**EXPRESSION OF INTEREST FORM**

**Hubs Capital Grants Scheme**

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| --- | --- |
| Reference  Number |  |
| Date Received |  |

(OFFICE USE ONLY)

**Guidance Notes**

The aim of this grant scheme is to support community led initiatives across Herefordshire, this EOI document will be used to understand community interest in this scheme, and identify potential projects to take forwards.

This “Expression of Interest” (EOI) form is an important document for the first phase of the capital bid process which will provide funding to enhance assets. The information within it will help Herefordshire Council to consider the opportunities via community led hubs and identify key locations for the enhanced hub model to develop. EOI’s will be considered and if assessed as likely to meet the objectives of the grant scheme a detailed business case will be required.

The EoI stage is intended to prevent organisations whose applications have little chance of succeeding committing valuable resources towards developing a full application. The EoI is a short application form which will test the eligibility of the lead organisation and the proposal’s fit with the scheme criteria. The council may invite organisations to submit a full application. Further details around the application process can be found on page 5 of the grant information leaflet.

The EOI is intended to provide a high level overview of a proposal on which Herefordshire Council can base a decision on whether to proceed and request more detail in the form of a business case. It is appreciated that a community organisation may not have full details at this stage however, please provide enough detail about the project, identified need, funding, risks, governance, links to other organisations including the ability of the group to deliver the proposal.

The aims of the Hubs capital grant scheme funded by Herefordshire Council are:-

* Bring services closer to people in their communities
* Improve the wellbeing of the local population
* Increase access to more integrated services in communities with a focus on disadvantaged and deprived communities
* Connect the community through an all ages / whole family approach
* Transform and better utilise existing / unused buildings for the benefit of the community
* Reduce demand on formal health and care services
* Reduce the number of children and their families in crisis
* Reduce health inequalities
* Build more cohesive and resilient communities
* Provide a focus for community-led regeneration

When initially assessing your completed EOI, the Council will consider how the project meets the aims of the Hubs capital grant scheme and supports identified needs within the local community.

If your EOI meets the Council’s criteria, you will be invited to submit a full, costed Business Case.

Please feel free to add additional text in order to answer the questions or attach a separate sheet / documents. Once completed please send this form to: [Hubscapitalgrantscheme@herefordshire.gov.uk](mailto:Hubscapitalgrantscheme@herefordshire.gov.uk)

### EXPRESSION OF INTEREST FORM (EOI)

**Hubs Capital Grant Scheme**

Please see grant information leaflet for full details of the grant criteria

Subsidy Control Act 2022

It is considered that this grant scheme falls within the requirements of the Subsidy Control Act 2022. This allows you to receive small amounts of financial assistance from public bodies in the current financial year and the two proceeding financial years. After submitting your EoI, if you are invited to complete a full application, you will be asked to list all public funding and subsidies you have received or is pending approval for the last 3 years.

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| --- |
| 1. **Contact details**  Name of LEAD group or organisation Click or tap here to enter text.  Address of LEAD group or organisation Click or tap here to enter text.  Name of main contact person Click or tap here to enter text.  Daytime telephone Click or tap here to enter text.  Mobile telephone Click or tap here to enter text.  Email address Click or tap here to enter text.  What year did your organisation start? Click or tap here to enter text.  **2. Your Organisation status**  Registered Charity  Community Organisation  Consortium  Voluntary Organisation  Town/Parish Council  Statutory Organisation Other (please state): Click or tap here to enter text.  Charity Number (if applicable) Click or tap here to enter text.  2.1 Does your group or organisation have the following – Note you will be asked for these if your EoI progresses to a Full Application/Business Case. Tick all that apply.  A constitution  Terms of Reference  A Work Plan |

**3. Tell us about your Organisation or Group:**

3.1 What does your Organisation do? (If you are a new Organisation what do you hope to do?) Please include a link to your website if you have one: Click or tap here to enter text.

3.2 Please enclose or reference any attachments, brochures or marketing that you currently use to help explain what you do. Click or tap here to enter text.

3.3 List any other organisations that you’re Organisation or group is affiliated to or work with or any other organisations who are delivering the same or similar projects in your area; Click or tap here to enter text.

3.4 If you already operate a project or activity, where is it currently based and is it different to this project proposal? Please describe any relevant experience here that supports your project proposal. Click or tap here to enter text.

3.5 If you are looking to enhance/ change a building that you currently occupy please confirm if this is leasehold or freehold? If Leasehold please confirm the length of your lease and whether you lease the whole building or part? *Have you discussed this with your landlord? Evidence that the landlord consents to any works undertaken will be required as part of the full application process*

Click or tap here to enter text.

**4. Your Capital Hub Grant Scheme Project Proposal**

**Tell us about your project proposals. What does it aim to deliver, to who, why, what linkages are there, what evidence of community support do you have? What will the benefits be and future plans and outcomes?** *Please ensure this is linked to the grant aims, outcomes and core criteria, full details can be found within the grant information leaflet*

Click or tap here to enter text.

**5. To achieve this, how much will your idea cost/ how much grant funding will you be applying for?** This should be a high-level summary linked to proposals above. Consider development costs, design fees, capital proposals and revenue costs, as examples, also please note that this grant scheme covers capital costs only) total costs and grant funding being applied for

Activity: Click or tap here to enter text. Cost: Click or tap here to enter text.

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Activity: Click or tap here to enter text. Cost: Click or tap here to enter text.

Activity: Click or tap here to enter text. Cost: Click or tap here to enter text.

Total Cost: Click or tap here to enter text.

**6. How will you make the property fit for purpose and ready for your project? Please indicate the stage of the project?** Tell us about the stages involved, timescales and experts (architects, quantity surveyor etc.) and formal permissions such as Building Regulations or Planning (as examples).

Click or tap here to enter text.

**7. How do you propose to ensure the future of the hub and sustainability? Keeping in good repair and running e.g. staffing/volunteers. How will the project be sustainable moving forward e.g. income generation**

Click or tap here to enter text.

**8. What is the identified need for your project proposal? What evidence / information justifies your project?**

Click or tap here to enter text.

**9. Have you discussed your idea with other people / groups in your community? Please list them. If not but would like to engage with community groups and statutory organisations please note them below?** This is important because, if you complete a Business Case form for the hubs capital grant scheme, you will have to demonstrate that you have community support. (NOTE – As part of its appraisal process, the Council may approach anyone you name below.)

**10. Have you identified any risks associated with this project and what are they?**

Click or tap here to enter text.

**Fraud statement**

By completing the application or accepting the grant, you are confirming that you are eligible for the grant. If your eligibility circumstances change after making an application or receiving this grant, you must notify us immediately.

Herefordshire Council will not accept deliberate manipulation or fraud, and any instances will be actively investigated. Any individual who falsifies their records or dishonestly provides inaccurate information to gain a grant will face prosecution. The council reserves the right to recoup funds or grant awarded equipment and claw back any grants given in error.

The personal information we have collected from you will be shared with fraud prevention agencies who will use it to prevent fraud and money-laundering and to verify your identity. If fraud is detected, you could be refused certain services, finance, or employment. Further details of how your information will be used by us and these fraud prevention agencies, and your data protection rights, can be found on the Herefordshire Council website here:

<https://www.herefordshire.gov.uk/directory-record/6201/fraud-prevention-privacy-notice>

**Data protection**

Herefordshire Council is the Data Controller under data protection law for any personal data provided by you and we will only use the information you provide on this form to administer, process and assess your application for funding under the Hubs Capital Grant Scheme and to administer any funding if your application is successful. The legal basis for processing this data is that it is necessary for the performance of a contract with you or to take steps preparatory to such a contract.

Individuals have a number of rights under data protection law, including the right to request their

Information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner’s Office <https://ico.org.uk/>

We will keep your data once an application is approved and funding released for the period of 10 years as defined by the funding body.

Information may be shared with other persons or organisations helping us with the assessment and monitoring of applications. Information you provide may also be shared with government departments, agencies and third parties appointed in connection with the administration of this grant.

**Declaration**

**Signatures are required from two people who are authorised to sign on behalf of your organisation and will usually be the Director/Chair plus one other senior member e.g. Treasurer. Please do not type your signature, electronic signatures are required.**

**I/we confirm that I/we have read and understood the Fraud Prevention Notice and confirm that the information contained within this application form is true and accurate.**

Name: Click or tap here to enter text. Position: Click or tap here to enter text.

Signature 1 Date: Click or tap to enter a date.

Email address

Name: Click or tap here to enter text. Position: Click or tap here to enter text.

Signature 2  Date: Click or tap to enter a date.

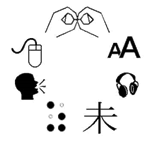
Email address

Please note that you are signing on behalf or your organisation – we may require copies of minutes or other evidence to show that your organisation has agreed to undertake this project/activity

In order to help us improve our service, please comment on how easy you found this form to complete. What would make it easier?

Click or tap here to enter text.

We may also advise you of other council services, which may benefit you. Please tick here if you consent to your details being kept on a database for this purpose.



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 delegatedgrants@herefordshire.gov.uk.

We would like projects to be both environmentally and economically sustainable wherever possible and help and advice is available by calling 01432 261930.

**Please submit your application to:** [**Hubscapitalgrantscheme@Herefordshire.gov.uk**](mailto:Hubscapitalgrantscheme@Herefordshire.gov.uk)