

Grant Assessment Panel

The Grant Assessment Panel (“the Panel”) consists of the Associate Director for Leisure, Culture and Communities and the Cabinet Member with responsibility for Area Boards (or, if unavailable, another member of the Executive as decided by the Leader of the Council). The panel has been established to support the Area Boards in ensuring that delegated grant funding is appropriately invested into community projects, by enabling additional review of submitted applications.

The panel is in place for two key reasons:

1. An exception request: When an application meets the criteria, however, exceeds 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, the processing officer can refer for an ‘exception’ (see below criteria for an exception); OR
2. A Councillor request for review: Where a Councillor believes that the Area Board grant funding criteria has not been met and requests a review by the Panel.

Exception request

Each application will be reviewed by the Community Engagement Manager (“the CEM”), who will assess against the grant funding criteria. If an application does not meet the criteria, they will advise the applicant of this and that amendments are needed. Should amendments not be possible (e.g. the type of organisation submitting the grant), the CEM can refer suitable applications as an ‘exception request’ to the Panel.

To achieve an exception, an application must demonstrate all of the following criteria:

- ✓ Clear evidence of delivering at least two of the Wiltshire Council Business Plan aims.
- ✓ Clear evidence of delivering at least one Area Board local priority.
- ✓ Clear evidence of meeting all elements of the criteria, with particular focus on financial planning, sustainability, environmental impact and addressing of health inequalities.
- ✓ Clear evidence as to why this cannot be funded by the grant applicant. Examples may include:
 - A major crisis, emergency or unforeseen circumstance
 - An organisation such as a business or school offering a high value community activity or service which is outside of their regular financial remit.

If an application does not meet the criteria and the Panel does not deem it suitable for an exception, it cannot be considered for funding by the Area Board.

Councillor request for review

Once the funding report has been produced by the CEM, should a Councillor feel that the grant funding criteria has not been met, they should liaise with the local CEM to discuss. Should the Councillor continue to consider the criteria has not been met, the Councillor can refer the application to the grant assessment panel to be reviewed, including why they consider the criteria have not been met. A request for review needs to be made at least 2 weeks prior to the Area Board business meeting at which the grant is proposed to be heard.

Outline Process

The grant funding process can be viewed in the ‘Area Board Grant Funding Process’ flowchart. Grants for review by the assessment panel will be received via the completion of an online

form: <https://forms.office.com/r/GYGNceu8d6>. This form is to be completed either by the CEM for an exception request or by a Councillor for a request for review. The Panel will meet monthly, however, can call ad hoc meetings as deemed necessary to expedite business.

Upon receiving a request, the Panel will notify: the applicant; the Community Engagement Manager; and all Councillors of the Area Board. The Panel will advise of the reason stated for review and that the application is on hold until a determination of the grant has been made.

The Panel will consider all review requests at each meeting.

The possible outcomes are as follows:

- The Panel advises that the funding criteria has been met. The application does not need an exception and it can move forwards for determination at the Area Board.
- The Panel advises that the funding criteria has not been met, however, the application is suitable for an exception. The application can move forwards for determination at the Area Board.
- The Panel advise that the funding criteria has not been met and is not suitable for an exception. The funding application is returned to the applicant for review, whereby the application can be amended or withdrawn.

The applicant, the CEM and all Councillors of the Area Board are advised of the outcome following review by Panel. All parties are advised of the next steps.

Should the Panel be unable to reach a consensus, the grant will be referred to the Monitoring Officer for determination.

There is no appeal process and the decision of the Panel is final.

The membership, scope and criteria of the Panel is subject to change and may be reviewed from time to time by the Leader, and at least annually.