



**WARWICK TOWN COUNCIL**

**COMMUNITY GRANT FUNDING**

**FOR 2016/17**

**Part 1    General Guidance Notes**

**Part 2    Application Guidance Notes**

**Part 3    Application form**

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**Applications should be submitted 10 days before  
relevant Committee date**

Court House  
Jury Street  
Warwick  
CV34 4EW

# WARWICK TOWN COUNCIL

## COMMUNITY GRANT FUNDING

### PART 1 - GENERAL GUIDANCE NOTES

The Community Grant Fund has been established as one of a number of ways of helping communities, particularly in deprived areas, to address local issues of concern to them. It will contribute to the Council's objectives of involving community representatives in identifying local needs, supporting the role of Councillors, and the representative role of the Town Council.

Applications will have to satisfy the following conditions to be considered for a grant:

- All applications must be signed by a local Town Councillor to indicate his/her support
- Bids should be for one off projects in the five Wards of Aylesford, Emscote, Myton & Heathcote, Saltisford and Woodloes that provide lasting benefits to the community. Projects that require ongoing funding will only be considered if there is a *clear and realistic plan* of how it will be funded after the initial contribution from the Community Grant Fund. Any project will receive funding once only.
- Projects should lie outside the responsibility of any single agency or service. They will not be funded if they are eligible for funding through conventional channels, unless there is **at least matched funding or an agreement by those other agencies to pick up ongoing costs after the initial contribution from the Town Council**

**Location - 1, 2, 3 or 4 points.** There will be a presumption in favour of the most deprived areas in the Town. These are defined by reference to the Government's local Index of Deprivation. The definition has been widened to include small pockets of deprivation within wards which generally have above average prosperity. Applications based on wards which include the following factors will score one point for each factor up to a maximum of 4 points

Bids that satisfy these conditions will be evaluated against the following criteria:

Town Councillor involvement	2 points
Services for under 8's or the elderly	2 points
Community development/public involvement	3 points
Crime reduction	2 points
Economic development	1 point
Equal opportunities	1 point
Integration - number of agencies involved	<u>2 points</u>
	13 points

Very few applications will score against all criteria but those with high scores will be more likely to obtain funding

Applications will be considered at the relevant Committee Meeting and should be submitted 10 days prior to it sitting.

The Community and Cultural Committee oversees Community Support Funding of up to £5000 and Community Grant Funding which is up to £1500)

The Economic & Tourism Committee oversees Community Events funding of up to £5000 and is considered against Economic impact and raising awareness of Events in Warwick thereby encouraging visitors and residents alike.

Each Committee will appraise applications; decisions will be made as soon as practicable and your organisation will be informed.

**Successful Applicants are required to attend the  
Annual Town Meeting on 11 May 2017  
to deliver a short 2-minute report  
on their project.**

## COMMUNITY GRANT FUND 2015/16

### PART 2- APPLICATION GUIDANCE NOTES

- 1 Project title - This should be brief but distinctive
- 2 Description - This should state what type of project it is and what it is for (e.g. Survey of community needs conducted by a consortium of local organisations)
- 3 Location - Please indicate which electoral division and give a more precise location if appropriate. It may be helpful to attach a map showing the precise location
- 4 Name of association and main contact - Please give the name of the association that will manage the project. Also, please give the name, address and telephone number (daytime if possible) of the person that will act as a main contact for further information and correspondence
- 5 Amount of funding requested - Bids for small amounts will be considered but £1500.00 would normally be seen as the maximum grant unless there were very strong reasons for larger figure. Under the amount requested, please give a simple itemised breakdown of how you plan to spend the money (e.g. flooring, rewiring, kitchen equipment, administration etc.)
- 6 Names of key people that will be responsible for the money - Please give the names of all the people that will be responsible for the money and their roles. Please include all those able to sign cheques for the association

- 7 Name of bank/building society account - please give the name of the account to which cheques should be made payable. Please note that the money cannot be paid to an individual
- 8 Partners/agencies involved - Please list all groups and agencies involved with the project. If more than one County or District Council Department is involved please list each one separately. Indicate the lead or principal agency first
- 9 What community need does your project fulfil - Please say what target group will benefit from the project and what problem or need the project would address (e.g. there may be a large number of unemployed adults on the x housing estate and the project is intended to enhance their skills and self-confidence through co-ordinated multi-agency action)
- 10 Evidence of need - Please quantify the level of need and where possible compare this with recognised standards of provision. Say how you know that no other agency has plans to meet the need
- 11 How will your project fulfil this need - Explain how the project will make the difference for those people affected. What are the outcomes you anticipate?
- 12 Project management - Please say who will be responsible for managing the project and how you will monitor and evaluate success.
- 13 Project timetable - Please explain your planned timetable for implementing the project. State, if appropriate, the plans you have for the period beyond that supported by the Community Grant
- 14 Town Councillor's signature - This section must be signed by your local Town Councillor
- 15 Councillor involvement - This must be completed by the Town Councillor. A 'yes' or 'no' answer will be sufficient, but space has been provided for a fuller answer if required
- 16 Comments - For the Town Councillor to give a brief comment on the project if he/she wants to

Please feel free to submit any other comments you may have about the relevance and importance of the project on supplementary sheets.

#### PLEASE NOTE

If successful, you are required to attend the Annual Town Meeting of Warwick Town Council on 9 May 2016 at 18.00 to give a short report on the success of your event.

