

GRANTS DECISION MAKING CRITERIA

- Any organisation submitting an application following a previous years grant must submit an Annual Return which outlines the purpose the previous grant was used for and the difference the grant made to their operation.
- All volunteers or employees of organisations dealing with children and vulnerable adults should demonstrate they are appropriately CRB checked and rechecked at a regular interval.
- All organisations should provide evidence of the operation of an Equality Statement as part of their application in order for their application to be considered.
- Organisations that provide for only a single faith will not be considered.
- Organisations which are part of a larger national Uniformed Youth Organisation will not be considered.
- Organisations which cannot demonstrate optimisation of resources for maximum local benefits will not be considered.
- Awards which operate from one year to the next will not automatically attract any inflationary increases.
- Grants made on two or three year Service Level Agreements will be reviewed annually and recipient organisations will still need to submit an annual report of activity to the Grants Forum.
- Applications from out of Borough organisations must demonstrate how their activities benefit Borough residents.
- Organisations will need to demonstrate inclusiveness.
- Those organisations with large reserves and annual surplus, particularly those above the Charity Commission threshold, must demonstrate their reasons why the surplus is required.

APPLYING TO RBWM FOR GRANT FUNDING – A GUIDE FOR APPLICANTS



Contact Officer
(Grants Administrator):

Tel: (01628) 796251

Email: democratic.services@rbwm.gov.uk

Please read the following carefully before completing the relevant application form (A or B).

The Royal Borough of Windsor and Maidenhead provides support to local organisations through its Grants Funding Scheme. The Council offers three categories of grant:

A) **REVENUE GRANTS – *please complete application form A***

Grants made towards an organisation's annual running expenses.

Applications can be made at any time during the financial year. There is no minimum level of funding. The maximum level of grant award, other than during the annual round (applications made between September and November each year, with awards made on 1 April the following year) is £1000.

Revenue grants in excess of £5,000 will require an organisation to enter into a Service Level Agreement with the Authority before any money is paid. Service Level Agreements may be offered for one, two or three years. If your application is for an amount in excess of £5,000 it is therefore **essential** that you contact the appropriate person named below for further information **before** submitting the application.

Grant Category	Lead Officer	Contact details
Care	Harjit Hunjan	01628 686947
Youth	David Scott	01628 796748
Community	Harjit Hunjan	01628 796947
Sports and Leisure	Kevin Mist	01628 796443
Arts and Heritage	Mark Taylor	01628 796989

B) **CAPITAL GRANTS – *please complete application form B***

Grants made towards capital schemes i.e. the acquisition of land, the acquisition / construction / extension / improvement of buildings and / or the purchase of equipment to provide new or improved facilities. Grants will be considered for up to £25,000. Please note that capital projects can only be funded up to a maximum of 66% of the total project cost.

There is no minimum level of funding. Applications can be made at any time during the financial year. Please note that if capital spend is less than originally applied for, capital funding from the Borough will be proportionately less.

C) KIDWELLS PARK TRUST GRANTS – *please complete application form A for revenue funding and application form B for capital funding that meets the Kidwells Park Trust criteria as detailed below.*

Grants made under the Terms of Reference of the Kidwells Park Trust towards providing facilities for recreation, aimed particularly at increasing cultural activity and excluding items that would qualify for assistance under grant funding categories A) and B) above.

Applications can be made at any time during the financial year. There is no minimum level of funding.

Please also note the following:

- (a) The Council is the Trustee of the Kidwells Park Trust.
- (b) The Terms of the trust permit the Council to assist in providing facilities for recreation and other leisure time occupation for the benefit of the inhabitants of the Royal Borough of Windsor and Maidenhead.
- (c) Applications should be aimed at increasing cultural activity or the provision of facilities or events that would not be covered by the Council's Revenue Grants Scheme.
- (d) Applications for events / items of equipment can be made on the basis of estimated figures, but actual evidence of expenditure incurred / to be incurred will be required for any monies to be released.
- (e) If the application relates to a one-off concert / performance etc. for which income is to be received, please ensure that details of all expected income are included within the application.
- (f) Any event or piece of equipment to which an application relates must be held or used within the Royal Borough and must be primarily for the benefit of its residents.
- (g) Wherever possible the Council will seek to purchase items of equipment on behalf of applicant organisations.
- (h) Organisations will be required to give full acknowledgement to the Kidwells Park Trust for any financial assistance in all publicity material produced.

The RBWM / '3' COMMUNITY GRASSROOTS GRANT FUND

During 2010 the Council was pleased to introduce a new funding opportunity in conjunction with the Berkshire Community Foundation (BCF).

The RBWM / '3' Community Grassroots Grant Fund provides grant funding to small voluntary and community groups and organisations in the Windsor and Maidenhead area, enabling them to continue or expand their work, including advocacy and service provision. This Grant Fund replaces the '3' Fund which had been in place for the last few years.

Applications to BCF can only be made during the annual grants process (forms are available from September to early November each year). Please note that if you apply to the Berkshire Community Foundation during the annual grants round, you cannot apply to the Royal Borough for other revenue funding in the annual grants round. You are however, welcome to apply for revenue funding from the Borough at other times during the year.

Any organisation operating within the Windsor & Maidenhead area and established for charitable purposes can apply, provided there is a formal structure which will allow for monitoring of activity. The Fund is seeking applications primarily from groups working with young people. Examples include homework clubs, skills development, and activities relating to the prevention of crime, counselling, mentoring or volunteering, youth clubs, arts, culture or the environment.

Organisations should meet the following criteria:

- Be a not-for-profit, third sector voluntary or community group, active in their local community for not less than 12 months prior to application
- Have an income of less than £30,000 per annum, taken as an average over the last three years
- Be volunteer led
- Be connected with and/or meeting the needs of the local community
- Have a constitution/terms of reference

How much is available? £1,000 to a maximum award of £10,000.

Applications to the RBWM / '3' Community Grassroots Grant Fund must be made on the relevant Berkshire Community Foundation form (not RBWM form A or B) which are available from the BCF on 0118 930 3021 or email info@berkshirecf.org. If you have any queries in relation to which Grant you wish to apply for, or any other query, please don't hesitate to contact the Grants Administrator on 01628 796310 or email democratic.services@rbwm.gov.uk

GENERAL GUIDANCE FOR RBWM APPLICANTS

Applicants' attention is specifically drawn to the following:-

- 1 The applicant organisation must be a voluntary or 'not for profit' organisation which is local in nature and which operates to the benefit of the Royal Borough of Windsor and Maidenhead and its local communities with aims and objectives which can be demonstrated to be of real benefit to those communities.
- 2 The aims of the applicant organisation should complement and enhance the Key Themes and Outcomes of the Royal Borough of Windsor and Maidenhead Community Strategy (http://www.rbwm.gov.uk/web/partnerships_cp_strategy.htm). The Royal Borough is committed to continuous environmental improvement and organisations will be encouraged to support the Royal Borough's aim. "We want the Royal Borough to be a place where everyone can thrive in a safe and healthy environment".
- 3 The applicant organisation should demonstrate the need for a proposed capital scheme, which is not otherwise provided for or is not better catered for by other means within the Royal Borough.
- 4 The applicant organisation must be able to demonstrate proper conduct of its affairs, both general and financial and that it keeps proper books of accounts, audited annually by a financially competent and independent person.
- 5 If successful, the applicant organisation will be required to keep records indicating how it has used the Royal Borough's grant aid, to provide periodic reports on its activity and progress, and to advise the Royal Borough immediately of any material changes affecting its finances or activities.
- 6 The applicant organisation must be:-
 - (i) A properly constituted body.
 - (ii) Able to demonstrate that the granting of aid will enable it to operate on a viable basis.
 - (iii) Able to demonstrate that it has adequate expertise to carry out effectively the schemes it proposes.
 - (iv) Able to demonstrate that it is a non-political organisation.
 - (v) Able to demonstrate that every effort is being made to raise funds from other appropriate sources and that voluntary assistance is being maximised.
 - (vi) Able to provide value for money both for the Royal Borough and its local communities.
- 7 In allocating the available resources, priority will be given to the following categories:-
 - (i) Funding Dependent -i.e. an organisation that is dependent on grant support for its continuing operation.
 - (ii) Project Funding Dependent -i.e. an organisation that is dependent upon grant support for the project only.
 - (iii) "Pump Priming" or Support in Kind -i.e. a new organisation that is dependent upon support for a defined period, after which it will not be dependent upon the Royal Borough's grant support.

- 8 Where the application relates to a grant under category B), Capital Grants
- i) grant aid will only be awarded to applicant organisations which can provide evidence of previous or future proposals for raising additional funding;
 - ii) priority will be given to applicant organisations, which have successfully secured additional finance other than from the Royal Borough for the purpose for which they are applying;
 - iii) preference will be given to schemes which demonstrate co-operation between groups, or are for the enhancement of existing facilities to increase the range of activities;
 - iv) applicant organisations are requested to:
 - Submit a detailed specification of the project.
 - Provide the estimated cost of the project (supported by three quotations).
 - Demonstrate the need for the facility to be provided;
 - v) any grant will be assessed on the reasonable cost associated with providing essential facilities and accommodation, including professional fees;
 - vi) where the application relates to Capital scheme retrospective applications will not be considered;
 - vii) funding for Capital Projects, cannot be carried forward into the following financial year, without a written application, which must be submitted by 28 February 2012.
 - viii) Applications for Capital Grants will be dependent upon Capital funding being available.
10. Where the application relates to a grant under category C), Kidwells Park Trust grant aid, this should be claimed before 28 February 2013. Kidwells grant funding cannot be carried forward into the following financial year, without a written application, which must be submitted by 28 February 2013.
11. Where a grant is over £100,000 and relates directly to provision of services supporting the Council's key corporate aims and objectives, it may be appropriate for these to be dealt with by way of a contract rather than a Service Level Agreement, by mutual agreement with the service providers.

APPLICATION FORM B – CAPITAL GRANT FUNDING (incl. Kidwells Park Trust capital grants)



CLOSING DATE – 18 NOVEMBER 2013
PLEASE READ THROUGH AND COMPLETE ALL RELEVANT SECTIONS OF THE FORM

DETAILS OF ORGANISATION

Name and address of organisation:	
Name of contact:	Mr / Mrs / Ms / Miss/ Other..... <i>(please delete as appropriate)</i>
Address if different from above	
Position within organisation:	
Other contact details	Telephone: _____ Mobile: _____ Email address: _____ Fax: _____
Purpose and aims of the organisation (brief description):	
Geographical area of operation – please indicate % of activity within RBWM	
Staffing	Number of full time paid staff: Number of full time volunteers: Number of part time paid staff: Number of part time paid staff:
Membership	Total no. of members/users: % of members/users in RBWM: % of members/users aged 12 and under: % of members/users aged 13-19: % of members/users aged 20-54: % of members/users aged 55 and over:

APPLICATION DETAILS

Amount of grant requested:

£

Description of what the grant will be used for and justification for need (*attach any background information including analysis, brief and plans*)

Cost of project (If Quantity Surveyor costings have been produced, please submit a copy with your application)	£
Purchase/Lease of Land	
Purchase/Lease of Buildings	
Legal Fees	
Adaptation of existing buildings	
New buildings	
Architects' and other professional fees	
Equipment (attach price list)	
Other expenses (please give details) :	

Total estimated capital cost of the project:

£

Funds Available for the project:			£
Cash in hand			
Accessible investments			
Loans offered by members			
Other sources of finance (please state): e.g. national lottery, trusts funds, other statutory organisations, commercial organisations.	Submission Date	Decision Date	Expected Value (£)

Total capital available:

£

Is planning permission and / or building regulations approval required?

Yes / No (Delete as appropriate)

Has planning permission and/or building regulations approval been granted?

Yes / No (Delete as applicable)

If yes, please quote planning reference number:

ACCOUNTS: Please supply the following information:

	2012-2013	2011-2012
INCOME	£ <input type="text"/>	£ <input type="text"/>
EXPENDITURE	£ <input type="text"/>	£ <input type="text"/>
SURPLUS / DEFICIT	£ <input type="text"/>	£ <input type="text"/>
YEAR END BALANCE	£ <input type="text"/>	£ <input type="text"/>

Other organisations you are applying to, or have already received grants from in the last 12 months:

Name of organisation	Amount Received and date	Amount applied for	Likely date for decision
e.g. Prince Philip Trust	e.g. £500 Jan 2012	e.g. £500	e.g. June 2013

CONDITIONS OF GRANT

- 1 The organisation applying to the Royal Borough of Windsor and Maidenhead for grant aid must comply with the Council's conditions listed below and in the 'Guide for Applicants,' and complete the following Declaration.
- 2 A copy of the constitution of the organisation must be submitted with the application form only if the organisation has not previously applied for grant funding or the constitution has been amended since last sent.
- 3 The organisation receiving a grant will be required to acknowledge receipt of the grant directly to the Royal Borough. A copy of the bank statement showing receipt of the grant should be available on request.
- 4 The organisation must provide copies of two years' worth of audited accounts with their application and estimates for the forthcoming year. A new organisation must provide as much financial information as possible.
- 5 The organisation must acknowledge grant aid from RBWM in all publicity and promotional activities.
- 6 The organisation is required to comply with the Royal Borough of Windsor and Maidenhead's Equal Opportunities Policy in respect of its use of the grant, in particular if it is in respect of the employment or training of staff: http://www.rbwm.gov.uk/web/corp_equality_policy.htm. The Council also maintains the right to request submission of an organisation's Equal Opportunities Statement if, on receipt of the application form, it is believed an element of public activity as defined in the Equality Act 2010, was to be undertaken.
- 7 The organisation is required to have or develop and operate, a procedure for dealing with representations and complaints about the service the grant is intended for, for any person or organisation benefiting from the service. If a dispute or complaint concerning this service should occur between the Royal Borough and the organisation, all reasonable steps will be taken to resolve the dispute or complaint locally, involving an officer designated by the Royal Borough and the organisation. Any other disputes or complaints concerning the service will normally be resolved by the organisation.
- 8 The organisation is required to use all reasonable endeavours and take all reasonable precautions to ensure that any person employed or deployed by the organisation, is not an 'inappropriate person' to assist in providing the service to safeguard vulnerable adults and children.
- 9 The Royal Borough of Windsor and Maidenhead will monitor the way in which grant monies have been/are being spent, and reserves the right to seek to recover the grant in full if the organisation ceases to operate or if the grant is not used for the purpose(s) specified, or if they are in breach of any other condition of grant.
- 9 The approval of any grant is entirely discretionary. The applicant is reminded that approval of a grant in one year cannot be interpreted as implying that aid will be available in any subsequent year.
- 10 The organisation must ensure that accompanying documents requested in the Declaration are enclosed with the application form, as failure to do this may delay the processing of your application.
- 11 The organisation will be required to have public liability insurance to a minimum cover of £5 million (unless a lesser sum is approved in writing by the Royal Borough).

DECLARATION

I apply for grant aid on behalf of the above organisation and I declare that:-

- 1 I have noted the conditions under which grants are made and confirm that if successful, I and the organisation that I represent, will abide by them.
- 2 It is understood on behalf of the organisation that the Royal Borough of Windsor and Maidenhead may seek to recover the full grant or such part of it as the Royal Borough may determine, if: -
 - (i) The organisation ceases to operate;
 - (ii) The grant ceases to be used for the purpose(s) for which it was given or the facilities cease to be used for the purpose for which capital grant assistance has been given (within a period of ten years from payment of the grant)
 - (iii) The organisation is found to be in breach of the conditions applied to the grant.

Membership

I further declare that:

- (a) Membership is open to all and no application for membership will be refused on other than reasonable grounds, e.g. there will be no discrimination on the grounds of race, occupation, religion or other opinion.
- (b) The managing body of the Organisation is composed mainly of members representing those using the facilities.
- (c) Any provision in the existing constitutional rules which runs counter to the above, will be suitably amended.
- (d) If any application for membership is refused the Organisation will be prepared, if requested to state their reasons in writing to the Royal Borough of Windsor and Maidenhead.

I undertake on behalf of the organisation that the grant or such part of it as the Royal Borough of Windsor and Maidenhead may determine will be repaid in the event that the organisation is found to be in breach of any of the assurances given above.

Signed: _____	Date: _____
Name (please print): _____	
Position in organisation: _____	

Please ensure the following documents are enclosed where appropriate (please tick boxes):

Constitution
(only required if first
application from an
organisation or if changed
since last sent)

Last two years' audited
accounts

Three quotations for work
proposed to be undertaken

**Please return to: Grants Administrator, Democratic Services,
Town Hall, St Ives Road, Maidenhead, Berks, SL6 1RF**

**APPLICATION FORM A – REVENUE GRANT FUNDING (ANNUAL)
(incl. SLAs and Kidwells Park Trust revenue grants)**



CLOSING DATE – 18 NOVEMBER 2013

PLEASE READ THROUGH AND COMPLETE ALL RELEVANT SECTIONS OF THE FORM

DETAILS OF ORGANISATION

Name and address of organisation:

Name of contact:

Mr / Mrs / Ms / Miss/ Other.....(please delete as appropriate)

Address if different from above

Position within organisation:

Other contact details

Telephone:

Email address:

Mobile:

Fax:

Purpose and aims of the organisation (brief description):

Geographical area of operation – please indicate % of activity within RBWM

Staffing

Number of full time paid staff:
Number of full time volunteers:
Number of part time paid staff:
Number of part time volunteers:

Membership

Total no. of members/users:

% of members/users in RBWM:
% of members/users aged 12 and under:
% of members/users aged 13-19:
% of members/users aged 20-54
% of members/users aged 55 and over:

APPLICATION DETAILS

Amount of grant requested:

£

Description of what the grant will be used for and justification for need (*attach any background information including analysis, brief and plans*)

If the application is for an event or series of events that are likely to generate income, please detail estimated income and attach a detailed budget for the event:

Estimated income:

£

ACCOUNTS: Please supply the following information:

	2012-2013	2011-2012
INCOME	£	£
EXPENDITURE	£	£
SURPLUS / DEFICIT	£	£
YEAR END BALANCE	£	£

Other organisations you are currently applying to, or have already received grants from during the last 12 months:

Name of organisation	Amount Received and date	Amount applied for	Likely date for decision
<i>e.g. Prince Philip Trust</i>	<i>e.g. £500 Jan 2013</i>	<i>e.g. £500</i>	<i>e.g. June 2014</i>

CONDITIONS OF GRANT

- 1 The applicant organisation must comply with the Council's conditions of grant listed below and in the 'Guide for Applicants,' and complete the following Declaration.
- 2 A copy of the constitution of the organisation must be submitted with the application form only if the organisation has not previously applied for grant funding or the constitution has been amended since last sent.
- 3 The organisation receiving a grant will be required to acknowledge receipt of the grant directly to the Royal Borough. A copy of the bank statement showing receipt of the grant should be available on request.
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- 6 The organisation is required to comply with the Royal Borough of Windsor and Maidenhead's Equal Opportunities Policy in respect of its use of the grant, in particular if it is in respect of the employment or training of staff: http://www.rbwm.gov.uk/web/corp_equality_policy.htm. If the funding is in the form of a Service Level Agreement, the organisation is required to submit a copy of its own Equal Opportunities Statement as required under the Equality Act 2010. The Council also maintains the right to request submission of an organisation's EOS if, on receipt of the application form, it is believed an element of public activity was to be undertaken.
- 7 The organisation is required to have or develop and operate, a procedure for dealing with representations and complaints about the service the grant is intended for, for any person or organisation benefiting from the service. If a dispute or complaint concerning this service should occur between the Royal Borough and the organisation, all reasonable steps will be taken to resolve the dispute or complaint locally, involving an officer designated by the Royal Borough and the organisation. Any other disputes or complaints concerning the service will normally be resolved by the organisation.
- 8 The organisation is required to use all reasonable endeavours and take all reasonable precautions to ensure that any person employed or deployed by the organisation, is not an 'inappropriate person' to assist in providing the service to safeguard vulnerable adults and children.
- 9 The Royal Borough of Windsor and Maidenhead will monitor the way in which grant monies have been/are being spent, and reserves the right to seek to recover the grant in full if the organisation ceases to operate or if the grant is not used for the purpose(s) specified, or if they are in breach of any other condition of grant.
- 10 The approval of any grant is entirely discretionary. The applicant is reminded that approval of a grant in one year cannot be interpreted as implying that aid will be available in any subsequent year.
- 11 The organisation must ensure that accompanying documents requested in the Declaration are enclosed with the application form, as failure to do this may delay the processing of your application.

12 The organisation will be required to have public liability insurance to a minimum cover of £5 million (unless a lesser sum is approved in writing by the Royal Borough).

DECLARATION

I apply for grant aid on behalf of the above organisation and I declare that:-

- 1 I have noted the conditions under which grants are made and confirm that if successful, I and the organisation that I represent, will abide by them.
- 2 It is understood on behalf of the organisation that the Royal Borough of Windsor and Maidenhead may seek to recover the full grant or such part of it as the Royal Borough may determine, if: -
 - (i) The organisation ceases to operate;
 - (ii) The grant ceases to be used for the purpose(s) for which it was given or the facilities cease to be used for the purpose for which capital grant assistance has been given (within a period of ten years from payment of the grant)
 - (iii) The organisation is found to be in breach of the conditions applied to the grant.

Membership

I further declare that:

- (a) Membership is open to all and no application for membership will be refused on other than reasonable grounds, e.g. there will be no discrimination on the grounds of race, occupation, religion or other opinion.
- (b) The managing body of the Organisation is composed mainly of members representing those using the facilities.
Any provision in the existing constitutional rules which runs counter to the above, will be suitably amended.
- (c) If any application for membership is refused the Organisation will be prepared, if requested to state their reasons in writing to the Royal Borough of Windsor and Maidenhead.

I undertake on behalf of the organisation that the grant or such part of it as the Royal Borough of Windsor and Maidenhead may determine will be repaid in the event that the organisation is found to be in breach of any of the assurances given above.

Signed: _____ **Date:** _____

Name (please print): _____

Position in organisation: _____

Please ensure the following documents are enclosed where appropriate (please tick boxes):

Constitution (only if first application from an organisation or if changed since last sent)

Equal Opportunities Statement (only if Service Level Agreement)

Last two years' audited accounts

List of anticipated income and expenditure where appropriate for item/event relating to application

**Please return to: Grants Administrator, Democratic Services,
Town Hall, St Ives Road, Maidenhead, Berks, SL6 1RF**