

# Grant Information Leaflet

## Hubs Capital Grant Scheme

### Introduction

The Hubs capital grant scheme is looking to further develop and enhance the Talk Community hub model across the county with the aim of further building resilience in communities, supporting people to feel safe and to stay well through a one stop shop across all ages/ family approach.

This scheme is looking to support new and existing hubs to develop/enhance their offer to allow them to provide an increased range of services to meet the need of the communities, enabling local residents to access services closer to their home and connect to their local communities. Building on the success of the Talk Community model to enhance and increase the community offer.

These Hubs will offer a fully multi-purpose and flexible space(s) that connect its local community, providing and hosting a range of activities and services that are used by everyone through an all age / whole family approach. Communities will be encouraged to develop their offer with a range of activities and services available that reflect local need and demand, ensuring a bespoke offer to meet community need also ensuring that the funding is enhancing the existing offer.

We are seeking Expressions of Interest (EoI's) which are community led. By this we mean that the lead applicant must usually be a community or voluntary sector organisation. For example a community group, a registered charity or a social enterprise. We are also keen to encourage partnership and collaborative working.

Projects don't need to meet all of the aims and outcomes listed below, but should be able to meet the core criteria listed on page 3.

### Aims

The aims of the grant scheme are to:

- Bring services closer to people in their communities
- Improve the wellbeing of the local population
- Increase access to more integrated local services in communities with a focus on disadvantaged and deprived communities
- Connect the community through an all ages / whole family approach
- Transform and better utilise existing / unused buildings for the benefit of the community
- Reduce demand on formal health and care services
- Reduce the number of children and their families in crisis
- Reduce health inequalities
- Build more cohesive and resilient communities
- Provide a focus for community-led regeneration

## Rationale

Almost two thirds of all Herefordshire LSOAs (72 of the 116) are among the 25% most deprived in England in respect to geographical barriers to services with 53 being in the most deprived 10% across England. The Hubs capital grant scheme is looking to support community led initiatives to improve local access to services for Herefordshire's residents.

## What is the vision for the funding?

- Hubs will aim to provide a 'one stop shop' with an all ages approach to support local residents to access local services within their local communities. Building on the success of the Talk Community model to enhance and increase the community offer.
- Community led and driven with a focus on individual community need, allowing communities to design, own and deliver a Hub that meets the needs of their community.
- To place quality, innovation, productivity and prevention at the heart of community development

## What can the grant be used for?

The Hubs Capital Grant Scheme is a capital only scheme. Capital means physical works and professional fees directly related to the physical works (including non-recoverable VAT) Capital grants cover a wide range of activities which could include for example:

- Equipment, furnishing, and other major material purchases
- Renovations, refurbishment, remodelling, rehabilitation, etc. for outdated facilities
- Construction of new facilities
- Land purchases
- Professional fees (such as legal, architect and engineers fees)

The purchase of equipment is sometimes eligible, for example where a project includes the fitting out of a new facility such as a kitchen or IT suite.

For projects where ongoing external support is procured for example support of ICT hardware the initial upfront costs could potentially be capitalised however regular periodic payments would not be covered as would fall under revenue costs.

The grant can cover all capital project related costs as long as these are clearly substantiated, linked to your project and included within your original proposal

## What costs are NOT eligible?

The grant will not fund the following items / activities:

- The scheme does not provide grants for Revenue costs including the costs associated with developing a business case
- Projects that do not benefit people living in Herefordshire
- Venues that are not within the county of Herefordshire
- Administration and general overhead costs

- Training staff to use a new asset
- Costs of moving equipment/resources from one location to another
- Costs of renting alternative accommodation during building works

## Outcomes

- Residents have improved access to services within their communities to improve their health and wellbeing
- Local community-based organisations are empowered to support local people
- Organisations are connected and work together to build relationships with the local community and each other
- People feel better connected, develop new relationships and feel less lonely
- Residents feel confident to maintain their health without the need for higher levels of support
- Children, young people and families feel more supported & able to access appropriate health and wellbeing for the best start in life
- Residents are able and confident to access mental health support
- Opportunities are created for people to connect within their communities reducing social isolation
- Residents feel more able to access services at an early point, preventing issues from escalating and in times of crisis
- Residents feel more independent
- Residents have the skills and confidence to increase their use of online services and there is less digital exclusion
- Residents have increased opportunities and support to volunteer
- Residents are supported to address their debt and money issues
- Reduced long term reliance on public services
- Increasing numbers of residents and community organisations implementing and / or supporting initiatives to help Herefordshire achieve its net zero carbon and nature rich ambitions

## Core criteria

As a minimum we would expect your project to offer the below:

- A clear and simple way for residents to access local help and support through a hub approach with communication methods designed to effectively engage with residents
- A physical space residents can visit and speak to a trained member of staff/volunteer, who can provide straightforward information, advice and signposting on a range of issues
- Access to a range of local services tailored to your local communities needs
- An active emphasis on openness, being welcoming, and whole family working. welcoming people of all ages
- Fully accessible to all including across protected characteristics and vulnerable seldom heard groups
- Main hub buildings are supplemented, where appropriate, by other linked hubs or outreach sites.
- IT equipment allows professionals to easily co-locate where appropriate.
- Local strategic needs assessments including data on resident's needs, feedback data will need to be collected and collated evidencing experiences of using hub services.

- Some resident engagement exercises are undertaken to ask residents about their interest in using existing local services to ensure the hub offer meets the local need and demand
- Supporting children youth and families within your area which could include activities or facilities for services to be delivered from
- Accessible spaces to enable locally delivered services

### How much can we apply for?

There are two grant levels:

- Between £5,000 - £50,000
- £50,000- £300,000

Applicants requesting a grant for over £50,000 and above will require more detail than those asking for under £50,000.

The maximum amount of grant that can be applied for is £300,000 during the life-time of the scheme. The scheme is open for Expressions of Interest (EOI) from 22<sup>nd</sup> May 2023 to 25<sup>th</sup> July 2023.

### Who can apply?

- Voluntary and community organisations
- Constituted groups or clubs
- Registered charities
- Charitable incorporated organisations (CIOs)
- Not-for-profit organisations
- Community interest companies (CIC's)
- State and independent schools (as long as your project benefits and involves the community and does not deliver activities that are part of the standard curriculum)
- Town and parish councils
- Community benefit societies
- Community Amateur Sports Clubs
- Religious organisations – as long as the project or activity benefits the wider community and does not include religious content.

All applications will need to be able to demonstrate their organisational status and have a bank account in the same name.

### The Application Process

The application process will consist of an initial Expression of Interest (Eoi). The EOI's will be considered and if assessed as likely to meet the objectives of the grant scheme a detailed business case will be required.

The Eoi stage is intended to prevent organisations whose applications have little chance of succeeding committing valuable resources towards developing a full application. The Eoi is a short application form which will test the eligibility of the lead organisation and the proposal's fit with the scheme criteria. The council may invite organisations to submit a full application.

Where Organisations are invited to submit a full application they will be given 3 months to submit a detailed application, accompanied by an up to date business case.

The business case must contain cash-flow projections for at least three years. This will allow us to assess the sustainability of the application in the medium to long term.

By a business case we mean a document which:

- Sets out the case for funding
- Establishes who is involved, in what capacity and how they have been engaged
- Establishes the costs of the whole project (revenue and capital) and shows how these costs will be covered
- Includes up to date cash-flow projections for at least the next three financial years.

## How to apply

Details can be found on the below website

<https://www.talkcommunitydirectory.org/capital-community-fund/>

Or contact us for a form:

Email: [Hubscapitalgrantscheme@herefordshire.gov.uk](mailto:Hubscapitalgrantscheme@herefordshire.gov.uk)

Telephone: 01432 260753

Please email the completed form to the address above clearly stating in the subject heading **Hubs Capital Grant Expression of interest**

When we receive your application and project costs, we will acknowledge receipt.

## Help with your application

If you need some help with developing your project ideas or any technical issues e.g. formatting of the application form or spreadsheet you can contact the Talk Community Team via email: [Hubscapitalgrantscheme@herefordshire.gov.uk](mailto:Hubscapitalgrantscheme@herefordshire.gov.uk)

## Deadline for applications

Expressions of Interest will be open between 23rd May 2023 and 25<sup>th</sup> July 2023

You can submit your completed EOI form at any time it will then be assessed by the panel after the closing date.

## What happens next?

Once your EOI is received, Herefordshire Council will acknowledge receipt of the document. This will then be assessed by a project panel who will make recommendations either for the EOI to progress to the next stage of the application process or be declined. The panel may ask for further information before a decision can be made.

Grant applications are assessed on their individual merit by an independent panel against the grant funding eligibility criteria, the impact the project will have on the local community and that it demonstrates value for money. All applications are subject to funding availability.

Based on your EoI and any further information you may have been asked to provide, we will advise you of the decision to either:

- Approve the EoI and request a full application
- Reject the EoI detailing the reasons why the application was not accepted.

If your EOI is successful you may be invited to submit a full application/ business case. On receipt of the completed application form Herefordshire Council will acknowledge receipt of the application. The Application will be reviewed by the project panel who will make recommendations either for the application to be approved or rejected, or the panel may ask for further information before a decision is made.

### When can I start my project?

Work should not start prior to the grant agreement being signed by both parties. Any works carried out prior to this will be at your own risk and the council will not be responsible for funding any of these works. If your application meets the eligibility criteria and you are offered a grant, you will receive an offer letter for grants under £25K or a grant agreement for grants over £25K setting out how much grant has been approved and detailing any specific terms and conditions. If you are happy to accept the grant offer and associated conditions, you will need to return a signed copy within 10 working days.

### What are Grant Offer Terms & Conditions?

If you are offered a grant, you will be sent terms and conditions specific to your project.

Key points to consider are:

- You should not start your project until you have signed the grant offer/ agreement and returned it to the Delegated Grants Team. Any expenditure incurred before the date of your grant offer/agreement will be deemed ineligible.
- You need to keep all paperwork relating to your project. I.e. all invoices, receipts and bank statements as they will need to be submitted as evidence with your claims.
- Information relating to user feedback and progress towards the outputs of your project should also be kept.
- The grant will only be paid on invoices or receipts that have been paid, and are dated after the offer letter has been agreed by all parties.
- Other specific conditions of grant will be included within your offer letter.
- As part of the full application we will ask you to confirm that you do not have any undisclosed loans secured on the capital assets. You will not take out any loans secured on any capital assets funded or part-funded by the capital grant unless you receive our agreement in writing first. Our agreement may be subject to conditions.
- If the building is leasehold as part of the full application we will require evidence of the lease length including details of any break clauses and landlords consent to carry out works.
- We will continue to monitor the use of capital assets paid for by the grant funding after the capital project is over. You will be asked to supply information about and allow us to

inspect the capital assets in accordance with our standard procedures for following applicable periods:

- for capital grant of up to £100,000 for building work (on freehold owned by your organisation or leasehold properties already in place with your organisation) applicants will be required to use the building for the purposes as agreed in the grant offer letter/agreement for a minimum of 5 years
- for capital grant of more than £100,000 but less than £300,000 for building work (on freehold owned by your organisation or leasehold agreements already in place with your organisation) applicants will be required to use the building for the purposes as agreed in the grant agreement for a minimum of: 10 years
- If you do not meet the objectives of the scheme Herefordshire Council may claw back some of the funding. Reason for claw back will be detailed within your offer letter/grant agreement
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### What happens if my project / budget changes?

- The Council won't be able to give you more grant money if your costs increase, but will consider variations within the agreed budget as long as these are approved in advance in writing.
- You need to notify the Delegated Grants Team in writing as soon as you realise that you may need to make some changes to your project or budget in order to deliver your project.

### How do I submit my claim for payment?

Claiming and payments schedule will be discussed and agreed at offer stage as it will depend upon the nature and scale of the project.

All grant funded work must be completed and claims submitted by the deadline date specified in your offer letter/grant agreement. The claim form will be sent to you with your offer letter/grant agreement.

### When do I need to submit my report?

Depending on the nature and length of your project, you will need to complete either an interim, or a final report within six months of claiming your full grant summarising what your project has achieved. If you are successful, your offer letter will set out the information that you need to collect and provide to the Council.

### Keeping in touch

We would really like to hear about your projects as they develop and love sharing your good news with the community. If you have a story you would like us to share please contact the Talk Community Engagement team on [talkcommunityengagement@herefordshire.gov.uk](mailto:talkcommunityengagement@herefordshire.gov.uk)

### Useful information

- Translation and interpreting services are available locally via the Herefordshire Language Network which is co-ordinated by Herefordshire Council: [Translation and interpreting services – Herefordshire Council](#)

- If you want to promote your project you can use the Talk Community Directory:  
[Directory Search - Talk Community Directory](#)

### Help us improve

Please help us to help future applicants, by telling us if you have any queries which aren't answered in this document.



If you would like help to understand this document, or would like it in another format or language, please contact the Delegated Grants Team at Herefordshire Council on 01432 260753 or email: [delegatedgrants@herefordshire.gov.uk](mailto:delegatedgrants@herefordshire.gov.uk).