for building work and cost estimates for large items of equipment

You may also wish to include letters of support, feedback from your consultation and any other information that supports your business case and how you will take forward the outcome(s) you ticked. **If this paperwork is not received by the deadline, your application will not be processed.**

What type of projects is the council interested in funding?

We are interested in funding projects that take forward our priorities that promote health and wellbeing of residents of East Hertfordshire. Your application must evidence that the grant requested will directly or, in the case of improvements to buildings or green space, indirectly support at least one of the priorities listed in our grants policy. We will fund volunteer training as long as you can show how it promotes health and wellbeing.

The new priority around widening access is interesting. What would you fund under that?

This priority is about being more inclusive and supporting school-age children and young people, especially those who are vulnerable or disadvantaged in some way, to more easily take part in sports and cultural activities. For example, organisations can apply for a bursary to pay for costs of transport or to offer a free annual membership to children from low income families, subject to evidence of financial need..

Who may apply?

Properly governed voluntary or not-for-profit organisations that are proposing projects that benefit the wider community in East Herts, including Buntingford, Sawbridgeworth, Hertford, Bishop's Stortford, Ware and the many rural villages.

Organisations that are proposing large-scale projects related to buildings or green spaces must already have most of the money for their project and to be applying to the council at the end of their fundraising campaign.

What does the application process involve?

Organisations must submit their request for funding by the stated deadline on an online application form and attach all the required paperwork. If you do not provide a strong argument for funding you will not be awarded a grant. You must obtain endorsement from the East Herts Councillor representing the area where the project is to happen or where most of the beneficiaries are from.

How do I obtain endorsement from my East Herts Councillor for my application?

To find out who this is click on the link:

<https://www.eastherts.gov.uk/article/35546/Find-your-Councillor>

What is the maximum grant?

Up to £8,000 is available to fund improvements to buildings and open spaces. Up to £3,000 is available to fund all other projects but please be aware that the maximum grant is only available for projects that run for 6 weeks or longer and will clearly result in positive changes to behaviour.

When are we eligible to apply for a grant again, after being successful?

You are eligible to reapply once you have delivered or completed your existing project or activity.

What will not be funded?

- Medical equipment
- Promotion of a particular religion or political belief
- A service the state is obligated to provide
- Land or building where ownership or a lease is not yet established
- Projects that will take longer than a year to complete
- VAT that you can recover
- Projects that have already started before the Council has made a decision on the application
- Work on a building or outdoor space if the freehold or a lease lasting longer than 5 years is not in place or if the relevant planning permissions are not in place

Would it be possible for a grant to be back dated for money the club pays out to be reimbursed if the funding bid is successful?

No, the council does not fund retrospectively for projects or activities that have already taken place.

How will we assess your application?

We will closely assess the business case and evidence you provide for why we should fund your proposed project and the health and wellbeing outcomes it will address. Each application will be assessed on its own merit against carefully designed criteria. The funds available will be allocated to those applications with the highest scores. Applications will not be considered after the closing deadline. The criteria that applications will be judged on are as follows;

- Whether the project is being delivered in a disadvantaged area of East Herts
- Number of people that will benefit Question 2.2
- Evidence that project/activity will realistically take forward the health and wellbeing outcome(s) that you have selected Question 3.1 to 3.7
- Evidence that consultation has taken place and the results support your project or activity Question 3.8
- Evidence of financial need Question 4.5 to 4.8

We will also consider whether you are contributing any funds toward the project Questions 4.2 to 4.21.

Applications that achieve less than 50% of the total score will not be funded. Projects that score low compared to others but that officers consider to have potential may be funded if the applicant agrees to certain conditions proposed by East Herts Council.

What do we mean by evidence?

This is facts or information that supports your proposal and proves that there is a problem. It could range from national or local statistics, waiting lists to feedback from public meetings and testimonials. It forms part of your business case. The more background information you provide the higher your score.

What do we mean by consultation?

Consultation is defined as activities undertaken for a set time period to seek opinions from a chosen group in order to reach a decision. The greater the level or amount of consultation that takes place, the higher the score the application will receive as long as the feedback supports your proposed actions. It is important to provide evidence of this type of work such as results from a questionnaire.

How do I receive my grant?

If your grant is successful we will confirm this via email no later than 8 weeks after the deadline. In the case of revenue funding, once we receive your reply agreeing to the terms and conditions, we will arrange payment directly to your bank account. Successful applicants of projects relating to work on a building or green space will be expected to complete the project within a year from the date on the award letter and then submit a **claim form** with all the relevant invoices showing evidence of expenditure. We will not release a grant in advance. Please note we do not make payments to individuals.

Organisations wishing to dispose of buildings or equipment that have received a grant must seek the consent of the council. The council reserves the right to require repayment of the grant, in full, immediately following the disposal.

SAMPLE OF GRANTS SCORE SHEET

Applicant: _____

<p>TOTAL SCORE OUT OF 15 (PROJECTS THAT SCORE LESS THAN 50% OF THE TOTAL ARE NOT NORMALLY ELIGIBLE FOR FUNDING. HOWEVER THE COUNCIL RESERVES THE RIGHT TO ATTACH CONDITONS ON THESE LOWER SCORING APPLICATIONS)</p>	
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The assessment process will include:

- practical assessment at which time the following considerations, though not limited to these, will be addressed - will the funding be spent in East Herts, will it be spent in the financial year, is the applicant already in receipt of a grant, has the applicant consulted the wider community?
- priority assessment at which time the following considerations, though not limited to these, will be addressed - would making the grant help the council deliver the key priorities identified for that year?
- Financial assessment at which time the following considerations, though not limited to these, will be addressed - has a clear and convincing argument been made for the funding?

Assessors are asked to evaluate the degree to which the applicant meets the following criteria.

Criteria	Agreed Score
<p>Number of people that will / are expected to benefit (Q2.2) 3 = Significant number of people will benefit from the project (75+ people) 2 = Considerable number of people will benefit from the project (25-75 people) 1 = Few people will benefit from the project (Less than 25)</p>	

<p>Whether project/activity being delivered in a disadvantaged area of East Herts – in area from the top 10 Lower Super Output Areas</p> <p>3 = yes, in geographic area of disadvantage or directly targeting residents from an area of disadvantage (closely located within walking / easy travel distance) 2 = Not in area of disadvantage but beneficiaries are vulnerable and are likely to come from LSOAs 1 = Not in geographic area of disadvantage or vulnerable beneficiaries. Delivers to wider community equally and vulnerable people will benefit alongside 0 = Project ineligible, not delivering to EH residents</p>	
<p>Benefits of the project. Evidence that project/activity will take forward chosen outcome(s) (Q3.1- 3.7) <i>Would making the grant help the council deliver health and wellbeing priorities?</i></p> <p>3 = (High Confidence) Project will achieve at least 1 outcome to a significant degree or will achieve several outcomes to a good degree. The project is clearly providing a solution to a problem (i.e. enhanced play experience, higher quality sports facility, warmer building, improved access for people with mobility difficulties, increased community cohesion, direct support for vulnerable individuals), a detailed description of activities has been provided and clearly demonstrates that they will result in positive changes, answer given is convincing and relevant. 2 = (Medium Confidence/Satisfactory). Project has potential and will partly achieve some benefit to participants in relation to one or more of the outcomes, Answer given does not explain in detail how the proposed activity will achieve outcomes although the actions / activities described would clearly be beneficial. 1 = (Low confidence). Weak case made/not enough detail to judge whether the proposed activities will realistically achieve chosen outcome. No clear project plan; didn't answer question; nothing on benefits or changes that will occur. However willing to take risk that there will be some benefit, even if not fully evidenced. 0 = (No confidence) Proposed activities will not achieve any outcomes ticked. Unrealistic - will not achieve in required time frame</p>	

<p>Evidence that consultation has taken place and results support the project(Q3.8)</p> <p>3 = (High confidence) – Feedback from potential beneficiaries demonstrates that project has support. There is evidence of a robust consultation process such as 2 of the following items: dates and minutes of engagement meetings, survey feedback from potential beneficiaries, blank survey, letters from users or other organisations; quotes (anecdotal evidence), AGM or committee minutes, information on project provided in local newsletter, research or insight from professional or charitable organisations demonstrating need. (other evidence also acceptable so long as it demonstrates consultation with either stakeholders or beneficiaries).</p> <p>2 = (Medium confidence) An attempt has been made to find out what potential beneficiaries or stakeholders think of the project . Has evidenced process by providing 1 of the following items: dates and minutes of engagement meetings, survey feedback from potential beneficiaries, blank survey, letters from users or other organisations; quotes (anecdotal evidence), AGM or committee minutes information on project provided in local newsletter, research or insight from professional or charitable organisations demonstrating need. (other evidence also acceptable so long as it demonstrates consultation with either stakeholders or beneficiaries).</p> <p>1 = (Low confidence) Committee of volunteers has decided that this is something that needs to be done and have provided evidence to demonstrate (anecdotal or otherwise) why this is the case but there does not appear to be any attempt to find out what others think or involve potential beneficiaries or stakeholders.</p> <p>0 = (No confidence) Not convinced any consultation with stakeholders or beneficiaries has taken place. No evidence to suggest that this project is wanted or needed by residents outside of the immediate applicant organisation.</p>	
<p>Evidence of financial need (Q4.5 – 4.8) Has a clear and convincing argument been made for the funding? Assessors must take into account explanation for why applicants are unable to fund the project themselves.</p> <p>2 = (High need) Organisation does not have the income required to fund the project because expenditure exceeds income or because income is low and there is no money in reserves. Reason given for not being able to fund project themselves is clear, robust and convincing.</p> <p>1 = (Low need) Expenditure is less than income or annual income is high and grant requested is insignificant in comparison. Reason given for not being able to fund themselves is convincing.</p> <p>0 = No financial need identified and reason given for not being able to fund project themselves is unclear and not convincing.</p>	
<p>Evidence of match funding by applicant or obtained from another organisation (Q4.2 - 4.21)</p> <p>1= Match funding provided 0= No match funding provided</p>	

CONDITIONS OF FUNDING

Where there are a number of lower scoring applications with similar scores and there is still funding to allocate, the council may decide to enter into a dialogue with applicants to seek further in return for mutually agreed amendments to the project or activity. The council may seek one or more of the following amendments to a lower scoring proposal as a condition of grant funding (note, this is not an exhaustive list):

- the applicant agrees to mentor volunteers in other groups so as to strengthen that group's capacity, resilience and/or ability to apply for a grant in their own right.
- the applicant agrees to expand their activities/project to a nearby wards or area that is known to have a high level of income deprivation.
- the applicant agrees to ensure that the activity/project will reach a minimum number of vulnerable residents or 'new' residents who would not been assumed to be involved or benefit given the terms of the application as submitted.

March 2018