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# Grow Up! Communities Fund 2024

## Guidance Notes

**The Grow Up! Communities Fund 2024 will open for applications at 9:00am on Friday 16<sup>th</sup> August 2024 and close at 11:59am on Monday 16<sup>th</sup> September 2024. This is a capital only fund.**

### **Introduction**

**We strongly recommend reading these guidance notes in full before completing an application form to ensure your project is eligible.**

East Hampshire is a rural area, parts of our rural community require additional support to access education activities (such as courses), business support, connect to their local natural environment and their communities.

East Hampshire District Council is committed to supporting its rural communities, environment, and businesses.

In 2022 the Leader announced his vision for Grow Up! delivered through the Government's UK Shared Prosperity Fund (UKSPF) of £1 million, over three years.

This has led to the establishment of the Grow Up! programme, for more information please see (website).

To deliver Grow Up, EHDC aims to work with local community groups, town and parish councils and other organisations to deliver community projects that will deliver the Grow Up vision on a local level through the Grow Up! Communities Fund in 2024.

**We would like to see these projects being delivered in collaboration with your community and other community organisations.**

Our priorities and categories that project's must align with are:

- Align with the vision, objectives and workstreams of the Grow Up! project and UKSPF (<https://www.easthants.gov.uk/grow-up>).
- Meet some of the interventions, outputs and outcomes of the UK Prosperity Fund (UKSPF) from which overall funding for this grant programme has come from (details of these can be found in Appendix 1 at the end of the document)
- Deliver against our council strategy and strategic aims, our Climate and Environment Strategy and the Wellbeing and Welfare Strategy (Found here: <https://www.easthants.gov.uk/our-organisation/performance-and-strategy>)



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**Your project might include, but is not limited to:**

- Local community growing projects
- Allotment projects
- Developing community bee yards
- Large scale Tree planting projects
- Biodiversity projects
- Community composting
- Rural skills courses and workshops (capital costs associated with)
- Climate Adaptation projects
- Forest Schools (capital costs associated with)
- Projects highlighting or demonstrating local distinctiveness
- Food bank engagement and cooking classes (capital costs associated with)
- Community events (capital costs associated with)
- Outdoor structure linked to learning
- Community Garden (capital costs associated with)

The Grow Up! Communities Fund 2024 will have a single application window. The fund will accept applications from **£5,000** up to **£25,000**. Organisations can submit more than one application. Applications will be assessed based on deliverability and how the project meets the fund criteria.

Please note the total funding available for this round is £130,000. Therefore, this fund is competitive, so please make your answers as succinct as possible and where indicated, stay within the stated word limit (applications that exceed the word limit may not be considered). Questions will be scored, and the success of your application depends on the quality of your answers.

A capital grant is a one-off payment, that is usually used towards the purchasing of equipment, building works or other one-off payments.

Projects should be completed and delivered by **31<sup>st</sup> March 2025**, failure to do so will result in funding having to be returned to the Council.

If this fund is not relevant for your project, there are other funds which may be available to you:

- EHDC Councillor Grants – [www.easthants.gov.uk/community-grants](http://www.easthants.gov.uk/community-grants)
- EHDC Community Climate Action Fund (CCAF) - <https://www.easthants.gov.uk/climate/community-climate-action-fund>
- EHDC Rural Grants - <https://www.easthants.gov.uk/businesses/rural-grant>
- HCC Tree Planting funds (Community Orchards, Mini 'Miyawaki' forests, Shoots along the routes, disease-resistant elms) - <https://www.hants.gov.uk/hampshireforestpartnership>



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- HCC Waste Prevention Community Grant - <https://www.hants.gov.uk/wasteandrecycling/smartliving/waste prevention grant fund>

If you would like any support completing the form or advice about your project, the relevant contacts can be found at the end of this guidance note. The Council reserves the right to ask for more evidence if required.

**It is the applicant's responsibility to ensure all required permissions and approvals are in place prior to their project commencing. This includes where relevant the permission of any trustees, governors or similar body.**

**EHDC reserves the right to not allocate the full £130,000.**

## **Who can apply?**

**Your organisation must:**

1. Be a registered charity, voluntary or not for profit organisation. Constituted group or club/society, community interest company (CIC), social enterprise, a school, sports club, parish council. Faith groups may also apply, provided their projects are inclusive.
2. Be non-political and have an open membership policy.
3. Have a constitution or equivalent. (if you do not yet have a constitution, please contact Community First who will assist you [www.cfirst.org.uk](http://www.cfirst.org.uk)).
4. Have a bank account for your organisation.
5. If relevant, have a safeguarding policy (the Council's Safeguarding Lead can assist with this if required – [safeguarding@easthants.gov.uk](mailto:safeguarding@easthants.gov.uk)).
6. Not be applying on behalf of a third party.
7. Religious organisations must be able to demonstrate that the funding will benefit the wider, non-religious community. Funding will not be available to any organisation solely for religious purposes.
8. Acknowledge the Council accepts no responsibility or liability for this project or the facilities it provides now or in the future.
9. Be able and willing to sign-up to the relevant EHDC legal agreement in relation to receiving the funding
10. Note, costs payable to EHDC cannot be funded, for example planning fees, licensing fees, business rates etc.

**Your project must:**

1. Benefit the residents of East Hampshire.
2. Have a detailed breakdown of expected costs, including quotes to show expenditure.
3. Comply with the Equality Act 2010.
4. Not be the statutory funding responsibility of another organisation.



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5. The funding is non-transferrable unless agreed by the Council in writing in advance of any spending. Any unspent funds will be returned to the Council upon request.
6. As this is Government funding, it means that it cannot be used to give organisations an unlawful advantage. You can find out more about the [subsidy rules](#).

## **Compulsory criteria:**

### **Provide with your application:**

- If your project involves any building work, submit two quotes.
- Provide detailed outputs and outcomes.
- A quote from you on how the funding will benefit your community.
- Confirmation that your organisation will be comfortable in entering into a legal agreement with EHDC.

### **Provide if you are successful with your application**

- Accept the terms and conditions and return a signed legal agreement.
- Abide by the Branding and Publicity guide, all communications materials must include
  - **The Grow Up programme** - As part of East Hampshire District Council's Grow Up programme....
  - **The logo strip** as shown on this document (available to successful applicants)
  - **UKSPF strapline**
    - o This project is funded/part- funded by the UK Government through the UK Shared Prosperity Fund.
    - o “[This project/Name of the project] has received funding from the UK Government through the UK Shared Prosperity Fund”.
  - **Prospectus link** - <https://www.gov.uk/government/publications/uk-shared-prosperity-fund->
- Return monitoring form in October 2024 and April 2025.
- Evidence that you have spent all the funding and delivered the project by 31<sup>st</sup> March 2024.

### **Provide when you have achieved your outcome:**

- Photo evidence of your project.
- Evidence of spend in the form of receipts and invoices
- Commit to publicising your project through your group's website, local and social media, this to include reference to EHDC as a funder of the project

## **You must:**



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1. Ensure you can deliver your project by 31<sup>st</sup> March 2025. If the project has started, but is not complete, the organisation must repay the grant in full.
2. Your bid should be a one-off call on Council resources.
3. Require a grant of no more than £25,000 from EHDC.
4. Ensure you have obtained the relevant permissions to undertake the project. Applicants will also be expected to have already obtained planning permission and/or listed buildings consent (if appropriate) to carry out the works as well as any other required permissions.
5. You must list any EHDC funding you have received this financial year or are currently in an existing funding agreement with EHDC for the same project.
6. Applications must not be retrospective - that is to replace money already spent, or to cover items or services that have already been purchased. Organisations should not commit themselves to a project, or any spending before any final decision is made.
7. Applicant must have received approval from trustees/directors to apply for funding and deliver the project before applying.
8. Applications are for direct capital project costs only. We cannot fund full cost recovery. For example, rent, legal fees and other overhead costs.
9. We can fund up to 100 per cent of the total cost of a project (budget permitting and at the council's discretion).

## **Application Process**

Applications should be submitted via email to [communitygrants@easthants.gov.uk](mailto:communitygrants@easthants.gov.uk)

The application form can be found on the EHDC website. Here:

<https://www.easthants.gov.uk/grow-up-community-fund>

All enquiries should be sent to [communitygrants@easthants.gov.uk](mailto:communitygrants@easthants.gov.uk)

**The deadline for receiving applications is 11:59am on Friday 16<sup>th</sup> September 2024.**

There is a two-step process of application assessment.

- 1) Applications will be assessed and scored by EHDC's officers.
- 2) The applications and their scores will then be reviewed and signed off by the Director of Regeneration & Prosperity. The Leader of the Council as Portfolio Holder for Grow Up will be consulted.
- 3) Successful applications will be notified and published by EHDC

We aim to inform all applicants via email of the outcome of their grant application within 4-6 weeks of submission, or sooner if possible. The Council's decision is final and there is no opportunity for appeal.



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Funds will be paid in arrears as part of an agreed payment plan unless otherwise agreed between The Council and the applicant.

## **Grants**

Grants are awarded for the period up to 31<sup>st</sup> March 2025 and will be paid in instalments upon satisfactory completion of monitoring, unless otherwise required, discussed and agreed with officers.

Applicants that are successful in receiving funding will be required to provide regular monitoring information to EHDC.

## **We are not able to fund:**

- Long term, ongoing running costs, including rent, legal fees and maintenance costs associated with the project.
- Overseas travel.
- General appeals for major capital projects.
- Sponsorship of events or activities.
- Retrospectively - pay for a project that has already been completed.

## **What factors will be considered when assessing my application?**

- The objective for this fund is to support new projects that will support and encourage a thriving rural district, that focus on the unique rural qualities of the district, its landscape, biodiversity and rural economy.
- Projects that seek to address challenges and opportunities facing rural communities, particularly where they will increase prosperity or build social capacity or create opportunities to improve livelihoods, health and wellbeing would be particularly welcome
- Projects must be able to demonstrate one or more linkages to both EHDCs Council Strategy (<https://www.easthants.gov.uk/our-organisation/council-strategy-2024-28>) and Wellbeing and Welfare Strategy (<https://www.easthants.gov.uk/community-and-living/welfare-and-wellbeing-strategy>) and one or more of the work streams of the Grow Up! project (<https://www.easthants.gov.uk/grow-up>) and five or more of the interventions, outputs and outcomes of the UKSPF (see Appendix 1 T the end of the document)
- Other key considerations are community involvement and the projects potential for long term, tangible environmental benefit and provide positive change.



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- How will the project meet EHDC's priorities? You can include local statistics and your local knowledge.
- What experience, knowledge or expertise do you have which will help in making the project a success?
- Have you consulted with the local community and are they supportive?
- Are there any volunteers supporting your project and how many hours will these be contributing?
- How will your project engage new members of your community?
- How will the project have a lasting impact?
- Your project's anticipated outputs and outcomes.

### **Further support**

Enquiries or further information should be submitted by email to [communitygrants@easthants.gov.uk](mailto:communitygrants@easthants.gov.uk).



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## Appendix 1 – United Kingdom Shared Prosperity Fund (UKSPF) – Interventions, Outputs and Outcomes.

You will be asked which of the following your project achieves. For table 1, you will need to tick which category (objective) best describes your project. (A minimum of 1).

For table 2, you will be asked which outputs and outcomes your project will achieve, which you will need to demonstrate delivery of. (A minimum of 5).

The items in bold will scored higher and therefore are more likely to be successful.

Meets Objective (✓)	Interventions
	<b>Community &amp; neighbourhood infrastructure projects</b>
	Creation of and improvements to local green spaces
	Impactful volunteering and/or social action projects
	<b>Community measures to reduce the cost of living</b>
	Enrichment & volunteering activities
	Green skills courses

Meets Output / Outcome (✓)	By	Outputs / Outcomes
	No.	<b>Active or sustained participants in community groups as a result of support</b>
	No.	Improved engagement numbers
	No.	<b>Improved perception of facility/infrastructure project</b>
	No.	<b>Increased footfall</b>
	No.	Increased visitor numbers
	No.	<b>People gaining a qualification or completing a course following support</b>
	No.	Volunteering as a result of support
	No.	<b>Effective working between keyworkers and additional services (No of engagements)</b>





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	N°	Facilities supported/created
	m <sup>2</sup>	<b>Green or blue space created or improved (m2)</b>
	N°	<b>Households receiving support</b>
	N°	Local events or activities supported
	N°	<b>People gaining a qualification or completing a course following support</b>
	N°	People reached
	N°	<b>Socially excluded people accessing support</b>
	N°	Trees planted