

# APPLYING TO RBWM FOR GRANT FUNDING – A GUIDE FOR APPLICANTS



Contact Officer  
(Grants Administrator):

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**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	Angela Coffey	01628 683590
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](mailto: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](mailto: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](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.