Herefordshire Public Green Spaces Community Grant

Application form

Please read these notes <u>and</u> the information leaflet before completing the application form.

~It is important to complete the application form carefully, as it will be used to assess your proposal.

Please ensure that you answer **<u>every</u>** question.

Please keep a copy of the form if you are successful, as you will need to refer to it when reporting on the progress of your project.

When we initially assess your application we will check:

- If you meet the applicant criteria (see information leaflet)
- If the project is eligible for a grant
- The financial information supplied supports your application
- That you have two quotes (where applicable) to support your application

If we are satisfied that your application meets all the specified criteria, it will then be independently appraised.

We aim to process applications within four weeks from the deadline submission date (see information leaflet for date), so please be aware that difficulties may arise if the project is due to start in a very short space of time.

Should your application be successful and a grant is awarded, general terms and conditions will apply to your grant offer. If you wish to see a copy of these before submitting your application, please contact the council's delegated grants team.

If you require help or guidance to complete the application form, please contact the delegated grants team on 01432 260753 or delegatedgrants@herefordshire.gov.uk.

Herefordshire Public Green Spaces Community Grant Scheme

Question 1: Applicant details

Guidance notes:

1.1 Project title		This will be the title used in all future correspondence
1.2 Name of organisation		Name of organisation applying for the grant
1.3 Main contact and position held		Main contact for this project and position held in the organisation
1.4 Address and postcode		Address of main contact for this project and all correspondence
1.5 Telephone	Home: Mobile:	Main contact's telephone number
1.7 Email address		Main contact's email address. Please PRINT carefully. This is our preferred method of contact

Question 2: The project

2.1 Planned project start date		Please note the project **should not start before** the date of your offer letter
2.2 Planned project end date		This date is when the project will be complete and outputs achieved
2.3 Project description. What is the funding required for?		Tell us specifically: 1. Where it will take place (please give details of the area to be enhanced - map and photos to be submitted with the application) 2. Evidence of local support 3. What you will do 4. How you will do it (bullet points are acceptable) 5. What exactly do you require the funding for
2.4 How do you intend to publicise your project?		E.g. village newsletter, news release, notice boards etc. Please provide evidence of how you will be involving the local community.

2.5 **What will happen after the project is completed?**		What plans have you got in place to maintain and use the area in the future. (NB: If awarded a grant you will be committing to maintaining the area for a minimum of two years)

Question 3: Outputs and beneficiaries

3.1 **Outputs (see below for definitions and evidence required)**	1. Number of public green spaces/areas brought back into use or enhanced .... 2. Number of community events.. 3. Number of volunteers directly involved in delivering the project... 4. Number of new community activities, such as sport, gardening etc... 5. Other (Please specify)	The achievements produced by a project are its 'outputs'. Put the **number** of achievements you expect to produce in the box, **NOT a tick**. E.g. number of volunteers - 2. Please make sure you have described in 2.3(a) / 2.3(b) the activities you are including as outputs
	If there is anything else you wish to tell us about your outputs that are not included within question 2.3(a), please use this space. E.g. what volunteers will be doing etc.	

Output	Definition	Evidence
1. Number of public green spaces/areas brought back into use or enhanced	Details of the public green spaces/areas brought back into use or enhanced	Maps and photographic evidence, verified by a site visit if appropriate
2. Number of community events	Number of new events that are specifically organised by and for the community e.g. opening of the new area, working party for green space/area to be brought back into use or enhanced	Flyers and other publicity materials, photos, sign in sheets
3. Number of volunteers directly involved in delivering the project	Number of people who have given unpaid time to deliver the project for which funding has been applied for	Names and activity undertaken with number of hours, verified through timesheets
4. Number of new community activities e.g. sport, gardening etc	Number of community activities that utilises the space to increase levels of activity and/or raise awareness of healthy eating benefits	Flyers and other publicity materials, photos, sign in sheets
5. Other	Any other relevant outputs that are felt to be particularly important for the project over and above the others outlined above	Depends on activity

Question 4: What is the intended management and monitoring arrangement for the project?

4.1 **Who will manage and monitor the project?**		Who has responsibility to manage and monitor the project on a day to day basis? Will it, for example, be the organisation's management committee or a steering group?

4.2 **How and where will you store and maintain any equipment purchased with the funding?**		Please state who will be responsible for overseeing the storage and maintenance of any equipment purchased via this grant funding

4.3 Please list what insurance policies your organisation currently has and the amount of cover	Policy	Amount of cover	If you are successful in obtaining a grant, Herefordshire Council will issue you with a licence to maintain the area. Due to the nature of the activities, you will more than likely need public liability insurance and insurance to cover any equipment you purchase with the grant

Question 5: Financial

5.1 Can your organisation recover VAT?	No ☐ Yes ☐ VAT number	If your organisation is VAT registered, then please provide the number, otherwise tick No. Please note the grant will be calculated on net costs if VAT registered

5.2 How much will your project cost?	Details of item	E/A	Amount	**If you require any help or assistance completing any section please contact the delegated grants team on 01432 260753.** Mark estimated costs 'E' and actual costs 'A' Please continue on a separate sheet if necessary. **NB. We will need to see at least two quotes for each item costing over £250.** The project is encouraged to support local products / suppliers in Herefordshire wherever possible, but must ensure value for money remains the key factor when making decisions about expenditure
			£	
			£	
			£	
			£	
			£	
			£	
			£	
			£	
			£	
			£	
			£	
	Total		**£**	

5.3 What in-kind funding support will this project receive?	Volunteer activity/donated goods	Hours	Rate p/h	Total	Includes the value of volunteer time and donated goods and services etc. This helps reflect the real cost of the project and can be used as part of any other funding required. Current 2019/20 volunteer equivalent rates are set at: Standard £10.13 Researcher £16.55 Trainer £14.26 Coordinator £14.94 Manager £21.72 Self employed £11.38 These rates should reflect the role they are carrying out within the project
			£	£	
			£	£	
			£	£	
			£	£	
			£	£	
			£	£	
	In-kind funding total		£		
	Plus total from 5.2		£		
	Total costs		**£**		

5.4 How will this project be funded?	Funders name	S/A	Date	Amount	Please tell us how the project will be funded including, money your organisation is putting to the project and funding from other organisations.
				£	Put an 'S' where funding is secured and an 'A' where funding has been applied for.
				£	
				£	Tell us the date the funding was approved (S) or expected to be agreed (A).
				£	
	In-kind funding total		£		**This grant cannot be matched with any other Herefordshire Council funding**
	Amount applied for from the Public Green Spaces Community Grant (max £2,000 or 75% of total costs)		£		
	Total funding (should equal costs at 5.3)		£		

Question 6: Checklist

6.1 Have you given us all the information we require?	**Please ensure you have enclosed:**	
	1. Your most recent bank statement	☐
	2. A map and photos of the area	☐
	3. Two quotes for items over £250 (If not, please explain why)	☐
	4. A copy of your organisation's constitution	☐
	5. Have you completed all sections of the form	☐

Question 7: Signatures

Applicant 1	
Position:	
Signature:	
Date:	
Applicant 2	
Position:	
Signature:	
Date:	

Signatures are required from two people representing your organisation and will usually be the chair plus one other

Question 8: Feedback

8.1 In order to help us improve our service, please take a few moments to comment on this form	Easy to understand?
	Very easy ☐ Fairly easy ☐ Average ☐ Fairly difficult ☐ very difficult ☐
	Easy to fill in?
	Very easy ☐ Fairly easy ☐ Average ☐ Fairly difficult ☐ very difficult ☐
	Amount of information required
	Less than expected ☐ About what was expected ☐ Too much ☐ Unacceptable ☐
	What would make this form easier to complete?
	How did you hear about this grant?

If you would like help to understand this document or would like it in another format or language, please contact the delegated grants team at Herefordshire Council on 01432 260753 or delegatedgrants@herefordshire.gov.uk.

We would like projects to be both environmentally and economically sustainable wherever possible and help and advice is available by calling 01432 261930.

Once completed, please return this form to: Delegated grants and programmes, Herefordshire Council, Council Offices, Plough Lane, Hereford, HR4 0LE or by email to delegatedgrants@herefordshire.gov.uk.