



Warwick Town Council

Community Grants

Part 1 – Guidance Notes

Documents To Read Before Completing An Application

- **Part 1 – Guidance Notes**
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 - 3a – Community Grant Funding**
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From 1st April 2026 Warwick Town Council has 3 types of funding available:

3a – Community Grant Fund

Our long-standing Community Grant Fund supports local voluntary not-for-profit organisations delivering projects that directly benefit residents of Warwick (CV34).

This funding is designed for smaller-scale community initiatives and equipment purchases – for example, new facilities for a community centre, resources for a youth group, or improvements that enable a local organisation to expand its services.

Grants are available for one-off projects that strengthen community wellbeing, inclusion and local participation

3b – Event Grant Fund

The Event Grant Fund supports organisations wishing to deliver events within Warwick that benefit residents and contribute to the vibrancy of the town.

This may include community celebrations, festivals, fundraising activities or initiatives that attract visitors and support the local economy.

3c – Community Capital Fund

The Community Capital Fund provides financial support towards larger-scale capital projects that create lasting benefit for Warwick residents.

This includes contributions towards building improvements, major renovations, new community facilities, or significant infrastructure projects – such as community centre or other valued community assets.

This fund is intended for projects with long-term impact, strong community backing and evidence of wider or partnership or matched funding.

The total project cost must exceed £50,000. Applications to Warwick Town Council should be for a maximum of £5,000 and must represent a contribution towards the overall project cost, rather than full project funding.

How to apply

Please ensure you are applying to the correct fund before submitting your application:

Community Grant Fund (3a) and Event Grant Fund (3b) – these funds have separate application forms. Applications can be downloaded from our website, completed and submitted via email. Please make sure you select the form that matches the type of funding you are seeking.

Community Capital Fund (3c) – applications to this fund should be made in writing to the Town Clerk. Your letter/email should include:

- The reasons for your application
- Details and evidence of your project
- Information on any other funding already sourced or applied for

Submitting your application with the correct form or format helps us process your request efficiently and ensures your project receives full consideration

Guidance Notes

Warwick Town Council offers grants to community organisations and organisations who can evidence a clear need for financial support and demonstrate it contributes towards the vision and aims of the Town Council.

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

- Community Grant Fund & Event Grant Fund applications must be signed by a local Town Councillor to indicate their support, before submitting your application to the office.
- Community Capital Fund applications should also have the backing of a Town Councillor. The Councillor should submit a supporting letter to the Town Clerk alongside the applicants request. Both the application and the Councillor's endorsement will be considered at the next committee meeting.
- Applications should be for projects that have not already been started or completed
- Applications should be for charity or not-for-profit organisations in one of 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.
- Applications for Community Grant Fund & Event Grant Fund include at least 3 comparison quotes, for material items or services, to demonstrate best value for money. CV34 businesses should be used for these items where possible. Where suppliers outside of Warwick are chosen, or three quotes aren't obtained, please explain why.
- For Community Capital Fund applications, it is recognised that obtaining three quotes may not always be feasible for larger-scale projects. In such cases, applicants should provide as much supporting evidence as possible to demonstrate value for money and justification for the chosen suppliers.
- Only one application will be considered from an organisation in each financial year across all funds
- The total amount requested for any grant 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. All money allocated must be spent within that financial year.

Additional considerations:

- If relevant to your project, please include sustainable best practice in developing the project e.g. reduce/reuse/recycle in the notes of your application.
- Please confirm how the project will enhance and/or protect local biodiversity and natural resources. Please describe in the notes how any carbon impact will be as close to zero as possible.

Applications will be considered at the upcoming committee meeting 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 Council meeting for final decision.

Successful applications will be expected to provide a report at the Annual Town Meeting, showing how the money has been spent and the benefits the grant has provided.

3a Community Grant 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 committee. Grant applications over £3,000 will be discussed at the upcoming committee and then taken to the following Full Council Meeting for approval.

Specific Costs or Contributions – Please state whether this funding will be used for a specific cost within your project, or will it be used as a contribution to the overall costs.

VAT - If your organisation is VAT-registered and you can claim VAT costs back, do not include these costs in your application.

Itemised Breakdown – If your grant application is for specific costs, 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

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.

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

Have You Been Involved – 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

Improve Services For Under 18’s or Elderly – Please give a clear explanation of who will benefit from the grant funding

Public Involvement and Equal Opportunities – Explain how the funding will offer equal opportunities to the community

Deprived Area – Please comment on whether this grant covers a deprived area

Previous Grants – Please Advise if the organisation has previously benefited from Warwick Town Council’s Grant Funding

Why Do You Feel Should Support – Please explain why you are supporting this grant and the benefits of the project

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

3b Event Grant 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

Event – Please state the name of your event

Date – Please advise of the event date

Description – This should include a description of the event and what the grant will support

Attendance – Please estimate the number of attendees to the event

What Economic Need Does Your Event Fulfil? – Please state what target group will benefit from the event and how it will have a positive impact on the local economy

Evidence – please give evidence of the need and how your event will achieve this

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.

Target Audience – Please indicate what age group will benefit from this event

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 Committee. Grant applications over £3,000 will be discussed at the committee and then taken to the following Full Council Meeting for approval.

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

How will this event benefit residents of Warwick – Please explain how this application will have a positive impact on residents

Community Engagement – based on similar events previously, advise why you feel this event will be successful

Previous Grants – Please advise if the organisation has previously benefited from Warwick Town Council’s Funding

Why Do You Feel Should Support – Please explain why you are supporting this grant and the benefits of the event

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

3c Community Capital Funding – Application Notes

The Community Capital Fund supports larger-scale capital projects that provide lasting benefits for Warwick residents. To help your application, please consider the following guidance:

1 – Eligibility & Project Scope

- The fund is aimed at projects with long-term impact that benefit the wider Warwick community.
- Examples include building improvements, major renovations, new community facilities, or significant infrastructure projects, such as community centres or other valued community assets.
- Projects should demonstrate strong community backing and, where possible, evidence of partnership or matched funding from other sources.

2 – How to Apply

- Applications must be made in writing to the Town Clerk.
- Your application should include: a clear outline of your project and its purpose, evidence of community need or support, details of anticipated costs and budget, information on any other funding already secured or applied for.
- A Town Councillor should provide a supporting letter to accompany your application. Both the application and endorsement will be considered at the next committee meeting.

3 – Financial Evidence

- For material items or services, provide as much supporting evidence as possible to demonstrate value for money.
- While it may not always be feasible to obtain three comparison quotes for larger projects, please explain your procurement approach and justify your chosen suppliers.

4 – Assessment Criteria

Applications will be assessed on:

- Potential long-term community impact
- Evidence of community support and engagement
- Value for money and financial planning
- Alignment with Warwick Town Council's priorities and vision

5 – Additional Advice

- Include any plans, drawings, or project timelines that help illustrate your project
- Be as clear and concise as possible; well-documented applications are easier to review and process
- Applicants will be invited to come along and present at the committee meeting and answer any questions the committee may have.