

**Supporting Communities Fund 2024**

**Guidance notes**

**Introduction**

The Supporting Communities Fund is a grant established by EHDC to support community and voluntary sector in the District. The intention of the fund is to build capacity in the community and voluntary sector and create resilient and sustainable projects and organisations that can support our communities.

At East Hampshire District Council, we are prioritising welfare and well-being because we genuinely want to make a tangible difference to the welfare of our residents. This fund has been designed following consultation with local community organisations who expressed a need for both capital and revenue funding streams which are increasingly hard to secure in the voluntary and community sector.

**The Supporting Communities Fund 2024 will open for applications on Tuesday 2 April.** The deadline for the receipt of applications is 23:59 on Tuesday 14 May 2024.

This year the SCF funding will be split between the area of Whitehill and Bordon and the rest of the district. The Whitehill and Bordon area includes the wards of Whitehill Hogmoor & Greatham, Whitehill Chase, Whitehill Pinewood and Lindford (which are represented by elected Whitehill & Bordon Community Party Councillors). This Whitehill and Bordon area will receive up to one third of the total SCF fund, the remaining funds will support projects across the rest of the District.

**Priorities of the fund**

Applications for the Supporting Communities Fund must be able to demonstrate how they will support the Council in ensuring the ongoing wellbeing of East Hampshire’s residents, improving people’s lives, and improving access to support services to those who are vulnerable.

There are three outcomes the Council is aiming to support with this fund, and they are:

1. Supporting positive mental health in residents, in particular, young people
2. Reducing social isolation in residents, in particular, older people
3. Supporting our communities to thrive, building resilient community groups and organisations

We would also suggest that applicants consider the Council’s strategies when developing their project or proposal. This includes, but is not limited to the Corporate Strategy, Climate and Environment Strategy, Welfare and Wellbeing Strategy, Place making Strategy, affordable housing strategy, and homelessness strategy.

**Information about the fund**

The Supporting Communities Fund will accept applications for £1,000-£25,000 for capital projects and for up to £10,000 per annum for ongoing revenue costs.

Organisations should only submit one application (either revenue or capital) to the Supporting Communities Fund per year, in exceptional circumstances EHDC may consider multiple applications, this would be at the discretion of the Council.

Successful organisations will still be able to apply for other EHDC grants for different projects, EHDC will not fund the same project more than once.

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

**Capital grants**

A capital grant is a one-off payment, that is usually used towards the purchasing of equipment, building works or other one-off payments.

Capital grant applications require a minimum of 50% match funding for the project.

Capital grants will be monitored until the project is complete.

If you require less than £1,000 funding for a capital project, then please refer to our Councillors grant fund – [www.easthants.gov.uk/community-grants](http://www.easthants.gov.uk/community-grants)

**Revenue grants**

A revenue grant is usually used for running costs, for example paying a salary or running a regular service.

Revenue grants will be awarded for up to three years to build capacity in your organisation and encourage sustainability and resilience for organisations.

Revenue grants will be paid in instalments on satisfactory completion of monitoring. Revenue grants will be monitored until the project is complete.

For successful applicants, after the final year’s payment has been made, organisations will not be able to apply for revenue funding from EHDC again for another three years.

Applications which demonstrate match funding are encouraged, but not required. Applications should demonstrate how the funding awarded will ensure long term sustainability.

**Application process**

1. Ensure that your project/service meets the priorities and criteria of the fund
2. Complete the downloadable application form
3. Ensure you have a copy of your organisation's constitution and quotations for the project/service and any relevant documentation, which may include a safeguarding policy.
4. Submit the application form and supporting documents to communitygrants@easthants.gov.uk by 23:59 on Tuesday 14th May 2024.

Once we have received your application, we may contact you for additional information or clarification.

**Assessment process**

1. Applications will be assessed and scored by EHDC Officers
2. Applications will be moderated by EHDC’s Community Team
3. EHDC’s Grants & Awards Liaison Panel and the relevant portfolio holder will review the short-listed applications
4. Applicants will be contacted with the outcome from the Grants & Awards Liaison Panel

We aim to inform all applicants of the outcome of their grant applications by the end of August 2024. The Council's decision is final and there is no opportunity for appeal.

**Criteria**

**Your organisation must:**

1. Be a not-for-profit organisation, voluntary or community group or a charity
2. Be non-political and have an open membership policy. However, town and parish councils are eligible to apply for capital funds
3. Have a suitable constitution or equivalent (if you do not yet have a constitution, please contact Community First who will assist you [www.cfirst.org.uk](http://www.cfirst.org.uk) 0300 500 8085)
4. Have approved/examined accounts, showing no more than one year’s running costs within unallocated reserves
5. Have submitted approved accounts to the Charity Commission, as required on an annual basis, if you are a registered Charity
6. If relevant, have a Safeguarding Policy (the Council’s Safeguarding Lead can assist with this if required – [Safeguarding@easthants.gov.uk](mailto:Safeguarding@easthants.gov.uk))
7. Not be applying on behalf of a third party
8. 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

**Your project or service must:**

1. Not have received EHDC funding for the same project or be within an existing funding agreement with EHDC
2. Benefit the residents of East Hampshire
3. Benefit 5 or more people from the wider community
4. Have a detailed breakdown of expected costs and income, including quotes to show expenditure
5. Not be the statutory funding responsibility of another organisation
6. Must contribute to the priorities of this fund (see page 1)
7. Have obtained (or are in the process of obtaining) any permissions required to deliver the project/service
8. Please note, costs payable to EHDC cannot be funded, for example planning fees, licensing fees, business rates etc.
9. Not exclude certain members or groups within the community

**Additional criteria for capital purchase applications only:**

1. Ensure you can start your project within 12 months of approval
2. Your bid should be a one-off call on Council resources
3. Require a grant of no more than £25,000 from EHDC
4. 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. Organisations should not commit themselves to a project, or any spending before any final decision is made
5. Ensure you are only applying for a maximum of 50% of the total project cost. *If the project comes underbudget which results in us contributing more than 50% overall, we must be notified as soon as possible. We may request a portion of the funding to be returned to us to ensure we remain at the maximum 50% contribution*
6. Where projects include 'building work' as defined in the Building Regulations 2010, the works must be appropriately controlled. If your project includes controllable building work, the EHDC Building Control Team can be approached for a quotation on 01730 234207 or [building.control@easthants.gov.uk](mailto:building.control@easthants.gov.uk). To establish whether your project requires Building Regulations approval, please contact the EHDC Building Control Team on 01730 234207, or through <https://www.easthants.gov.uk/building-control>

**Additional criteria for revenue applications only:**

1. Statutory authorities, including Parish and Town Councils and schools, are not eligible to apply
2. Require a grant of no more than £10,000 per annum from EHDC
3. Must not have been in receipt of an EHDC revenue or SCF revenue grant in the last 3 years
4. Funding is for future revenue costs only. We cannot fund retrospectively.

**Further support**

If you would like support and advice on completing the application form, or general governance, please contact Community First via [support@cfirst.org.uk](mailto:support@cfirst.org.uk) or 0300 500 8085.

If you have any questions about the application process, please contact [communitygrants@easthants.gov.uk](mailto:communitygrants@easthants.gov.uk)