

Appendix A

Community Seed Funding Grant Criteria 2019/21

1. Background

Various community development projects are being established to support Herefordshire Council's talk community vision "Innovating to make wellbeing and independence inevitable".

The grant fund will support communities to develop and establish a network of signposting, information and community based activities across Herefordshire to support wellbeing and independence in local communities.

These hubs are places:

- where local people can access information, advice and signposting
- that brings together and connects people to each other and their community
- that connects people to local activities that promote wellbeing and independence
- that are open to everyone in the community and are delivered by the community, to their community

The seed funding will support the following aims and outcomes:

Aims

- Help people in communities stay well, active and independent
- Help reduce and delay the need for formal health and social care support and enable people with existing support needs to stay independent and living at home for as long as possible
- Enable communities to build their resilience and support their local vulnerable people
- Facilitate and enable people to be supported by their communities, within their communities, at the places where they go

Outcomes

- More people accessing information, advice and signposting in their community to support their health and wellbeing
- More people being supported informally in their local communities by their communities
- Increased capacity in communities to promote wellbeing and independence
- People making less use of formal care and statutory services
- Fewer people feeling lonely and isolated
- People in communities feeling better connected and better informed and aware of available support

- More people informed and supported to self-care and self-help to prevent onset of and deterioration from long term conditions
- More communities proactive in prevention and avoidable ill-health

2. What can the seed funding grant be used for?

It can be used for any activity or equipment that will enable a hub to establish, develop, consolidate or expand, and help to deliver the talk community vision. This could include:

- IT equipment
- Development of a permanent public information access point.
- Equipment and resources to develop new activities and events
- Advertising and promotion
- Initial or pilot activities to extend the support offered by the hub.

3. What is NOT eligible?

- DBS checks
- Salaries
- Travel expenses
- Commercial activity
- Rent
- Statutory activities
- Anything that promotes political, religious, faith activities
- For things that have already happened or been paid for and activities that have already taken place (no retrospective spend is permitted)
- The duplication of any existing services/activities
- The day to day running costs of an organisation/group
- Any activity already fully funded by alternative sources or funded by Herefordshire Council through other grant schemes
- For equipment/items for personal use of any one individual in an organisation, charity or group
- Ongoing maintenance costs
- To repay loans, payments or endowments

4. How much can you apply for?

The maximum amount each community hub can apply for initially is £2,500 during the life-time of this project (November 2019 – March 2021). Match funding is not required for this grant.

5. Who can apply?

The applicant must be a formally constituted or charitable community and voluntary group/organisation or group with the same community focus or charity objectives, including town and parish councils.

Other applicants e.g. village shop or pub, may be considered if they can sufficiently demonstrate how they will meet the project aims and outcomes and how they would provide the best option for a sustainable hub in the community.

The applicant must already be working with an adults and communities project manager and in the process of establishing or developing a community hub.

6. How to apply

Request an application form from your adults and communities project manager by emailing: talkcommunityhubs@herefordshire.gov.uk. Or you can contact the delegated grants team by emailing: delegatedgrants@herefordshire.gov.uk or telephone **01432 260753** for further information.

You can submit your completed application form at any time and it will be assessed at the next available panel meeting. The final date for submitting grant applications is 31 March 2021. The scheme closes on 30 June 2021 so all grant funding awarded will need to be spent by this date.

7. What happens next?

Once received, Herefordshire Council will acknowledge receipt of your grant application. The grant application will be assessed by a project panel who will make recommendations either for the application to be approved or rejected, or the panel may ask for further information before a decision can be made.

The recommendations will be considered by the director for adults and communities for final decision. Based on the outcome, you will be advised of the decision as follows:

- An offer of a grant; or
- An offer of a grant with some specific conditions; or
- Reject the application with an explanation of the reasons why.

If you have been asked for additional information to support your grant application, you will be notified in writing and your grant application will be considered at the next available panel meeting following receipt of the requested information.

As this is a discretionary grant with limited funds the director's decision is final, however it does not preclude you from applying again. There is no appeals process.

8. When can I start and spend the grant money?

When you receive your offer letter, this will set out how much grant Herefordshire Council are prepared to offer and detailing any specific conditions. If you are happy to accept the grant offer and associated conditions, you will need to return a signed copy of the grant offer letter to the delegated grants team. You can commence once they have acknowledged receipt.

You will be required to keep all paperwork relating to the grant spend, e.g. tender/procurement information (quotes), all invoices, receipts, cheque stubs and bank statements. You will be required to monitor and report on progress towards achieving the outcomes outlined in your grant application. You will also be required to participate in any ongoing evaluation of your talk community hub with your project manager.

9. How is the grant paid?

Successful applicants will receive funding in stages to be agreed at the time of offer as it will be dependent upon the nature of the costs and grant to be offered. Generally, we would look to offer an amount of grant upfront, with interim payments at certain points in the life of the project, with a final payment upon completion.

10. On completion

Once all the grant funding in your application has been paid you will need to complete a brief report within 8 weeks of completion. This will need to summarise how the grant has been spent in supporting your community hub, the outcomes achieved, and break down all the income received and all the expenditure incurred. This will be a simple form for you to complete and your adults and communities project manager can help you with this.

If the funded community hub/activity subsequently closes, the relevant organisation will be required to make appropriate arrangements for the transfer of any physical assets acquired through the grant funding to another community hub or other organisation with similar objectives.

Please help us to help future applicants, by telling us if you have any queries which aren't answered in this document.



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 email: delegatedgrants@herefordshire.gov.uk