



Supporting Communities Fund 2023 - Guidance notes

Introduction

The Supporting Communities Fund is a grant first launched by East Hampshire District Council in 2019 to support community groups and organisations in the district. This fund has now been extended, with £1million available for applications once per year for the next three years 2022, 2023 and 2024.

At East Hampshire District Council, we are prioritising welfare and well-being because we genuinely want to make a tangible difference. This fund has been especially 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 Charity sector.

The Supporting Communities Fund 2023 will open for applications on Friday 1st April. The deadline for the receipt of applications is 23:59 on Sunday 14th May 2023.

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 a community's ability to thrive, despite adversity, by building strong community resilience*

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

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 encourage sustainability and longevity 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.

Match funding is highly desirable but is not required for revenue funding.

Application Process

- 1) Ensure that your project/service meets the aims and criteria of the fund
- 2) Complete the application form
- 3) Ensure you have a copy of your organisation's constitution and quotations for the project/service
- 4) Submit application via an online grants form which will be live from 1st April via <https://www.easthants.gov.uk/community-and-living/community-grants/supporting-communities-fund> by 23:59 on Sunday 14th May 2023.

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 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 2023. The Council's decision is final and there is no opportunity for appeal.

Criteria

Your organisation must:

1. Be a registered Charity, voluntary or not for profit organisation
2. Be non-political and have an open membership policy
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 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)
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

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 the wider community, no fewer than 5 people
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.

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 or services that have already been purchased. 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. 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 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 Gary Davis at Community First via: gary.davis@cfirst.org.uk or 07877 768307.

If you have any questions about the application process, please contact communitygrants@easthants.gov.uk