



# Supporting Communities Fund 2019

## Guidance Notes

### **Introduction**

The Supporting Communities Fund is a new £1million grant fund for three years, launched by East Hampshire District Council in April 2019 to support community groups and organisations in the District.

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. This grant scheme will be open for applications once per year for three years and the £1million will be divided into equal thirds, so there will be £333,333 available in 2019, 2020 and 2021.

**The Supporting Communities Fund 2019 will open for applications on Monday 1<sup>st</sup> April 2019 and close at 5pm on Friday 31<sup>st</sup> May 2019.**

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.

Two examples of outcomes the Council is aiming for include the following:

- 1. Supporting positive mental health in residents, in particular young people*
- 2. Reducing social isolation in residents, in particular older people*

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 Councillor grants for different projects, EHDC will not fund the same project more than once.

Revenue grants will be awarded for three years to encourage sustainability and longevity for organisations. 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)

We strongly recommend reading these guidance notes in full before completing an application form to ensure your project is eligible. If you would like any support completing the form or advice about your project, please contact your local Community Development Officer whose details can be found at the end of the guidance notes.

Please ensure you include as much evidence as possible to support the answers you have provided in your application form.

## **Application Process**

Applications should be submitted (preferably electronically) to [communitygrants@easthants.gov.uk](mailto:communitygrants@easthants.gov.uk) alternatively they may be posted to – Community Team, EHDC, Penns Place, Petersfield, Hampshire, GU31 4EX.

The deadline for receiving applications is 5pm on Friday 31<sup>st</sup> May 2019.

Once all applications have been received they will be assessed and scored by the Community Development Officers. All applications that are eligible and meet the criteria will then be assessed and determined by EHDC's Community Grants Panel made up of Councillors from across East Hampshire, the Portfolio Holder for Communities and the Community Manager.

We aim to inform all applicants of the outcome of their grant applications by mid-July. The Community Grants Panel's decision is final and there is no opportunity for appeal.

Site visits may be requested, and these will take place during June.

## **Revenue grants**

Revenue grants will be awarded for three years and paid out once per year on satisfactory completion of monitoring. If applying for revenue funding, please ensure the amount of funding you request in your application form is for the combined total of the three years payment i.e. for £10,000 per year your application total would be £30,000.

For successful applicants, after the year three 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.

Organisations that are successful in receiving revenue funding will be required to provide quarterly monitoring information to EHDC.

If successful, you will receive Discretionary Business Rate relief for the period of the grant.

## **Criteria**

Your application will only be considered if you are able to meet the following 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 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 without explanation
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/vulnerable persons policy (Community First can assist you with this [www.cfirst.org.uk](http://www.cfirst.org.uk) 0300 500 8085)
7. Not be applying on behalf of a third party
8. If your organisation owns or leases property which other bodies hire for use, you should be able to demonstrate that you make a distinction between not for profit and for profit hirers in the rates you charge (businesses should not be subsidised by public funds)
9. 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 this financial year or be within an existing funding agreement with EHDC for the same project
2. Benefit the residents of East Hampshire
3. Benefit no fewer than 5 people
4. Have a detailed breakdown of expected costs and income, including 3 quotes where possible
5. Comply with the Equality Act 2010
6. Not have already started – funding will not be provided on a retrospective basis and organisations should not commit themselves to a project before any final decision is made
7. Not be the statutory funding responsibility of another organisation
8. Must contribute to the Council's Priorities (see page 1)
9. Not relate solely to religious purposes
10. Have the support of your local District Councillor(s) and Town/Parish Councillor(s)

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

1. Ensure you are able to deliver your project within 12 months of approval
2. Ensure you are only applying for a maximum of 50% of the total project cost
3. Your bid should be a one-off call on Council resources
4. Require a grant of no more than £25,000 from EHDC

5. Ensure you have obtained permission from the landlord to undertake the capital work. If required applicants will also be expected to have obtained (or engaged in the process of) planning permission and/or listed buildings consent (if appropriate) to carry out the works.

**Additional criteria for revenue applications only:**

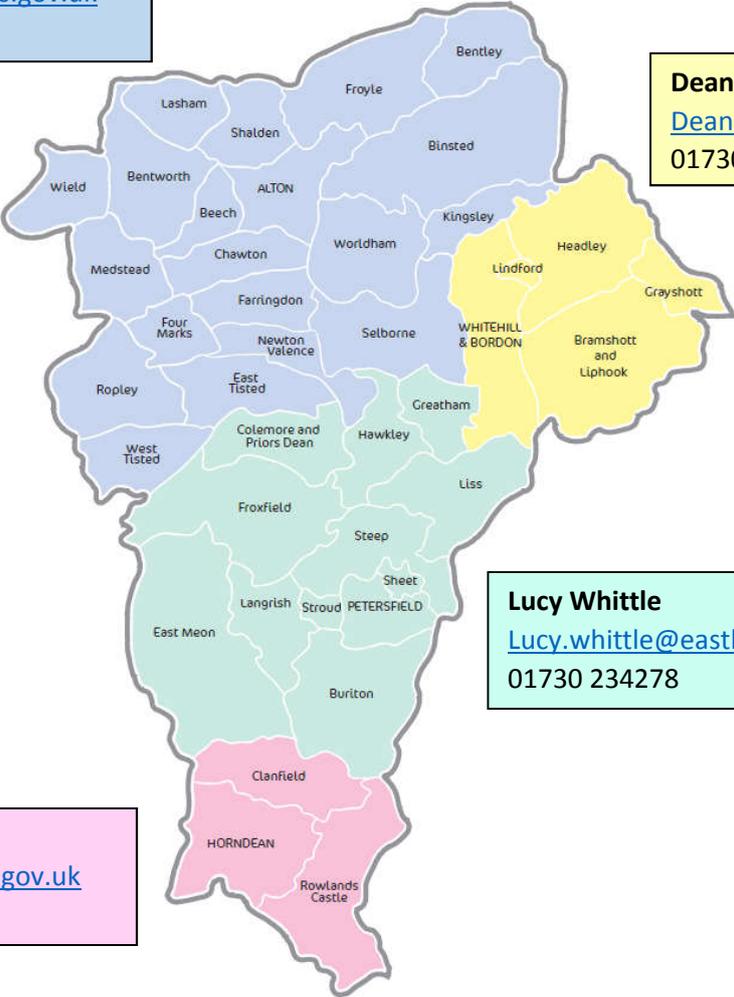
1. Statutory authorities, including Parish and Town Councils and schools, are not eligible to apply
2. Require a grant of no more than £10,000 per annum from EHDC
3. Business rates payable to EHDC should not be included as a cost

**Further support**

If you have any questions or would like further support please contact your local Community Development Officer, details below:

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