

Epping Forest District Council – Health and Wellbeing Community Grant Aid - Application Guidance How to complete the online application

Important: Please refer to the Epping Forest District Council – Health and Wellbeing Community Funding Frequently Asked Questions and read the guidance carefully before completing the online application.

Contact details section

You are asked to provide the name of the individual completing the application and their role within the organisation. You are also asked to provide a contact number and a contact email address.

Please state if you are related to an Officer or Councillor at Epping Forest District Council.

About your organisation section

Please provide the name, address and website address of your organisation.

You will also be asked for details of all social media platforms that your organisation uses for example, Twitter, Instagram, Facebook etc.

You will be asked when your organisation was established and how many paid staff and volunteers operate within your organisation.

You will be asked to upload essential documents when submitting your application as follows:

- A copy of your organisations written constitution.
- A copy of your organisations up to date 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.
- A copy of your organisations most up to date accounts.
- A copy of your organisations most up to date bank statement – Please supply a balance statement dated within the last 3 months 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.

Please ensure you upload your essential documents when completing the online application. Failure to submit essential information may result in your application being rejected.

About your application section

Please give as much information and detail as possible on your proposed application. Think of why you are applying, what specifically you are applying for and how you are going to achieve what you want to do.

Tell us about the services/activities your organisation provides and how many people living in the Epping Forest district currently benefit from these services.

Provide the total figure of how much you are applying for and the total project cost. We also require a breakdown of the total project cost. Please obtain estimates of costs/quotes for items you wish to purchase and provide this information within your application.

Please also provide details of how the project will be match funded and detail which organisations you have received funding from. Note that the Council funds up to 50% of total project costs, to a maximum of £5000, and therefore organisations are to seek match funding for the proposed project. 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

Tell us what you will use the proposed funding for and how you identified a need for this project. Please specify the number of Epping Forest residents who will benefit from this funding.

Use the list of Council priorities below and within your application explain to us how your application supports one or more of these priorities.

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

We will also ask for information regarding how the project will continue when the funding has ceased.

Please provide details of any funding your organisation has received within the last 5 years and how you will publicise the grant if you are successful.

All applications and the information contained within them will be treated confidentially. 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.

Declaration and submission of application

By submitting an application for funding online, you are acknowledging you have read and understood the terms and conditions as follows:

- ✓ You have read and understood the conditions under which the grants are awarded. I confirm that, if successful, I and the organisation I represent, will abide by them.
- ✓ You have read the Epping Forest Compact and confirm that my organisation understands and agree with the content of the Compact and will adhere to the recommendations detailed within.
- ✓ You will notify Epping Forest District Council immediately if the information changes in any way.
- ✓ You give permission for Epping Forest District Council to record the information in this application electronically

Conditions of 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.

Epping Forest Compact

As part of the application process you are also asked read and agree with the content of 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/>

By submitting your online application, you will agree 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.