

## Grant Aid Scheme Guidance for Applicants

Epping Forest District Council is committed to promoting equality and welcomes applications from all sectors of the community. Applications will be treated fairly regardless of race, gender, disability, sexual orientation, age, status, religion or belief. Note that these grants are not a statutory service and are available at the discretion of Epping Forest District Council.

### Completing the application form

Ensure you have read the criteria carefully before completing the application form and note the conditions under which the grant is awarded. When completing the form, please give as much detail as possible using supporting statements/documents if necessary.

#### **Contact details section**

Please give contact details of the individual completing the application.

If you are related to an Officer or Councillor at Epping Forest District Council we will be asking you whom, therefore you may wish to advise us when you submit your application.

#### **About your organisation section**

You will be asked to provide a copy of your organisations constitution and Safeguarding Policy. All organisations receiving funding from the Council will be expected to have a safeguarding policy and procedure in place, which is understood by employees and volunteers and available to service users, irrespective of how the grant has been awarded.

If you do not have a safeguarding policy and procedure in place, please let us know as we can send you useful information to assist you in developing a policy.

You will be asked if you are a member of the Epping Forest Compact. Details of the Compact can be found on our website [www.eppingforestdc.gov.uk/grantaid](http://www.eppingforestdc.gov.uk/grantaid)

A Compact is a written understanding between the Statutory and Voluntary and Community Sectors. It defines how the two sectors behave toward each other. It is an agreement between organisations, not individuals, designed to benefit the local community, by establishing an effective relationship between the two sectors and ensuring that energies and resources are not wasted and more joint working is possible. Compacts are not legally binding documents. Their authority comes from the fact that they are developed, consulted upon and formally adopted by local stakeholders themselves.

It is a condition that all groups applying for a grant with the Council must sign up as a member of the Compact and agree to adhere to the recommendations detailed therein.

If you are not already a member of the Compact, you can download the member registration form from our website and send the completed and signed form to [grantaid@eppingforestdc.gov.uk](mailto:grantaid@eppingforestdc.gov.uk)

If you requested an application pack via email, you will have been sent a copy of the Compact and the registration form.

### **About your application section**

Please give as much information and detail as possible on your proposed application using supporting documents if necessary. Think of why you are applying, what specifically you are applying for and how you are going to achieve what you want to do. See the list of Council priorities below and explain to us how your application supports one or more of these priorities.

### **Epping Forest District Council Priority Areas 2019-2020**

- 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

### **Towns and Parishes in the Epping Forest district**



- Ensure you list all services or activities in which your organisation provides and how much you charge for these.
- Ensure you give details of any consultations undertaken to evidence the need for your project.
- Ensure you detail how your application meets one or more of the Council's priorities.
- Ensure you give details of start and finish dates of your project and when you will spend the grant by.
- Ensure you detail who will benefit e.g. residents, volunteers, other groups involved
- Ensure you tell us the intended benefit/impact of your project.
- Ensure you detail how you are ensuring value for money e.g. obtaining more than one quote, volunteers etc.
- Ensure you tell us what plans you have for sustaining the project.
- Ensure you detail the number of Epping Forest residents benefiting from your project and their age range.
- Ensure you detail how the project will continue when grant funding has ceased.
- Ensure you give evidence of community support including that of your local Town or Parish Council. You may wish to evidence this e.g. in the form of a letter.
- Ensure you detail any funding that you have received from Epping Forest District Council or other funders. The Council encourages match funding and will look favourably upon groups who are proactive in applying for funds.

All applications and the information contained within them will be treated confidentially. Please visit our website [www.eppingforestdc.gov.uk/grantaid](http://www.eppingforestdc.gov.uk/grantaid) to view our privacy notice for full details on the information we collect about you and how it will be used.

### **About your finances section**

Please obtain estimates of costs/quotes for items you wish to purchase and provide this evidence when submitting your application.

Note that the Council funds up to 50% of total project costs, to a maximum of £5000, and therefore encourages organisations to seek match funding.

If you need to find alternative funding, Voluntary Action Epping Forest (VAEF) offer a funding and information advice service for local voluntary and community organisations and can provide information on local, regional and national funding streams. You can find details of VAEF online by visiting [www.vaef.org.uk](http://www.vaef.org.uk)

Please supply a balance statement for the organisations bank account to show us how much money you currently have available. Where an organisation has significant levels of reserves we may ask for an explanation as to what those reserves have been set aside for.

### **Checklist of documents required section**

Listed below are the documents which you will need to provide copies of in order for your application to be considered. There are other documents listed that are not essential to provide but are desired. You can submit any supporting statements, letters or other documents that you wish to give us more information and a better understanding on your proposed application.

- 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*)

Please do not send original documents. In all cases a photocopy or scanned copy will be sufficient if they are clearly legible. Any unclear documents will not be accepted.

We accept electronic signatures and would prefer correspondence via e-mail.

## Closing dates for applications 2018-19

Meetings to discuss applications are held approximately every six weeks with the Portfolio Holder for Community and Partnerships, who is responsible for making decisions on grant applications.

Applications need to be submitted at least two weeks in advance of the meeting date to allow us time to process your application. Below is a list of 2019-2020 meeting dates with the deadlines you will need to know.

### **Tuesday 30 April 2019**

Applications must be received no later than Monday 8 April 2019 to be considered at this meeting.

### **Tuesday 30 July 2019**

Applications must be received no later than Monday 8 July 2019 to be considered at this meeting.

### **Tuesday 29 October 2019**

Applications must be received no later than Monday 7 October 2019 to be considered at this meeting.

### **Tuesday 28 January 2020**

Applications must be received no later than Friday 20 December 2019 to be considered at this meeting.

## Assessment of applications

Applications are assessed against the criteria and the Council's priority areas. Final decisions are made by the Council's Portfolio Holder for Community and Partnerships, following discussions with Council Officers and local partners.

We may receive more applications than the budget can fund, so we may fund part of the amount you have requested or none at all, even if your project meets all of the criteria.

## Successful applications

Successful applicants will be informed by email or post. A grant is awarded to successful applicants on the understanding that it be used for the purpose stated in the confirmation email issued at the time of the grant offer. Funds must be spent within deadlines given in the confirmation email.

Any of the Councils' grant aid which remains unused, or cannot be used for the purpose for which it was awarded should be repaid to the Council. If you experience problems with spending the grant at any time during the twelve-month period then you must contact the Council to advise us.

Payments are made by BACS so please ensure your bank details are correct.

## Unsuccessful applicants

Unsuccessful applicants will be informed by email or post. In all instances, reasons will be given as to why a grant was not awarded. Feedback will be available to all organisations who do not receive funding and if possible. A meeting to discuss your unsuccessful application can be arranged and we will work with you to develop a successful application.

If you disagree with the decision that has been made, you are encouraged to contact the Assistant Community Health & Wellbeing Manager to discuss the matter and receive feedback. If, following feedback, you feel you have been treated unfairly and wish to make a complaint, you can find details of the Councils' complaints procedure online by visiting [www.eppingforestdc.gov.uk](http://www.eppingforestdc.gov.uk)

## Monitoring and evaluation

We monitor and evaluate all successful applicants to ensure that funding has been appropriately spent. A monitoring and evaluation form will be sent out with the grant confirmation email and must be completed and returned with any supporting evidence such as reports or photos. We may also visit you to look at the project after completion. Groups who fail to provide satisfactory monitoring will not be considered for any future grants and legal action may be sought to recover all or part of the grant award.

## Publicising your grant

Successful applicants are asked to acknowledge the support of Epping Forest District Council and include the Council's logo on all correspondence, advertising, and annual reports. Copies of all material produced, which include the Council's logo, must be sent to the Council to keep on file. Please email or call if you are unsure and to request the latest logo.

## Need help?



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)