

## Grant Aid Scheme Criteria

**Important:** Please read the criteria and guidance carefully before completing the application form. If you are unsure whether your organisation meets the criteria, please do not hesitate to contact us. Note that these grants are not a statutory service and are available at the discretion of Epping Forest District Council.

### Introduction

Epping Forest District Council awards grants to organisations involved in providing community work, cultural or sport activities to support these organisations to provide successful services to residents of the Epping Forest district. The organisations eligible for a grant include the following:

- Local voluntary and community groups
- Sports clubs
- Arts and culture groups
- Trusts
- Social enterprises
- Community interest groups

An amount of money is set aside each year and priority is given to those groups delivering Council objectives and targets. Key priority areas encompass the following:

- Children and Young People
- Safer Communities and the prevention of crime
- Environmental Projects – protection of local heritage and improvement of local environment
- Community Engagement
- Elderly, disadvantaged and/or disabled
- Improving quality of life; encouraging healthy and active lifestyles
- Encouraging residents to participate in sports, leisure and cultural activities
- Promoting independence
- Community activities; use of local facilities
- Rural and social isolation

### Who can apply?

Community-based organisations within the Epping Forest district, which operate for the benefit of Epping Forest residents. Priority will be given to groups, which meet the following criteria:

- Charitable and/or non-profit making
- Based, or active, in Epping Forest district
- Provide services to meet key needs within the district
- Non-political
- Can show clear aims and objectives and effective strategies for achieving these

- Have considered alternative funding sources or put forward schemes as part of 'match' funding proposals
- Can show a clear need for financial support
- Have a bank or building account in the name of the applicant organisation

## What can you apply for?

Grants, to a maximum of £5,000, are available for one-off new projects, initiatives or further development of an existing scheme. Applicants can apply for up to 50% of the total project costs. The application cannot be made retrospectively. The funding can be used towards – equipment, publicity costs, new buildings, building repairs and improvements; vehicles; specialist items; facility or venue hire; hiring of specialist services for a short period.

You must calculate an estimate of costs as accurately as possible, seeking quotes from suppliers. Estimate of costs to be supplied when submitting the application.

An application for funding towards ongoing revenue costs will only be considered where the nature/type of group is such that, it might not readily lend itself to the development of new projects (a counselling service, for example). Invoices or receipts for the costs incurred, which relate to the funding applied for, must be produced before the funding is released.

When applying for a grant your initiative must make it possible to increase the numbers of people using, participating or benefiting from the activity; help people already participating, improve their level of skill or help the group to apply for extra funds from other funding organisations.

If you are in doubt about what to apply for, please do not hesitate to contact us and ask.

## Factors considered when decision making

This list shows some of the factors we look at before deciding whether we can give you a grant.

- The number of Epping Forest residents benefiting
- The quality of your service
- The amount of money you already have and how you plan to use this
- Any other financial commitments you have
- How good you are at fundraising
- Submission of applications to other funding bodies (e.g. Essex Community Foundation) in appropriate cases and your chances of being given grants by those other bodies
- If you have planning permission and building regulation agreement (where these are needed)
- Number of volunteers
- Support of local Town or Parish Council
- Community support
- Intended impact of the project on the District
- Benefits of the project against costs
- Sustainability of your project

- If the organisation is in receipt of funding from EFDC via a Partnership Agreement or Service Level Agreement.

Where an organisation has significant levels of reserves we may ask for an explanation as to what those reserves have been set aside for. Failure to disclose alternative funding obtained will jeopardise your application.

## Grant conditions

- On receipt of funding you will be required to acknowledge on all correspondence, advertising, and annual reports that the organisation has received funding support from Epping Forest District Council. This may include being asked to display a notice detailing this at the organisation's premises.
- Organisations applying for a grant must sign up as a member of the Epping Forest Compact and agree to adhere to the recommendations detailed therein. Details of the Compact can be found on our website [www.eppingforestdc.gov.uk/grantaid](http://www.eppingforestdc.gov.uk/grantaid)
- If you have an official launch of your project we will expect to receive an invitation addressed to the appropriate Council officials.
- We will expect you to keep the Council informed of the progress and achievements of the initiative for up to 2 years after receipt of the grant.
- We may ask you to participate in any appropriate Council event.
- You will be required to provide us with an evaluation of the project within six months of completion.
- We may also visit you to look at the project after completion.
- The Portfolio Holder may wish to include additional conditions based on the nature of your application; these must also be adhered to.

The grant must be paid back (in full or in part) if:

- The organisation is found to be in breach of the conditions.
- Funds are spent on items which Epping Forest District Council has not approved.
- The project does not start within an agreed timescale or is discontinued.
- The organisation closes.
- You fail to provide an evaluation report after the project has commenced.

## Grant decision

Your application will be considered by the Council's Portfolio Holder for Community & Partnerships who has responsibility for deciding on grant applications, following discussions with Council Officers and local partners.

Once we have received your application we will write to you acknowledging receipt of your application and requesting any information which may have been missing from your application. The initial consideration by the Portfolio Holder is usually within six weeks of the receipt of the application. At that stage your application may be approved (subject to certain conditions in some instances), refused or deferred pending the receipt of further information. Usually deferred applications are considered in the next round of applications, again approximately six weeks later.

We will advise you of the additional information we need and, in any event, will liaise with you regarding our information requirements on an ongoing basis.

Once the decision has been made there is a 'call-in' period, of approximately three weeks, whereby Councillors have the right to 'call-in' the decision made. We will then write to confirm the decision made and, if successful, we will request invoices or/and receipts before payment is made. For larger projects we may need evidence that work has commenced, before releasing funding.

If we refuse a grant we will let you know why. If it is a case of reapplication we will assist where possible and give you information about other funding organisations that may be able to help.

At the very most, the complete process, from receipt of the application to the final decision, would normally be four months. Most applications are decided well within that time span.

## How to apply for a grant

You can download an application pack on the Council website by visiting [www.eppingforestdc.gov.uk/grantaid](http://www.eppingforestdc.gov.uk/grantaid) or you can request one by emailing using the details provided below.

To apply for a grant please complete and sign the application form fully giving as much information as possible. In addition, your application must be accompanied by:

- Completed and signed application form (*essential*)
- Copy of your organisations most recent accounts and balance statement (*essential*)
- Copy of your organisations safeguarding policy (*essential*)
- Copy of organisations constitution (*essential*)
- Estimate of costs (*essential*)
- Business Plan (*if applicable*)
- Plans/pictorial description of project (*if applicable*)
- Application supporting statement/document (*desirable*)

Once completed and signed, the form and supporting documents should be submitted to Carly Stratton, Community Grants Officer via email to [grantaid@eppingforestdc.gov.uk](mailto:grantaid@eppingforestdc.gov.uk) or, by hard copy to Epping Forest District Council, Grant Aid Scheme, 25 Hemnall Street, Epping, Essex, CM16 4LU.

## How to find out more



Call us 01992 564 096



Email us [grantaid@eppingforestdc.gov.uk](mailto:grantaid@eppingforestdc.gov.uk)



Visit our website [www.eppingforestdc.gov.uk/grantaid](http://www.eppingforestdc.gov.uk/grantaid)