



Small Grants Fund April 2016 – March 2017 Guidance Notes

What is the Small Grants Fund?

This fund offers not-for-profit Voluntary & Community Sector (VCS) organisations and charities the opportunity to apply for a grant to help towards a community initiative, project and/or item(s) of equipment.

Who can apply for funding?

Any not-for-profit VCS organisation or charity whose services benefit Watford residents. We would particularly encourage grass roots groups to apply to enable them to engage with their communities.

What are the criteria for funding?

Watford Borough Council (WBC) is committed to supporting a vibrant and engaged voluntary sector which can deliver quality and value for money services that benefit those who live, work and visit Watford.

Applications to the Small Grants Fund must:

- Demonstrate a need for a community initiative, project and/or item(s) of equipment; and
- Demonstrate future benefits for the people of Watford

How much can we apply for?

A maximum of £2,000 per application

When can we apply?

- The fund is open from April 2016 to January 2017, but final applications must be received by Friday 27th January 2017. Applications beyond this date will not be considered.
- **Please note that your application must be submitted at least 6 weeks before the start of your project/before your equipment is required.**
Applications that are not submitted at least 6 weeks before the start of your project and/or before your equipment is required will not be considered.

How do we apply?

- Your completed application form and accompanying documents can be emailed to commissioning.officer@watford.gov.uk or you can post your application to: Commissioning Officer, Corporate Strategy & Client Services, Watford Borough Council, Town Hall, Watford, Herts, WD17 3EX.
- **You must** complete **ALL** sections of the application form. Incomplete applications will be returned and organisations will be responsible for resubmitting a completed version of the application before it can be reassessed.

What documents do we need to submit with our application?

- Constitution or governing document (signed and dated)
- Equality & Diversity Policy
- Public Liability Insurance (if applicable)
- 3 x quotes for equipment purchases (if applicable)

When will we know if we have been successful?

- Funding decisions are made on a monthly basis and organisations are informed of the decision by email.
- Successful applicants will be required to complete a Declaration of Funding Form and agree any individual conditions of funding before your funding award is paid.
- If successful, the payment of the award will be made within two weeks of the decision, subject to

the return of the completed Declaration of Funding Form and any additional pre-payment conditions attached to the award.

- Award payments are made by BACS only.
- Successful applicants must ensure the award is in the organisation's bank account before making payments against it.

Who cannot apply for funding?

- Individuals
- Statutory Organisations (Councils, schools, NHS, Police etc)
- Private businesses

What items will not be funded?

- Core funding including but not limited to an organisation's baseline service delivery and/or activities, on-going hall hire costs, salaries, utilities, rates, rent, insurance etc.
- Energy efficiency initiatives.
- Sports coaching qualifications, first aid and equality workshops.
- Sports equipment.
- Any initiative, project and/or piece of equipment that in the opinion of WBC would be perceived as being for a singular religious aim or political purpose.
- The purchase of land, buildings and vehicles.
- Capital works to buildings including but not limited to structural work that requires planning permission.
- Improvements to buildings/premises (i.e. refurbishments/replacements etc)
- The costs incurred in applying for external funding.
- Loans of any description.
- Projects or initiatives that have already taken place.
- Item(s) of equipment that have already been purchased.

What are the conditions of funding?

- Constituted organisations must provide a signed and dated copy of their constitution or governing document and their Equality and Diversity Policy at the time of application.
- Non-constituted organisations must provide a letter of endorsement (e.g. from a constituted organisation, funder, Councillor, local Police Community Support Officer or other similar body/representative) on the organisation's letter headed stationery at the time of application. This is required to verify and reduce fraudulent applications.
- Non-constituted organisations who are successful with their application will have their award paid to the intermediary organisation Watford & Three Rivers Trust (W3RT), and must sign up to their Volunteer Partnership Agreement. This agreement will provide a legal framework within which W3RT can support the volunteer partner/s to deliver their activities. For further information on W3RT including the services they provide, please visit their website at www.w3rt.org
- It is the responsibility of the organisation to arrange and pay for public liability insurance. If your project requires this insurance, a copy of the insurance certificate must be provided at the time of application. The council will not accept responsibility for the consequences, financial or otherwise, should the organisation fail to uphold their responsibilities to obtain adequate public liability insurance.
- Requests for equipment must be supported by 3 quotes, for each item, at the time of application.
- Any equipment purchased through this fund must remain within the organisation and must not be loaned out to external parties without the prior permission of WBC.
- Where services or equipment is purchased from persons that are known to the organisation, this must be declared to the council in your application.
- Be aware that if your organisation provides services to residents outside of Watford, we may only fund the proportion that relates to the number of Watford residents benefiting from your project or equipment request.
- The funding will be used wholly and exclusively for the purpose agreed with WBC.
- Unspent awards or those not used for purpose must be repaid to the council.
- WBC must be informed of any changes your organisation wishes to make in the purpose for which the funding has been awarded.
- The Organisation must acknowledge the council's support in any publicity material by using the council's logo.
- Repeat applications for the same project will not be accepted for 2 years following a successful

grant award.

What are the monitoring requirements:

All successful applicants should take photographs and keep evidence of the success of the project.

Organisations will be required to:

- Provide receipts against spend. Following consideration of these by WBC, please note that **unspent awards or those not used for purpose must be repaid to the council** within one month of WBC's notification so as to avoid further action.
- Provide a short report within 12 months of receiving the grant payment or as advised otherwise by WBC.

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