

WELWYN HATFIELD COMMUNITY FUND

About the Fund

This Fund was created as a result of the merger between Finesse Leisure and GLL (Greenwich Leisure Ltd) for the benefit of Welwyn Hatfield residents.

Objective

The Welwyn Hatfield Community Fund is seeking to encourage and develop participation in sport, leisure and recreational participation at all levels and by all sections of the community within Welwyn Hatfield, in the interest of social welfare, physical and mental health and to advance the education of the public in leisure activities.

Project Funding

Before you consider applying for a grant, you need to be sure that you or your organisation/ project meet the criteria for this funding.

The information below explains what organisation and projects the Fund may support. This is by no means a definitive document so if after reading this you are still unsure please feel free to contact the WHCF project team on whcf@gll.org to discuss things further.

In addition, a useful guide and source of information is the Hertfordshire Evaluation Framework document produced by Herts Sports Partnership and Hertfordshire County Council. The document can be found at: <https://sportinherts.org.uk/app/uploads/2018/05/Hertfordshire-Evaluation-Framework.pdf>

Who can apply?

The Fund is intended to support:

1. Clubs
2. Individuals who are seeking to set up a new activity or initiative
3. Community Groups
4. Youth Groups
5. Educational establishments
6. Charities

Funding is available to individuals or organisations that are formally constituted not-for-profit organisations and statutory bodies. These might include sports clubs, voluntary organisations, charities, local authorities, or educational establishments. You will not be eligible for this fund if you are an individual, sole trader, partnership or organisation established to make profit. Funding is also not available to support any elite athlete programme or development.

Organisations applying for funding will be required to show supporting documents highlighting appropriate governance where relevant.

If the organisation applying for funding is part of a larger organisation, documentation should highlight that your organisation is sufficiently independent from them. And/or if your organisation does not have its own committee, bank account and/or constitution, written support from your parent organisation is required, which highlights them accepting overall responsibility for this application and the management of funding if successful.

What can be funded?

An application may be funded if it meets the following criteria:

- Focused on the Fund's objective to increase participation in physical and mental activities in order to create a more active and healthier Welwyn Hatfield population.
- Must benefit the residents of Welwyn Hatfield.
- Applications must be for between £250 and £49,999.
- Projects should be deliverable in a 12 month period from the date of receiving your award letter and be used within 6 months from the date of your award letter, although exceptions may be considered in certain circumstances
- Your project must be for a new activity/initiative or equipment and start-up costs associated with helping more people get active or increasing mental and physical wellbeing.

- Applications will be viewed favourably where evidence is shown that additional funding may have either been sourced/guaranteed or that unsuccessful efforts have been made to gain additional funding and there are no other funds available for this activity.

Examples of things that might be funded are:

- Team kits/clothing for a new team or group.
- One off events/pilot projects that are specific to. Increasing participation or awareness of your activity.
- Project costs associated to increasing participation.
- Operational costs for new projects.
- Fixed items of equipment. Any planning permission, building control or landlord consent is the responsibility of the applicant.
- Replacement equipment (only where evidence demonstrates current equipment is not fit for purpose and/or potentially dangerous).
- Projects involving construction or refurbishment of property. Including the erection of temporary buildings or land improvement work. Any planning permission, building control or landlord consent is the responsibility of the applicant.

Pre-Submission Checklist

Before submitting your application make sure that:

- You or your organisation meet all the eligibility criteria for funding.
- Your application/project fits with the Welwyn Hatfield Community Fund objective.
- You have provided details of two independent referees.
- Your application/project is well-planned and you have a robust and realistic budget.
- You have provided evidence of costs for the project including where required/ appropriate three quotes for the work or equipment.
- You can demonstrate that there is a need/demand for your project.
- You have highlighted whether or not the project is subject to a successful planning application, and if required at what stage that application is at.
- You have detailed what success looks like for the project.
- You can measure the results of the project to demonstrate its success to the Fund trustees. N.B. You will be required to submit your results to the WHCF Board as part of the post activity/monitoring process.

Pre-Submission Checklist

- If the project is eligible to be funded by another fund or grant and no application has been made.
- Projects that do not benefit Welwyn Hatfield residents.
- Projects that do not directly link to getting people more active.

- The general running costs of an organisation (e.g. day to day expenses such as rent, gas, electricity, and insurance costs).
- Repeat or regular events.
- Existing activity. This includes repeat funding of projects previously supported by this Fund. We would support a project that follows a small-scale pilot or taster session. We define a 'pilot' as a small-scale project that evaluates the time, cost, feasibility and effects of running a particular project.
- Items which only benefit an individual e.g. bursaries or kit and equipment that is not shared. We may fund team playing kits for new teams or for teams who have not previously had a kit. We are unlikely to fund training and coaches kits and other items of clothing.
- Salaries – except for coaching costs or fixed term positions needed to meet a specific project requirement. Funding of coaches must be clearly additional to usual club expenditure.
- Any funding to the same organisation in any 12 month period, from the date of our award letter.
- Projects that take place or incur costs (including deposits and costs associated in submitting the application) before the date of the offer letter.
- Contingency costs and VAT your organisation can recover.
- Projects involving travel to another country.
- Sponsorship, endowments or loan repayments.
- Applications/projects that compete with rather than complement GLL activities or objects within Welwyn Hatfield.

Essential Documents:

Please ensure the following documents are provided at the point of application:

- Governing document/constitution (if applicable).
- Most recent accounts (past three years of audited and approved accounts) (if applicable).
- Last three months bank statements (if applicable).
- Children and vulnerable person safeguarding policy (if applicable)
- Development/business plan for the project.
- Budget for the proposed project.
- If applicable, evidence of recent successful, in process or unsuccessful funding applications that are directly linked to this project.
- If applicable a long term delivery plan on how the facility will be upgraded when required (e.g. a sink fund).

Your application will not be considered until all these documents have been provided.