

Area Board Funding and Grants Criteria

Introductory Guidance

1. Wiltshire Council makes a significant investment each year into local communities through Area Board grant funding.
2. Capital funding is available to support community projects (Community area grants). Revenue funding is available to support positive leisure activities for young people aged 13 – 19 years or up to 25 years for those with Special Educational Needs and/ or Disabilities (“Youth Grants”). Revenue funding is also available to projects that improve the quality of life for older and vulnerable adults (“Older and Vulnerable Adults Grants”). Further information here for [capital and revenue guidance](#).
3. Applications are invited from voluntary and community sector organisations that can show a need for financial support up to a total of £5,000.
4. Town and Parish Councils are eligible to apply for revenue funding, in respect of Youth Grants or Older and Vulnerable Adult Grants, where they are able to show a need for financial support.
5. Applicants should discuss their project with the Community Engagement Manager (“the CEM”) and their local Wiltshire Councillor before making an application.
6. 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.
7. Applications are for one-off funding and not recurring costs. Projects should not be reliant on Area Board investment to provide sustainability and must show how the future costs will be met by demonstrating its sustainability or setting up a sinking fund.
8. Applications by an organisation are limited to a maximum of two bids per annum across all boards. Each application can be submitted to a maximum of three area boards.
9. 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.
10. 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 webpage](#).

Grant Criteria

1. Applicants must be able to evidence that their grant award would help deliver directly or indirectly at least two aims of the [Wiltshire Council Business Plan](#) and will address a [local priority](#) of the respective Area Board.
2. 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 function that is delivered or commissioned through Wiltshire Council;
 - e. Profit making activities; or
 - f. Retrospective projects.
3. The maximum grant that can be applied for from a single Area Board is £5,000. 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 a maximum of £5,000). For example:

- a. The total cost of Project A is £300. The applicant can request up to £300.
 - b. The total cost of Project B is £800. The applicant can request up to £500 from the board and need to find £300 from other funding sources.
 - c. The total cost of Project C is £5,000. The applicant can request up to £2,500 from the board and need to find £2,500 from other funding sources.
 - d. The total cost of Project D is £25,000. The applicant can apply for up to £5,000 from the board and need to find £20,000 from other funding sources.
4. '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); and/or
 - c. 25% of the total project costs
 5. Applicants must agree, in the application, that if successful they will:
 - a. acknowledge Wiltshire Council in any publicity about the project;
 - b. ensure that project documentation is retained for auditing purposes; and
 - c. confirm that all grant monies will be spent on the details set out in the application only.
 6. Applicants must confirm that grants will be drawn down within 12 months from the date of award and projects must be started within 3 months of receipt of the grant.
 7. To ensure that Area Board investment continues to effectively support our residents, 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.

Accompanying Documentation

8. Evidence of current financial status, supported by bank statements and audited accounts, must be made available for inspection upon request. 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 the supplier's headed paper.
9. 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.
10. Applicants must have the necessary policies and procedures in place that fulfil all legal requirements, including but not limited to documents that cover public liability insurance, financial statements, health and safety, equal opportunities, and safeguarding.

Grant Assessment Panel

11. The Grant Assessment Panel can be asked to consider grant applications that meet the criteria, however, 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.

12. Area Board Councillors may refer grant bids to the Grant Assessment Panel for confirmation that they meet the criteria. Grants need to be referred at least 2 weeks before an Area Board business meeting.
13. Further information regarding the Grant Assessment Panel can be found [\(insert link when live\)](#)

Councillor Led Initiatives

14. A Councillor Led Initiative can be submitted by a Wiltshire Councillor for an Area Board project which meets the grant funding criteria, but where there is no qualifying or suitable body to make the application.
15. An Area Board can resolve at a business meeting to ringfence funding of up to £5,000, to encourage community applications which help to deliver a particular outcome or priority. This process does not require a Councillor Led Initiative to be completed.