



ESSENTIAL FACTS LARGE PROJECT GRANTS

Grants under this scheme will be awarded in April 2021.

Funding boundaries

Under this scheme applications are for **£501 up to £1000** and must be for **projects only**. There is no funding available for running costs. Retrospective applications will not be considered.

No more than **50% of the total cost** of the project can be awarded. The applicant is expected to raise at least 50% of the project cost through other funding sources, use of reserves or through fundraising activities. Funding from HRTC will be withheld until the balance of funding can be evidenced.

No more than one application can be made per organisation per financial year.

Successful applicants will be awarded their grant in April 2020. This is to enable the Town Council to suitably budget for Large Grants.

Consideration of the application

Applications for funding will be considered by the Community Services Committee and must be received between April and September in any financial year for consideration at the scheduled meeting in October / November. Please follow the link to the Council's calendar of meetings (found on the website) to find out the meeting date. Applications for funding must be received at least 3 weeks prior to the meeting date. Successful applicants will receive their award in April 2020.

All questions must be answered in full. Failure to submit all the required information will result in the application being returned which may result in the deadline for submission being missed.

Applicants are **required** to attend the Community Services Committee meeting and to give a short presentation to Council, covering the work of the organisation, its impact within Houghton Regis and on the details of the project for which funding is being applied for.

Ineligible organisations

Applications cannot be accepted from:

- Individuals.
- Organisations connected to political activity.
- Commercial businesses.
- Organisations connected to a place of worship except voluntary organisations linked to a church or religious body.

- Organisations intending to discriminate on grounds of gender, sexuality, race, disability or religion.

Purpose of the grant

The purpose of the grant must be in keeping with the organisations aims and objectives.

The project must be able to demonstrate that it is of benefit to Houghton Regis residents by providing either support, entertainment, information or a service.

Examples of eligible projects include: purchase of new equipment (sports kit, computers etc), publicity for the organisation to attract new members, publicise an event etc, organisation of an event, training for volunteers. This scheme is not intended for new group start up and development costs or participation in community events. Applications for these projects should be made under the Small Project Grants Scheme, which restricts applications to £500 and under.

Supporting information

The application must be accompanied by:

- At least three competitive quotes for expenditure are required.
- The organisations most recent set of accounts.
- The organisations constitution.
- Evidence of local support. For example, letters of support from other organisations such as schools, Central Bedfordshire Council etc, results of questionnaires, surveys etc.

In the case of newly formed organisations with no accounts, organisations should submit their annual budget and description of their current activities.

Failure to submit all the required information will result in the application being returned which may result in the deadline for submission being missed.

Follow up information

Successful applicants must complete and return an End of Grant Report Form and evidence of expenditure such as copies of invoices / receipts. This will be sent out with the grant cheque. Failure to return this form and evidence will disqualify applicants for making a grant application in the following financial year.

If you require assistance completing the form please contact:

Voluntary and Community Action

Bossard House, West Street, Leighton Buzzard, Beds, LU7 1DA

Tel: 01525 850559

Assistance cannot be provided by Houghton Regis Town Council.