

HAVA  
Hawksworth Wood Village Hall  
Hawkswood Crescent  
Leeds,  
LS5 3PT

☎ 0113 2174651

# HAVA Big Local

Hawksworth Wood, Abbeydales and Vespers Area

## HAVA Grant Fund Guidelines

Please read these guidance notes **BEFORE** completing the application form

### Our Priorities

The HAVA grant fund has been made available to provide financial support to local community groups/residents and businesses. The fund is administered through the HAVA board using this guidance and application process.

Our priorities are

- Regenerate the local community and keep it cohesive
- Keep local businesses running and sustainable
- Assist residents back to work
- To achieve community wellbeing and identity

Please consider these priorities when applying for any grant with HAVA.

### Eligibility

To be eligible to apply for funding your group must:

- Be a Community Group (or resident), or a Business operating on a non-profit basis (Large Grant)
- Be a Community Group (or resident), or a Business (Small Grant)
- Must live/reside in the Hawksworth Wood, Abbeydales and Vespers area (HAVA) see map on website <http://havaleeds.org.uk/about-us/>
- Businesses must provide proof of financial difficulty to gain grant

### Quality Assurance, Monitoring and Evaluation

Organisations/Groups or residents must complete monitoring reports at agreed intervals, templates for which will be supplied and agree to unannounced spot check visits. You will also sign a Service Level Agreement to agree the details of what will be delivered. Receipts of expenditure will also be required as part of the report

### Marketing

Providers must....

- provide information to be included in the HAVA newsletter, webpages and mail shots;
- Agree to us sharing information about the work supplied in reports or promotional newsletters with other statutory bodies, for use in surveys and consultations. This may include the providers contact name and details.

### How we make decisions

All applications will be put before a panel of the HAVA Grant Sub-committee who will make a provisional decision to be ratified at the next HAVA Board meeting, applicants will be notified of this decision after the monthly Board meeting

**If all details and documents are not provided your application may be returned without further consultation.**

**If reusable assets are bought with the grant, they may be asked to be returned to HAVA for reuse in future projects at the end of your project.**

**All grants need to be submitted by the end of each month to be ratified and discussed for the following month's board meeting. Each grant submitted will receive written acceptance/decline by the end of the following month**

## GUIDELINES FOR COMPLETING THE APPLICATION FORM

1	<p><b>Name of Organisation / Group/ Person</b> This is the organisation/group/person that will be responsible for any funding given and who we will contract with delivering the project activity. The Organisation will be responsible for completing the application form, and for ensuring that the project is completed within the set timescale (if any) and within the agreed budget.</p>
2	<p><b>Describe the activity you will run.</b></p> <ul style="list-style-type: none"> <li>• Describe what the activities will be, when and where they will run and for whom.</li> <li>• What are the costs that you are applying for funds for as well as any match funds you have secured to add to the grant money from HAVA. Applications that show match funding will have more chance of being successful.</li> </ul>
3	<p><b>Tell us about your organisation/group, what experience do you have running similar projects?</b></p> <ul style="list-style-type: none"> <li>• What is your organisation's/groups core business and have you delivered similar schemes in the past?</li> <li>• For large organisations, please state the number of people directly involved in delivering the project.</li> <li>• Volunteering is one of HAVA's priorities. Please state how many volunteer hours (if any) will benefit the organisation/project and what role the volunteers play.</li> </ul>
4	<p><b>Provide a breakdown of <u>all</u> the costs relating to this project and tell us what would be covered by the HAVA Small grant.</b> Please list all the costs relating to the project/business including any management / administration fees and indicate which will be funded with the HAVA small grant. Please provide three quotes where possible and provide copies.</p>
5	<p><b>Have you applied for any other funding for this project?</b> If your organisation has applied for funding from other sources for <i>this</i> project, please give details of who you have applied to, how much you've applied for and when you expect to find out the outcome of the bid.</p>
6	<p><b>DOCUMENTS (Business Grants only)</b> Please attach the listed documents. If you do not have the listed documents, please let us know why Please provide further or alternative details on finance specific to the grant especially concerning financial difficulty</p>

### Publicity

In all publicity, press, media and presentation materials and reports relating to the project, your organisation **must** acknowledge the source of the funding received for this project. This should be done by using the HAVA logo alongside a statement as follows: 'Supported by HAVA'. A copy of the logo can be sent to you if requested.

### Checklist

**We accept applications and supporting documents submitted via email or in paper form; if you are intending to post your application, please ensure you have attached the correct postage to the envelope otherwise your application may not be delivered.**

On completion of this application form, please return a signed copy and supporting documents to:

✉ [havagrants@yahoo.co.uk](mailto:havagrants@yahoo.co.uk)

Or post to

HAVA Grants Sub Committee  
Hawksworth Wood Village Hall  
Hawkswood Crescent  
Leeds  
LS5 3PT  
☎ **0113 2174651**

- |   |  |
|---|--|
| <input type="checkbox"/> All sections of application form completed   | <input type="checkbox"/> Included any quotes needed for Question 4 |
| <input type="checkbox"/> Included any documents needed for Question 6 | <input type="checkbox"/> Signed and dated the form                 |