

GUIDANCE NOTES

Please read this information sheet carefully as some of the guidance has changed. It will help you to decide whether or not you can apply to the Councillors' Grant Fund.

**Round 1 deadline for applications:
5pm on Sunday 30th of June 2024**

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
- Reduce loneliness and social isolation
- Improve physical and/or mental health and wellbeing
- Promote equalities and inclusivity
- Improve the local area to support the ambition of becoming a Net Zero county by 2050

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

2. Who cannot apply?

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

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- ✗ **Please note that if your organisation received funding from the Councillors' Grant Fund in Round 2 of 2023/24, your organisation is deemed ineligible to receive funding in this round.** Prior to applying for further funding, you need to complete your project and you are required to submit your End of Project Report which is sent out twelve months after receiving the funding.

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
- ✗ 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/cllrgrants>.
- 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 awarding guidance for low value grants (Section 6), and the scoring matrix for high value grants (Section 8). To score highly, your application will need to provide clear evidence that it meets the stated criteria.
 - Applicants should submit evidence of cost (e.g. quotes), where appropriate.
 - 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.
- c) Applicants are welcome to discuss their project idea with the local Community Partnerships Team (contact details in Section 9). For help with completing your application form, applicants are encouraged to speak to their local Warwickshire Community and Voluntary Action (WCVA) Funding and Group Development Officers. Details can be found on their webpage 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 message acknowledging your application submission. Please note that you will not receive any email copies of your application. If

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you do not receive an on-screen confirmation of your submission, please contact funding@warwickshire.gov.uk.

5. Awards of up to £350

- a) Applicants requesting up to £350 should complete the relevant shorter application form. **If your organisation is applying to several councillors at the same time, you need to complete the application form for awards over £350 even if the sum from individual councillor does not exceed £350.**
- b) All applications will be assessed against the measures as outlined in Section 6 and will be considered by the relevant County Councillor(s) before grant awards are made. Additional notes to support your answers can be found in the List of Questions document on the Councillors' Grant Fund website in the Useful Documents section: <https://www.warwickshire.gov.uk/cllrgrants>
- c) We will endeavour to inform all applicants of the outcome of their application within 6 weeks of the deadline date.
- d) Successful applicants will be duly notified of arrangements for receipt of funding.
- e) Within 6 months of receiving the funding, all successful applicants will be required to complete a simple monitoring report on the impact of their project.
- f) 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 £315,000.

6. Guidance for assessment of applications for up to £350

- a) Applications for awards of up to £350 will be assessed to ensure that the project delivers on the Councillors' Grant Fund Priorities:

Guidance
1. Project is deliverable within six months from the receipt of funding.
2. The application clearly states how the funding will be spent and includes a proportionate budget breakdown.
3. Evidence that the project meets one or more of the priority categories for the Councillors' Grant Fund: <ul style="list-style-type: none">• Improve community assets and their sustainability• Improve access to services• Improve financial capability• Reduce loneliness and isolation• Improve physical and/or mental health and wellbeing

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- Promote equalities and inclusivity
- Improve the local area to support the ambition of becoming a Net Zero county by 2050

- b) Applications and projects will be assessed against the above guidance. They will not be scored, but rather compared to the above matrix to ensure that the projects are deliverable within the timelines stated, that they provide value for money, and that they meet the grant criteria.
- c) Applications unable to demonstrate the above are unlikely to be funded.

7. Awards of over £350

- a) Applicants requesting over £350 from the Councillors' Grant Fund should complete the relevant application form. **This also applies to any organisations seeking funding from several councillors even if the amount from single councillor does not exceed £350.**
- b) All applications will be assessed and scored against the criteria as outlined in Section 8 and will be considered by the relevant County Councillor(s) before grant awards are made. Additional notes to support your answers can be found in the List of Questions document on the Councillors' Grant Fund website in the Useful Documents section: <https://www.warwickshire.gov.uk/cllrgrants>
- c) We will endeavour to inform all applicants of the outcome of their application within approximately twelve weeks of the deadline date.
- d) Successful applicants will be duly notified of arrangements for receipt of funding.
- e) Within 6 months of receiving the funding, all successful applicants of awards over £350 will be required to complete a short project progress report.
- f) Within 12 months of receiving the funding, all successful applicants of awards over £350 will also be required to complete a simple monitoring report on the impact of their project.
- g) 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 £315,000.

8. Scoring criteria for awards of over £350

Applications for awards over £350 will be scored against the following scoring criteria:

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Criteria	Maximum Points
1. Project clearly demonstrates how it builds community capacity	1
2. Evidence that the project meets one or more of the priority categories for the Cllrs Grant Fund: <ul style="list-style-type: none"> • Improve community assets and their sustainability • Improve access to services • Improve financial capability • Reduce loneliness and isolation • Improve physical and/or mental health and wellbeing • Promote equalities and inclusivity • Improve the local area to support the ambition of becoming a Net Zero county by 2050 	2
3. Evidence of need for the project from within the local community and evidence that the community has been involved in shaping the project.	1
4. Evidence that volunteers will be directly involved in the delivery of the project and an explanation of how volunteers will be recruited, managed and retained.	1
5. 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
6. Projects can demonstrate they are working effectively with other organisations.	-

Scoring range	
Criterion not met = 0 points	Criterion fully met = 1 point (2 points for criteria 2 & 5 above)

- a) The maximum score for applications is 7 points.
- b) The benchmark score is 4. Applications scoring 3 or less are unlikely to be awarded.
- c) Please note that the Criterion 6 question is not scored. Evidence of partnership working will strengthen your application but is not essential for grassroots organisations.

9. Community Partnerships Team – Local Contact Details

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

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

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District / Borough	Officer	Contact details
Stratford	Dominika Stockham	dominikastockham@warwickshire.gov.uk 07825856808
Warwick	Alistair Rigby	alistairrigby@warwickshire.gov.uk 07881 920605
Rugby	Jennifer McCabe	jennifermccabe@warwickshire.gov.uk 07887 650641
Nuneaton and Bedworth	Mike Slemensek	mikeslemensek@warwickshire.gov.uk 07557 814937
North Warwickshire	Mike Slemensek	mikeslemensek@warwickshire.gov.uk 07557 814937
www.warwickshire.gov.uk/getinvolved		

If you require this information in a different format, please contact us by email on funding@warwickshire.gov.uk

10. 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 for more information.