

### Small Grants Fund

The following eligibility criteria for the Small Grants Fund was approved by the Head of Community Services, Portfolio Holder and the Chair of the Voluntary and Community Sector Commissioning Framework Task Group.

The development of the eligibility criteria took into account the following::

- The findings of a phone survey conducted in January/February 2013 by Community Services with small/medium sized community organisations in Watford,
- Discussions and feedback from the Portfolio Holder and Chair of the Scrutiny Task Group
- Watford Council Corporate Plan 2013-17 priorities
- Minutes of the Cabinet meeting held on 5 October 2012

### Small Grants Fund 2013 - 14

There will be one fund with a maximum amount of £2,000 per application. The fund will be for community initiatives and projects and help groups to not only thrive but provide benefits to the people of Watford.

Priority will be given to small grass roots organisations who are seeking to engage with their communities.

### What need will the fund support?

Initiatives or projects that will enable a group to establish, thrive, or provide tangible benefits to the community.

The purchase of equipment in line with the above

### What will the criteria be?

1. that there is a demonstrated need for the application
2. that there is a tangible future benefit for the people of Watford.

### Who will not be able to apply to the fund?

- Individuals

### What will not be funded?

- core funding (salaries/utilities/rates/rent/insurance)
- energy efficiency initiatives
- sports coaching qualifications/first aid and equity workshops
- Requests for equipment that are funded through another funding stream (this includes sports equipment and energy efficiency initiatives)
- loans of any description
- training costs
- ongoing hall hire costs
- costs of applying for external funding
- capital projects – e.g. structural buildings requiring planning permission
- any equipment that in the opinion of WBC could be perceived as being for a singular religious aim

- any equipment that in the opinion of WBC could be perceived as being used for a political purpose

### Condition of funding

- no repeat application for the same item
- The equipment must remain within the organisation and must not be loaned out to external parties without the prior permission of WBC?
- The organisation must be a constituted body and provide a copy of their constitution.
- The organisation must provide a copy of their Equality and Diversity policy.

### Monitoring

The organisation will be required to:

- Provide three quotes with their application
- Provide receipts of purchase
- Provide a one page report with photos and feedback from users within twelve months of receiving the grant payment

### Marketing and Publicity

The Small Grants Fund has been extensively marketed to encourage maximum take-up. In particular councillors have been encouraged to promote the fund in their local area.

Publicity was sent to:

- Community Centres
- WBC website
- Watford and Three Rivers website to reach their members
- Posters in Cassiobury and Oxhey Parks, Whippendell Woods and North Watford Playing Fields
- Watford Museum
- Arts Space
- WBC Customer Service Centre
- Libraries
- Adventure Playgrounds
- Allotments sites
- Herts County Council
- Watford Community Housing Trust
- Posters and presentations at specific events (Fun Day at Cassiobury Park/Stronger Roots for Smaller Groups at Watford and 3 Rivers Trust)
- WBC commissioned organisations (CAB/Palace Theatre/Colosseum/Leisure Centres/Shopmobility/Watford Women's Centre)
- Members briefing

### Summary of applications to date

There have been 16 applications received since the current fund was launched in May 2013. 7 have been approved, 3 are in consideration and 6 have been declined.

A more detailed breakdown will be provided at the Scrutiny Committee meeting.