

## Grants Procedure Guidelines

**ALL Applicants** – please consider these guidelines in detail to ensure that your application meets the criteria stated otherwise the application may be rejected or unnecessarily delayed.

**Use of Council facilities including the Civic Centre and Longfield Community Centre** – If your activities include a request for a discount or grant towards the cost of use of one of the council's own facilities you should discuss this with the Customer Services team prior to confirming your booking and should not make a grant application.

1. Grants will only be considered if they assist the Council in meeting its AIMS which are:-
  - To enhance community and individual well being through social, cultural and leisure activities.
  - To promote involvement, participation and partnership to achieve the development of a strong community spirit in Trowbridge.
  - To work in partnership with other organisations to improve the well being of residents.
  - To promote the town, its organisations and people.
2. The annual budget to be made available for grants will be agreed as part of the annual budget process to the Town Council.
3. The cut off date by which grant applications should be made is -
  - 30<sup>th</sup> April for grants to be considered at the P&R Committee Meeting in June.
  - Consideration may be given to late applications for Core Funding for the following financial year if received before 30<sup>th</sup> September.
4. Grant application forms must be completed in all cases for all general grant aid, or core funding. The forms set out the applicant's details and criteria to be assessed. All sections must be completed and submitted by the date stated or will be carried forward.

Grant application forms are available from:

- Trowbridge Town Council website [www.trowbridge.gov.uk](http://www.trowbridge.gov.uk)
- Trowbridge Town Council Offices on 01225 765072
- E-mail [trowbridgetowncouncil@trowbridge.gov.uk](mailto:trowbridgetowncouncil@trowbridge.gov.uk)

Grant applications will be passed to the responsible Head of Department who will make the decision as to the suitability of the application and whether it will go for consideration at the Committee Meeting.

5. Applications received by the cut off date (30<sup>th</sup> April) will be checked together with supporting papers requested. If the application is found to have insufficient information, this may delay consideration. Applications made in consecutive years from any organisation will be scrutinised carefully to ensure that the organisation is offering value to the Town and is in need of funds, except when covered by a core funding agreement.
6. The application being brought to the Committee will have full supporting papers available.

7. Please check that you have and are using the correct form:  
**Application for General Grant Aid**  
**Application for Core Funding**
8. Criteria for making regular grant awards will be reviewed from the following:
  - a. Meeting the AIMS of the Town Council
  - b. There are real benefits to the Community or Community Groups
  - c. Some of the funding is met from other sources
  - d. The grant receiver can demonstrate partnership working
  - e. Projects that support disadvantaged groups in the community
  - f. The benefits are tangible such that the Council could evaluate outcomes if it decided to as part of an audit or best value review
  - g. The benefit is more than just short term
  - h. To make a start up grant (pump prime)
9. Criteria for making core funding Grant awards will, in addition to 8 above, consider:
  - a. The need for an organisation to require medium-long term commitment to a maximum of 3 years
  - b. That a service agreement may be considered to ensure joint AIMS are addressed.
  - c. Monitoring and involvement of Council Members and/or Officers may be a pre-requisite
  - d. Availability of a business plan from the organisation
  - e. Be prepared to support partnership working and promote your service from time to time at Town Partnership events.
10. Trowbridge Town Council will not accept grant requests on the following grounds:
  - a. That it is of benefit to an individual political group.
  - b. That it is of benefit to an individual religious group.
  - c. That the request is for people living outside the boundary of Trowbridge unless it is of benefit to people living in Trowbridge.
  - d. That the applicant has made more than one request in any one financial year (our financial year runs from April – April).
  - e. Applications for grants may NOT be made retrospectively; the Town Council will not consider grant aid to any event or activity which has already taken place.
11. Grant award limits are set within the overall framework of the budget, and the Committee will seek to proportion the awards to maximise the benefit to all applicants.
12. The Council cannot reimburse any costs that organisations may incur as a result of making a grant application.
13. Applications for grants must be made to the Finance Assistant using the forms available from the Town Council offices; any other format will be rejected. Approaches to individual Councillors for support, does not alter the process, as all documents have to come forward to the Committee.