Community grant criteria

Budget

The Council has maintained a capital only budget of £1m to the Area Boards, using a formula that takes into account population, rurality and deprivation. A separate youth budget is also available for distribution by the area boards. A separate practice paper deals with the local Highway Improvement budget.

How is funding used?

Funding is controlled locally by the Area Board but operates in accordance with the policies and decisions of the Council. In short, this means:

- The budget must be used in accordance with policies set by the Council (such as the Area Boards grants criteria). This also means that the money cannot be used to 'override' decisions taken by the Council – for example 'topping up' service budgets.

- The budget must be used for the benefit of the community area concerned.

Community area grant

Each Area Board has funding to support local community projects in the area. The grants are used in accordance with the Council's community area grants policy that is explained fully in this paper.

The grants budget can be used in three ways – community grants, digital literacy grants and Area Board (Councillor-led) projects

The grants budget will only support **capital projects**. For a handy guide to capital and revenue funding please see this link

The grants budget cannot be used to fund year on year running costs or salaries.

Community grants

Funding for local projects from your community area board

What do we offer?

✓ Up to £5,000 of capital funding available (more in exceptional cases) for local community projects.

✓ Up to and including £1,000 available for small projects, where there is no need for you to find matched funding, (although your application will be considered more favourably where a modest contribution from the applicant is made).

✓ Up to 50% of the total cost of a project, where the total cost is more than £1,000.

Funding is available to help provide facilities, equipment and activities that are important to the local community. These awards can really make a big difference in helping communities get schemes and projects started.

The Area Boards wish to support the ethos of volunteering and community involvement and to that end have decided that Community Area Grant funding should go to local groups.

Town and parish councils are encouraged to promote local community projects and support applications for funding.

Applications are considered and decided at each Area Board meeting and applicants are welcomed to the meetings to speak in support of their project and answer questions from the Board and others.

Making an application

All grant applications are now submitted using the Council's online application system. The system guides applicants through the process giving advice and help as you complete the short form. You can save an application at any stage and return to it later.

To ensure applications have the greatest chance of success, you are encouraged to leave sufficient time to develop a strong application. Preparatory work would include investigating a variety of match funding opportunities before submitting an application and seeking estimates.

To save frustration and wasted time, we strongly advise that applicants read the following funding criteria before they complete their application.

What we cannot consider

The council cannot consider grant applications for:

(a) Political or religious activities (although secular projects by faith groups are welcomed where there is a wider community benefit)

(b) Parish councils and statutory bodies to fund their normal services or activities (including Wiltshire Council services, school curricular projects, etc.)

(c) Sole benefit of individuals

(d) A private - profit making/commercial organisation

(e) Recurring revenue or running costs – e.g. rent, rates, utilities, printing, stationery, salaries, etc.

(f) Retrospective funding (after a project has started)

(g) Repeat requests for annual events

(h) A project that has already received Area Board funding in the same financial year.

(i) Events/activities whose principle aim is to raise funds for another organisation

(j) Training of trustees or fundraisers

(k) Projects that are applying for funding to more than 3 area boards, as these are not considered local projects

(l) Applicants can make no more than 2 applications in any financial year

Our funding requirements

To avoid disappointment it is important that applicants follow the following requirements

1. Applicants are encouraged to discuss their project with their local Community Engagement Manager before making an application.

2. All applicants should use the Council's [online funding application system](#).

3. Applications are invited from not for profit organisations/activities or groups that can show a need for financial support, through evidence of current financial status and supported by bank statements and audited accounts which must be available for inspection upon on request.

4. Projects should ideally link to a local area priority e.g. Joint Needs Assessment, Community and Neighbourhood Plans or evidence of another identified community need.

5. No projects will be awarded funding retrospectively (after the project has started).

6. Successful applicants should not seek any additional financial support from Wiltshire Council for the same project.

7. Grants will not normally exceed £5,000

8. Projects where the total cost of the project is up to and including £1,000 do not require match funding (although your application will be considered more favourably where a financial contribution is made).

9. 'Contributions in kind' either as volunteer time or materials may be costed into your project calculations, based on a maximum of £50 per day for general volunteers and £100 per day where professional/technical advice is provided e.g. architect drawing up plans.

10. 'Contributions in kind' should not be your sole contribution to the project. We would expect to see some local fundraising.

11. For funding requests of more than £1,000, financial support from other sources must be identified (match funding), which can be made up in part by contributions in kind (except in the case of town/parish councils).

12. Applications from town and parish councils will not receive more funding than that contributed in cash by said council, since they are able to raise funds through their precept/local taxation.

13. Applications must be received a minimum of 6 weeks before the area board meeting.

14. If you are asking the area board to fund any item that costs over £500, one written quote/estimate must be obtained. This must be from the supplier you intend to use. Where single items cost over £1,000 a minimum of two quotes/estimates must be obtained with an indication of the supplier you intend to use.

15. All quotes from suppliers must be on headed paper, from brochures or websites and must be made available on request.

16. Applications must show how you plan to cover the future costs of your project.

17. Where the total cost of the project exceeds £50,000, a project or business plan should be provided including estimates from the suppliers that you intend to use to complete your project – this should be forwarded separately to the Business Support Officer for that community area.

18. If your project requires planning permission, building regulations or any other form of licence or approval, this must be sought *before* submitting your application. Any grant will be conditional on approvals being received.

19. Applicants must acknowledge Wiltshire Council's financial support in any publicity, printed or website material and use the council's approved logo.

20. If successful and you receive a grant from the area board, a condition is that you must be able to provide copies of all receipts and invoices associated with your grant on request as your project may be audited after completion. It is the applicant's responsibility to keep these receipts for 3 years following the completion of your project.

21. It is the applicant's responsibility to contact the Business Support Officer if the funds raised for their project (including those awarded by the area board) exceed the sum required.

22. It is the applicant's responsibility to contact the Business Support Officer if there is any changes to a project awarded a grant by the area board.

23. Completion of an evaluation form is a condition of receiving area board funding. Failure to do so will prevent you from being eligible to apply for a further grant in the future.

Information and photographs to demonstrate how your grant is spent should be provided as soon as the project is completed. In addition you are encouraged to provide information and photographs about your project on the ´Our Community Matters` website.

24. The grant can only be requested when all award criteria has been met (e.g. matched funding is in place).

25. All decisions about community area grants are made by the locally elected councillors on your area board – and the decision is final.

26. If you receive funding, the money cannot be claimed before 3 months of the project starting and must be used within 1 year of the award date.

In exceptional circumstances, the Area Board may waive any of the requirements set out in 1-26 above, provided it can provide reasons to justify why an exception should apply – which will be recorded in the minutes of the meeting.

Councillor-led projects

Local Councillors are in a good position to help resolve local issues – they are close to the ground and often know the people involved and the issues they face. To help Councillors tackle local issues and priorities, they can make applications for funding to the Area Board for approval.

A separate practice paper deals with the Councillor-led projects process.

Further help

For further help and advice please contact your Business Support Team – you can find contact details here.