



Kenilworth Town Council

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PROJECT SUPPORT GRANT POLICY

Date of Approval – 21 May 2026

Date of Review - April 2029

Available Grants

Kenilworth Town Council welcome grant applications under one of the following categories:

- **Community Grant** (to include unspecified and events)

Applicants can apply for up to a maximum of £5,000 per application.

- **Environmental Grant**

Applicants can apply for up to a maximum of £2,500 per application.

Project grants are divided into Minor (£1000 and below) and Major categories (above £1,000). Any application within the major category will require an in person face-to-face interview.

General Criteria

Applications will be considered for a Kenilworth Town Council grant where they meet the following essential criteria:

1. The group/organisation should be formally constituted and active within Kenilworth and provide a benefit, service, support, entertainment or information.
2. Applications may be considered from individuals provided they are a member of a local organisation (as above) and the activity for which they are asking for support is connected to that organisation.
3. The work of any organisation directly benefits a significant number of residents of Kenilworth.
4. The organisation has a written constitution with clearly defined aims and objectives.
5. The organisation must operate in accordance with the Council's Equalities Statement and

the Council's Public Sector Equality Duty.

6. The organisation will need to demonstrate a clear financial need for the grant. Account will be taken regarding how much money the organisation has, including any special reserves set aside for particular projects. Additionally, if the balance is high in relation to spending then an explanation will be required to justify the reasons why the organisation is still applying for a grant
7. The organisation shall submit the most recent independently audited/approved accounts and management accounts for the current trading period.
8. The organisation has a bank account in its name with at least two authorised and unrelated signatories.
9. The organisation must be non-party political, non-profit making and not for personal financial gain.
10. No element of the grant can be used to encourage beneficiaries to a particular political, religious belief or worldview.
11. Retrospective applications will not be considered, however extenuating circumstances may be considered.
12. Applications shall be linked to a specific project or an ongoing project.
13. Grant applications that require matched funding as evidence of local/community support to lever in additional grants from other funding sources will be considered.
14. Applications must demonstrate that the activities represent good social value investment and use of public money.

Additional Criteria

If you are applying for an environmental grant or community grant for an event, please note the following criteria required:

(i) Environmental Criteria

Successful projects must align with the Town Council's environmental objectives and priorities.

- The project must have clear, defined aims (KPIs) with a measurable, positive impact on the local environment.
- The project should support at least one of the following climate and environmental goals:
 - Carbon footprint reduction in the community.
 - Creating, protecting or enhancing biodiversity and natural assets like greenspaces, waterways or landscapes.
 - Reducing waste produced in the community, e.g., via repair, swap schemes, increased recycling.
 - Encouraging sustainable active transport modes, e.g., car share clubs, community bus, cycle schemes.
 - Reducing energy consumption

(ii) Grant support for Events

Any event seeking public support is expected to demonstrate responsible environmental practice.

- Applications must include a clear sustainability statement, to include:
 - indicate a roadmap for the event to achieve net zero
 - how you intend to encourage active travel and minimise road congestion to and from the event
 - plans to minimise waste and recycle materials used at the event

- details to encourage the use of single use plastic
- nature recovery

Conditions

- Any Grant awarded shall be used solely for the purposes stated on the application. Should the organisation intend to spend the grant monies on an alternative project, then before committing funds it must formally seek council permission to do so.
- Grants must not be used to settle debts on behalf of the organisation, nor be used to retrospectively fund projects.
- Kenilworth Town Council reserves the right to recall and recover any grant provided to an organisation which either uses the grant for un-approved activities or ceases to operate.
- All payments shall be made by electronic transfer to the named organisation bank account.

Successful organisations must:

- Promptly return the Grant Agreement once issued, noting the frequency of reporting requested. This is required by Kenilworth Town Council to be able to show tax-payers how their money has been spent to comply with the law and audit requirements. Failure to comply will affect any future funding requests. If the project is ongoing, six monthly reporting will likely be required. If an event, reports are usually required within one month of completion. A reporting form will be provided to you alongside the Grant Agreement.
- Ensure the grant together with other sources of funding features prominently in appropriate publicity, and detail how it was spent in its annual report and accounts, a copy of which should be sent to the Town Council as soon as it has been published.
- Grant recipients shall acknowledge Kenilworth Town Council support on all promotional material, press announcements and social media posts.

(Reports as Word documents submitted via email if possible)