

**Councillor Community Grant Scheme**

**Application Form and Guidance 2024/2025**

The Councillor Community Grant Scheme is a budget of £3,500 allocated to each District Councillor to support local voluntary / not for profit organisations within, or that benefit, their ward.

**Aims of the grant programme**

East Hampshire District Council recognises that the people, organisations and societies in our area are one of our biggest assets. The Councillor Grant scheme seeks to enable and support community action by harnessing the collective efforts of our 125,000 residents in East Hampshire. This can have a dramatic impact on the quality of life for our residents, experience for our visitors and the environment we all share.

Grants could be used to help kick start community projects which support local residents, improve the local environment or improve the provision of services and facilities. We would encourage projects that demonstrate how they contribute to the objectives of the Council’s Corporate, Welfare and Climate and Environment Strategies ( <https://www.easthants.gov.uk/our-organisation/performance-and-strategy> ).

For further information and to see examples of the types of projects that can be funded please visit: <https://www.easthants.gov.uk/community-and-living/community-grants/councillor-community-grant-scheme>

**Applications can be made throughout the year, until the Councillor has spent all of their allocated funds. For this financial year, applications must be received no later than Friday 28th February 2025.**

**Who can apply?**

* Not-for-profit organisations, voluntary or community groups and Charities

**Project Criteria:**

* Your project must meet the aims of the grant programme and not conflict with council policy;
* Application must not be retrospective - that is to replace money already spent, or to cover items, services or events that have already been purchased or occurred.
* Your project must be delivered within twelve months from receipt of funds.
* Your project must benefit the ward(s) of the Councillor(s) you are applying to. (*If you are unsure of who your District Councillor is, please click* [*here*](https://easthants.moderngov.co.uk/mgMemberIndex.aspx?bcr=1) *to see a list of all the Councillors.)*
* The maximum you can receive from a single Councillor is £1,000. You can apply to more than one Councillor, however the maximum total grant you can receive per project is £3,000.
* Applicants can only apply to each Councillor once per project.
* Your project must benefit 5 or more people from the wider community.
* We can fund the initial start-up costs of a new service/group.
* You should only submit one application form per project, ensure all Councillor contributions are on one form.
* You must have obtained (or be in the process of obtaining) any permissions required to deliver the project/service.

**We CANNOT fund:**

* Religious organisations must be able to demonstrate that the funding will benefit the wider, non-religious community. Funding will not be available to any organisation solely for religious purposes or for the promotion of religion.
* Regular, recurring costs such as salaries; this funding should not be used to fund the same projects or services year on year.
* Projects which would exclude certain members or groups within the community.
* Political or lobbying activities.
* Organisations which have already received any grant funding from EHDC for the same project.
* Costs payable to EHDC, for example planning fees, licensing fees, business rates etc.
* Applications submitted on behalf of a third party.

**PLEASE NOTE:** Grant criteria are reviewed regularly and may be subject to change. We reserve the right to refuse an application that we feel does not meet the aims of the grant scheme.

**Successful applications will be required to complete a monitoring form and provide receipts and photographs where appropriate.**

**Process for applying**

1. Consider contacting the Community Development Team to discuss your project proposal and check for eligibility
2. Contact the District Councillor(s) to seek their support for your project (all grants are awarded at the discretion of the Councillor);
3. Complete the application form, include quotations and a copy of your constitution, and email all documents to [communitygrants@easthants.gov.uk](mailto:communitygrants@easthants.gov.uk)
4. Your application will be reviewed, and you will be notified of the outcome.

**PLEASE NOTE:** Funding is not guaranteed until you are notified of a successful application.

**CHECKLIST FOR APPLYING:**

Please ensure you include the following:

|  |  |
| --- | --- |
| **Organisation’s constitution** – *your constitution must have a dissolution clause or winding up clause which states how remaining funds would be distributed should your organisation close.*  *For support with your constitution or governance please contact Community First via* [support@cfirst.org.uk](mailto:support@cfirst.org.uk) *or visit* [*https://www.cfirst.org.uk/resources*](https://www.cfirst.org.uk/resources) | **Y/N**  **Page number:** |
| **Quotation/Evidence of costs** | **Y/N** |

For support with this application form or for more information about grants, please talk to your local Community Development and Engagement Officer: [communitygrants@easthants.gov.uk](mailto:communitygrants@easthants.gov.uk)

**APPLICATION FORM**

|  |  |
| --- | --- |
| **Name of Organisation** |  |
| **Project title** |  |

|  |  |
| --- | --- |
| **Applicant details:** | |
| Name |  |
| Position in Organisation |  |
| Telephone |  |
| Email |  |

|  |  |
| --- | --- |
| **Organisation details:** | |
| Address |  |
| Telephone (if different from above) |  |
| Email (if different from above) |  |
| Organisation type |  |
| Charity/Company number |  |
| What does your organisation do? |  |
| If successful, please name the organisation that will receive and hold the funds |  |

|  |  |
| --- | --- |
| **Name of Councilors(s) you are requesting funding from** | **Amount of funding requested (maximum £1,000 per councillor)** |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total Requested** | **£** |

|  |  |  |
| --- | --- | --- |
| **1** | **Please describe your project** *(including where and when it will take place)* | |
|  | |
| **2** | **Please outline the impact your project will have on the local community**  *(this could include details of the beneficiaries and how the grant will make a difference to them, linking to our corporate priorities where appropriate)* | |
|  | |
| **3** | **If funding is awarded, how will your project be sustained in the long term?** *(If your project is an ongoing project)* | |
|  | |
| **4** | **We encourage projects that contribute to our corporate strategies, please tick below if you feel your project will contribute to any of the objectives in our strategies.** (if you would like to describe how your project contributes to the strategy please do so in the boxes below)  **To view our corporate strategies please visit:** [**https://www.easthants.gov.uk/our-organisation/performance-and-strategy**](https://www.easthants.gov.uk/our-organisation/performance-and-strategy) | |
| Corporate Strategy |  |
| Climate Strategy |  |
| Placemaking Strategy |  |
| Welfare & Wellbeing Strategy |  |
| **5** | **If your organisation has received funding from EHDC in the last year for this or other projects, please provide details:** | |
|  | |

|  |  |
| --- | --- |
| **Project Cost Breakdown**  Please use the tables below to list the income and expenditure expected for this project. Your total expenditure should match your total income. ***Please provide evidence of the costs listed below*** | |
| **Expenditure (please list all costs for this project):** | |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
| **Total project cost:** | **£** |

|  |  |
| --- | --- |
| **Income (please list all income including grants, sponsorship, subscriptions, in-kind support, match funding etc and please indicate whether the funding is confirmed or pending):** | |
| *EHDC Councillor grant (if successful)* | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
| **Total project income (must match total project cost):** | **£** |

|  |  |
| --- | --- |
| **Safeguarding** | |
| **Does your organisation work with children (under 18) or adults at risk of harm?**  For a definition of adults ‘at risk of harm’ [click here](https://cks.nice.org.uk/topics/safeguarding-adults-in-care-homes/background-information/safeguarding-definition/#:~:text=The%20definition%20of%20an%20%E2%80%98adult%20at%20risk%E2%80%99%20varies,themselves%20because%20of%20their%20care%20and%20support%20needs.) | YES / NO |
| **Does your organisation have a Safeguarding Policy?**    **Do your staff/volunteers receive Safeguarding Training?** | YES / NO    YES / NO |
| If your organisation does work with children (under 18), or adults at risk of harm but you do not currently have a Safeguarding Policy in place, you will need to contact our Safeguarding team ([safeguarding@easthants.gov.uk](mailto:safeguarding@easthants.gov.uk)) regarding adopting one in line with EHDC policy (<https://www.easthants.gov.uk/community-and-living/safeguarding-and-modern-slavery>). | |

**If your group is new and requires support regarding constitutions, please contact Community First for advice at:** [**support@cfirst.org.uk**](mailto:support@cfirst.org.uk)

Please state below if you are happy for us to keep your contact details. We will only email you if we have information, we believe is relevant or your organisation would find useful. We may also use the list to contact people on an individual basis depending on the nature of the enquiry, for example to request some advice or information that will help with our work. If anyone else within the Council wishes to use any of the contacts, we will email you first to ask if you are happy for us to share your contact details with them, as well as the reason behind the request, this may include East Hampshire District Councillors.

*I am happy for you to keep my contact details - YES NO*

**Transparency/Open Data**

If your application is successful, details of the award will be published on East Hampshire District Council’s website. No personal information will be published. We will also supply a list of grants awarded to the local media who may wish to contact you about your project.

We would like to hear about the success of the projects that we are supporting and **request that you take a photograph of the project and invite the Councillor who approved the grant to be included.**  This photograph may be published and used for publicity purposes for the Councillor Community Grant Scheme. The organisation will acknowledge the council’s support in any press, publicity or promotion of the project.

**Declaration**

I certify that all the particulars given in this form are correct, and that any grant money received from East Hampshire District Council will only be used for the purposes stated in this form. East Hampshire District Council reserves the right to reclaim any grant not used for the purposes stated on this form.

**It is the applicant’s responsibility to ensure all required permissions and approvals are in place prior to their project commencing.**

I understand that the grant applied for must be spent within twelve months of the grant being awarded and that any grant provided will not be provided on an ongoing basis in future years.

If successful, I agree to complete a monitoring form to detail the outcomes of the project (a form will be sent out for completion **six to twelve** months after the award of any funding). Please note that the **failure to complete a monitoring form for a project may preclude the awarding of future Councillor Community Grant Scheme funding to your organisation and we may ask for the grant to be returned if the monitoring evaluation is not completed to a satisfactory standard.**

**PLEASE READ THE APPLICATION GUIDANCE BEFORE SUBMITTING YOUR COMPLETED FORM.**

**Name:**  **Date:**

**Position:**

Once approved, please allow 8 weeks from this part of the process for payment to be made.