

**Welwyn Hatfield Borough Council Small Community Grant Application Form**  
**Maximum Grant Value of £2,000**

**Applications will be considered biannually in August and January.**  
**All documentation must be received by 1<sup>st</sup> July or 1<sup>st</sup> December respectively.**  
**If you need help in completing this form you can ring 01707 357179 for assistance or**  
**e-mail [grants@welhat.gov.uk](mailto:grants@welhat.gov.uk)**

**Applications must not be hand written unless it has been agreed otherwise with the chair of the board prior to submission.**

**Your Organisation and Applicant's Details**

Name of Organisation

Name of Contact

Position within  
Organisation

Address of  
Organisation

Daytime telephone  
number

Mobile number

Email address

Address of project (if  
different from  
Organisation)

If your organisation is  
A charity, please  
Provide the charity  
Number

Company Number or  
Registration Number



## Do you meet the Criteria?

Prior to starting your application you are required to answer the following questions. Please note if you answer NO to any of the questions below, it means that your current application or your organisation does not meet the essential criteria set by the Council Grant Board. As such your application is not going to be considered by the Grants Board.

- Do at least 50 per cent of your organisations' members/clients/users live or work in the borough of Welwyn Hatfield. Y/N
- If you were successful with a previous Grant application from the Council did you provide project updates and/or final feedback? Y/N
- Is your organisation one of the following: Registered Charity, Incorporated or Unincorporated Charity or a voluntary/community/not-for-profit group? Y/N
- Does your organisation commit to equality and diversity or is it exempt? Y/N
  - If yes please ensure you provide your company statement/policy?
- Does your organisation commit to safeguarding vulnerable members of the community? Y/N
  - If yes please ensure you provide your company statement/policy
- Does your organisation ensure appropriate insurance is in place for all events and services provided? Y/N
- Are your finances audited or independently reviewed on an annual basis? (*only applies to charities with a gross income of more than £25,000*) Y/N/Not Applicable
- Is your organisation able to be sustainable & able to show budgetary information to the next financial year? Y/N
- Is your application for £2,000 or less? Y/N
- Will you be able to provide detail costs relating to the application? Y/N
- Does the organisation have reserves which would total less than 2 years running costs? Y/N

If you have any queries about the above questions please email [grants@welhat.gov.uk](mailto:grants@welhat.gov.uk)



**WELWYN  
HATFIELD**

**All applicants are requested to consider and note the following prior to submitting their application:-**

1. Applications from commercial/profit making organisations will not be considered
2. Applications from Town/Parish Councils will not be considered
3. Projects that are deemed to be in place of statutory bodies will not be considered
4. National Charities unless the project is solely for the benefit of local residents will not be considered
5. Projects promoting political or religious beliefs will not be considered
6. Funding for individuals will not be considered
7. Projects that have already taken place will not be considered
8. Projects that do not benefit or are not based in the borough of Welwyn Hatfield will not be considered
9. Applications will not be considered if the request is to support the salary of an individual. However applications for contribution to a salary for a new post will be considered
10. Projects that were funded in the previous 24 months (unless agreed with the Chair of the board prior to submission) will not be considered
11. Funding requests for contribution towards running costs of a building are unlikely to be funded
12. Projects that directly conflict with the council priorities (set out below) will not be considered
13. That the Board might on any given year be focusing on a specific Council Priority and as such funding applications that align themselves to that priority are more likely to be funded. If the Board makes this decision this will be advertised prior to the grants process opening for a given financial year.



## **Information about Your Project**

Please explain how your application for funding relates to one or more of Welwyn Hatfield Borough Council's Priorities, which currently are:

1. Maintain a safe and healthy community

2. Protect and enhance the environment

3. Meet the borough's housing needs

4. Help build a strong local economy

5. Engage with our communities and provide value for money



## Project Details

What category does your project/organisation/initiative fall into? Tick a maximum of 2 boxes

Young people     Healthy     Arts and Culture     Homeless/Social Inclusion

Older People     Fair Trade     Environment     Active Lifestyle

Disability     Education     Community Safety     Vulnerable Groups

Other..... (Please specify)

Please specify the time period in which the funding will be used?

From.....

To .....

Overall aim of your organisation (150 words maximum)

Overall aim of your project (150 words maximum)

What will the funding be used for? *This directly relates to council funding NOT the overall project* (Maximum 150 words)



Tell us how you have identified the need for the project/service either within your group or the community? Please highlight how you have consulted with service users to justify the need (Maximum 200 words)

How do you think your project will meet this need? (Maximum 150 words)

W  
h  
a  
t  
  
o  
u  
t  
c

omes for the community would be achieved through this project and how would you measure this? (Maximum 150 words)

What are the main risks for the success for the project/service and how will these risks be managed? (Maximum 150 words)

How many Welwyn Hatfield residents would this impact?  
(Please give a number, an estimate is fine) .....



## Funding

How much funding are you seeking in this application?

£

What is the total cost of the project?

£

Project Budget

Project Item	Item Cost (£)	% requested to be covered through WHBC funding

If you have not applied for 100% of the project cost how are your proposing to fund the difference?

If you were not successful in receiving the full amount of funding requested from WHBC or any other funder, could the project/service continue? If yes, how and if no please explain why. (200 words maximum)



**WELWYN  
HATFIELD**

## Supporting Documentation

### Payment to your organisation

If the application is successful, we will need the Organisation's bank details.

Bank Name	<input type="text"/>
Name of organisation as it appears on the bank statement	<input type="text"/>
Branch	<input type="text"/>
Sort Code	<input type="text"/>
Account Number	<input type="text"/>

### Declaration

If my application for a Community Grant is successful, I guarantee that the money will be used solely for the purpose outlined in the application form.

I understand that:

- **The Council has the right to require repayment of any or the entire Grant that is not used for the purpose for which it was granted.**
- **The funding is only for one year and that I am required to send a completed monitoring form once the project has been completed.**
- **It should be noted that if feedback is not provided to the Council your organisation is unlikely to be provided funding in the future.**
- **Details of the award may be given to the media or included in Council press releases to local newspapers. The Council's support of the project will be given credit in any publicity material produced by the Organisation.**
- **Failure to complete any of the sections of the application form or to provide any of the required documentation will result in the application being returned to you.**

Signature	<input type="text"/>
Name and Position	<input type="text"/>
Date	<input type="text"/>





## Check list

**Your completed and signed document needs to be accompanied with the following...**

- Copy of your organisations last 3 months bank statement
- Completed budget section in this application, additional information can be submitted if required
- A copy of the organisation's completed diversity monitoring form
- A copy of the organisations Constitution or Memorandum of Articles
- A copy of Equality and Diversity statement/policy (unless exempt)
- A copy of Safeguarding policy/statement

## Send To

Send your completed Application form and supporting documents to [grants@welhat.gov.uk](mailto:grants@welhat.gov.uk)



**WELWYN  
HATFIELD**

## Welwyn Hatfield Borough Council Community Grants Diversity Monitoring Form

Organisations are required to submit a diversity monitoring form as part of application for Community Grant. Please use actual data held or best estimates, if necessary provide a covering note or comments. If you need help in completing this form you can ring 01707 357179 for assistance or e-mail [grants@welhat.gov.uk](mailto:grants@welhat.gov.uk)

Organisation Name

### Gender

What % of your members / users are:

Male

 %

Female

 %

### Disability

What % of your members / users have a disability?

 %

### Age

What % of your members / users are aged:

Under 10

 %

11-21

 %

22-59

 %

60 and over

 %

### Residency

Where do the majority of your members / users live? (Please circle areas)

WGC

Hatfield

Welham Green / Brookmans Park

Cuffley/Northaw

Out of Borough

### Ethnic Diversity

Where % of your members/ users are:

White

 %

Mixed/multiple ethnic groups

 %

Asian/British Asian

 %

Black/African/Caribbean/Black British

 %

Other ethnic group

 %

Signature

Name

Position in organisation

Date

### Send to

Community Grants, Community Partnership, Welwyn Hatfield Borough Council,  
The Campus, Welwyn Garden City, Herts AL8 6AE or e-mail to [grants@welhat.gov.uk](mailto:grants@welhat.gov.uk)

**Data Protection** We will only use these details for monitoring purposes and will not pass this information to any other organisation without your permission. The only people who will see your declaration are the staff and councillors directly involved with the grant awards.



**WELWYN  
HATFIELD**