



CHIPPENHAM
TOWN COUNCIL
Improving the quality of town life

Grants Policy

- i) Community
- ii) Climate & Ecological

Author: Chief Executive
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Policy Statement

This policy sets out how Chippenham Town Council and the Grants Sub-Committee will manage applications from organisations who are seeking funding from the Town Council for a project, event, activity, or other purpose. Please read this document before completing the application form.

Review Statement

This policy shall be reviewed on a 3-yearly basis or as and when required via the Council's Grants Sub-Committee with any recommended changes being adopted by the Strategy & Resources Committee.

Equality

In putting this policy into practice, no aspect of the procedure will discriminate on the grounds of race, sex, sexual orientation, gender reassignment, age, religion, politics, marital status, disability, politics, union membership or any other grounds.

Grants & Application Process

There are two schemes of grants available with different criteria; one for Community Schemes and one for Climate & Ecological Schemes. The aim of the Town Council's Grant Schemes is to provide financial support to organisations who work to improve the quality of town life in Chippenham.

The organisation must be based in Chippenham or the surrounding area and must be able to demonstrate that the application benefits a significant number of people living in Chippenham. Applications must have objectives that support one or more of the following aims for the relevant scheme (Community or Climate & Ecological):

i) Community

- Have community benefits in Chippenham.
- Support the Town Council's Corporate Policies.
- Support the voluntary and community sector.
- Working on improving the quality of life for residents of Chippenham.

ii) Climate & Ecological

- Raising awareness of the climate and ecological crisis.
- Reducing carbon emissions.
- Increasing biodiversity.
- Helping to make Chippenham resilient to the impacts of climate change.
- Promoting sustainable practices such as reducing waste and plastics and increasing recycling and reuse of items.

An application can be made only once to each of the schemes in each financial year, for example an organisation can apply for a Community grant and a Climate &

Ecological grant once in each financial year. The processing and awarding of grants is the same for both schemes and is detailed in this policy.

In addition to fulfilling the above criteria, each application must support at least one of the following corporate priorities:

- Provide and develop facilities and services that are accessible, inclusive and promote health and well-being.
- Play an active role in the future development of the town through collaboration with partners, stakeholders, and our community.
- Help to create a future that is carbon neutral, environmentally sustainable and resilient to the impact of climate change.
- Maintain and create opportunities to enhance our green spaces and provide a clean and safe environment.
- Provide and develop facilities and services that promote Chippenham as an attractive and vibrant market town and celebrate its rich history, heritage, and culture.
- Maintain effective and efficient governance and management of resources.

Who can apply?

The Grants exist to support organisations which require financial assistance and applications are accepted from the following:

- Charitable Organisations
- Community Interest Groups
- Sports Clubs and Arts Groups
- Advice Organisations
- Supporter or 'friends of' groups
- Start-up grants for new organisation who will become one of the above
- Resident's Associations

There are some cases where it would not be suitable to provide a grant including:

- General appeals
- Individual appeals or sponsorship
- Commercial enterprises which aim to generate a profit
- Projects with party political links
- Projects which discriminate on the grounds of age, colour, impairment, marital status, lifestyle, culture, nationality, race, gender, sexuality or on the grounds of economic or social status
- Retrospective applications for events or projects which have already happened
- Services which should be provided by statutory funding
- Projects which are considered to be the responsibility of Wiltshire Council
- Ordinary or regular staff salary costs (although hiring in an external specialist is acceptable as long as the benefit to residents can be demonstrated).

In these instances, an officer will contact the applicant to explain the reason(s) why their application will not progress.

Should an application be received by an organisation which or whose representatives have made public comment(s) about the Town Council within the last 12 months which may or potentially amount(s) to being defamatory in nature, generally or with reference to either Community or Climate & Ecological Donations schemes, the Grants Sub-Committee will be informed and can decide to defer the application on these grounds.

Scheme Governance

This policy is issued by the Grants Sub-Committee of Chippenham Town Council, who have been assigned responsibility through its Strategy and Resources Committee. The Grants Sub-Committee is comprised of 9 Councillors, who will meet 3 times per year to consider applications based on the criteria outlined in this policy. All applications received by the Town Council will be considered on their own merits. Three standing items will be present on the Grants Sub-Committee agenda: applications for Community grants, applications for Climate & Ecological grants and feedback from former grant recipients (where applicable).

The scheme is managed by the Chief Executive and the day-to-day administration of the process is delegated to the Director - Democratic Services & Governance and Democratic Services Team, within a GDPR framework which protects the confidentiality of individuals and any sensitive or personal data.

The financial contribution that can be awarded is taken from an annual budget based on the financial year April to March and the total amount of grants awarded are restricted to within this budget.

The maximum amount that can be applied for per application is £3000. The budget allocation for each meeting is 1/3 of the annual budget for the year, however, the Grants Sub-Committee is empowered to exercise reasonable discretion if necessary.

All applications are heard first on their own merit before any donations are awarded, with a representative from the applying organisation invited to present their application to the Sub-Committee. Once all applications have been heard, the Grants Sub-Committee will then discuss each application in turn to resolve whether they support the grant application. The Grants Sub-Committee will take into account the following as part of their decision-making process:

- Benefits to the residents of Chippenham
- Any previous amounts awarded to the organisation, and if feedback forms have been received.
- Whether or not they support each of the items contained within the breakdown of costs on the application form. They may remove any item(s) on a grant application if they don't agree with how the money will be used and it will not impact the overall project. This may result in a partial grant being awarded.

In exceptional circumstances, the Grants Sub-Committee has the power to distribute grants on a pro rata basis should the amount requested exceed the annual budget remaining or the meeting allocation. In this event, the exact figure to be awarded will be subject to confirmation from the Director - Finance, although the Grants Sub-Committee are encouraged to support a project in its entirety, or remove any items from an application that they don't support, before deciding to pro rata any application.

On receipt of an application the Democratic Services Team will check that all relevant information has been provided. Applicants will be invited and are encouraged to attend a meeting at which their application will be considered, to provide a brief overview and answer questions. Meetings are usually held on a Thursday at 4pm. If you are unable to attend the meeting you are required to send apologies in advance.

Minutes of the meeting will be circulated and all applicants, whether successful or not, will be informed of the decision within two weeks of the meeting. The decision of the Sub-Committee is final.

Organisations receiving statutory funding are not eligible to apply for either grant unless they can prove that their application fits outside of their statutory funding requirements. Where possible, these organisations are encouraged to apply via any supporting group e.g. schools a 'friends of' or their respective PTA.

Successful applicants will be invited to the Town Hall to take a photograph with the Mayor of Chippenham and the Chair of the Grants Sub-Committee for promotional purposes.

Monitoring

The grant must only be used for the purpose for which the application was made. Successful applicants will be subject to monitoring to ensure good use of funding. This may include requests for annual reports detailing expenditure or other results.

Proof of purchase is required to confirm that the grant funding was spent on items applied for. Failure to do this may jeopardise future grant applications.

All recipients are required to complete the feedback form stating the purpose of the grant, what has been delivered, the effect the project, activity or event has had on those taking part or receiving it and provide evidence of positive recognition given to the Town Council. Recipients will be contacted for this purpose. Where projects might span more than a 12-month period an interim report will be required.

Recipients are required to give positive recognition to the Town Council through publicity and promotions and where possible are expected to invite the Mayor to attend events relating to the project, activity or event after the grant has been awarded.

Withholding, Suspending and Repayment of Grant

The Town Council's intention is that the grant will be paid to the recipient in full. However, without prejudice to the Council's other rights and remedies, the Council may at its discretion withhold or suspend payment of the grant (and/or require repayment of all or part of the grant) if:

- The recipient uses the grant for purposes other than those for which they have been awarded
- The Council considers that the recipient has not made satisfactory progress with the delivery of the project
- The recipient is unable to use the grant for the purpose it was awarded and within the stated timescale
- The recipient is, in the reasonable opinion of the Council, delivering the project in a negligent manner
- The recipient obtains duplicate funding from a third party for the same (or part of the) project, activity or event
- The recipient provides the Council with any materially misleading or inaccurate information.

How to Apply

Dates of the meetings, application deadlines, and application forms are available on the Town Council's website. Late applications will be deferred or returned depending on the nature of the application.

Only one application to each grant scheme from any organisation will be considered each financial year, 1st April to 31st March.

Applicants should use the Town Council's application form which is available from our website or Town Hall reception, and return it using the contact details at the end of the document along with a copy of the organisation's accounts for the previous financial year. If the organisation does not produce a full set of accounts, the applicant must provide the organisation's latest bank statement and a comprehensive budget and business plan may also be required.

The Town Council may also request a copy of the following from the organisation:

- Committee structure
- Constitution or set of rules
- Equal opportunities statement
- Insurance policy
- Photographs, plans and project costs
- Bank account details and latest bank statement

Applications must not be submitted by members of staff or Councillors of Chippenham Town Council. Where a Councillor is involved in either a voluntary or

paid capacity with the organisation applying, Councillors must be clear in their declaration of interest and whether they are abstaining from the vote or leave the meeting room for that item if required.

How is the grant money paid?

Funds will be transferred to the organisation via BACS within three weeks of the meeting.

Funds will not be paid to an individual. If an organisation does not have a bank account, they can arrange for another community organisation to receive and hold the funds.

Occasionally conditions may be applied, which the applicant will need to address as part of the approval before payment can be made. Where a grant is awarded for a project that is relying on match funding from other organisations, the funds will not be released until the organisation has reached the target set by the Sub-Committee.

If the organisation is relying on a grant from the Town Council it should not commence the activity until the award of a grant has been confirmed.

Checklist

Please use the checklist below to ensure that your application meets the criteria outlined in this policy. You may be contacted and asked to provide further evidence.

The event, project or activity will benefit the community or voluntary sector rather than an individual or small number of individuals	
The event, project or activity will make a difference to the quality of life of residents in Chippenham	
The event, project or activity contributes to the Town Council's corporate priorities	
The event, project or activity represents value for money	
The organisation is not profit making and can demonstrate financial need, including accounts, the latest bank statement, a budget plan or other documentation to support the application	
The organisation has sought to generate income from other sources	
The organisation has a bank account in its own name	
The organisation has a constitution or similar (or is preparing such documentation if a start-up)	
If successful, the organisation will give positive recognition to Chippenham Town Council through its publicity and promotion	
The organisation will provide feedback to the Town Council on how the grant was used	

Contact Details

Completed application forms and supplementary information can be returned either by post to:

Council Grants, Chippenham Town Council, Town Hall, High Street, Chippenham, Wiltshire SN15 3ER.

Or by email enquiries@chippenham.gov.uk

If you would like help completing the application form, or for any further information on the scheme, please call 01249 446699, and ask for the Democratic Services Team.