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Self-evaluation checklist

1. Does your project align with one of the funds strategic themes?

Theme	Description	Project type examples
Community Wellbeing	Supporting vulnerable groups, promoting health and social activities, and tackling anti-social behaviour.	Creating or improving local hubs, developing activities to support and connect residents.
Safety and Sustainability	Enhancing safety in the community, protecting local environments, and promoting sustainable practices.	Sustainability drives, improving safety or green areas, supporting biodiversity, reducing waste, improving reuse & recycling.
Opportunities	Providing opportunities for training, education, and employment that support residents' long-term growth.	Employment or training programmes, education, work experience, homework clubs, social enterprise, digital inclusion & greener technology.



2. Will the project and activities directly benefit Settle residents and communities?

The Settle Community Benefit Fund is available to groups and organisations that directly benefit Settle residents and the communities they live in. Any application made for funding must demonstrate that at least 50% of all beneficiaries are Settle residents.

3. Does your organisation have the capacity to deliver the project you require funding for?

4. Is your organisation not-for-profit?

This includes Registered Charities, Community Interest Companies, Community Organisations and Resident Groups.

If you have answered 'YES' to all of the above, please read the following before completing your application.

Application overview

1.1 About Settle and the Community Benefit Fund

The Settle Community Benefit Fund supports projects and activities helping people thrive in their homes by improving the quality of life for Settle residents and the wider communities in which they live.

1.2 How much funding is available?

Community grant funding ranges from £250 up to £3,000.

1.3 Who can apply?

We welcome applications from individual residents, resident groups, Community organisations, Community Interest Companies (CIC) & Registered charities. If your group does not fall under these categories, please contact a member of the [engagement team](#) to discuss before applying.



1.4 How to apply

All applicants must first complete the self-evaluation checklist to ensure they meet the criteria before applying. If the criteria is met, all applicants must fully complete and submit a grant application form.

1.5 Funding criteria

Applications must align with the key themes. The themes, descriptions of the themes and examples of potential projects are set out in the 'self-evaluation' checklist above. In addition:

- Projects and activities must benefit Settle households and the communities in which they live. While it isn't a requirement that projects focus solely on Settle communities, the proportion of those benefiting who are Settle residents must be no less than 50%.
- Projects and activities must demonstrate a strategy to engage Settle residents.
- Match funding will be welcomed, however we recognise that community groups making smaller applications may not be able to access match funding.
- Applications must demonstrate sustainable outcomes with a clear plan for when the funding ends - either an ongoing funding strategy or exit plan.

1.6 Things to know

Before you get started, here are a few key things to remember:

- All applicants should complete the self-evaluation checklist to ensure they meet the funding criteria before applying
- All applications will initially be assessed to ensure that they meet the eligibility requirements
- Applications will be reviewed on a monthly basis. Processing times will vary dependant on a number of factors and we may need to come back to you for more information. Estimated processing times are 4-6 weeks
- Monitoring and reporting requirements: These will be agreed for each successful application based on the size, duration and complexity of the projects. This will be confirmed at the point of the grant being awarded.



1.7 Payment information

For grants under £3000, and if your group does not have a bank account:

- We cannot procure or pay for items purchased from online marketplaces such as eBay, Etsy etc.
- We cannot make any cash payments for services or items procured
- If you have a partner organisation who is willing to receive the funds on your behalf, you can provide their bank details and confirmation from the organisation and we will pay the funds to them.

1.8 Checklist

Please find below some of the key details it would be helpful for you to have to hand before making an application.

	Grant Application
Name of group, contact details and address	Yes
Charity or company number	
Chair and company secretary details	
The year your organisation was established	
A clear and detailed budget – the application will require a breakdown of all project costs involved in delivering your project	Yes
Bank details, including name of account, sort code and account number	Yes
Information about your project including: <ul style="list-style-type: none">• Aims• Activities• Beneficiaries• Volunteers• Outcomes and impact	Yes



1.9 Next steps

Complete your application via one of the following:

- Via [Settle Connect](#)
- Send a completed application form by email engagement@settlegroup.org.uk
- Post a completed application to Settle, Blackhorse Road, Letchworth, Herts, SG6 1HA.

2.0 Reporting requirements

All successful projects will be expected to provide information on the delivery and completion of the project, such as the number of people involved, photographs, testimonials, and any publicity.

Grant application guidance

Section 1	Organisation Details	Give the name and full contact details of your organisation. If you do not have a bank account, please state this – this does not stop you from applying for funds.
Section 2	Project Description	In no more than 500 words, please provide a project description which includes: <ul style="list-style-type: none">• Area(s) / neighbourhoods of project delivery• Who will benefit from the project• Activities delivered• How you have identified a need for this project.
Section 3	Project Outcomes	Please state what outputs you expect from the project and how it fits with the main themes. Outline how the project you are seeking funding for contributes to one or more of the key themes, and what outputs you expect during delivery.



Application Overview and Guidance Notes

Section 4	Project Costs, Budget, and Match Funding	<p>Give a breakdown of the full cost of the project, stating:</p> <ul style="list-style-type: none">• Whether your costs are confirmed or estimated• How much you are requesting from the foundation• Identify any match funding you may have secured. <p>If the project is reliant on other funding sources, please state if the funding is guaranteed or anticipated.</p> <p>If the organisation is offering 'in kind' support or added value to the project, for example premises or volunteers, please tell us about this.</p> <p><i>There are two types of match funding: "actual" and "in-kind". Actual match funding is allocated money towards a project from another funder or source. In-kind match funding is non-cash funding of free goods or services, such as volunteer hours. For example, 5 volunteers x 20 hours per week x 52 weeks = 5200 hours.</i></p>
Section 5	Sustainability	<p>Please state how you will deliver this project when the funding from the Settle Community Benefit Fund is spent. Do you have any future plans, or do you see this project as a one-off delivery?</p>
Section 6	Measuring and Reporting	<p>State how many people are expected to benefit from your project and how many of these will be Settle residents. Identify how your organisation will measure the outcomes you have identified and how you intend to report this. The level of detail required will depend on your project.</p> <p>One-off community event may only require:</p> <ul style="list-style-type: none">• Numbers involved• Customer feedback• Photographs. <p>Larger longer-term projects may include:</p> <ul style="list-style-type: none">• Data• Reports• Learning• Impact.

Need help?

If you're not sure if your idea qualifies, or you'd like some support with your application – we're here to help.



Contact us

