

**St Albans City & District Community Grants Project  
Fund 2025-26  
Criteria and Guidance**

**ROUND 2  
Open 4 November 2025  
Close 3 December 2025**

**It is important that you read these notes before starting your application.**

There is one grant stream available for Voluntary and Community Sector organisations in St Albans City and District in 2025-26. The Community Project Fund aims to provide Voluntary and Community Groups with a funding opportunity, to support the delivery of time-limited projects and activities which meet community need.

**For Round 2 of 2025-26, applicants must demonstrate how their proposed project will help reach *one* of the following priorities identified by the St Albans City & District Equality, Diversity and Inclusion Partnership or our wider inclusion priorities of Age Friendly and Health outcomes.**

Support the District in becoming an [Age Friendly](#) Community, i.e. enabling older people to have a voice and engage in services

Engaging better with children and young people (children and young people feeling engaged, accessing services and influencing change)

Tackling exclusion in the move to digital services for those who do not have access to computers, mobile phone or laptops or may struggle to use digital devices

Ensuring communications are accessible for all (enabling residents across all demographics to engage with information shared in the District)

**Everything you need to know about applying for Community Project Fund can be found in this document or links provided.**

**Amount of funding:** Groups can apply for grants over £200 and under £2,000.

**Application dates for ROUND 2:** Applications are open from Tuesday 4 November 2025.

The last date for receipt of applications is **midnight Wednesday 3 December 2025.**

A Grants Panel will be held to review submitted applications.

Organisations will be informed on the outcome of the application within 6- 8 weeks from the closing date.

All projects should be completed by 31 March 2026.

**What can be funded:**

- Projects and activities supporting the above priorities which allow vulnerable and seldom heard (previously called 'hard to reach') people in the District to enjoy community life and be included. This could include sports, arts, music, outdoor activities, or social groups.
- Projects and activities can be time limited (e.g., over a school holiday) or can run over a longer period (e.g., once a week).
- Projects can be for a small number of vulnerable people or a bigger group. The important thing is to evidence the difference it will make to beneficiaries.
- Service users/beneficiaries should be involved in the planning and design of the project wherever possible.

**What cannot be funded:**

- Applications for funding which replaces or duplicates existing funding.
- Retrospective funding (i.e., grants for projects/activities that have already happened).
- Contributions towards large general fundraising appeals e.g., £2,000 towards a £50,000 project.
- Commercial ventures.
- Applications exclusively for items- please link a request for an item to an activity- e.g., Art materials for an art project.
- Services/activities that promote one particular faith or religious belief (the fund could support a faith group that is delivering something that is inclusive and open to all).
- Applications that support the furtherance of any one political party.

**Who can apply:**

- Constituted Voluntary and Community Sector Organisations (organisations do not have to be registered charities).
- Social Enterprise Organisations/Community Interest Companies (Company Limited by Guarantee model).

- Groups who are registered as a good cause on St Albans District Community Lottery. Note: this is not a requirement. We welcome applications from groups who choose not to be part of the Community Lottery.
- We welcome applications from organisations that are new in the District/have not been funded by SADC before. Evidence of need, understanding of the District and willingness to work in partnership will be assessed. Note: new organisations may need to submit additional financial information and if successful, will be required to meet SADC Officers in person before payment is processed. Applications may also be referred to SADC Internal Audit if deemed necessary.

**Who cannot apply:**

- Organisations in receipt of SADC Strategic Funding.
- Groups which do not have a full year's accounts available.
- Private companies and individuals.
- Community groups which do not have a constitution, bank account and management committee/trustees.
- Statutory organisations or groups controlled by public sector organisations such as Local Authorities, Primary Care Trusts and Schools (this includes Parent Teacher Associations making applications for projects that will only benefit a particular school community).
- Organisations whose purpose is to give out funding to other groups; the grant must be used by the applying organisation.
- Organisations operating outside St Albans City and District which do not serve the needs of those living, working, or studying in the District.

**We will consider applications that:**

- Meet the funding criteria.
- Demonstrate how they contribute to the Equality, Diversity and Inclusion Strategy (which can be found [here](#)) and the above priorities.
- Have specific, realistic and deliverable outcomes which will meet an identified, evidenced need.
- Can demonstrate that service users have been involved in making the application or if not applicable, that service users' needs have been fully considered.
- Are fixed term projects (to be completed by 31 March 2026).
- Are previously SADC grant funded projects *if* learning from the project has been applied and applicants can demonstrate added benefit and value and propose new development to enhance users' experience. For example, introduction of new/tailored activities, outreach work to encourage new participants, upskilling management committees/volunteers, work to engage more volunteers.
- Provide value for money.

- Have a demonstrable impact for the residents of the District.
- Have a clear strategy for sustaining the activity after the initial period.
- Request funding between £200 and £2,000.

Please Note: If your organisation is national/county-wide or operates outside the District, you must clearly demonstrate how your project will meet the needs of people living within St Albans City and District.

### **Application Process:**

**1. Read the Funding Criteria section** to ensure your project meets the criteria



**2. Read the Help to Complete section**



**3. Draft your answers using the document word/PDF documents available using the questions guidance**



**4. Complete the [application form](#) - please note, you will not be able to return to this form, so make sure you have drafted your answers**



**5. Create a budget document**



**6. Send the following to [vcsgrants@stalbans.gov.uk](mailto:vcsgrants@stalbans.gov.uk)**

- A copy of your constitution
- Audited/certified accounts for most recent financial year which should include the following:
  - Income and Expenditure Account (also known as Profit and Loss Account) for last financial year
  - Balance Sheet for last financial year
  - Notes to the financial statements for last financial year
- Your organisations bank statements for the last 3 months

**Data Protection:** We expect organisations to be General Data Protection Regulation (GDPR) compliant. You must not include names or personal details of your beneficiaries in your application without consent. Please be particularly aware of this if you are adding in testimonials or survey results. For further guidance on being GDPR compliant see:

<https://www.fundraisingregulator.org.uk/sites/default/files/2018-07/GDPR-briefings-intro.pdf>

**Monitoring:** Organisations will be required to report on the agreed outcomes via monitoring reports.

## **Help to complete an application for the 2025-26 St Albans City & District Council Community Project Fund**

**Communities 1<sup>st</sup> provide advice and support to groups who are applying to St Albans City and District Community Project Fund.** You are encouraged to take up this service to support you with the formulation of your project and the application. Email Communities 1<sup>st</sup> on [StAlbansGrants@communities1st.org.uk](mailto:StAlbansGrants@communities1st.org.uk) to make an appointment.

A Grants Information session will be held on **Thursday 6 November 4.30-5.30pm** in the Council offices online on Teams. To receive the Teams link to the session, email [vcsgrants@stalbans.gov.uk](mailto:vcsgrants@stalbans.gov.uk)

**Please carefully read the ‘Funding Criteria’ section above as well as the following section before starting your application form, as they contain the answers to most queries.**

### **Timetable for ROUND 1**

2025/26 Community Project Fund opens	Monday 12 May 2025
Hybrid Information session- to find out more and answer general questions. Open to all with an interest.	Wednesday 14 May 2025, 17:15-18:30 at St Albans Civic Centre St Peter’s Street St Albans AL1 3JE Or online via Teams. <i>To let us know you would like to attend in person or to receive the Teams link to the session, email <a href="mailto:vcsgrants@stalbans.gov.uk">vcsgrants@stalbans.gov.uk</a></i>
Closing date for applications	The 2025-26 Community Project Fund will close at midnight Monday 30 June 2025.

	Submit your completed Microsoft Form and send your supporting documentation to: <a href="mailto:vcsgrants@stalbans.gov.uk">vcsgrants@stalbans.gov.uk</a>
Scoring of application forms and policy/finance checks are carried out. Ensure the person you have put down as your lead contact can respond to emails regarding the grant application in the 6 weeks following your application.	
Outcome of application	Within 6-8 weeks of submission of application.

## Application Form questions

### Section 3: Your Project

**Question 15** This is the name of the project, not your organisation e.g., ‘*Computer Classes*’ or ‘*Friday Fun sessions*’.

**Question 16-21** Applicants must demonstrate how their proposed project will help reach *one* of the priorities identified by the St Albans City & District Equality, Diversity and Inclusion Partnership and our wider inclusion priorities or Age Friendly and Health outcomes.

**Demonstrate with examples how your project will meet the specified priority.**

**See examples below:**

Support the District in becoming an [Age Friendly Community](#), i.e. enabling older people to have a voice and engage in services.

- Enable 20 older people to plan and participate in an intergenerational community event

<https://www.ageuk.org.uk/hertfordshire/about-us/age-friendly/>

Engaging better with children and young people (children and young people feeling engaged, accessing services and influencing change).

- Enable 30 young people to proactively plan for their future through financial / career workshops.
- Provide activity groups for young people e.g. a focus on young girls continuing sports, or recreational activities to improve wellbeing.

Tackling exclusion in the move to digital services for those who do not have access to computers, mobile phone or laptops or may struggle to use digital devices.

- Increase 20 older people’s access to services by providing workshops to develop computer skills.
- Provide a supported space/activity group where digital equipment can be used for young people who do not have access to digital equipment, e.g. for recreation such as social media, or specific workshops e.g. CV writing, applying for jobs/education.

Ensuring communications are accessible for all (enabling residents across all demographics to engage with information shared in the District).

- Reduce the isolation of 10 women for whom English is not their first language by providing access to English language workshops.

#### **Section 4:**

**Question 22** You might be requesting just a proportion of the project costs. For example, the full cost of your project 'Project X' may be £9,700 but you are asking for £1,800. **Please put the *total* cost here** (i.e., £9,700).

**Question 23** This is the amount you are asking for from Community Project Fund, for example, £1,800.

**Question 24** This is where you put the detail of what you are asking for. Please make sure your submitted budget has the same figure and it is clear how much you are asking for from SADC and how much you are expecting to raise from other sources (if needed).

Project worker costs should be broken down, (i.e., support worker £9.50 per hour x 12 hours per month x 6 months).

If your organisation is contributing to the project or you have negotiated free support or items, you can itemise this and show the value alongside the description. Please show the cost to the project as £0. (e.g., 100 Volunteer Hours' worth £1,200, 1 day Hall Hire worth £200.)

#### **Example Budget Plan - Day Trip for Elderly People**

Minibus Hire 3 days	(£100 per day)	£300.00
Petrol	3 Trips of 20 miles @45p per mile)	£ 27.00
Volunteer Driver – 3 days	(worth £300)	£ 0.00
15 Adults entrance to Zoo	(15 x 10)	£150.00
15 Adults entrance to pier	(15 x £2)	£ 30.00
15 Adults talk at museum	(15 x £4)	£ 60.00
Carers on 3 trips	(negotiated - free)	£ 0.00
Meal at café	paid for by members	£ 0.00
Volunteer escorts – 10 x 6 hours x 3days	(worth £2000)	£ 0.00
Volunteer organiser – 50 hours	(worth £600)	£ 0.00
<b>Total Cost</b>		<b>£ 567.00</b>

**Question 25-27** Is your project dependent on securing funding from any other sources as well as Community Project Funding? For example, if your project costs a total of £9,700 and it cannot run without you raising £9,700 then you should indicate that here. For example, you might be applying for project costs for a holiday activity

to this fund, but it cannot run unless you get funds from elsewhere to pay for the hire of the hall.

If you have applied for additional funding elsewhere, give details of whom you have applied to, how much and when you expect to find out if you have been successful. Note: We may check with the trusts/foundations you have named in this section. By signing the application form, you give us consent to do so.

**Question 28-29** We need to know here if you have any other funding applications in process for the same items/services you are detailing in this application. For example, you are applying to this fund for £1,800 for Project X but you are also applying to 'WegiveGrants' for £1,800 for Project X.

Please detail which other Trusts/Foundation or local authorities you have applied to, provide details of the amount requested and when you will hear if your application has been successful. Note: We may check with the trusts/foundations you have named in this section. By signing the application form, you give us consent to do so.

**Question 30** Will your project continue after the monitoring period? If so, how will this be funded? Has anything been secured already to ensure the project can continue e.g., funding for room hire and staff costs.

### **Section 5: More about your project**

**Question 31** This should be a brief one-line description that sums up your project. Make sure you answer all questions in this section thoroughly to demonstrate the planning that has gone into designing your project.

**Question 32** Give a description of the steps you plan to take to get your project ready and when you will do each one (a time-plan) e.g., recruiting project workers, hiring a hall, finding volunteers, buying equipment, devising publicity, printing flyers, finding partner organisations, finding trainers (bullet points or a table work well here). Please ensure a start and completion date are included.

**Question 33** Give a description and examples of any previous experience your organisation has in running activities/projects like the one you have described in your application. Please provide examples of any pilot projects or similar projects that have been carried out.

### **Section 6: Your beneficiaries**

**Question 34-35** Be clear about who your target audience is. Where the targeted people live may differ from where you plan to hold the project or activity. E.g., you

may plan to run an art group in the city centre targeted at people living in Sopwell. Please note: your project must directly benefit residents of St Albans City and District.

**Question 36-37** How many people will benefit from your project? Please include the number of direct and indirect beneficiaries.

- Direct beneficiaries - individuals participating directly in the project, e.g. number of members attending a club each week.
- Indirect beneficiaries - individuals who do not directly attend the activities but who could potentially benefit from them via the direct beneficiaries, e.g. parents and carers.

**Question 38** In this section you need to demonstrate evidence of need, for example:

- Are you unique in the area? If you aren't, what is special about your group, its services and members?
- Local statistics or research that supports the need for your type of service. (Make use of the St Albans City and District Council Community Profiles and Ward Profiles.)
- Numbers of people on your waiting list.
- Number of referrals you receive per week/month.
- Questionnaires to see if there is a need for your service in the area.
- Other forms of evidence that your community needs or wants your service.

**Question 39** How have your service users/beneficiaries been involved in making this application? How have they shaped the proposed project? Have they helped to write the application?

### **Section 7: The difference your project will make**

**Question 40-48** What will the impact of your project be? What changes will the project/ activities make to people's lives? What will they gain from being involved in the project? If applicable, please refer to volunteers as well.

Example:

<b>Outcome 1</b>	Reduced isolation for service users
What will you <u>do</u> to achieve this?	Signpost people to the befriending service
<u>How</u> will you measure it?	Service users will fill out a questionnaire asking them if using the service made them feel less isolated

### **Section 8: Working with others**

**Question 49** List the other organisations you will work with to support your project

delivery. How will you link up with them so they can support/ promote your project?

**Question 50** In this section you should give details of how people will find out about your project. Do you have a plan to attract new members/clients? Are you in touch with any other organisations who will advertise your project? You should use this section to demonstrate how your publicity will reach the people you have listed in your answer to questions 9-11.

### **Section 9: Your organisations practices**

**Question 51** In this section you should explain what you do to protect the people who use your service from harm (training, DBS checks etc.) and what you do if someone makes an allegation or disclosure of abuse. As part of the application process, you will be required to submit a copy of your Safeguarding Adults at Risk policy and/your Safeguarding Children Policy. If you are not sure whether you have the right Safeguarding policies and procedures in place, further information can be found:

Child Safeguarding Policy - [www.nspcc.org.uk/preventing-abuse/safeguarding/writing-a-safeguarding-policy/](http://www.nspcc.org.uk/preventing-abuse/safeguarding/writing-a-safeguarding-policy/)

Safeguarding Information

<https://www.ncvo.org.uk/help-and-guidance/safeguarding/>

**Question 52** We would like to know here what measures you have in place to ensure equal access to your services and what you do to make sure that you don't discriminate. As part of the application process, you will be required to submit a copy of your Equal Opportunities Policy. If you do not have one or are unsure if it is up to date, further information can be found at: <https://www.ncvo.org.uk/help-and-guidance/running-a-charity/employing-managing-staff/creating-policies-procedures/equity-diversity-inclusion/>

**Question 53** St Albans City and District Council is committed to reducing climate change. Explain here how you have considered the environment impact of your project and what you will do to minimise the impact. As part of the application process, you will be required to submit a copy of your Environmental Policy. A sample environmental policy can be found at:

<http://www.voluntaryactionharrow.org.uk/sample-environmental-policy-charities/>,

although there are many more available online.

### **Section 10: Declaration**

**Question 54: Name of authorised person** This is somebody who is formally authorised by the organisation to make the application and is willing to share their

personal data.

**Question 55:** Ticking this box means you have read and agree to the declaration, privacy notice and consent as outlined in Section 10.

**Section 12: What you need to do now**

The relevant policies and documents, as outlined in Section 12 must be emailed to [vcsgrants@stalbans.gov.uk](mailto:vcsgrants@stalbans.gov.uk). **Applications are not complete until the form has been completed and submitted *and* these documents have been emailed.**