

Epping Forest District Council's - Health and Wellbeing Community Grant Aid - Frequently Asked Questions

What is the Health and Wellbeing Community Grant Funding?

Epping Forest District Council awards grants to organisations who provide successful services such as community work, cultural or sport activities to residents of the Epping Forest district.

An amount of money is set aside each year and priority is given to groups delivering services in the Epping Forest district. Groups must evidence a need for these services and detail how the service or project will address the district's priorities as outlined in the Epping Forest Health and Wellbeing Strategy 2018-2028 and the Council's Corporate Plan.

Which area's are in the Epping Forest district?

Towns and Parishes in the Epping Forest district



Who can apply for Health and Wellbeing Community Grant Funding?

Epping Forest District Council's Health and Wellbeing Community Funding is open to constituted community and voluntary sector organisations involved in providing community work, cultural or sport activities to provide successful services to residents of the Epping Forest district.

The organisations eligible to apply for grant aid funding include the following:

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

What can my organisation apply for?

Organisations are invited to apply for funding for a maximum of £5,000 towards new one-off projects, or further development of an existing project. You can apply for up to 50% of the total project costs and will need to provide details of match funding within your application. The application cannot be made retrospectively.

What can funding be used for?

The funding can be used towards equipment, publicity costs, new buildings, building repairs and improvements; vehicles; specialist items; facility or venue hire.

Funding for hiring of specialist services for a short period may be granted however, we do not fund salaries.

Applications 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.

How do I apply for Health and Wellbeing Community Funding?

Please visit the Council's website <https://www.eppingforestdc.gov.uk/community/grant-aid/> and submit your application online.

What are essential documents?

Listed below are the essential documents which you will need to upload when completing an online application for grant funding. Please make sure you have these documents ready to upload before beginning your application.

- Copy of organisations constitution
- Copy of your organisations up to date safeguarding policy
- Copy of your organisations most recent bank statement – within the last 3 months
- Estimate of project costs
- Copy of your organisations most recent accounts

Failure to submit this information may result in your application being rejected.

What are the Council's priority areas

Epping Forest District Council Priority Areas

- Ensuring all residents have the opportunity to lead healthy and fulfilling lives
- Reducing social isolation and loneliness
- Helping people live independently for longer
- Enhancing wellbeing – enabling residents to enjoy local heritage, culture and leisure activity in the district
- Enabling residents to access new opportunities for employment
- Reduce the carbon footprint across the district e.g tree planting projects
- Improving mental health and wellbeing
- Increasing physical activity
- Promoting healthy relationships
- Safer communities and the prevention of crime

What is the Epping Forest Compact?

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 and is designed to benefit the local community by establishing an effective relationship between the two sectors, 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. A copy of the Epping Forest Compact can be found on our website - <https://www.eppingforestdc.gov.uk/community/grant-aid/>

As part of the application process you are also asked read and agree with the content of the Epping Forest Compact. When submitting an application online, you confirm that your organisation understands and agrees with the content of the Compact and will adhere to the recommendations detailed within.

It is recommended you keep a copy of the compact for your records.

What happens once my application is submitted?

Once you submit your application you will receive confirmation, if we need any further information, we will contact you via email.

Your application is then assessed by the Community Grants Officer. Consultations will also take place with Council Officers, Councillors and local partners. The application will then be presented to the Portfolio Holder for Housing and Communities who will make the final decision.

Please note: On some occasions we may receive more applications than the budget can fund, so we may only fund part of the amount you have requested, even if your project meets the criteria.

How is my application assessed and what factors are considered when decision making?

When applying for a grant your initiative or project you must evidence a need for the service or project that you are applying for example; increasing the numbers of people using, participating or benefiting from an activity or to help people already participating in an activity to improve their skill level.

The list below 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
- 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

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.

How is a decision made?

Your application will be considered by the Council's Portfolio Holder for Housing and Communities who has responsibility for deciding on grant applications, at this stage your application may be approved (subject to certain conditions in some instances), refused or deferred pending the receipt of further information.

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. Once the call-in period has lapsed, we will then email you to confirm the decision made.

What happens if my application is successful?

Successful applicants will be informed by email.

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.

If your application is successful, invoices or receipts for the costs incurred, which relate to the funding applied for, must be produced before the funding is released. For larger projects we may need evidence that work has commenced, before releasing funding.

Payments are made by BACS and you will need to provide your organisation's bank details. 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.

What does it mean if my application is deferred?

The Portfolio Holder may defer your application, this could be for many different reasons but is usually because further information or evidence is required to support your application. If your application is deferred, we will inform you via email with the reason why and you will be given a deadline to supply further information.

What happens if my application is unsuccessful?

Unsuccessful applicants will be informed by email.

In all instances, reasons will be given as to why a grant was not awarded.

What are the conditions of receiving funding?

- On receipt of funding you will be required to acknowledge on all correspondence, advertising and annual reports that the organisation have received funding support from Epping Forest District Council
- 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 report following a successful application. You may be asked to include photographs, case studies/feedback or be available for a monitoring visit from the Community Grants Officer.
- The Portfolio Holder may wish to include additional conditions based on the nature of your application; which 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.

In giving grants, Epping Forest District Council will require the recipient organisation or agency to accept all risks and liabilities associated with the activity being supported.

How do I publicise receipt of funding?

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.

Examples of how to publicise your grant:

- Articles in Town/Parish magazines
- Via Social Media e.g Twitter, Instagram, Facebook
- Photo evidence
- On your organisation's website
- Promotional material and flyers
- Display a sign
- Use the Council's logo on a letterhead
- In the local papers

How will my project be monitored and evaluated?

We like to remain in contact and receive feedback from all successful applicants. Depending on what the funding has been used for we may visit to see a completed project, or we may ask for feedback in the form of case studies or photographs. We will liaise with you following project completion to decide how feedback can be obtained.

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.

Equality

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.

Data Protection

Epping Forest District Council is a data controller pursuant to the General Data Protection Regulation (GDPR). This means that the Council decides how your personal data is processed and for what purposes. Please visit our website www.eppingforestdc.gov.uk/community/grant-aid/ to view our privacy notice for full details on the information we collect about you and how it will be used.

Still need help or guidance?

If you are in doubt about what you can apply for or have any further queries, please contact:
Ifty Abdullah - Epping Forest District Council's Community Grants Officer:
grantaid@eppingforestdc.gov.uk