

Policy ID Number (if applicable)

Draft

**RBWM Policy on Annual and Quarterly Grants**

This policy is applicable to applications received by the Royal Borough of Windsor and Maidenhead for Annual and Quarterly Grants .

**DOCUMENT CONTROL**

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## **1. TITLE: GUIDELINES ON Awarding Annual and quarterly Grants.**

### **2. POLICY STATEMENT**

The Council has a commitment to promoting social action, civic participation and removing the barriers that allow more people to be involved in their communities to take action on things that matter to them locally and in building the local capacity of residents and communities to engage in civil involvement.

2.1. The Royal Borough's Grant Funding Scheme offers local residents, voluntary and community groups with an opportunity to actively help shape their local areas and enhance civic pride by having an opportunity to apply for annual and quarterly grants to support their activity.

### **3. PURPOSE**

This policy outlines the Council's approach to considering applications for annual and quarterly grants. All applications received under this scheme will be assessed against the Council's key objects (detailed in point 6) and by the financial level of support sought.

### **4. SCOPE**

The Royal Borough of Windsor and Maidenhead recognises the positive contribution that volunteering and civic participation makes to the community. The Council is committed to enabling and providing opportunities for all local residents to participate in civic involvement, volunteering and in helping to developing a diverse, vibrant and self sustainable voluntary sector able to support the needs of local communities. This policy applies to the overall grant process administered by the council.

### **5. OBJECTIVE**

This policy ensures that there is a consistent and clear approach to assessing both annual and quarterly grant applications and that this approach is understood and applied by those seeking annual and quarterly grants. The policy seeks to provide clarity for applicants that the assessment of all applications received is linked to the council's strategic objectives.

### **6. POLICY DETAILS**

Successful grants would be required to clearly outline the expected benefits for residents and local communities against the Council's key objects as defined below:

#### **A. The Borough's Strategic Objectives:**

- Residents First.
- Value for Money.
- Delivering Together.
- Equipping Ourselves for the Future.

#### **B. Build local capacity:**

- Support the delivery of the Borough's Big Society aspirations around resident involvement and civic participation.

- Help to remove barriers for communities to take action for things that matter to them.
- Building local capacity of residents and communities to engage in civil involvement.
- Building the capacity and capability of the local voluntary sector to be less reliant on Council funding.

C. That supports the delivery of specific directorate service priorities, objectives and objectives. Example of the guidance for applicants seeking Grant funding for Adult Services is attached,

## **7. Criteria for awarding the level of grant funding.**

7.1 The level of funding awarded will be determined by the contribution made to the achievement of specific key corporate priorities and strategic objectives.

7.2 Grants should not be relied upon by applicants as the sole source of funding. Applications should in the main have, or be encouraged to secure, their own independent sources of funding.

7.3 Grants should not be viewed as a contribution towards an on going annual operational cost or for funding for specific annual events or activities..

7.4. Framework for awarding funding:

### **A. All Quarterly grants < £1000.**

Must meet:

At least one of the Borough's Strategic objectives. These grants are principally used to help build local capacity for residents and the voluntary and community sector that increase levels civic participation. Applications should be viewed as seed funding to initiate activity that be will be self sustaining once developed.

### **B. Annual grants £1000 to £20,000.**

Must meet:

Two or more of the Borough's Strategic objectives. Grants would seek to build the local capacity of the Voluntary and Community Sector to facilitate local civic participation, remove barriers to this participation or contribute towards the delivery of key Council priorities as published on the Council's website by directorate service area.

### **C. Annual grants £20,000 and above.**

Must meet:

Four or more of the Borough's Strategic objectives and contribute towards the delivery of specific Council directorate service targets. Applications for grants received for amounts over £20,000 will be commissioned and procured by the relevant Council services area and will fall outside the annual grant process.

**REVISION RECORD**

<b>Date</b>	<b>Version</b>	<b>Revision description</b>
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