



Neighbourhood Grant

Neighbourhood Grant 2025 – 2026 FAQs

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 and at the end of this document. Watford Borough Council (WBC) 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 only one round of funding for this programme. Applications can be submitted anytime from 9am on Monday 2nd June 2025 – 5.00pm on Friday 29th August 2025. Under no circumstances will late applications be considered. Your application must be completed online by visiting <https://www.watford.gov.uk/neighbourhoodgrant24>

2. How much funding can I apply for?

- Up to £50,000 towards a physical infrastructure project
- Up to £5,000 to deliver a new or additional activity or programme

3. When will I know if my application has been successful?

Initial assessments and full due diligence assessments will take place between 1st September – 3rd October 2025. If your application does not pass this stage of the process, we will contact you to inform you of this, give you details of why your application will not continue and provide you with advice and guidance of where to go for additional support.

If your application passes our initial assessment and due diligence checks, it will continue through our process with final decisions made in December 2025. Funding is therefore not released until December 2025.

4. What can a Neighbourhood Grant help with?

You can apply for a grant to help towards:

- Improving or renovating a building or space
- Providing new or additional short-term activities or programmes that address the impact that new development has on an area

5. Can I apply for more than 1 project?

No, applicants can only submit 1 application per funding round. If successful, applicants will not be able to reapply to the Neighbourhood Grant for a period of at least 1 year following a successful application.

6. Why does my project have to address the demands that development places on an area?

The Neighbourhood Grant is a portion of the Community Infrastructure Levy. The Community Infrastructure Levy or CIL is a charge which can be levied by local authorities on new development in their area.

In line with the CIL Regulations the levy can be spent to 'support the development of the local council's area by funding the provision, improvement, replacement, operation, maintenance of infrastructure or anything else that is concerned with addressing the demands that development places on an area. It is a legal requirement that Neighbourhood Grant projects address the impact that development has on an area.

In December 2019, WBC's Cabinet agreed that the entire borough be defined as the 'Neighbourhood' for the purposes of allocating the Neighbourhood Grant. It argued that the process should strike a balance between ensuring a significant proportion of the Neighbourhood Grant is spent in those areas where the impact of growth is greatest but also that other parts of the borough are not left behind and benefit from the proceeds of growth.

Projects in areas that have experienced significant development (Central, Holywell and Vicarage wards) will be prioritised for Neighbourhood Grant spend.

7. 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 2022-2026 and Delivery Plan 2024-2026 can be found here: <https://www.watford.gov.uk/council-13/council-strategies-plans-1>

8. Why does my project have to support Watford's Environmental Strategy 2023-2030?

In 2023, WBC passed a new Environmental Strategy 2023-2030 and Delivery Plan 2023-2025. We are taking a stand against climate change, having declared a climate emergency back in 2019.

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/>

Studies indicate that the most vulnerable in our society will be disproportionately affected by climate change, which makes it even more important that voluntary & community organisations are resilient and able to continue providing their services into the future.

Those projects that support the delivery of Watford's Environmental Strategy 2023-2030 will be prioritised for Neighbourhood Grant spend. For further information on Watford's Environmental Strategy 2023-2030, please visit

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

9. Why should my project align with the Council's commitment to equalities?

WBC is committed to championing equality and embracing diversity and inclusion in everything we do, including our future planning and all our day-to-day activities.

We see this commitment as going beyond our statutory duties under the Equality Act 2010 and the Public Sector Equality Duty so that we understand the community we serve and are working with them, to make sure everyone in Watford feels part of our town and can access and enjoy all that it has to offer.

10. Does the Council have a Public Art Strategy?

Yes, WBC has a Public Art Strategy 2025 – 2035. It has been developed as a shared vision to embed public art into the fabric of the town, reflecting Watford's unique history, its diverse community, its creativity and its energy. It aims to support the development of public artwork. For more information you can view the strategy here:

<https://www.watford.gov.uk/downloads/download/363/public-arts-strategy>

11. 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 unrelated/non-cohabiting. This is to avoid any conflicts of interest.

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

- A copy of your constitution/governing document (signed and dated)
- Your latest set of accounts
- A copy of your Equality & Diversity Policy
- A copy of your Environmental Policy (if applicable)
- A copy of your Safeguarding Policy (if applicable)
- A copy of your Public Liability Insurance (if applicable)
- 3 x quotes for equipment purchases (if applicable)
- A copy of your lease, licence or other form of occupation arrangement

13. Why do I need to provide a copy of my lease, licence or other form of occupation arrangement?

Physical infrastructure projects can apply for up to £50,000 to improve or renovate a building or space. We have a duty to ensure that all necessary permissions have been requested and approved prior to any works taking place and that all necessary documentation is up to date.

We will look at the amount of grant applied for compared to the remaining length of period of occupation. We would expect to see the remaining length of period of occupation to be a minimum of 5 years. It is advisable to speak with the Partnerships & Funding Manager prior to submitting an application should this be difficult.

During the application process, we may request the following:

- A copy of your lease, licence or other form of occupation arrangement.
- Is the property or space owned by WBC?

- The period of occupation term (i.e. date of lease expiry or the next break option or termination date).
- Evidence that you have kept up to date with all maintenance, statutory inspections etc and any other requirements that are binding on you under the occupation agreement.
- If you are the rates payer, are the rates payments up to date?
- Are you on the Council debtor list?
- Is consent from any third party required (i.e. WBC as Planning Authority, landlord for landlords' consent, or insurers of the premises)?

14. 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 can meet the terms of our funding, and it helps us to safeguard against misuse.

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 contact the references.

15. 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 WBC, 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 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.

16. 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 refer to this within your application or for advice, please contact the Partnerships & Funding Manager.

17. 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. Having a large sum of reserves does not mean that we will not support your application. We may ask you to explain why you have a large sum of reserves so that we can be clear about your funding requirements.

18. Are grants awarded in full?

The level of grant awarded may sometimes be different from that requested. This can be for several reasons. You may have over budgeted or applied for items that are not eligible for funding. You may have asked for more than is reasonable or we may take the view that you could find some of the costs

from other sources. Sometimes, we may receive more applications for funding than we can support with our annual budget of £300,000. Our assessment process and scoring matrix help us to ensure we are supporting applications that fully meet our criteria.

19. Can I withdraw my application?

Yes, you can withdraw your application at any point during the assessment process by submitting a request in writing to the Partnerships & Funding Manager. This can be by email.

20. Who must sign the application form?

The application form must be signed by a member of your organisation's management committee or the person responsible for managing the project.

21. How does the award get paid?

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

Please always ensure that funds have reached your account before making payments against your award.

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

No, there is no appeal process. All applications undergo a thorough due diligence check and assessment. Applications are scored using our matrix and only those that meet our criteria fully will then be considered for funding.

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.

23. 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.

24. 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.

25. What monitoring is required?

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

Infrastructure projects up to £50,000 must provide quarterly reports and an end of project report. These reports will be sent to you for your completion.

New/additional services and/or activity projects up to £5,000 must provide an end of project report. This report will be sent to you for completion.

You must demonstrate that you have met any specific conditions of funding that have been set. Failure to submit the required reports and receipts may result in us asking for all/part of your funding award to be returned and you will not be eligible to apply to any of the council's funding programmes in future.

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

Unspent funds must be disclosed and returned to WBC immediately on completion of your project.

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

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

Other useful contact details:

Caroline Roche Sports Development & Physical Activity Manager 01923 278242 caroline.roche@watford.gov.uk	Lewis Butler Arts Development & Events Officer 01923 278705 lewis.butler@watford.gov.uk
Hayley Page Parks & Streets Contract Manager 01923 278629 hayley.page@watford.gov.uk	Laura Horn Arts Development Officer 01923 278010 laura.horn@watford.gov.uk
Neil Cole Parks & Greenspace Development Lead 01923 278060 neil.cole@watford.gov.uk	Isabel Crozier Park Manager (Cassiobury & Oxhey Activity Park) 01923 278025 isabel.crozier@watford.gov.uk
Susheel Rao Strategic Sustainability Manager 01923 278130 susheel.rao@watford.gov.uk sustainability@watford.gov.uk	Filipe Costa Mayor's Political Assistant 01923 278373 filipe.costa@watford.gov.uk
For information on marketing and publicity including the use of the WBC logo please email communications@watford.gov.uk	For other contacts including Planning, Conservation, Building Control, Environment, Licensing, Rubbish & Recycling, please visit our website: www.watford.gov.uk
For contacts at Hertfordshire County Council including highways, please visit the HCC website: https://www.hertfordshire.gov.uk/home.aspx	

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

Funding advice and support:

Watford & Three Rivers Trust (W3RT)
Holywell Community Centre
Chaffinch Lane
Tolpits Lane
Watford
WD18
01923 216950
enquiries@w3rt.org

Sports clubs support and advice on safeguarding and welfare:

Joe Gamble
Sport Welfare Officer
Herts Sports Partnership
j.gamble2@herts.ac.uk

Watford Business Pledge:

Designed to support businesses in making a meaningful impact on the local economy, environment and community.

<https://www.watfordactually.com/business-pledge>

OTHER SOURCES OF FUNDING AND TRAINING:			
Name of Funder/Funding/Training:	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 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 local community 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"> WBC 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 	<p>Kim Bloomfield Partnerships & Funding Manager kim.bloomfield@watford.gov.uk</p> <p>https://www.watford.gov.uk/community</p>

OTHER SOURCES OF FUNDING AND TRAINING:			
Name of Funder/Funding/Training:	Who can apply:	What can you apply for:	Website and/or Contact details:
		have decided to call this the Neighbourhood Grant.	
Watford Community Lottery Watford Borough Council	<ul style="list-style-type: none"> Watford Community Lottery is an exciting weekly lottery that raises money for good causes in Watford. All good causes supported by the lottery will benefit Watford and its residents. Any voluntary & community sector organisation, charity, sports club, PTA, residents' association etc can join Watford Community Lottery as a Good Cause. 	<ul style="list-style-type: none"> Organisations can raise funds for a particular item or to contribute to their ongoing running costs. 	<p>Kim Bloomfield Partnerships & Funding Manager kim.bloomfield@watford.gov.uk</p> <p>https://www.watfordcommunitylottery.co.uk/</p>
Neighbourhood Locality Fund Watford Borough Council	<ul style="list-style-type: none"> Watford Borough Council's 12 Neighbourhood Locality Funds are available to help local voluntary and community groups deliver a range of activities and 	<ul style="list-style-type: none"> Each of Watford's 12 wards has £3,000 a year to allocate small sums of money to activities for residents. This can be used by councillors to set up meetings with residents, businesses and other community groups in their ward. It can also be used to support local projects. 	<p>https://www.watford.gov.uk/councillors-2/neighbourhood-locality-funds</p>

OTHER SOURCES OF FUNDING AND TRAINING:			
Name of Funder/Funding/Training:	Who can apply:	What can you apply for:	Website and/or Contact details:
	events for residents around the town.		
Watford Community Fund W3RT	<ul style="list-style-type: none"> The fund is set up to support local community groups, voluntary organisations and not-for-profit social enterprises. 	<ul style="list-style-type: none"> It is an open, accessible fund that is flexible and responsive to the town's changing needs around the climate, poverty and inequality. The fund is also open to applications from groups or individuals interested in organising events that bring people together and celebrate the vibrant spirit of the Watford community. 	01923 216950 enquiries@w3rt.org https://www.watfordcommunityfund.com/how-to-apply
Community Funds W3RT	<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. 	cvs@w3rt.org https://www.w3rt.org/community_funds
Herts Funding Database W3RT	<ul style="list-style-type: none"> Charities, not for profit organisations and 	<ul style="list-style-type: none"> W3RT CVS hosts the Hertfordshire Fundraising Database. This is free to us and voluntary sector organisations can search 	https://www.w3rt.org/funding_support

OTHER SOURCES OF FUNDING AND TRAINING:			
Name of Funder/Funding/Training:	Who can apply:	What can you apply for:	Website and/or Contact details:
	community interest companies	through the hundreds of Government, Lottery, charitable trust, and other funds available to them on a European, national, regional and local basis.	
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. 	https://www.wcht.org.uk/Your-Community/Our-community-work/ community@wcht.org.uk
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 2024. 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. 	
Herts Sports & Physical Activity Partnership	<ul style="list-style-type: none"> Sports clubs, organisations, schools and individuals. 	<ul style="list-style-type: none"> Information is available on the website on a wide range of funding and grants. 	https://sportinherts.org.uk/funding

OTHER SOURCES OF FUNDING AND TRAINING:			
Name of Funder/Funding/Training:	Who can apply:	What can you apply for:	Website and/or Contact details:
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. 	https://www.veolia.co.uk/sustainability-fund
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.	contact@vinci-uk-foundation.co.uk https://vinci-uk-foundation.co.uk/your-project/
Hertfordshire Community Foundation	<ul style="list-style-type: none"> Community and voluntary organisations 	<p>There are several different funds being managed by Hertfordshire Community Foundation including:</p> <ul style="list-style-type: none"> Household Support Fund Green Herts Sustainability Fund Hertfordshire Community Spaces HCF Grants Environmental Projects <p>Herts Community Foundation also offer a variety of training programmes including Carbon Literacy Training.</p>	https://www.hertscf.org.uk/grant-making grants@hertscf.org.uk https://training.hertscf.org.uk/courses/all-training-courses https://training.hertscf.org.uk/courses/Carbon-literacy
The National Lottery Community Fund	<ul style="list-style-type: none"> Voluntary or community organisations Public sector organisations 	<ul style="list-style-type: none"> There are several different funding programmes being offered by The National Lottery including: <ul style="list-style-type: none"> Awards for All 	https://www.tnlcommunityfund.org.uk/funding/programmes

OTHER SOURCES OF FUNDING AND TRAINING:			
Name of Funder/Funding/Training:	Who can apply:	What can you apply for:	Website and/or Contact details:
		<ul style="list-style-type: none"> Reaching Communities Partnerships Community Power Climate Action Fund The UK Fund 	
Better Homes Better Health	<ul style="list-style-type: none"> A service supporting residents to keep warm, stay safe and live well in their homes. 	<ul style="list-style-type: none"> Residents can request an assessment and make a self-referral. 	https://www.bhbh.org.uk/
Windrush Day Grant Scheme	<ul style="list-style-type: none"> Charities CIC's Social enterprises Community benefit societies. 	<ul style="list-style-type: none"> Focuses on bringing communities together to commemorate, celebrate and educate their local area about the contribution of the Windrush generation and their descendants across the United Kingdom. Funding projects between £5,000 - £50,000. 	https://www.gov.uk/government/publications/windrush-day-grant-scheme-2025/windrush-day-grant-scheme-2025-guidance-for-applicants