

Councillor Community Grant Scheme Criteria

The Councillor Community Grants scheme enables councillors to provide grants to a wide variety of community and voluntary, not-for-profit organisations, for projects that further the Council's aims and actively support the Tamworth community to enjoy a better quality of life.

The total amount of funding is £30,000 per year. Each ward Councillor is allocated a budget of £1000 which can be used to support projects that bring benefits to their ward, therefore a maximum of £3000 will be available to spend in each of the ten wards in the borough, i.e., Amington, Belgrave, Bolehall, Castle, Glascote, Mercian, Spital, Stonydelph, Trinity and Wilnecote

All Councillor Community Grant applications must be approved by the relevant ward councillor(s) prior to submitting the application for consideration. Organisations can only apply for a maximum of £3000 per project.

Grant allocations will be decided by the Portfolio Holder for Environmental Health and Community Partnerships and the Assistant Director Partnerships in consultation with Assistant Director Environment, Culture and Wellbeing, and their decision is final.

Applications for the Councillor Community Grants Scheme will close once all funding has been allocated on a first come basis.

Grants will be awarded for projects/activities that can meet at least one of the following criteria:

- Assists with Cost-of-Living challenges
- Helps tackle the causes of inequality in our communities
- Reduces social isolation
- Helps develop and safeguard our environment and open spaces
- Increases opportunities to participate in arts, heritage, and sports activities
- Increases volunteering and civic pride
- Helps tackle causes and effects of poverty and financial hardship
- Promotes and develops community cohesion
- Provides social support over the festive period

All grants should continue to demonstrate value for money and value to the people of Tamworth and have specific outcomes that can be recorded.

Organisation Eligibility

The Councillor Community Grant will be available to voluntary and community groups, charities, not-for-profit organisations and faith groups (N.B. faith groups applying for grants should ensure that the activities they are offering are open to all and demonstrate a wide community benefit).

- Organisations must be properly constituted, and a copy of the constitution will be required.
- Organisations must have a bank account with at least two signatories, who are not related or co-habiting, a copy of the organisation's most recent bank statement must be submitted with the application.
- Organisations must provide a safeguarding policy if working with children / vulnerable adults at risk.
- Organisations must be inclusive and allow access to, or use/participation by, the general public. Membership should not be refused on the grounds of gender, race, disability, sexual orientation, and occupation, religious, political or other beliefs. An organisation which supports individuals based on a protected characteristic should demonstrate they are inclusive on all other grounds.
- Organisations must comply with the [Prevent Duty](#) requirements.

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The following cannot apply for a Councillor Community Grant:

- Individuals
- Private Businesses
- Any other organisation (formal or informal in structure) with the ability to distribute funds and/or assets among its members
- Statutory Organisations
- Schools/Colleges with the exception of PFA/PTA groups (if they can demonstrate a wide community benefit)

Examples of eligible projects include:

- General running costs (excluding salaries but project specific sessional worker costs can be funded).
- Provision of equipment e.g., IT equipment, craft materials, furniture.
- Funding towards costs of community events/activities
- Funding towards specific projects – e.g., school holiday youth project, playscheme, coffee morning, gardening group projects.
- Small capital projects will only be considered if they can demonstrate wider-community benefit and need e.g. increase uptake of services, activities, and venue hire by the general public, charities, voluntary and community organisations and other support agencies.

Examples of ineligible projects include:

- Retrospective funding for projects which have already taken place or items purchased.
- Exclusively religious activity.
- Work and projects of a party-political nature
- Travel and subsistence costs
- Guarantee against organisational loss
- Work and projects which are contrary to the Tamworth Borough Council Diversity and Equality policy
- Projects operated on a commercial or for-profit basis.
- The funding of organisations, projects or events which promote or condone extremist ideology, activities, or terrorism.

Please ensure that prior to submitting an application that you have sought any specific relevant permissions that your project requires e.g., planning permission, landlord consent, landowner consent, for projects/activities taking place on their land, or for modifications to public spaces or facilities.

Funding requests

- The minimum you can apply for is £250 from each councillor, the maximum you can apply for is £1000 from each councillor.
- Applicants can apply to more than one councillor in a ward or to councillors in other wards if the project supports communities in more than one ward. However, the maximum award per project will be £3000.
- An organisation can submit more than one application in a financial year, but the application must not relate to the same project/scheme previously funded.
- If the total project cost is more than you are applying for, please provide details of other sources of income, including grants, fundraising and membership subs etc, that will be used to cover the full project cost.

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Application Process

1. Organisations should first contact their local Councillor to discuss their project **BEFORE** submitting an application. Councillors should use this opportunity to ask questions and decide whether they would consider an application from the organisation.
2. Completed applications along with **ALL** supporting documents must be emailed to the following email address
3. The grant administrator will check the eligibility of the organisation, review and assess the application to ensure it meets the grant funding criteria. If any information is missing the applicant will be contacted and requested to submit missing information.
4. Fully completed applications will be sent to relevant councillor(s), along with any comments that will help Councillors assess the application.
5. The Councillor must decide if they support the application either in full or partially or if they reject the application.
6. If the Councillor supports the application, the grant administrator will complete a grant assessment form which will be forwarded to the Portfolio Holder for Environmental Health and Community Partnerships and the Assistant Director Partnership for consideration and approval in consultation with Assistant Director Environment, Culture and Wellbeing where appropriate.
7. Organisations will be notified of the outcome of the application. If an application is only partially approved or refused, then the reasons for this will be given to the applicant.
8. Tamworth Borough Council will only pay grants on receipt of the completed Acceptance of Grant Form. Grant payment terms will be on a grant-by-grant basis, depending on the nature of the organisation/project and level of grant awarded. Payment may be made in stages, and copy invoices, or proof of project expenditure may be requested.
9. An End of Grant Report form will be sent out to all successful applicants, and this must be completed and returned at the end of the project or end of grant date, along with copies of receipts/invoices, and photographs or feedback from the project if requested.

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Standard Grant Conditions

- Grants will only be paid by Tamworth Borough Council on receipt of the completed Acceptance of Grant form. This form must be returned to Tamworth Borough Council within **seven days** of the date it was issued. Failure to do so will result in the offer of grant being withdrawn and further applications will not be accepted for twelve months.
- Acknowledgement that the grant has been received from Tamworth Borough Council shall be included on all relevant publicity material and in programmes & catalogues.
- Grants shall be used only for the purposes specified in this Notice of Confirmation, and immediate notification should be made to Tamworth Borough Council of unavoidable changes or cancellations.
- Any grant underspend must be returned to the Council.
- The council cannot fund organisations, projects or events which promote or condone extremist ideology, activities or terrorism.
- If requested by Tamworth Borough Council, a copy of the audited balance sheet and income & expenditure account must be submitted as soon as possible after the end of the financial year.
- The recipient is responsible for obtaining all licences, permission and insurances as may be necessary.
- Tamworth Borough Council cannot be held responsible for any debts or liabilities and will not be responsible to a third party.
- You agree to provide Tamworth Borough Council an end of project evaluation (template will be provided for completion).
- You agree to provide photographs of your group and/or activities to Tamworth Borough Council which may be used for publicity purposes.
- The recipient is responsible for ensuring that where the project works with children or adults at risk of abuse or neglect an appropriate safeguarding policy is in place.
- The recipient will have appropriate Disclosure & Barring Service (DBS) certifications for all staff or volunteers working with children or adults at risk of abuse or neglect.
- The grant recipient must ensure that all processing of personal data in relation to the funded activity is carried out in accordance with the Data Protection Act (1988) and the EU general data protection regulation (2018) and associated national guidance, and we will have in place appropriate policies regarding data protection and data sharing.

Further information

Please visit our grants page at [Voluntary sector and community grants | Tamworth Borough Council](#)