**North Herts Prosperity Fund Application Form**

**=Document Control:**

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| **Version**  | **Issue Date**  | **Changes**  |
| 1.0  | 03/07/2024 | First issue |
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**This grant stream has been made possible via funding from the** [**Department for Levelling Up, Housing and Communities**](https://www.gov.uk/government/organisations/department-for-levelling-up-housing-and-communities)**’ UK** [**Shared Prosperity Fund**](https://www.gov.uk/government/publications/uk-shared-prosperity-fund-prospectus/uk-shared-prosperity-fund-prospectus)**.**

**This form is for applicants to the North Herts Prosperity Fund only.**

**\*\*\*\*\*This funding must be fully spent by successful applicants by the end of March 2025.\*\*\*\*\***

Please read section 2.1 and section 5 of the Community Grants Policy, which can be found [here](https://www.north-herts.gov.uk/community-grants). Not all organisations are eligible.

**\*\*\*If an application does not meet all the necessary criteria it will be rejected\*\*\***

**Exclusions:**

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| **Does your organisation operate in North Herts and is your client base predominantly North Herts residents?** | Choose an item. |
| **If the answer to the above question is no, this application cannot proceed.** |
| **Rules for subsidies granted from 4 January 2023 are now subject to the Subsidy Control Act 2022. The following website offers useful information.** [Subsidy Control](https://www.warrington.gov.uk/subsidy-control)**Has or will your organisation receive grant funding of more than £315k over a three-year period from any Government/Local Government source?** | Choose an item. |
| **If the answer to the above question is yes, this application cannot proceed.**  |

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| **Section A: Your Organisation** Please note boxes in the form will automatically extend as you type if you need more space. |
| 1. **Name of organisation**
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| 1. **Name of main contact for this application**
 |  |
| 1. **Position held**
 |  |
| 1. **Postal address of main contact**
 |  |
| 1. **Main contact number**
 |  |
| 1. **Email Address**
 |  |
| 1. **Alternative contact number**
 |  |
| 1. **Is the group/organisation a:**(Sole traders may not apply)
 | Registered charity [ ]  Unregistered charity [ ]  Business [ ]  CIC [ ]  CIO [ ]  Club [ ]  Other (please state):  |
| 1. **Registered number**

(Charities Commission, CIC etc - if applicable) |  |
| 1. **What are the main activities of your group?**

Feel free to add a link to an ‘About Us’ page on your website if this will provide enough information. |  |
| 1. **Where do you operate from/where is your office based?** Please provide the address if it is a fixed location.
 |  |
| 1. **What year was the organisation/group set up?**
 |  |
| 1. **Do any NHC Councillors sit on the committee or have a connection to the group?** Please provide details.
 |  |
| 1. **How many people are involved in the organisation?**

Please note the amount of each of the below: |
| Volunteer Committee Members  |  | Full Time Paid Staff |  |
| Part Time Paid Staff |  | Volunteers |  |
| Other, please explain:  |

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| 1. **Management Committee Details:**

If your committee does not have all the roles listed below, please list three members and state their role(s). |
| Name of Chairperson |  | Home address: |  |
| Name of Secretary  |  | Home address: |  |
| Name of treasurer |  | Home address: |  |
| 1. **Organisation Bank Details:**
 |
| Account Name |  |
| Sort Code |  |
| Account Number |  |
| **What type of bank account is this? Business / charity etc** Please note we cannot pay funds into a personal account if your application is successful.  |  |
| **Section B: Project Details and Funding** \*\*\*This funding must be fully spent by successful applicants by the end of March 2025.\*\*\* |
| 1. **Information about the activities/ project you are requesting funding towards.**

DO NOT add costs in here. |  |
| 1. **How have you determined there is a need for this activity/ project?**
 |  |
| 1. **Where is your target audience for this activity based?** Give details.

If in more than one area of North Herts, provide a % split. |  |
| 1. **How are you demonstrating value for money?** Please state and supply links to web pages of price comparisons etc if relevant. Have you gone for quality / price. Is someone providing their time for free?
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| 1. **State which of the interventions (E1-E15) your project will achieve or work towards.** Indicate as many as applicable.
 | *The list of interventions can be found in Table 2 of the criteria.*  |

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| 1. **a)** **Please state the intended outcomes of your project.** For example, an increase in the number of attendees to a session or the number of volunteers. \*\*Examples of outcomes can be found in Appendices 1 & 2 of the criteria.\*\*
 |  |
| **b) Which outputs will you use to measure your success?** Please note, if funds are granted through this fund you must provide us with monitoring information relating to these outputs. \*\*Examples of outputs can be found in Appendix 1 of the Criteria.\*\* |  |
| 1. **Time frame**

Please provide a complete timeline of the activities/project from inception to completion. **\*\*\*\*\*This funding must be fully spent by successful applicants by the end of March 2025.\*\*\*\*\**** When will the activity/project commence?
* How long will the activity last – hours / days / weeks / months?
* When will the project end?
* Will the effects of the activity / project continue after the activity is over?
* Will the funding be fully spent by March 2025?
 |  |
| 1. **Please tell us which of the Council’s current priorities the project meets, indicating all that apply:**
* **People first**
* **Sustainability**
* **A brighter future together**

*Full descriptions of these can be found on our website:*[Council Plan | North Herts Council (north-herts.gov.uk)](https://www.north-herts.gov.uk/council-plan) |  |
| **Section C: Permissions / Other**Please complete the below questions if relevant to your project, this will mainly be in relation to capital works\* aspects of projects.*\*Capital Works* refer to large-scale investment projects that involve the construction, renovation, or major repair of infrastructure or buildings. |
| 1. **Who owns the building/ land?** If it is someone other than the group, you must provide written evidence of consent for proposed works and evidence of compliance with relevant lease/ occupancy terms.
 |  |
| 1. **Has planning permission/ Listed Building Consent been applied for (if relevant)?** Please provide evidence. If **No,** please explain why. NHC Planning Dept. must be consulted for all relevant Capital projects for approval.
 |  |
| 1. **We require to see a minimum of two quotes for capital works.** Note here which quotes you are submitting with your application and why this contractor has been chosen.
 |  |
| 1. **Please send an outline of the Project Plan of the work you intend to undertake.** Add any relevant notes here.
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| 1. **Has work already started on the project?** Please note we are unable to fund anything that has already been paid for.
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| **Section D:** **What will be the cost of the project/activity/event?** |
| 1. **Expenditure** (List what you will spend money on, please be as specific/clear as possible).
 | **Amount** |
|  *Example: Folding tables x30 @ £50 each* | **Amount** | ***Please indicate Capital or Revenue (An explanation of these can be found in the criteria.)*** |
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| **Total (A)**Add the cost of each item together and note the total.  | **£** |

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| 1. **How much money is your organisation contributing?**

(This could be generated from membership fees, fundraising, personal contributions etc). |
| Income generated by your organisation(Where will this come from – fundraising etc) and is it ringfenced for a particular aspect of the project? | Amount |
| *Example: Reserves for any aspect of the project**Example: Fundraising towards volunteer travel costs* | **Amount** | ***Please indicate Capital or Revenue (An explanation of these can be found in the criteria.)*** |
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| **Total (B)**Add the amounts together and note the total. | **£** |

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| 1. **Please give details of other funding applied for:** *Has this been agreed or is a decision pending? Please explain if the funding is for a particular aspect of the project.*
 |
| Other Funding | Funding Agreed  | Funding Pending  |
| ***Example:*** *National Lottery grant towards staff wages* | £10,000 |  |
| ***Example:*** *unrestricted supermarket grant* |  | £500 |
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| **Total (C)**Add Funding Agreed and Pending together and note the total. | **£** |

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| **Total (A) – Total (B) – Total (C)**(Item costs minus contributions from yourselves minus other funding) | **What is the TOTAL amount you are requesting?** | **£** |

**Declaration
Conditions of Grant**

* **Grant monies awarded can only be spent on activities as described in the application, by the end of March 2025.**
* **If there are delays to approved projects, the Team will review supporting documentation to ensure that the project application remains compliant with the grant criteria.**
* The Council will require details of how the grant was spent, and the provision of receipts.
* Grant recipients must include the North Herts Council logo and [DLUHC branding](https://www.gov.uk/guidance/uk-shared-prosperity-fund-branding-and-publicity-6) on any promotional material for the project which they have received funds for.
* Any unspent funds must be returned to the Council.
* Details provided to the Council during the application process which are later proved to be incorrect may result the organisation having to repay any funds paid out.

**I declare on behalf of the organisation that:**

* To the best of my knowledge and belief the information I have given is correct.
* I understand that the Council will seek to recover this money, and any costs incurred, if it is deemed that;
	+ An applicant has knowingly submitted false information.
	+ Withheld information that would impact on their application.
* **Any funds awarded will be spent by the end of March 2025.­­­­**
* The application is supported by the organisation's Management Committee.
* If working in partnership, I confirm that I have written agreement from other parties.
* I understand the conditions on which grant funding is awarded and agree to adhere to those conditions.
* I agree to adhere to the DLUHC procurement, record keeping and branding and publicity requirements. See [UK Shared Prosperity Fund: additional information - GOV.UK (www.gov.uk)](https://www.gov.uk/government/collections/uk-shared-prosperity-fund-additional-information)
* I believe I have submitted the form in accordance with the application deadline.
* I authorise the Council to make any necessary enquiries to verify the information on this form and to cross check information I have given with any other sections within the Council or other organisations.
* I understand that additional conditions may be attached to the award of any grant.
* I agree to my contact details being passed on to North Herts Council Communications Team and being published on the North Herts Council website.

**Please sign below to confirm that you have read, understood, and agree to the above statements. Unsigned applications will not proceed.**

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| **Signed:**A digital signature is acceptable |  |
| **Print Name:** |  |
| **Office Held:** |  |
| **Date:** | Click here to enter a date. |

**Important**

Your application can only be processed when all the questions are answered, the form is signed, and we have received all necessary supporting documents.

Please use the checklist below to ensure that you are sending us **everything** that is required to process your application.

**Please note if these questions are not answered your application will be returned to you for completion and this will delay the consideration of your application.**

**Checklist**

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| **All questions are answered completely:** | [ ]  |
| **The form has been signed by the Chair, Vice Chair, Treasurer or Secretary of your Management Committee:** | [ ]  |

 **Required supporting documents. Have you sent us:**

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| --- | --- |
| **A copy of your constitution dated and signed as adopted by your group?** | [ ]  |
| **A copy of any relevant Safeguarding Policies?** We require that all groups who apply for funding have a robust Safeguarding Policy.(If using virtual platforms such as Zoom, the policy must explain what measures are in place to safeguard participants online). | [ ]  |
| **A copy of your most recent annual accounts dated and signed as approved OR, if this is a new group, a statement of your estimated income and expenditure for the year?** | [ ]  |
| **Outline of capital works project plan (if relevant)**  |  |
| **Written evidence of consent for capital works to buildings / land not owned by the group (if relevant).** | [ ]  |
| **Copies of at least two quotes for capital works (if relevant)** | [ ]  |

If you have ticked all these questions, your application is now complete.

Please send this form and all supporting documents as an email attachment to:
community@north-herts.gov.uk