



# *Warwick Town Council*

## *Community Grants*

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**Completed applications should be submitted 10 days before Committee meetings**

**The Court House  
Jury Street  
Warwick  
CV34 4EW**

## Part 1. Community Funding – 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 their support, before submitting your application to the office.
- Applications should be for one off projects in the seven wards; All Saints and Woodloes; Aylesford; Castle; Leafield; Myton & Heathcote; Saltisford or Wilmhurst, 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. Projects will only receive funding once.
- Applications include at least 3 comparison quotes to demonstrate best value for money
- The total amount requested does not exceed £5,000
- 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.**
- **A funding acceptance form, which requires proof of expenditure, would need to be submitted to Warwick Town Council before any monies are given. Should the organisation not have sufficient funds to use before receiving their grant money, Warwick Town Council will release their monies under the condition that proof of purchase would be provided within 10 days. (This condition has come into affect from 1<sup>st</sup> April 2022)**

Applications will be considered at the upcoming Community & Cultural or Economic and Tourism and should be submitted 10 days prior to the meeting. The Committees oversee funding of up to £3,000. All grant applications over the value of £3,000 must pass through committee approval and then go forward to the following Full Town Council meeting for final decision.

## Part 2. Community Funding – Application Notes

### Section 1 – Contact Details

Please give the name of the association that will manage the project. Please also provide the name, email address, telephone number and postal address of the person that will act as the main contact for further information and correspondence.

### Section 2 – Group / Organisation Details

**Overview** – Please provide an overview of your organisation, including your aims and objectives.

**VAT** – This should include your VAT and Charity Number, if applicable.

**Organisation** – Please state how many members your organisation has, including paid staff.

### Section 3 – Project Information

**Project Title** – This should be brief but distinctive

**Project Information** – Give a clear explanation of how you intend to spend the money, including any timescales.

**How do you know there is a need for the work?** – Describe what evidence you have got to support your application

**Partnership Working** – Please list all groups and agencies involved with your project. If more than one County or District Council Department is involved, please list each one separately

**Equality of Access** – How will you ensure that your project is open to all, or if you are focusing on a specific group or community, that the target audience will have access to the project?

**Economic or Community-based needs** – Explain how your grant will improve the local economy / community

**Target Audience** – Please indicate what age groups will benefit from this grant application

**Project Management** – Please state who will be responsible for managing the project and how you will monitor and evaluate success

### Section 4 – Financial Details

**Amount of Funding Requested** – Applications under £3,000 will be decided by the Community and Cultural Committee. Grant applications over £3,000 will be discussed at the following Full Council Meeting.

**Itemised Breakdown** – Please provide a breakdown of how you plan to spend the money

**Project Total** – Is this the total cost of the project? If no, please advise where the remaining money has been obtained from

## Section 5 - Declarations

Please sign and date the application form

## Section 6 - Town Councillor Declarations

***This section must be completed before submitting your completed application to the office***

**Town Councillor** – Please state which Town Councillor will be supporting your application

**Town 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 full answer if required

**Town Councillor’s Signature** – This section must be signed by a Town Councillor

**Comments** – For the Town Councillor to give a brief comment on the project if they wish

**‘Councillors Funding Application’ form must also be completed by the supporting Town Councillor to indicate their support of the application, and submitted alongside the completed grant application form**

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