

Escalation panel/ process

The escalation process is in place for two reasons:

1. Either an application is submitted that:
 - Exceeds the £5,000 threshold
 - Is applying across more than 3 Area Boards
 - Is from an organisation that is not from the voluntary and community sector (asides from T&PC revenue applications which are permitted)
2. Or; Upon receiving the list of grants for consideration, a Member believes that it does not meet the grants criteria and requests for it to be reviewed by the panel.

With regard to point 2, Members must strive to resolve any disagreements locally in the first instance. Raising a grant with the panel should be used as a last resort where local conversations have been unable to resolve differences in opinion. A Member must then directly contact the Assistant Director Leisure, Libraries and Communities with the grant ID number and the rationale as to why they believe the grant does not meet the criteria. Please note, this must be completed at least 2 weeks before the funding application is due to be heard at an Area Board meeting.

In the case of an application being submitted that is outside the criteria as set out in 1, the Community Engagement Manager will filter the relevant application through the escalation process. This will be reviewed on a regular basis (frequency TBC) by the Assistant Director Leisure, Culture & Communities and the Cabinet Member for Area Boards. The main criteria they will review an application against is as follows:

- Does the project directly contribute towards the delivery of the WC Business Plan and tackle at least one of the Area Boards local priorities?
- Is the project locally tailored, focussed and delivered?
- Is there a justifiable rationale as to why the applicant cannot fund the project?

For each application that comes through the panel, a simple recorded decision will be taken with comments (see tables below). The panel has two outcome options:

- A. Permitted to proceed to the Area Board. The panel are content that the above criteria has been demonstrated and the application proceeds to the Area Board for consideration.
- B. Returned to applicant. The panel do not believe the above criteria has been met. The applicant will be advised of this via the Community Engagement Manager to review/ re-consider their application. It does not go to the Area Board for funding consideration.

Example 1

An application from a voluntary organisation looking for £7,500, towards a £50,000 project. They have a comprehensive and robust application. The application provides detailed evidence of why this funding is needed, the other funding sources they have approached and their plans for sustainability. They clearly articulate how the project supports the WC Business Plan and addresses a local priority.

Escalation panel response:

Grant ID number	ABG123
Area Board	XXX
Reason for escalation	Application in excess of the £5,000 limit
Decision	Approved for Area Board consideration
Comments	<ul style="list-style-type: none">- Clear justification for needing the level of funding- Additional fundraising efforts have been undertaken- Detailed evidence of delivering to the WC Business Plan- Addressing the XX local Area Board priority identified- Project demonstrates sustainability

Example 2

An application from a charity that is looking for £1,000 each from 6 Area Boards towards a £30,000 project. They set out how each project will be individually tailored to the needs of that community. The application sets out detailed evidence of why this funding is needed, the other funding sources they have approached and their plans for sustainability. They clearly articulate how the project supports the WC Business Plan and addresses a local priority.

Escalation panel response

Grant ID number	ABG124
Area Board	XXX
Reason for escalation	Applying across more than 3 Area Boards
Decision	Approved for Area Board consideration
Comments	<ul style="list-style-type: none">- Demonstrates how the project remains local across each of the 6 community areas using local venues/ volunteers- Additional funding sources have been approached- Detailed evidence of delivering to the WC Business Plan- Addressing the XX local Area Board priority identified- Project articulates how it is addressing health inequalities

Example 3

A project from a town council for a new boiler in the town hall, requesting £5,000 towards a £10,000 project. The council have not raised precept for 2 years. No sinking fund or prepared financial planning is in place to replace the item. No further organisations have been approached for funding. Weak links to the WC Business Plan and local Area Board priorities.

Escalation panel response

Grant ID number	ABG125
Area Board	XXX
Reason for escalation	Application is for a capital project from a parish council
Decision	Returned to applicant
Comments	<ul style="list-style-type: none">- Insufficient evidence provided of suitable financial planning and precept management.- No evidence of alternative funding streams having been considered.- Limited evidence linking this project to the WC Business Plan and local Area Board priorities.

Example 4

A local Member does not believe that a funding application meets the grants criteria. This grant is due to be heard by the Area Board in 3 weeks and the grants report has been produced. Following conversations with the Community Engagement Manager and the Chair of the Area Board, the Member still believes there is insufficient evidence of meeting a local Area Board priority within the application.

An application from a local community group for £1,500 towards a total project cost of £5,000. The application sets out detailed evidence of why this funding is needed, the other funding sources they have approached and their plans for sustainability. They clearly articulate how the project supports the WC Business Plan, however, there is no evidence of linking the project to an Area Board priority.

Escalation panel response

Grant ID number	ABG126
Area Board	XXX
Reason for escalation	Referred to panel by a local Member within timeframe
Decision	Returned to applicant
Comments	<ul style="list-style-type: none">- Evidence base for the project- Multiple sources of funding approached- Clear understanding and linkage with the WC Business Plan- Insufficient understanding and contribution to the Area Board priorities

Example 5

A commercial organisation applies for £5,000 towards set up costs which total £100,000. The applicant is able to demonstrate a clear community need for the project and are links strongly to the Wiltshire Council Business Plan. There is comprehensive information about sustainability of the project and have a wide ranging source of funding streams involved. They do not provide any understanding of local Area Board priorities and the project is strongly associated with profit making activities.

Escalation panel response

Grant ID number	ABG126
Area Board	XXX
Reason for escalation	Application is from a commercial organisation
Decision	Returned to applicant
Comments	<ul style="list-style-type: none">- Evidence base for the project- Multiple sources of funding approached- Clear understanding and linkage with the WC Business Plan- Insufficient understanding and contribution to the Area Board priorities- Project is linked with profit making (commercial) activities.