

Grant Information Leaflet

Herefordshire Council Repair Café Grant Funding Scheme

Introduction

Herefordshire Council is offering one off grant funding to support the development of a number of repair cafes in Herefordshire.

A repair café in its simplest form, is a pop up event held on a regular date where the local community can get their broken household items repaired by volunteers with the skills to do so.

Outcomes to be achieved through the grant scheme are:

- The establishment of new repair cafés in Herefordshire. With focus on Hereford City and Market Towns without repair café provision or where repair café provision can be expanded.
- To prevent everyday household items from being disposed of in residual waste streams. For example:
 - Small electrical or mechanical items like cake mixers, hair driers, radios, laptops etc.
 - Bicycles
 - Ceramics
 - Clothing
 - Garden Tools
 - Small items of furniture that can be transport to venue
- Provide residents with an accessible low cost repair option embedded in their community.
- To build a legacy of a financially self-sustaining repair café creating a vibrant repair community across Herefordshire.

Aims

The scheme supports the following aims in the county corporate delivery plan and the Herefordshire Council Integrated Waste Management Strategy 2021 – 2035 to:

- Minimise waste and increase reuse, repair and recycling
- Engage with existing community groups to facilitate and/or enable repair cafes and pop -repair shops to take place across the county
- Fund the establishment of new financially self-sustaining repair café

What can the grant be used for?

You can apply for the grant to fund the cost of establishing and running a new repair café within your community or to expand existing repair café activity:

These may include, but are not limited to:

- Venue hire cost where applicable
- Insurance – Repair Café are required to obtain Public Liability Insurance (PLI) and Employers Insurance (EI) to cover repair café activity. Please obtain quotes from the following recommended suppliers;
 - Export & General – www.eginsurance.co.uk/repair-cafe-insurance/
 - JST – www.jstinsuranceservices.co.uk/
 - Mid Cornwall Brokers Ltd - www.mcbinsurance.co.uk/

Please do us at recycling@herefordshire.gov.uk with any questions regarding insurance.

- Official Repair Café membership - www.repaircafe.org/en/join/start-your-own/ will be a requirement of grant funding at the cost of €49 (Euros). This will be applicable in pounds at the time of grant offer
- Incidental spending for basic supplies including fuses, glues, lubricants, dust sheets, extension cables, first aid kits and other appropriate and relevant items
- Specialist tools such as a PAT testing machine where a need can be demonstrated
- Training e.g. to use a PAT (Portable appliance testing) machine, first aid & food hygiene
- Promotional materials - including advertisements, signs, printed media, roller banners.

What projects/activities are NOT eligible?

The grant will **not** fund projects that do not cater for the repair of general household items,

including:

- Craft activities that, that do not result in the repair of a broken household item
- Upcycling or complete restoration project i.e. repainting furniture etc.

The following activities are **not** eligible to for funding:

- Staffing costs
- Craft based projects
- Venue hire & insurance cost for existing repair groups operating on a monthly basis
- Ongoing running costs beyond grant completion
- Utility bills.

All repair cafés will be required to become financially self-sustaining after a period of 6 months. By this we mean:

- Repair café sessions will be run to recover all operational cost of running the repair sessions
- Any additional profits will be saved and invested back into repair café activities by the organisation for the benefit of the community.

How much can I apply for?

The maximum amount of grant that can be applied for is £2,500 to allow for the initial establishment of the repair café. Ongoing costs will not be funded. Match funding is not required for this grant.

The scheme is open for applications from Monday 12 December 2022 until Sunday 31 March 2024.

Who can apply?

Applicants must be a formally constituted non-profit group or organisation wholly based in Herefordshire. City, Town and Parish Councils are also eligible to apply.

Non-profit organisations could include registered charities, companies limited by guarantee, unincorporated associations or clubs, community interest companies, charitable incorporated organisations, community benefit societies, social enterprises, established voluntary sector organisations and community shops with an appropriate legal structure (i.e. not profit-making). Schools are not eligible.

Applications from informal community groups and local organisations are also encouraged provided they partner with an eligible non-profit organisation as listed above. The lead applicant must be the non-profit organisation and as such will be required to demonstrate an appropriate level of involvement in the project. Commercial businesses and private individuals are **not** eligible to apply.

Applicants will need to:

- Have a written constitution or mission statement.
- Have an elected committee or representative steering group.
- Have a bank account in the name of the applicant organisation
- Be able to provide an up to date electronic copy of their accounts and any relevant protection policies. Parish councils can signpost us to relevant online documentation and do not need to submit hard copies.
- Provide a spreadsheet break down of cost
- Provide copies of any quotes. You should consider a minimum of two suppliers for anything of an individual value of £250 or more and provide evidence of these on your application form e.g. web links to product, or quotes from supplier

& providers. Please also ensure you comply with your organisation's procurement policy, if you have one.

How to apply

Please download the application for via the council's website
www.herefordshire.gov.uk/repair

Or contact us for a form:

Email: delegatedgrants@herefordshire.gov.uk

Telephone: 01432 260 570

Please email the completed form to the address above. When we receive your application, we will acknowledge receipt.

Deadline for applications

You can submit your completed application form at any time and it will be assessed by the panel once the scheme has closed.

Applications must be received **by Sunday 31 March 2024**.

In advance of the deadline application will be reviewed periodically, and successful applications will be awarded funding on a first come first served basis.

We recommend that you **apply as soon as you feel that your application is sufficiently developed and** do not wait until the deadline.

The **scheme closes on 31 August 2024** so all grant funding awarded must be claimed by this date.

What happens next?

Once received, Herefordshire Council will acknowledge receipt of your grant application. The grant application will be logged and assessed by a project panel who will make recommendations either for the application to be approved or rejected, or the panel may ask for further information before a decision can be made and sent for approval. This will take place after the closing date.

Grant applications are assessed on their individual merit by an independent panel against the grant funding eligibility criteria, the impact of the project and that it demonstrates value for money. All applications are subject to funding availability.

Based on your application and any further information you may have been asked to provide, we will advise you of the decision to either:

- Offer a grant; or
- Offer a grant with some specific conditions; or
- Reject the application detailing the reasons why the application was not accepted.

When Can I Start My Project?

If your application meets the eligibility criteria and you are offered a grant, you will receive an offer letter setting out how much grant has been approved and detailing any specific terms and conditions. If you are happy to accept the grant offer and associated conditions, you will need to return a signed copy within 14 days.

What are Grant Offer Terms & Conditions?

If you are offered a grant, you will be sent terms and conditions specific to your project.

Key points to consider are:

- You should not start your project until you have signed the acceptance of grant and returned to the Delegated Grants Team. Any expenditure incurred prior to receiving an offer letter will not be eligible for payment.
- You should keep all paperwork relating to your project. I.e. all invoices, receipts and bank statements.
- Information relating to user feedback and progress towards the outputs of your project should also be kept.
- The grant will only be paid on invoices or receipts that have been defrayed, and are dated after the offer letter has been agreed by all parties.
- Other specific conditions of grant will be included within your offer letter.

How do I submit my claim for payment?

All funded work must be completed and claims in line with the agreed dates or schedule which will be detailed in your offer letter.

To do this, you will need to complete an interim or final claim form, and send it to the Delegated Grants Team with copies of all paid invoices from suppliers and redacted bank statements showing payment from your account. The claim form will be sent to you with your offer letter.

When do I need to submit my report?

Depending on the nature and length of your project, you will need to complete either an interim, or a final report. Your offer letter will set out the information that you need to collect and report back to the council.

Please help us to help future applicants, by telling us if you have any queries which aren't answered in this document.

For more information or if you have any questions please contact Craig Cornish via recycling@herefordshire.gov.uk.



If you would like help to understand this document, or would like it in another format or language, please contact the Delegated Grants Team at Herefordshire Council on 01432 260753 or email: delegatedgrants@herefordshire.gov.uk.