



Environment
**MAYOR'S SMALL GRANTS FUND:
FREQUENTLY ASKED QUESTIONS**
April 2023 – March 2024

You are advised to read through the questions below before completing your application. Should you require further clarification, please contact the Partnerships & Funding Manager, as per the contact details provided within the guidance notes. Watford Borough Council must stress that in providing this information, council officers can only act in an advisory capacity.

“Applicant” means the group, organisation or body applying for funding or any representative acting on its behalf.

1. When can I apply for funding?

There is one round of funding for this programme and applications can be submitted anytime from 9am on Monday 3rd April 2023 – 4.45pm on Friday 9th June 2023.

Your application must be completed online by visiting www.watford.gov.uk/mayors-smallgrants

2. Why do you need a signed and dated copy of my constitution/governing document?

To ensure your constitution/governing document is current and has been agreed by your Management Committee.

Your Management Committee should consist of a minimum of 3 committee members who are not related/non-cohabiting. This is to avoid any conflicts of interest.

3. Can I apply for funding if my organisation is informal?

Yes. An informal or non-constituted group is a group of people who have a similar interest and want to work together for the benefit of the local community. Your groups' aims must be charitable. Examples of groups could include:

- A group of neighbours
- Playgroup or parent & toddler group
- Women's group
- Senior citizens group

You must provide a letter of endorsement (from a constituted organisation, Councillor, Police Community Support Officer or other similar representative on the organisation's headed paper) when you submit your application.

We can only pay grant awards into an organisation bank account. Therefore, informal groups who are successful with their application will have their award paid to the intermediary organisation Watford & Three Rivers Trust (W3RT), and must sign up to their Volunteer Partnership Agreement. This agreement will provide a legal framework within which W3RT can support the informal group to deliver their activities. There are 2 criteria that must be met:

1. Activities provided by the informal group must be entirely charitable. Please click on the link below for further information and guidance.
<https://www.gov.uk/government/publications/charitable-purposes/charitable-purposes#descriptions-of-purposes>
2. Funding cannot be used to pay group members a salary.

4. How much funding can I apply for?

The maximum amount of funding an organisation can apply for is £3000 per year.

If your application is successful, you may not be able to reapply for funding for a period of 2 years following a successful application. This is to prevent organisations becoming dependant on this funding stream. Furthermore, it allows us to fund as many different local community organisations and projects as possible.

For example:

Successful funding application of £500	2023-24
Next application can be considered in	2026-27

5. Why does my project need to meet one of the Council Plan themes?

To ensure all projects support us in meeting our aspirations for both the council and the town it serves. Further information on the Council Plan 2020-2026 and Delivery Plan 2022-2024 can be found here:

<https://www.watford.gov.uk/council-13/council-strategies-plans-1>

6. What can a grant from the Mayor's Small Grants Fund help with?

You can apply for a grant to help towards:

- A community initiative or project
- The purchase of items of equipment including sports equipment
- A green/sustainable project that supports our commitment to reduce the carbon footprint of the borough.

What is a green/sustainable project?

In July 2019 we declared a Climate Emergency and set out our commitment to reduce the carbon footprint of the borough and of the council itself.

Our ambitious goal is to make the borough carbon neutral by 2030 and this will require making big changes to the way we all live, travel and work. You can read more about Sustainable Watford by clicking on the link:

<https://www.watford.gov.uk/sustainable-watford/sustainable-watford-1>

Some examples of green/sustainability projects;

- Projects that encourage people to walk and cycle
- Making buildings more energy efficient (i.e. replacing light bulbs with LED lights and reducing your carbon dioxide emissions)
- Upcycling projects (i.e. furniture, clothing)
- Tool library (borrow, not buy)
- Composting and food waste recycling (i.e. building a compost bin)
- Workshops that teach people skills to be able to upcycle (sewing, IT repair, cookery lessons etc.)
- Community clear up and local area litter picks

7. What documents do I need to provide with my application?

- Constitution/governing document (signed and dated) or letter of endorsement (if an informal group)
- Latest set of accounts (constituted organisation)
- Equality & Diversity Policy (constituted organisation)
- Safeguarding Policy (if applicable)
- Public Liability Insurance (if applicable)
- 3 x quotes for equipment purchases (if applicable)

8. Why do I need to provide the names of references?

We are distributing public money, and therefore have a duty to ensure it is used appropriately and for the purposes it was intended.

We receive applications for funding from many different organisations, some of whom we have no previous knowledge of. Talking to an organisation that knows you can provide us with additional assurance that your organisation is capable of meeting the terms of our funding and it helps us to safeguard against misuse.

Because informal groups need to provide a letter of endorsement with their application, we do not require further references from them.

Constituted organisations will need to provide the contact details of 2 references and these can be from statutory organisations, constituted organisations or charities.

We decide on a case by case basis whether we make contact with the references.

9. Do I need to obtain Public Liability Insurance?

If the project is being undertaken on council land, you will be required to obtain public liability insurance for a minimum indemnity of £5million. We also recommend that your organisation considers obtaining personal accident insurance.

When the project is taking place on privately owned land, not in the ownership or control of Watford Borough Council, then no legal liability will attach to the council. In such circumstances, whilst the funding is not dependent upon proof of public liability insurance, the council still recommends that adequate insurance provision is made in order to offer you some protection should something go wrong.

It is your responsibility to arrange and pay for public liability insurance. If your project requires this insurance, a copy of the insurance certificate must be provided at the time of application. The council will not accept responsibility for the consequences, financial or otherwise, should the group fail to uphold their responsibilities to obtain adequate public liability insurance.

10. Why do I need to provide 3 quotes for equipment requests?

This is to ensure you have looked for the best possible price for the equipment you wish to purchase.

However, we understand that there may be occasions when organisations find it difficult to obtain 3 quotes for equipment purchases, especially if the item of equipment to be purchased is custom made or bespoke. If this is the case, please make reference to this within your application or for advice, please contact the Partnerships & Funding Manager.

11. Why do I need to provide my Accounts?

Seeing your accounts helps us to understand your organisation and its finances. On occasion, we may specifically look at and ask questions about an organisation's level of reserves.

12. Who has to sign the application form?

The application form must be signed by a member of your organisation's management committee or the person who is responsible for your informal group.

13. How does the award get paid?

Awards are paid by BACS method directly into your organisations UK bank account.

There may be circumstances where we decide to pay a constituted organisation their award to the intermediary organisation Watford & Three Rivers Trust and in this instance we would follow the procedure for informal groups.

14. I don't have an organisation bank account. How will the award get paid?

If your organisation is informal and does not have its own bank account, we will pay funds to the intermediary organisation Watford & Three Rivers Trust (W3RT).

W3RT are the infrastructure organisation who provide advice, guidance and support to local organisations. Your group must sign up to W3RT's Volunteer Partnership Agreement. This agreement will provide a legal framework within which W3RT can support the volunteer partner/s to deliver their activities.

If your group cannot sign up to W3RT's Volunteer Partnership Agreement, we will not be able to assess your application. Therefore the agreement must be signed before any funding is approved.

15. If my application is unsuccessful, is there an appeal process?

No, there is no appeal process. All applications undergo an assessment and only those that meet our criteria fully will then be considered at the delegated decision meeting. The Elected Mayor and the Associate Director of Environment will look at each application in detail and come to a decision together on whether they would like to support it.

If your application is unsuccessful, you will be told the reasons why and given information on other funding opportunities that may be available. We will also tell you where you can go for further support and advice.

16. What happens if my project's start or end date gets delayed?

You must inform us at once should your project date alter and we will endeavour to agree a new date with you. However this may not always be possible so it is important to inform us of any changes immediately.

17. What happens if there are changes to my project?

The funding awarded must only be used wholly and exclusively for the purpose agreed with WBC. You must inform us immediately of any changes to your project and seek permission to make any changes to your project for which the funding has been awarded.

Any changes made without WBC's prior approval may result in your organisation having to return all or part of the funding award.

Any unspent awards or those not used for the described purpose must be repaid to the council.

The organisation must acknowledge the council's support in any publicity material by using the council's logo. Should the council's support be withdrawn from the organisation, the council's logo must be removed from all publicity material immediately.

18. What monitoring is required?

All successful applicants should take photos and keep evidence of the success of the project. If you buy equipment or purchase services you will need to provide copies of your receipts.

You will also be required to complete an Outcomes & Achievements Report at the end of your project. This report will be sent to you should your application be successful with a date for submission. Failure to return these documents may result in you having to return your funding to us.

The council also has a legal responsibility (under the Equality Act 2010) to promote and advance equality and in order to do this we need to know more about who is using or would like to use our services. We have therefore included an Equalities Monitoring Questionnaire within the application form and Outcomes & Achievements Report. These questionnaires will help us to understand how community needs may vary and help us to make informed decisions.

19. What happens if I don't spend my entire funding award?

Unspent funds must be disclosed and returned to Watford Borough Council immediately on completion of your project.

20. Who can I contact for further information and advice?

You can contact the Partnerships & Funding Manager as detailed below to discuss any aspect of your application.

Kim Bloomfield
Partnerships & Funding Manager
kim.bloomfield@watford.gov.uk
01923 278319

21. Where do I go for further funding information, advice and support?

You can contact the Lead for CVS at W3RT who can provide a range of advice and guidance on funding.

Alex Murray
W3RT CVS Lead – Watford
alexmurray@w3rt.org
07908 209 908

OTHER SOURCES OF FUNDING:			
Name of Funding:	Who can apply:	What can you apply for:	Website and/or Contact details:
Sports Bursary Scheme Watford Borough Council	<p>Watford based sports clubs:</p> <ul style="list-style-type: none"> You must meet the minimum age criteria set by your respective national governing body. Be an active volunteer of a sports club in Watford that is affiliated to its appropriate governing body. You can apply to the bursary scheme at any time of the year, but you must be able to start your training by the end of the financial year (31 March). 	<p>Workshops for coach skills:</p> <ul style="list-style-type: none"> Activator: a maximum of £50 or 50% of the total course fees (whichever is lower). Level 1: a maximum of £100 or 50% of the total course fees (whichever is lower). Level 2: a maximum of £200 or 50% of the total course fees (whichever is lower). Refereeing/Judging: a maximum of £100 or 50% of the total course fees (whichever is lower). Emergency First Aid at work (1 day): a maximum of £35 or 50% of the total course fees (whichever is lower). <p>Safeguarding: Free.</p>	<p>Caroline Roche Sports & Physical Activity Development Manager 01923 278242 caroline.roche@watford.gov.uk</p> <p>https://www.watford.gov.uk/sports/funding-support-sports</p>
Neighbourhood Grant Watford Borough Council	<ul style="list-style-type: none"> The Neighbourhood Grant will be available each year for members of the public, local community groups or organisations to apply for funding to help with community projects. We want to ensure that local people benefit from sustainable growth in the borough. 	<ul style="list-style-type: none"> Watford Council collects money for infrastructure from new developments through the Community Infrastructure Levy (CIL). 15% of CIL is to be spent on infrastructure or 'anything else that is concerned with addressing the demands that development places on an area'. This is called Neighbourhood CIL (NCIL). In Watford, we have decided to call this the Neighbourhood Grant. 	<p>https://watfordgrantform.commonplace.is/proposals/contact-us/step1</p>

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Name of Funding:	Who can apply:	What can you apply for:	Website and/or Contact details:
		<ul style="list-style-type: none"> The Neighbourhood Grant is currently closed but further information about future programmes can be found by visiting; <p>https://watfordneighbourhoodgrant.commonplace.is/</p>	
Community Chest Fund Watford Community Housing	<ul style="list-style-type: none"> Any constituted community group or organisation 	<ul style="list-style-type: none"> Up to £500 to support community events, initiatives and projects. Projects must be delivered in one of our local community areas and must meet one of our community priorities; wellbeing, confident online, community capacity, support to succeed or working with others. 	<p>https://www.wcht.org.uk/Your-Community/Our-community-work/</p> <p>community@wcht.org.uk</p>
Community Development Fund Watford Community Housing	<ul style="list-style-type: none"> Any constituted community group or organisation 	<ul style="list-style-type: none"> Due to the success of our community fund, we are no longer able to fund larger community projects until 1 April 2023. We will be focusing on projects which support our tenants in the current cost of living crisis and are still interested to hear from partners who can provide match funding for projects in this area. 	
Tenant/Residents' Association Fund Watford Community Housing	<ul style="list-style-type: none"> Tenants/Residents Associations 	<ul style="list-style-type: none"> Help with start-up costs, special events, ongoing support and funding. 	
Veolia's Sustainability Fund	<ul style="list-style-type: none"> Not for profit organisations and community groups 	<ul style="list-style-type: none"> The Sustainability Fund will provide cash sponsorship, in-kind resources or staff volunteers to support not-for-profit organisations and community groups to transform their local community or environment. 	<p>https://www.veolia.co.uk/sustainability-fund</p>

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W3RT Community Funds	<ul style="list-style-type: none"> Charitable organisations based in Watford & Three Rivers 	<ul style="list-style-type: none"> W3RT manages a range of funding streams in consultation with our partners that local charitable groups can apply for, under the umbrella of the W3RT Community Funds. These funds are open to support activities that are 100% charitable. All groups are expected to show that they have good governance and management arrangements and funds will only be allocated to support work in the area of Watford and/or Three Rivers. 	<p>cvs@w3rt.org</p> <p>https://www.w3rt.org/community_funds</p>
Vinci UK Foundation	<ul style="list-style-type: none"> Charities and not for profit organisations 	Grants for projects that improve access to employment, training, housing, mobility, or leisure for disadvantaged and socially excluded people.	<p>contact@vinci-uk-foundation.co.uk</p> <p>https://vinci-uk-foundation.co.uk/your-project/</p>
Hertfordshire Community Foundation	<ul style="list-style-type: none"> Community and voluntary organisations 	<p>There are a number of different funds being managed by Hertfordshire Community Foundation including:</p> <ul style="list-style-type: none"> Grants to address food and fuel poverty Crowdfund Hertfordshire Meeting local need Grants for learning and development HCF Small Grant Programme 	<p>www.hertscf.org.uk</p> <p>grants@hertscf.org.uk</p>
The Sustainable Hertfordshire Fund	<ul style="list-style-type: none"> Not for profit voluntary and community organisations 	<ul style="list-style-type: none"> Up to £5000 is available to support community projects to become carbon neutral and tackle climate change. 	<p>https://www.crowdfunder.co.uk/funds/sustainable-hertfordshire-fund</p>
The National Lottery Funding Programme	<ul style="list-style-type: none"> Voluntary or community organisations Public sector organisations 	<ul style="list-style-type: none"> There are a number of different funding programmes being offered by The National Lottery including: 	<p>https://www.tnlcommunityfund.org.uk/funding/programmes</p>

OTHER SOURCES OF FUNDING:			
Name of Funding:	Who can apply:	What can you apply for:	Website and/or Contact details:
		<ul style="list-style-type: none"> ▪ Awards for All ▪ Reaching Communities ▪ Partnerships ▪ #iwill Fund ▪ Awards from the UK Portfolio ▪ Forces in Mind ▪ Bringing People Together 	