

PART A

APPLYING TO RBWM FOR GRANT FUNDING – A GUIDE FOR APPLICANTS

Please read the following carefully *before* completing the application form (Part B).

The Royal Borough of Windsor and Maidenhead provides support to local organisations through its Grants Funding Scheme. To be successful, applicants will be required to clearly outline the expected benefits for residents and communities against the priorities below, particularly in terms of supporting COVID-19 recovery projects in the borough:

Key Priorities in developing a Borough of Opportunity and Innovation

- 1) Healthy skilled and independent residents**
- 2) Safe and vibrant communities**
- 3) An excellent customer experience**
- 4) Growing economy, affordable housing**
- 5) Attractive well-connected borough**
- 6) Well managed resources delivering value for money.**

Criteria for awarding the level of grant funding.

- The grants scheme should not be relied upon by applicants as the sole source of funding. Applicants should in the main have, or be encouraged to secure, their own independent sources of funding.
- Grants should not be relied upon as a contribution towards on-going annual operational costs.
- It remains the discretion of the Grants Panel to award funding to organisations.

Timetable for applications

Grant applications can be made throughout the year. For the 2021/22 financial year, the main Grants Panel will take place in May 2021. The deadline for applications is 1 April 2021. A second grants panel may be held later in the year. Applications for Interim grants will be considered throughout the year for time critical events or projects at the discretion of the relevant Grants Officer and Panel Chairman.

Annual Returns

Annual returns must be completed for **all** grant allocations of £1000 and above and should be completed by December 31st to indicate what has been achieved and what will be achieved by the end of the financial year (i.e. 31st March). Further applications for grant funding may be rejected if an annual return has not been completed for funding awarded in a previous year.

Service Level Agreements (SLA)

Grants made on a two or three year SLA will not be reviewed annually at the Grants Panel, but will be monitored and reviewed regularly by the relevant Grants Officer. An annual return form should be submitted to the Grants Officer at the end of each financial year while the SLA is running, available on request.

COMMUNITY GRANTS

Revenue grants are awarded in order to address specific issues of need identified by local communities and their residents; to encourage new groups to be established and to increase levels of local civic participation and volunteering.

Grants made towards local capital schemes include the acquisition of land, the acquisition / construction / extension / improvement of buildings and / or the purchase of equipment to provide new or improved facilities. Please note the maximum level of projects costs funded is at the discretion of the Grants Panel.

Funding for Capital Projects is not routinely carried forward into the following financial year. If this is necessary due to a delay in completion of the project, a written request must be submitted to the Grants Officer, which must be received before the start of the new financial year.

Please note that if you apply to the Berkshire Community Foundation (see details below) for revenue funding during the annual grants round, you cannot also apply to the Royal Borough for other revenue funding at the same time.

KIDWELLS PARK TRUST GRANTS

Grants are awarded under the Terms of Reference of the Kidwells Park Trust (detailed below).

- The Council is the Trustee of the Kidwells Park Trust.
- 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.
- 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.
- 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.
- Any event or piece of equipment to which an application relates must be primarily for the benefits of Borough residents.
- Organisations will be required to give full acknowledgement to the Kidwells Park Trust for any financial assistance in all publicity material produced.

Useful Contacts

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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 previous 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 also 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

General Data Protection Regulations

The Royal Borough of Windsor and Maidenhead processes personal data in compliance with the UK Data Protection Act 2018 and the General Data Protection Regulation 2016. Further details can be found in the relevant [Privacy notice](#)

It is the responsibility of Organisations in receipt of grants to ensure that they comply with the foresaid data protection legislation and understand their obligations as Data Controllers for the personal data they process.