



## WEST BLETCHLEY COUNCIL POLICY FOR AWARDING GRANTS TO LOCAL GROUPS AND ORGANISATIONS

**Please read these notes carefully before filling in your application form. If anything is not clear, please call the Council Admin Team on 01908 648257.**

West Bletchley Council makes provision within annual budget calculations, to provide support to local groups and organisations operating within West Bletchley.

The way that West Bletchley Council allocates funding and resources can essentially be divided into three main methods:

1. Funding provided through a formal partnership agreement
2. Informal engagement and working together
3. Funding awarded through grants.

Partnership agreements set out arrangements and responsibilities for ongoing funding arrangements for organisations working in partnership with West Bletchley Council to provide services for the benefit of local residents. This may include core running costs which are necessary to facilitate this provision. Partnership agreements are reviewed at the end of each financial year.

The aim of the grant funding scheme is to provide financial support to local groups in respect of specified projects which benefit West Bletchley residents and add value to current activities available to the local community. The scheme is actively promoted and the Council encourages applications from local groups and organisations.

The Council will consider applications from:

- Local Community Groups
- Voluntary Sector Organisations
- Registered Charities
- Community Interest Companies
- Social Enterprises
- Sports Clubs
- Faith Groups – although requests to support narrowly religious activities will not be considered

The Council will not consider applications from:

- Political parties
- Companies which aim to make a profit.
- Individuals

In general, the Council invites grant applications for amounts between £250 and £5,000, although requests outside of this band will be considered in exceptional circumstances.

The grant funding scheme will not be used to fund running costs, accommodation or staff salaries, as any consideration of funding for these would be through the development of a formal partnership agreement.

Applications for capital grants should be matched funded. The applicant should provide at least 50% of the cost of the project.

All applications will be considered on their merits and grants will not be awarded retrospectively. Only one application for a grant from any organisation, for the same specified purpose, will be considered in a 12 month period.

Applications will not be considered until all the requested supporting documentation is provided. Applications may be rejected for this reason.

Grant applications received will be considered and approved/declined by the Council's Community Committee. A schedule of committee meeting dates is published on the Council's website. Please contact the office for the relevant submission deadlines for grant applications for each Committee.

Applicants will be advised of the Committee's decision in respect of grant applications as soon as practicable following relevant Committee meetings. Funds are paid to the successful organisations by bank transfer and can only be used to fund the purpose(s) stated on the application. Funds are only released when required and upon receipt of appropriate proof of expenditure or order confirmation.

All successful applicants will be required to provide a simple report at the completion of the project, with photographic evidence if appropriate. The report will show how funds have been spent and detail how benefits have been delivered and must be submitted within 6 weeks of the completion of the activity or purchase.

The Council also reserves the right to make such reports and/or photographs public, such as inclusion within the Council's quarterly newsletter (Open Door), on the Council's website and social media pages. This will enable outcomes achieved to be celebrated, as well as raise community awareness of local organisations and the additional benefits to West Bletchley residents enabled by the grant funding scheme.

## Completing the Application Form

Completed applications should be sent to:

West Bletchley Council  
221 Whaddon Way  
Bletchley  
MK3 7DZ

or emailed to [admin@westbletchleycouncil.gov.uk](mailto:admin@westbletchleycouncil.gov.uk)

If you have any questions about the application process, the application form, or any other aspect of the Grants Scheme, please do not hesitate to contact us on 01908 648257.

### Section 1

Questions 1-14      Request straightforward information about the organisation that you represent.

### Section 2

Questions 15-16      help us to understand your finances and how they are managed

### Section 3

Question 17      Please tell us about the project that you are planning to undertake. What activities are you planning and where will they take place?

Question 18      How have you decided that there is a need for what you have planned?

Question 19      How will you measure the success of what you are planning?

Question 20      Please give approximate numbers for each category that might be impacted.

Question 21      Please confirm the policies that you will work within, particularly if you are going to be working with young or vulnerable people.

### Section 4

Questions 23-25      Please tell us what the total cost of the project is estimated to be, how that total is broken down, how much you are asking for from WBC and how you will make up any shortfall. List details of any match funding secured for the project.

*Point 26*

*Please make sure that you have included all necessary documents detailed in point 26.*

*Section 5*

*Ensure that the declaration has been signed by two members of your organisation.*

*Section 6*

*Please read and be sure to understand your rights under the General Data Protection Regulations 2018 (GDPR). Further information can be found in our Privacy Notice which accompanies the grant application form.*

Adopted: August 2016

Reviewed: June 2021