



## **COMMUNITY FUNDING APPLICATION GUIDANCE**

### **1 AIMS OF THE FUND**

Hebden Royd Town Council (HRTC) serves Hebden Bridge, Mytholmroyd and Cragg Vale and is the tier of local government closest to the people. Councillors therefore have close ties to their local community. The council's income comes principally from a precept paid by local residents as part of their council tax. A large proportion of this income is then used to give grants to support local organisations and projects that will enhance the economic, social and environmental well-being of people who live and work in the Hebden Royd area.

### **2 SIZE OF GRANTS AVAILABLE**

The size of the community funding budget varies from year to year. The total amount available in any given year is determined by the Full Council as part of the annual budget setting process.

**2.1** Grant awards range from £500 to £5000. In exceptional circumstances awards may exceed this figure, however, applicants would need to clearly demonstrate the extreme nature of the request.

**2.2** Grants may be given to new or on-going projects and may be for either capital or revenue funding.

**2.3** Projects are expected to be completed within 12 months. Longer-term awards may be given in exceptional circumstances, but are subject to approval by the HRTC's Community Funding Committee, will be within a defined time period agreed with HRTC, and be subject to an agreed monitoring and evaluation process.

### **3 COMMUNITY FUNDING PRIORITIES**

#### **3.1 Benefitting the Hebden Royd Community**

HRTC seeks to support projects that benefit the Hebden Royd Community, (which incorporates Cragg Vale, Hebden Bridge, and Mytholmroyd), including by improving resident's quality of life, increasing community cohesion, and addressing needs like food insecurity. In particular, HRTC is keen to support projects that benefit young people, older people or those who are vulnerable or experiencing disadvantage. We are open to hearing about the groups you would like to support.

**Priority will be given** to projects which also meet one or more of the following priorities (3.2 and 3.3):

#### **3.2 Protect our environment and reduce our carbon footprint**

Having declared a Climate Emergency in March 2019, Hebden Royd Town Council recognises the need to initiate and support projects which help to reduce carbon emissions and support nature recovery.

We would encourage all applicants to consider how their projects might make a positive impact on this agenda. For example, this could be the inclusion of a climate or nature theme within an arts project.

**All projects** should seek to minimise their impact on our environment. For example, applicants should think about how they will keep energy usage to a minimum; encourage use of public transport, walking, cycling or carpooling to events; reduce or eliminate use of brochures, single use plastic and other throwaway items; and minimise food waste. We encourage applicants to source materials for their projects locally where possible.

#### **3.3 Increase financial resilience**

HRTC is keen to support groups that benefit the Hebden Royd community to establish themselves and become financially resilient in the long-term, whether that be by increasing their reach, boosting their profile, improving infrastructure, or leveraging it to attract larger amounts of match funding from elsewhere.

More established and experienced organisations applying for financial assistance will be expected to seek funding from other sources in addition to HRTC. The council expects to see evidence of contributions being raised elsewhere to help fund the project. (Such contributions may include in-kind

contributions such as time being given free of charge to the project and applications made to other grant giving bodies).\*

**3.4** A list of projects that we have previously funded can be found on our website: <https://hebdenroydtowncouncil.gov.uk/your-community/community-funding/>

## **4 EXCLUSIONS**

We will *not* fund the following:

- 4.1 An application for a project which does not provide benefit to the people of Hebden Royd.
- 4.2 Applications to fund work which has already taken place (retrospective applications).
- 4.3 An application that aims to support or promote the religious/political beliefs/interests of an individual or organisation. Applications must demonstrate that the project will be of benefit to the wider community. However, this does not necessarily exclude activities on the premises of or organised by a particular religious /faith group or political party.
- 4.4 An application from a school or profit-making business. A project that is in a *partnership* with a school may still be eligible if it can demonstrate how it meets our priorities and why it cannot be supported through the school budget.
- 4.5 An application from an organisation that does not have a Dissolution Clause with its governing document, that specifies how its remaining assets will be distributed if it is closed down.
- 4.6 An application in relation to the provision of hospitality, including food, unless that activity provides a wider community benefit / benefits volunteers or vulnerable community members.
- 4.7 An application to fund the salary of a project organiser. HRTC may fund the cost of sessional staff costs (whether that is existing staff or freelancers) eg. As the entertainer at an event. But we will not fund the salary of the producer/director of the event.

We *are unlikely* to fund the following:

- 4.8 An application where the sole aim is to raise money for charity or to distribute money to others, whether they be individuals or organisations. However we will consider applications where the main aim of a project is to provide a community benefit to the people of Hebden Royd, and raising some funds for charity is a small part of that project (for example a community gala). Any charity that may benefit as a result of a grant application should be listed in the application.
- 4.9 An application for maintenance costs for buildings or equipment. We *will* consider applications to improve or modify buildings, *if* these will make a building more energy efficient, accessible or inclusive.
- 4.10 Note to Exclusions: Where funding is essential to the on-going viability of a project that addresses the needs of people who are socially or economically marginalised, HRTC may, in exceptional circumstances, choose to recommend funding that falls outside of these exclusions.

## **5 APPLICATION PROCESS AND TIMESCALES**

- 5.1 Read the Application Guidance carefully and Complete the Application Form. These can be downloaded from the HRTC website: <https://hebdenroydtowncouncil.gov.uk/your-community/community-funding/>

If you need support and guidance on completing the application form, or are having trouble accessing them, contact Bryony Moore (HRTC Communications and Engagement Coordinator) at Hebden Bridge Town Hall, [bryony.moore@hebdenroydtowncouncil.gov.uk](mailto:bryony.moore@hebdenroydtowncouncil.gov.uk)) or 01422 842181.

Bryony works part-time and is available on the following days:

Monday (pm)

Wednesday (all day)

Thursday (am)

Friday (all day)

- 5.2 Collate your supporting information (see the checklist at the end of the Application Form) – this needs to be submitted alongside your application form.

5.2.1 Accounts - Submit your latest accounts as presented and endorsed by your most recent AGM (providing the organisation has been in existence for at least 18 months).

Smaller organisations and those in existence for less than 18 months must provide evidence that a separate bank account has been opened. If audited accounts or a separate bank account do not exist, you may ask for the grant payment to be made to an identified supplier or nominated organisation.

5.2.2 Constitution – We need to see a copy of your constitution, showing a dissolution clause which outlines what will happen to any assets in the event of your group being wound up.

5.2.3 Relevant policies - Projects which involve working with children and/or vulnerable adults should provide evidence that they have child protection/vulnerable adult policies. Applicants who cannot submit any of the required information should contact the Communications & Engagement Coordinator for guidance.

### **5.3 Submit your application before the Application Deadline.**

Applications can only be considered at Community Funding Committee Meetings, which take place every two months.

Submit your application well in advance of the date you want to start your project, bearing in mind the dates in the table below.

Applications must be received by the **Application deadline** date (1<sup>st</sup> of the month prior to the Committee meeting). Please check with the Communications & Engagement Coordinator if you have any concerns over the timing of your application.

#### **Application deadlines 25/26**

<b>Round</b>	<b>Application deadline</b>	<b>Meeting by</b>	<b>Notification of outcome by</b>
1	1 <sup>st</sup> March 2026	21 <sup>st</sup> March 2026	25 <sup>th</sup> March 2026

#### **Application deadlines 26/27**

Round	Application deadline	Meeting by	Notification of outcome by
1	1 <sup>st</sup> May 2026	21 <sup>st</sup> May 2026	25 <sup>th</sup> May 2026
2	1 <sup>st</sup> July	21 <sup>st</sup> July	25 <sup>th</sup> July
3	1 <sup>st</sup> September	21 <sup>st</sup> September	25 <sup>th</sup> September
4	1 <sup>st</sup> November	21 <sup>st</sup> November	25 <sup>th</sup> November
5	1 <sup>st</sup> January 2027	21 <sup>st</sup> January 2027	25 <sup>th</sup> January 2027
6	1 <sup>st</sup> March	21 <sup>st</sup> March	25 <sup>th</sup> March

If all the requested information has been provided, your application will be submitted to the next available meeting of the Community Funding Committee for their consideration.

You may be contacted for clarification if some information is missing or incomplete. These meetings are capped to a maximum of six applicants. Should the number of applicants at that time exceed six, an additional meeting would be scheduled for the following week.

#### **5.4 Attending the meeting**

**All applicants are required to attend the Funding Committee meeting.** Two people may represent the organisation and will be asked to attend at a specified time for 10-20 minutes to give a 5-minute presentation on their project and then answer any questions which councillors may have regarding the project

5.5 Notification of the decision will be received approximately three weeks after the deadline for that particular round.

5.6 Successful applicants are prohibited from reapplying within the same financial year. Any new application will only be accepted once an End of Grant Evaluation form have been completed.

## **6 FUNDING AGREEMENT**

Each organisation awarded a grant will be required to enter into a funding agreement with Hebden Royd Town Council.

All successful applicants will be required to:

1. Acknowledge receipt of any award by return.
2. Credit the council as a supporter of the organisation in any promotional material including use of HRTC's logo (as set out in the 'Publicity Guidance' document).

3. Report to HRTC how the project is progressing at appropriate intervals. HRTC, when considering the application, may choose to allocate a member of the Community Funding Committee to support the applicant whereby invitation to the applicant's management meetings would be expected.
4. HRTC reserves the right to request an interim report and for the applicant to give a final report to council reporting on outcomes of the funding.
5. Ensure that equipment bought with the grant remains the property of the organisation to which the grant was given. Should the group cease to exist contact should be made with HRTC to discuss disposal of assets.

Failure to comply with the terms of the agreement may result in a requirement to refund all, or part of, the award made by HRTC as outlined in the Funding Agreement.

Previous awards do not imply continued funding in subsequent years awards are made on a 'one off' basis and do not carry any commitment to future funding.

Make sure you keep a copy of your application as you may need to refer to it again if we award you a grant