

Watford Community Fund

Guidance Notes

• What is the Watford Community Fund?

The Watford Community Fund provides grants to frontline organisations in Watford making a tangible difference in the lives of those in need. The fund's focus is flexible, with the current emphasis on alleviating the cost-of-living crisis and community events.

The Watford Community Fund is jointly managed by Watford Borough Council and Watford and Three Rivers Trust (W3RT).

• Who can apply for funding?

- o Charitable Incorporated Organisations (CIOs)/Registered Charities
- o Community Interest Companies (CICs) limited by guarantee
- o Community or voluntary groups with a written constitution or governing document

Informal organisations without a written constitution can apply for funding, but their application will be subject to signing a partnership agreement with W3RT.

• Who cannot apply for funding?

- o Projects operating outside of Watford unless providing a significant benefit for residents of Watford
- o Promotion of religious or political causes
- o Retrospective funding
- o A general contribution to an organisation's running costs
- o If an organisation previously received a grant from this fund but did not meet the required terms and conditions, including if their impact report is still outstanding.

• What can you apply for?

Currently, the Watford Community Fund has two priorities:

- o Alleviating the effects of the cost of living in the town
- o Supporting organisations to hold community events to bring the town's residents together.

As a result, your application must meet one of the above criteria. As part of your application, we will be happy to consider a wide range of costs including:

- o Staffing costs (limited to those associated with the application)
- o Capital equipment
- o Project costs
- o Volunteer costs
- o Training costs

- **How much can we apply for?**

From April 2026, the maximum amount that an organisation can apply for is £1,500 for an event and £2,500 for cost-of-living or welfare applications.

- **How often can you apply for funding?**

Organisations can currently apply for funding 12 months after a previous successful application has been approved. However, **from March 2027**, organisations will be required to wait 18 months before applying for funding towards events. For cost-of-living and welfare projects, the application interval will remain at 12 months.

- **Release of funding for events**

An organisation can apply for funding up to 9 months before an event, but the timing of the release of funds is at the Panel's discretion and will generally be no earlier than 3 months before the event.

- **What supplementary documents do we need?**

- o Your governing document must include your charitable aims or objectives and a dissolution clause or asset lock which states what would happen to any funds should the group have to close.
- o Your group must be governed by a voluntary trustee or management committee with a minimum of three members, at least two of whom must be unrelated. If you are a CIC or a registered company, we will require at least three registered directors, and at least two of whom must be unrelated.
- o Your group must have a bank account in its own name, with at least two unrelated signatories.
- o You must have all the relevant policies in place for your work, including Equality and Diversity Policies and Safeguarding Policies.
- o If applying for equipment, three quotes are required.

- o Public Liability insurance (if applicable) is required, with a minimum cover of £5m.

Please note that fulfilling the above criteria means your group is eligible to apply, but it is not a guarantee of receiving a grant. Each funding request is considered on its own merits and according to the funds available.

• **Application Process**

1. Completed applications are to be sent to cvs@w3rt.org along with all supplementary documents.
2. Completed applications will then be reviewed by W3RT CVS before being shared with the decision-making Panel for approval.
3. If approved, successful organisations will be sent an email confirming the award of funding, any conditions and reporting requirements.
4. Successful applicants will need to sign to agree with the conditions and reporting requirements.
5. Attached to the email will be a purchase order and successful organisations will be required to invoice W3RT for the funding by sending an email, quoting the PO number to accounts@w3rt.org. Funds will then be transferred within five to seven working days

Organisations who have been unsuccessful will be offered the opportunity to be supported by W3RT to source additional funding.

The Watford Community Fund does not have an appeals process, and the decisions made in relation to applications are final.

• **Conditions/reporting**

To help demonstrate the impact of the funding, organisations are required to provide W3RT with some information about their project. Reporting conditions vary but will include:

- o To provide details of the number of participants of projects and/or details of the number of attendees at community events.
- o To provide a quote from a beneficiary of the project or an attendee at a community event of the impact that the project/event has had on them.
- o To provide photos/videos or other testimonials which will be shared by Watford Borough Council and/or W3RT, including on social media.
- o To confirm details of the spend and return any unspent monies to the Fund.

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