

2022/23 Grants Policy

Introduction - Trowbridge Town Council supports a number of organisations which are active locally, through direct grant support. All applicants will be required to provide evidence of the number of people they support who are residents of the town and provide a copy of their most recent annual accounts. Funds are distributed either directly from specific departmental budget commitments or by application. Recipient bodies will normally be asked to attend a meeting of the Full Council to receive their grants and will be asked to provide a brief outline to the council of the work of their organisation. Applicants can attend the meeting of the committee where grant applications are considered.

1. Advice and Support for External Grant Applications - The Town Council does not give general advice but will advise groups in the Town already supported by the Council and will pass on details of other grant giving organisations such as the Area Board of Wiltshire Council, The Trowbridge Town Trust, St James' Trust and the Wiltshire Community Foundation which includes specific Trowbridge funds.

2. Direct Financial Support - Financial support is provided directly to the following. The Council requires each organisation to provide a copy of their most recent annual accounts:

2.1	Twinning	The Council operates a budget which is delegated to the Town Clerk in consultation with the Mayor. Each twinning group (Charenton, Leer, Elblag & Oujda) is allocated £100 from the budget. The remainder supports activities relating to twinning and events, in particular hosting visiting dignitaries. Additional grant applications from Twinning groups will not normally be considered.	£2000 (Mayor's budget)
2.2	Historic Buildings	The Council operates a budget to support the repair and maintenance of historic buildings within the town through grant aid to the Historic Buildings Committee of the Civic Society. See agreement with Civic Society (Appendix A).	£3,000 (museum budget)
2.3	Wiltshire Armed Forces & Veterans Event	The Council is running a Uniformed Services event on 10 th September 2022. This organisation is considering organising an event with the support of the town council in 2023 and will be included in the events budget (not a grant).	(events budget)
2.4	Trowbridge Carnival	The Town Council supports Trowbridge Carnival with an annual budget, in support of their range of activities throughout the year including infrastructure support directly to the events, from the approved budget, including free use of the Town Park for one day each year.	£5000 (events budget)
2.5	Trowbridge Future (TF)	The Town Council supports TF with a direct grant. They also utilise the Seymour Hub under a sub-lease from the Town Council and have Cabins at Seymour and Studley Green.	£10,000 (leisure budget)
2.6	Museum Exhibitors	The Town Council supports exhibitors at the Museum with direct support (such as Cloth Road Artists) from the Museum budget.	(museum budget)
2.7	Trowbridge Town Hall Trust	The Council supports Trowbridge Town Hall Trust with a direct grant including joint membership of Visit Wiltshire	£10,000

3. General Grants - Application forms can be obtained from the Town Council. General Grant applications should be submitted by 30th April which will then be considered by Committee, normally at a meeting in June or July, with an opportunity for the relevant managers and other officers to consider applications which are appropriate to their departmental and individual areas of responsibility and make a recommendation to the committee and the chair of the committee. Cheques will be presented at the July Full Council meeting.

Apply by 30th April \implies application considered June/July \implies cheque presented July

4. Core Funded - The following organisations are allocated Core Funding subject to each organisation submitting an application, supported by recent statement of accounts by 30th April:

		Allocated
4.1	Trowbridge Guild of Community Service	£1000
4.2	Citizen's Advice Bureau	£5000
4.3	HELP Counselling Services	£1000
4.4	Trowbridge Area Community Link Scheme	£1000
4.5	Wiltshire MIND	£1000

If any additional organisation wished to be considered for core funding in the Budget, applications would need to have been submitted by the 30th September in the previous year. When setting the budget (between November and January), the council will consider if existing core funding should continue and if any additional core funding applications should be budgeted for.

Apply by 31st July \implies considered Nov (budget setting Nov - Jan) \implies cheque presented July

5. Hall Hire Discounts - The Civic Centre Manager is delegated responsibility for offering discounts to community groups, charities and for multiple bookings. All discounts approved for Civic Centre and Longfield Community Centre bookings will be reported to the Civic Board. If necessary, the Civic Centre Manager will consult the Board prior to reaching a decision. The Council gives a minimum 10% discount to Trowbridge Residents who settle the invoice from their own account and Trowbridge based not for profit organisations, excluding commercial activity. (Eligibility will be confirmed by reference to the electoral roll.)

6. External Fundraising - The Town Council Strategy will inform the priorities for projects to be pursued by the Council and therefore likely major areas for fundraising. Applications for grants funding of up to £150,000 may be made to support and enhance existing areas of activity prior to being reported to the relevant committee. Larger applications and those for areas of new activity should be reported to committee for approval prior to application. All applications should be reported to the Town Clerk and the relevant committee chair prior to an application being submitted. Department Managers are responsible for fundraising and applications in their department.

This document will be reviewed annually by the Policy & Resources Committee prior to setting the budget request.

Approved Date 2nd November 2021

Lance Allan
Town Clerk

Appendix A - Trowbridge Historic Buildings Committee

Appendix B – General Grant Application Form

Appendix A

Trowbridge Historic Buildings Committee.

At a meeting with G Bridges, Chair of the Civic Society the Town Clerk agreed the following.

1. Grants should be made available for the repair, maintenance and associated costs for listed buildings and structures or buildings and structures within conservation areas. Any building or structure must be located within the administrative boundary of Trowbridge Civil Parish.
2. Grants for any single project should be a maximum of 40% of the total cost of the project, other than in exceptional circumstances.
3. A minimum of three grants should be made each year from the annual total awarded by the Town Council.
4. All of the funds awarded to the Committee by the Town Council should be used to support historic buildings as per 1. above. None of the administrative and other costs of the committee should be covered by the total awarded by the Town Council.
5. The committee should consider appropriate mechanisms for any claw-back arrangements for grants made by the committee, where the building is sold within a period of three years of completion of the project.

Grants have been made as follows in each year since:

2008/09	£10,000
2009/10	£2,500
2010/11	£2,068
2011/12	£5,173
2012/13	£4,645
2013/14	£2,250
2014/15	£0
2015/16	£2,625
2016/17	£0
2017/18	£0
2018/19	£0
2019/20	£2,636
2020/21	£3,192

APPLICATION FOR GENERAL GRANT FUNDING

Application Number _____

Please complete clearly in black ink using **CAPITAL LETTERS** or type.

Title of Organisation: _____

Registered Charity YES / NO (please delete) If Yes, state Registration no. _____

Contact Details:	Mr / Mrs / Miss: (full name)		
Address:			
		Postcode:	
Telephone:		Email:	
Signature:		Date:	

Aims and objectives of the organisation. Describe briefly the objectives of your organisation. Please attach any explanatory statement or publicity leaflet you may have.

How many members does your organisation have? _____

Does your group have any of the following (Please tick all those that apply):

Public Liability Insurance Child Protection Policy

Constitution Health & Safety Policy

Why do you need a grant from Trowbridge Town Council? Please state the purpose for which the grant is requested and if it is part of other funding, please state other contributors. *Please continue on a separate sheet if required.*

Amount of grant requested £ _____

Please estimate number of persons/families who would benefit from Grant Aid that live in Trowbridge Town boundary (excluding Hilperton village, Staverton, Wingfield, North Bradley, Southwick, West Ashton etc.)

Fundraising activities. Has grant aid been applied for from any of the following in the last three years, please include any outstanding applications submitted for the current year?

	Date Applied	Amount Requested (£)	Decision Award (£)
Wiltshire Council			
Trowbridge Town Council			
Other local Parish/Town Councils			
Other (attach all supporting information)			

Please outline what the organisation has done to help itself by raising funds?

Accounts. Please supply your latest audited or certified accounts and any available estimates of income and expenditure for the current year.

Please state who the cheque is to be made payable to should your application be successful:

General grant applications should be received between 1st Jan - 30th April to be considered at the committee meeting in June/July. Recipient bodies will normally be asked to attend a meeting of the Full Council to receive their grants and will be asked to provide a brief outline to the council of the work of their organisation.

Core grant applications should be received between 1st May – 31st July to be considered at the committee meeting in November.

PLEASE FORWARD THIS FORM TOGETHER WITH ALL SUPPORTING PAPERS TO:

**Trowbridge Town Council
The Civic Centre
St Stephen's Place
Trowbridge
Wiltshire
BA1 4 8AH
info@trowbridge.gov.uk
01225765072**

Grants of over £2000 and grants awarded on a repeated annual basis are Core Funded Grants and you should contact the Town Council regarding such applications, these are normally only considered in the year prior to first payment.

If successful, you will be invited to attend a Full council meeting to receive your grant cheque.

**UNFORTUNATELY, NON ATTENDANCE MAY
REVOKE YOUR FUNDING**

Organisations will also be expected to attend the Annual Council Meeting & Town Gathering to give a brief presentation on what has been achieved with the grant monies.