

Area Board Funding and Grants Criteria

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May 2019

This document contains information regarding the funding and grants criteria offered through the Wiltshire Council Area Boards.

Area Board Funding

Each financial year Wiltshire Council devolves funding to 18 local [Area Boards](#). Each Area Board has funding available to support projects in their [community area](#) for the following:

- ✓ Community Area Grants
- ✓ Youth Grants
- ✓ Health and Wellbeing Grants

This document provides a comprehensive overview of the criteria when considering an application to your Area Board.

Each Area Board also has devolved funding for highways improvement projects, however, these are administered in a different format and are delivered through each local Community Area Transport Group (CATG) – [see separate guide](#).

Applicants will be expected to attend the Area Board meeting to provide an overview of their application.

How is the Funding used?

The Area Boards make decisions regarding the allocation of funding but must operate in accordance with the policies and decisions of the Council. In short, this means:

- The budget must be used for the benefit of the community area concerned.
- That the money cannot be used to ‘override’ decisions taken by the Council – for example ‘topping up’ service budgets.



Local priorities

Your Area Board will expect grant applications to demonstrate how proposed projects will help to address local priorities:

Wiltshire Council Business Plan 2017-2027 sets out the council's visions and priorities for the County: [Business Plan 2017-2027](#)

Joint Strategic Assessment (JSA) Each community area in Wiltshire has a set of priorities identified in the [Joint Strategic Assessment](#) (JSA) click on "Your Community Area" and select details for your area.

Funding Criteria

To avoid disappointment, it is important that applicants note the following:

1. Applicants are encouraged to discuss their project with their local [Community Engagement Manager \(CEM\)](#) and/ or their local Wiltshire Councillor before making an application.
2. Applications are invited from community groups and not for profit organisations that can show a need for financial support. Evidence of current financial status supported by bank statements and audited accounts must be made available for inspection upon request.
3. Projects should demonstrate a link to local priorities (see page one) or show evidence of an identified community need.
4. Successful applicants must not seek any additional financial support from Wiltshire Council for the same project.
5. Applicants to the Area Board grant funding are encouraged to seek further financial contributions from other sources e.g. local fundraising, regional funders, solar community benefit funds, parish/ town councils or local businesses.
6. Projects where the total cost of the project is up to and including £1,000 do not require match funding, however, applications will be considered more favourably where a financial contribution is made. For funding requests of more than £1,000 financial support from other sources **must** be identified (match funding).
7. 'Contributions in kind' either as volunteer time or materials may be costed into your project calculations, based on a maximum of:
 - a) £50 per day for general volunteers
 - b) £100 per day where technical or professional advice is provided e.g. architect drawing up plans.
 - c) A maximum of 25% of the total project costs
8. Applications from Town and Parish Councils must demonstrate match funding for any application that is submitted, as they are able to raise funds through their precept/local taxation.
9. Requests for recurring revenue, running costs and repeat annual events are unlikely to be supported. However, Councillors may wish to support this through an Area Board initiative (see page 6).
10. Applications must be received a minimum of 4 weeks before the Area Board meeting.
11. Applicants who are looking to apply for a project across more than three Area Boards must first speak with the Head of Service for Communities and the Chair of the Wiltshire Area Boards. These are not considered local projects and must seek approval to apply across multiple boards.
12. 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.



13. All quotes from suppliers must be on headed paper, from brochures or websites and must be made available on request.
14. Applications must show how you plan to cover the future costs of your project by demonstrating its sustainability or setting up a sinking fund.
15. 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.
16. 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.
17. Applicants must acknowledge Wiltshire Council's financial support in any publicity, printed or website material and use the council's approved logo.
18. If your application is successful and your project receives 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 upon 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 the project.

19. If your application is successful, funds awarded may only be used for the purpose specified in the application; it is the applicant's responsibility to contact the Community Engagement Manager if there are any changes to a project awarded a grant by the Area Board.



20. Area Boards make a significant investment each year into local communities. To ensure the investment continues to target the correct projects, we require all successful applicants to complete the project evaluation process. This involves completion of a short survey and documenting the project on the local Our Community Matters website. **Failure to do so will prevent you from being eligible to apply for a further grant in the future.**
21. The grant can only be requested when all award criteria has been met e.g. matched funding is in place and your project is ready to proceed within three months of drawing down your award.
22. Grants must be drawn down within 12 months of the date of the award.
23. Funding decisions are made by the locally elected Councillors on your Area Board and their decision is final.

In exceptional circumstances, the Area Board may waive any of the requirements set out in 1-23 above; in order to do so, the board must record the reason for any exceptions in the minutes of the Area Board meeting.

What we cannot consider

The Area Boards cannot consider grant applications for:

1. Political or religious activities (although secular projects by faith groups are welcomed where there is a wider community benefit)
2. Town and Parish Councils and Statutory Bodies to fund their normal services or activities (including Wiltshire Council services, school curricular projects, etc). Projects that operate outside normal services and activities are open to consideration by the board.
3. A project already receiving funding from Wiltshire Council.
4. The sole benefit of individuals.
5. A commercial organisation when the purpose is to increase profit making activities. If there is a community benefit then the project is open to consideration by the board.
6. Retrospective funding (after a project has started).
7. A project that has already received Area Board funding in the same financial year.
8. Events/activities whose principle aim is to raise funds for another organisation.
9. More than two applications from an applicant in any financial year.

What We Offer

- ✓ Up to and including £1,000 for small projects; no requirement for match funding, however, applications will be considered more favourably where a financial contribution is made.
- ✓ Up to £5,000 of capital funding available (more in exceptional cases) for local community projects. At least 50% match funding is required 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.
- ✓ Funding is available to pump-prime projects, that will become self-reliant through income generation and local fundraising.
- ✓ 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.
- ✓ Applications are considered and decided at each Area Board meeting and applicants are invited to the meetings to speak in support of their project and answer any questions from the Board.
- ✓ Support and Guidance from your local [Community Engagement Manager \(CEM\)](#)

Making an Application

Community Area Grant and Youth Grant applications are 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.

Health and Wellbeing applications and Area Board initiatives are completed using an electronic form. This can be issued by the local [Community Engagement Manager](#).

You may find it helpful to look at examples of other applications/projects in Wiltshire [previous applications](#) and the [Project Bank](#).



Additional Guidance

For further information and guidance about any of the funding streams, please contact your local [Community Engagement Manager \(CEM\)](#).

Give yourself sufficient time to develop a strong application. Preparatory work should include:

- Establish whether your project demonstrates a link to local priorities (see page one).
- Contact your local Wiltshire Councillor to discuss your project [Find a Councillor](#).
- Secure support and where possible a financial contribution from your local Town or Parish Council.
- Investigate a variety of match funding opportunities before submitting an application.
- Youth projects should show evidence of how young people have been involved in the development of the project.
- Demonstrate how accessible the project e.g. disabled access, low incomes.
- Ensure that measures are in place to safeguard the welfare of young people and vulnerable people e.g. Disclosure & Barring Service (DBS) checks completed.

- Ensure that measures are in place to monitor and evaluate the project.
- Ensure your organisation has the necessary insurance for your activity/ project.

Community Area Grants

Each Area Board has funding to support local community projects in their community area. The grants are used in accordance with the Council's Community Area Grants Scheme and criteria set out in this document.

The Community Area Grant Scheme will only support **capital projects**.

See [Guide to Capital & Revenue Funding](#)



Youth Funding

Each Area Board has funding to support projects that provide positive activities for young people. The grants are used in accordance with the Area Boards youth engagement strategy and criteria set out in this document.

A positive activity can be any educational or recreational leisure-time activity that is arts, sports, leisure, informal education and community based which helps young people achieve healthy and safe lifestyle outcomes.

Funding is available to support those wishing to provide positive activities for 13 – 19 year olds and those aged up to 25 with special educational needs and/or disabilities.



- The preferred model is to pump prime projects that will become self-reliant over time through income generation or local fund raising.



Health & Wellbeing Funding

Each Area Board has funding to support local Health & Wellbeing projects in their community area for older people and carers.

Revenue funding has been allocated from the adult services budget to support projects and initiatives that benefit older and vulnerable residents within each local area. While not exclusively restricted to older people, investment should be made in such a way as to make the maximum impact on health and wellbeing within a given community area. Reducing social isolation and loneliness should be a key driver behind the allocation of this funding.

- Investment must be used to support with the delivery of the Councils corporate objectives.
- Investment should be sustainable and ideally projects should not be reliant on the investment from the Health & Wellbeing Scheme.

Area Board initiatives

The purpose of this scheme is to enable the Area Boards to tackle local projects which have been initiated by the community. It should not be used to fill gaps where there are service shortfalls or where it is possible for the matter to be resolved through use of the Community Area Grants scheme.

Projects should seek to address 'sticky' community issues and/or projects and initiatives which have been identified by the community as priorities, through the local JSA or Wiltshire Council business plan.

When considering requests to the Area Board, Councillors need to bear in mind the impact this will have on the amount of funding available to support applications made directly from the community.

The application will be considered by the Area Board in the same process as all other applications.

Councillors are encouraged to discuss proposals with the Community Engagement Manager.