

DRAFT PROCESS FOR EMERGENCY FUNDING REQUESTS

PURPOSE

Grants will be considered for projects which can clearly evidence positive outcomes that will benefit local communities within Warwick District.

PRIORITIES

Projects must demonstrate how they support the priorities of the Council's Fit for the Future Strategy and the District's Sustainable Community Strategy.

GRANT

- Up to £10,000
- Single application process online/ via email
- One supplication throughout 2014/15
- WDC will provide support for organisations making an application

WHO CAN APPLY

Warwick District Council will consider applications from registered charities, voluntary groups and community groups. The applicant will need to demonstrate that they meet the Council's priorities and the strategic aims of the Warwick District Sustainable Community Strategy.

WHO CANNOT APPLY

- Individuals
- Private groups who operate business for profit
- Local groups whose fundraising is sent to their national headquarters for redistribution
- Town and Parish Councils
- Organisations with reserves in excess of 2 years running costs.
- National and regional organisations unless they have a local base and/ or where their application is for a specific project with people in the borough
- Political parties or organisations intending to support or oppose any particular party, or to discriminate on the grounds of race, religion, disability, gender or sexual orientation.
- Organisations who have received an emergency grant from Warwick District Council within the last 18 months
- Organisations who intend to support contracted activity bought by Warwick District Council or other local authorities.

APPLICATION PROCESS

All applications for the emergency funding requests are to be submitted via email to grants@warwickdc.gov.uk using the application form on www.warwickdc.gov.uk

When completing an application the organisations are required to meet the following criteria:

- Warwick District Council look to support projects which help to achieve the Council's Fit for the Future Strategy and the Warwick District Sustainable Community Strategy
- Must be committed to equal opportunities and must not discriminate on grounds of:
 - § Age
 - § Gender
 - § Race, colour, nationality, nation or ethnic origin
 - § Disability
 - § Religious belief or non-belief
 - § Marital Status
 - § Sexual Orientation

However organisations may target some or all of its activities at specific groups, where the intention is to address discrimination or disadvantages.

- Organisations that work with children or vulnerable adults must ensure that safeguarding policies are in place. All staff /volunteers must have cleared DBS criminal record checks.
- Must be able to identify deficit and requirement for the emergency one off grants. This will be demonstrated through the provision of recent accounts and projected income. Expenditure figures for the next financial year. (WDC may request a copy of bank statements)
- If successful the grant will be paid, via BACS, on receipt of an invoice within days

CONSIDERATION OF APPLICATIONS

Once an application is received by Warwick District Council an acknowledgement email will be sent to your organisation.

All applications are considered by the Elected Member Grant Review Panel with the final decision resting with the Deputy Chief Executive in consultation with the Portfolio Holder. The applicant will receive a response within 20 working days. The decision on the application is final and there is no appeal procedure. If further information is required to support the application then the applicant will be contacted directly by an officer from the Community Partnership Team.

MONITORING AND FEEDBACK

As Warwick District Council will potentially be supporting a community based project feedback will be required about how the project has progressed and what difference the emergency grant has made.

If the emergency grant is no longer required the council would require the organisation to advise of the change of circumstances and return the funding ASAP.

PLEASE NOTE:

The emergency one off grant is a contingency payment provided by Warwick District Council and does not guarantee further payments or that future applications will be successful.

For any help or advice regarding the grant or application process please contact on 01926..... or email