

Suggested Area Board Funding and Grants Criteria document

Introductory Guidance

1. Applicants are encouraged to discuss their project with their local Community Engagement Manager (CEM) and their local Wiltshire Councillor before making an application.

2. Applications are invited from voluntary and community sector organisations that can show a need for financial support up to a total of £5,000. Evidence of current financial status supported by bank statements and audited accounts must be made available for inspection upon request.

May need to tweak above wording to include parish councils, further to conversation at task group.

3. Applicants to the Area Board grant funding are encouraged to seek further financial contributions from other sources e.g. local fundraising, regional funders, solar community benefit funds, parish/ town councils or local businesses.

4. For grant applications, where the total project cost is up to £500 applicants can request the full amount. For projects where the total project cost is over £500 but less than £1,000, the maximum grant that can be applied for is £500. For projects where the value is in excess of £1,000 up to 50% of the total project cost can be applied for (up to £5,000).

- Project A's total cost is £300. They can apply for £300.
- Project B's total cost is £800. They can apply for £500 from the board and need to find £300 from other funding sources.
- Project C's total cost is £5,000. They can apply for up to 50% (£2,500) from the board and need to find the £2,500 from other funding sources.
- Project D's total cost is £25,000. They can apply for up to £5,000 from the board and need to find the £20,000 from other funding sources.

5. 'Contributions in kind' either as volunteer time or materials may be costed into your project calculations, based on a maximum of:

a) £50 per day for general volunteers

b) £100 per day where technical or professional advice is provided e.g. architect drawing up plans.

c) A maximum of 25% of the total project costs

6. Applications are for one-off funding and not recurring costs. Projects should not be reliant on Area Board investment to provide sustainability.

7. Applications by an organisation are limited to a maximum of two bids per annum per board.

8. The Assistant Director Leisure, Culture & Communities in consultation with the Cabinet Member for Area Boards can be asked to consider grant applications

that meet the Business Plan links and local priority criteria but exceed the £5,000 limit per bid and/or are across multiple Area Boards or are submitted by an organisation outside of the voluntary and community sector.

9. Area Board members may refer grant bids to the Assistant Director Leisure, Culture & Communities for confirmation that they meet the criteria. Grants need to be referred at least 2 weeks before an Area Board business meeting.

Grant Criteria

1. Applicants must be able to evidence that their grant award will help deliver directly or indirectly at least two aims of the Wiltshire Council Business Plan and are addressing a local priority of the respective board.
2. Applications must be received a minimum of 4 weeks before the Area Board meeting. You can find your local area boards next meeting date on the area boards page.
3. Applications must not be for:
 - a. Political or religious activities
 - b. The sole benefit of an individual
 - c. Projects already receiving funding from Wiltshire Council
 - d. Projects that address a statutory duty and are therefore already delivered or commissioned by the council.
4. If you are asking the Area Board to fund any item that costs over £500, one written quote/estimate must be obtained. This must be from the supplier you intend to use. Where single items cost over £1,000 a minimum of two quotes/estimates must be obtained with an indication of the supplier you intend to use. All quotes must be on headed paper for the supplier used.
5. Applications must show how you plan to cover the future costs of your project by demonstrating its sustainability or setting up a sinking fund.
6. Where the total cost of the project for which you are seeking grant funding of up to £5,000, exceeds £50,000, a Project or Business Plan should be provided including estimates from the suppliers that you intend to use to complete your project. You can upload these documents as part of your application.
7. If your project requires Planning Permission, Building Regulations or any other form of licence or approval, this must be sought before submitting your application. Any grant will be conditional on approvals being received.
8. Applicants must agree in the application that if successful they will acknowledge Wiltshire Council in any publicity about the project, ensure that project documentation is retained for auditing purposes and confirm that all grant monies will be spent on the details set out in the application only.
9. Area Boards make a significant investment each year into local communities. To ensure the investment continues to target the correct projects, we require all successful applicants to complete the project evaluation process. This involves completion of a short survey which will be issued directly to each successful applicant on an annual basis. Failure to do so will prevent you from being eligible to apply for a further grant in the future.
10. Applicants must confirm that grants will be drawn down within 12 months from award and projects started within 3 months of receipt of the grant.

