

Communities Looking Forward Grant Programme 2022

The purpose of the grant programme is to provide funding that will directly benefit Letchworth residents and support the strategic objective of making Letchworth a great place to live. There are six areas that Letchworth Garden City Heritage Foundation feels grant funding could be utilised to contribute towards this objective. These areas are:

- Supporting the refurbishment of community buildings and community spaces to enable the provision of community based activities and events or improve a specific space or neighbourhood.
- Encouraging small scale, short term interventions and/or activities that address specifically identified needs within the town
- Encouraging pilot projects or groups that help to address a specific identified need or challenge within the town with the ambition of leading to the long term sustainability of the project either through self-funding, grant funding or a combination of the two.
- Pump prime start-up costs to establish new groups that encourage and develop networks, supporting a specific theme/interest or addressing a local need
- Encouraging events and activities that bring together different groups, communities or geographical neighbourhoods
- Sustaining community groups that are contributing to the social fabric of the town and needs for the groups can be evidenced

Please refer to the guidance notes for examples of where funding could be awarded (APPENDIX A), the maximum amount of funding that can be applied for is £15,000 and we will only accept one successful application per calendar year.

Applications can be made using the application form or by uploading a short video based on the guidance questions that can be found here

GUIDANCE NOTES

How much can I apply for?

Grants of up to £15,000 are available. Alongside the community benefit an award would achieve, when determining the level of an award decisions will also consider:

- The annual income of the group,
- The group's ability to raise funds
- Surplus money groups have in their accounts
- Where relevant match funding or an external funding contribution

Our grants must be spent within 18 months of award.

When can I apply?

The grants committee meets to consider applications four times throughout the year. There will be a deadline for each committee meeting, with the current deadline stated on the website. The programme is open all year round.

When will I hear back?

You will receive an email when your grant has been submitted, we have set the grants deadline 4 weeks before the Committee meeting. Between submitting the application and the Committee meeting we may contact you to gather further information about your application. After the Committee meeting it may take up to a week before you hear the outcome. An estimate of when you will hear the outcome will be on the website.

Who can apply?

- Charities
- Community or voluntary groups with a written constitution or governing document
- Social enterprises, or Community Interest Companies limited by guarantee
- Other non-profit format (e.g. co-operative societies)
- Schools and Public Bodies providing the funding either adds value to an existing funded programme or pump primes a longer term project or piece of work.

What do I need to have?

- Your governing document must include your charitable aims or objectives
- Your group must be governed by a voluntary trustee or management committee with a minimum of three members, at least two of whom must be unrelated.
- Your group must have a bank account in its own name, with at least two unrelated signatories
- You must have all the relevant policies in place for your work, key policies being Safeguarding and Equality

- If your group is affiliated to a national body, you must have a local management committee and your own separate bank account
- Your group does not have to be based in Letchworth but must be able to show specifically how the funding you are applying for will benefit Letchworth residents

If you are looking to set up a group, we would not expect the above to be in place until the group has met and had the opportunity to establish itself. By this point the group will be able to gauge the appropriate level. As part of the formation of the group we would offer funding to support setting up this and any training.

Please note – fulfilling the above criteria means your group is eligible to apply, but it is not a guarantee of receiving a grant. Each funding request is considered on its own merits and according to the funds we have available at the time.

What can I apply for?

The Grants Committee is looking for groups and projects that:

- Are meeting an identified need in the town. We encourage applicants to use their own knowledge, relevant research and data to share this need
- Can demonstrate how the money requested will help to make a positive difference (i.e. have clear objectives and outcomes) that are measurable
- Are well thought through and costed appropriately
- Are structured with the community or those benefitting most in mind and where possible the community or main beneficiaries have been involved in developing the proposal
- Will be able to spend the funding requested within 18 months of the grant being awarded

Please note: The programme is open to supporting projects that happen outside Letchworth but any funding awarded would be based on the number of Letchworth residents participating and the benefit the project will bring to them.

The Grants Committee is open to consider a wide range of requests including:

- Core project costs - Project management, facilitator, or specialist support
- Core organisation costs for a fixed period to enable organisations to review, develop and implement an organisational model that leads to future sustainability
- New equipment
- Hall/Room Hire
- General project costs – Utilities, Tutors, Marketing Costs, Rent, Venue Hire, IT
- Volunteer costs
- Training costs
- Consultant Support
- Building/Grounds Maintenance or Refurbishment
- Temporary buildings or structures
- Underwriting events or activities

There are some groups that the Foundation prefers not to fund. These include:

- National Charities without a clear Letchworth focus
- Businesses or Community Interest Companies limited by shares
- Groups with more than one year's unrestricted reserves
- Statutory organisations including schools, parish councils and CCGs*
- Organisations that cannot demonstrate public benefit as defined by the [Charity Commission](#)

- Individuals (unless looking to initiate a group or community based programme)

These groups can be considered if the funding is to pump prime the creation of a sustainable group or activity.

Projects we won't support include:

General fundraising appeals i.e. where a request is made for a

- General contribution to a much larger project without a specific aspect being identified
- Projects operating outside of North Hertfordshire
- Medical research
- Promotion of religious or political causes
- Retrospective funding
- Single group one off events that can't demonstrate long term benefits
- UK and Overseas travel for groups
- Training and development costs that could be covered by the Workforce Development grants (when available) from [HCF Training and Development](#)

Monitoring and evaluation requirements:

All successful grant recipients will be required to complete an online monitoring form to report back on how the money has been used and what difference it has made.

Monitoring forms will be sent via email shortly after the grant has been awarded so you are aware of the information we require. Where possible we will also endeavour to visit the group and or the project to meet with the group and those benefitting from the grant.

The forms will be required after the project ends or within 18 months of the grant being made, whichever is sooner.

A group will be expected to submit the appropriate monitoring form to ensure the Heritage Foundation can continue to consider future grant applications.

How do I apply?

Organisations can apply through the Heritage Foundation website and will need to:

1. Either
 - a) Complete the online application form
 - b) Upload a short video using the application as a guide to support the key information in the video
2. Upload or send via email or post the required supporting documents which include:
 - a. A copy of your most recent annual accounts (if your organisation does not have first year accounts yet, please supply working or management

- accounts)
- b. A copy of your equality policy
 - c. A copy of your safeguarding policies
 - d. A copy of a recent bank statement showing the account name (no more than three months old)
 - e. If applying by film an email to grants@letchworth.com from the chair or group lead confirming the application has their support

You will need to complete and submit the application form/video plus all required supporting documents by the application deadline. As mentioned earlier if you are looking to set up a new group 2a – 2e will not be possible at this moment in time.

Our office address is:
Letchworth Garden City Heritage Foundation
One Garden City
Broadway Letchworth Garden City
Hertfordshire
SG6 3BF

Who can I speak to about my application?

All applications are assessed, and a member of the grants team may contact you to discuss your application. If you would like to discuss your application before submission please call 07714 521567 to speak to Alastair Stewart or email grants@letchworth.com

APPENDIX A – Guidance Notes

- Supporting the refurbishment or improvement of community buildings and community spaces to enable the provision of community based activities and events or improve a specific space or neighbourhood.

Examples could include refitting a kitchen, refitting a communal area, new floodlights, replacement boiler, energy efficiency measures etc

- Encouraging small scale, short term interventions and/or activities that address specifically identified needs within communities or the town

Examples could include programmes supporting young people's mental health and resilience, reducing anti-social behaviour, raising awareness around sustainable living, learning new skills or developing existing skills to support with health and wellbeing or employment, assisting residents affected by domestic abuse, supporting food based projects.

- Encouraging pilot projects or groups that help to address a specific identified need or challenge within the town with the ambition of leading to the long term sustainability of the project either through self-funding, grant funding or a combination of the two.

Examples could include projects involving learning new skills or developing existing skills, a toy library, a community library, community kitchens

- Pump prime start-up costs to establish new groups that encourage and develop networks, supporting a specific theme/interest or addressing a local need

Examples could include a grandparent’s group, toddler group, ADHD Social Group, toy library, or youth group.

- Encouraging events and activities that bring together different groups, communities or geographical neighbourhoods for a specific purpose or outcome.

Examples could include the big lunch, town wide arts or culture festival, cultural exhibition, or themed event.

When making decisions the Grants Committee tends to consider the following areas:

Criteria for Awarding Grant
Evidence of the level of need for the activity or equipment to be funded including consideration of location and existing facilities.
Extent to which the application targets those identified in the application or will reach across communities.
Confidence conveyed in the application by the individual or group to deliver against the outcomes stated in the application
Value for money in terms of the outcomes explained in the application and the impact described in the application.
Value for money in terms of efficient use of the available resources and sustainability.
The contribution made by members of the group or external funders to support the outcomes of the application.
Value of the project evaluation to enable greater understanding of the issues in the area the project/activity will be working in
Level of partnership working
Impact on the Heritage Foundations strategic plan