



Warwick Town Council

Community Grants

Part 1 – Guidance Notes

Documents To Read Before Completing an Application

- **Part 1 – Guidance Notes**
- **Part 2 – Grants Policy**
- **Part 3 – Application Form**

Community Funding – Guidance Notes

Warwick Town Council offers grants to community organisations and individuals which 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:

- 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 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 from the Community Grant Fund.
- Applications 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.
- Only one application will be considered from an organisation in each financial year
- 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. 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.

Community Funding – Application Notes

December 2025

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