

**WARWICKSHIRE COUNTY COUNCIL  
COUNCILLORS' GRANT FUND 2022/2023**

**GUIDANCE NOTES**

**Please read this information sheet carefully. It will help you to decide whether or not you can apply to the Councillors' Grant Fund.**

**Round 2 deadline for applications:  
5pm on Sunday 16<sup>th</sup> of October 2022**

The Warwickshire County Council Councillors' Grant Fund is a revenue grant aimed at community and voluntary organisations. The Fund provides each of the County's 57 Councillors with a pot of £8000 to support small-scale projects within their division that support the following outcomes:

- We want Warwickshire to have a thriving economy and places that have the right jobs, skills, education and infrastructure.
- We want to be a County where all people can live their best lives; where communities and individuals are supported to live safely, healthily, happily and independently.
- We want to be a County with a sustainable future which means adapting to and mitigating climate change and meeting net zero commitments.

All applications should aim to build community capacity and improve the health and wellbeing of people living in Warwickshire.

- Improve community assets and their sustainability
- Improve access to services
- Improve financial capability
- Support residents with the current cost-of-living crisis
- Reduce loneliness and social isolation
- Improve physical and/or mental health and wellbeing
- Promote equalities and inclusivity
- Improve the physical environment or reduce the environmental impact

The Council confirmed a change of the amount awarded by each County Councillor from £6000 in the previous years to £8000 to fund individual projects to reflect Community Powered Warwickshire:

*“Our Council Plan seeks to harness the power, energy and collective endeavour of the community spirit shown during the Pandemic. Through our Community Powered Warwickshire programme, the Council intends to harness the power of communities to tackle inequality and social inclusion through a community-powered approach. County Councillors are the fundamental link between this Council and our communities, and as such are at the core of Community Power. Recognising this, as we step forward from Covid, we will increase Councillor Grants by £2,000, giving elected members additional capacity to invest in community powered solutions in their communities.”*

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## GUIDANCE NOTES

### 1. Who can apply?

- ✓ Constituted 'not-for-profit' community organisations in Warwickshire
- ✓ Non-constituted or new 'not-for-profit' groups working in Warwickshire that can be supported by a mainstream service or community group willing to administer the funds through an organisational bank account
- ✓ Warwickshire Town and Parish Councils
- ✓ Schools, if applying as a PTA or 'Friends of' group
- ✓ Community groups and organisations who are continuing to support COVID-19 as well as organisations supporting residents with the current cost-of-living crisis across Warwickshire.

### 2. Who cannot apply?

- ✗ Groups or organisations that have failed to meet the conditions of previous award agreements from Warwickshire County Council's Locality Working Service
- ✗ Party Political/lobby groups
- ✗ Individuals
- ✗ It is unlikely that applications from statutory organisations will be supported, with the exception of applications from town and parish councils.

### 3. What will not be funded by the grant fund?

- ✗ Projects that promote religious or party political beliefs
- ✗ Projects for personal profit or personal gain
- ✗ Costs relating to items purchased or work already carried out before the grant has been awarded
- ✗ Loans or debt repayments
- ✗ Activities that are part of statutory obligations
- ✗ Running costs of an established group or activities which are that group's main service. Projects clearly demonstrating supporting residents with the current cost-of-living crisis may be considered for running costs.
- ✗ Existing contractual arrangements with WCC

**All projects must follow national legislation, guidance and good practice in relation to: equality and diversity; health and safety; and safeguarding.**

### 4. Application Process

- a) Applications should be submitted using the online application form found on our webpage <https://www.warwickshire.gov.uk/grants>.
- b) Please fill in the application form carefully, bearing in mind the following:
  - Pay careful attention to the questions that are being asked, and to the scoring criteria. In order to score highly, your application will need to provide clear evidence that it meets the stated criteria.
  - Applicants should submit evidence of cost (eg. quotes) where appropriate.

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- Applicants are free to submit any additional information they wish in support of their application.
  - If requested, applicants may be required to submit their governing document as part of their application (electronically if possible, or as hard copy where this cannot be done).
- c) Applicants are welcome to discuss their project idea with the local Communities & Partnerships Team (contact details in Section 7). For help with completing your application form, applicants are encouraged to speak to their local Warwickshire Community and Voluntary Action (WCAVA) Funding and Group Development Officers. Details can be found on their webpage [www.wcava.org.uk](http://www.wcava.org.uk)
- d) Applications must be submitted by **the deadline date as detailed above**. Application forms can be submitted at any time, but funding decisions will only be made following the deadline date. **This is your copy of the application form so please remember to save it.**
- e) You will receive an automatic on-screen acknowledgement of your application upon submission. Please note that you will not receive any email acknowledgement. If you do not receive an on-screen confirmation of your submission, please contact [funding@warwickshire.gov.uk](mailto:funding@warwickshire.gov.uk).
- f) All applications will be assessed against the scoring criteria as outlined in Section 6 and will be considered by the relevant County Councillor(s) before grant awards are made.
- g) We will endeavour to inform all applicants of the outcome of their application within approximately 10 weeks of the deadline date.
- h) Successful applicants will be duly notified of arrangements for receipt of funding.
- i) Within 6 months to 1 year of funding receipt, all successful applicants will be required to complete a simple monitoring report on the impact of their project.
- j) All applicants must tick to confirm that they have read the Subsidy Control Declaration and declare any subsidy/state aid (grant or financial assistance) that they, or their organisation, may or may NOT have received in the previous 3 fiscal years exceeding £345,000

## **5. Help and Support**

WCAVA provide general advice and support to Third Sector organisations across Warwickshire including accessing volunteering opportunities, developing a community group, accessing funding or strengthening governance arrangements. Visit their website at [www.wcava.org.uk](http://www.wcava.org.uk) for more information.

## **6. Scoring criteria**

All applications will be scored out of a total of 10 points against the following criteria, based on the information you provide in your application form. Projects will gain marks by clearly demonstrating they meet the criteria as detailed.

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Criteria	Maximum Points
1. Project clearly demonstrates how it builds community capacity.	1
2. Project clearly demonstrates how it improves health and wellbeing.	1
3. Evidence that the project meets one or more of the priority categories for the Cllrs Grant Fund: <ul style="list-style-type: none"> <li>• Improve community assets and their sustainability</li> <li>• Improve access to services</li> <li>• Improve financial capability</li> <li>• Support residents with the current cost-of-living crisis</li> <li>• Reduce loneliness and isolation</li> <li>• Improve physical and/or mental health and wellbeing</li> <li>• Promote equalities and inclusivity</li> <li>• Improve the physical environment or reduce the environmental impact</li> </ul>	2
4. Evidence of need for the project from within the local community and evidence that the community has been involved in shaping the project.	1
5. Projects that can demonstrate they are working effectively with other organisations.	1
6. Evidence that the project will provide a direct and lasting benefit to the local community within the division in which the funding has been applied for and will continue after the Councillors Grant has been spent.	2
7. Evidence that volunteers will be directly involved in the delivery of the project and explanation of how volunteers will be recruited, managed and retained.	1
8. Evidence of match funding ( <i>none/pending/secured</i> ). ( <i>Please note: this can include volunteer time, costed at £17.88/hr</i> )	1

Scoring range	
<b>Criterion not met = 0 points</b>	<b>Criterion fully met = 1 point (2 points for criteria 3 &amp; 6 above)</b>

- a) The maximum score for applications is 10 points.  
b) The benchmark score is 6. Applications scoring 5 or less are unlikely to be awarded.

**7. Communities & Partnerships Team – Local Contact Details**

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Details of all Warwickshire County Councillors and the divisions they represent can be found on the WCC website at [www.warwickshire.gov.uk/councillors](http://www.warwickshire.gov.uk/councillors).

If you are unsure which area your project will benefit, please contact the Area Team using the contact details below.

<b>District / Borough</b>	<b>Localities and Communities Officer</b>	<b>Contact details</b>
<b>Stratford</b>	Dominika Stockham	<a href="mailto:dominikastockham@warwickshire.gov.uk">dominikastockham@warwickshire.gov.uk</a> 07825856808
<b>Warwick</b>	Alistair Rigby	<a href="mailto:alistairrigby@warwickshire.gov.uk">alistairrigby@warwickshire.gov.uk</a> 07881 920605
<b>Rugby</b>	Jennifer McCabe	<a href="mailto:jennifermccabe@warwickshire.gov.uk">jennifermccabe@warwickshire.gov.uk</a> 07887 650641
<b>Nuneaton and Bedworth</b>	Chris Florance	<a href="mailto:chrisflorance@warwickshire.gov.uk">chrisflorance@warwickshire.gov.uk</a> 07887 737315
<b>North Warwickshire</b>	Cheryl Jones	<a href="mailto:cheryljones@warwickshire.gov.uk">cheryljones@warwickshire.gov.uk</a> 074433 45610
<a href="http://www.warwickshire.gov.uk/getinvolved">www.warwickshire.gov.uk/getinvolved</a>		

If you require this information in a different format, please contact us by email on [funding@warwickshire.gov.uk](mailto:funding@warwickshire.gov.uk)