



High Wycombe Town Committee Community & Facilities Grants

- Proposed changes to the grant criteria, due diligence process and application form

Date: 20th June 2023

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Recommendations: The Committee are asked to approve the proposed changes to the grant criteria, due diligence process and application form

1. Introduction

1.1 Since the establishment of Buckinghamshire Council in 2020, the High Wycombe Town Committee grants function has been supported within a partnerships and communities area at the Council. The function is currently carried out within the funding team responsible for processing the Community Board funding applications.

1.2 As it is now three years since the process has been managed by the new Council, it is felt to be an appropriate point to review the work, taking account of the Committee's Chairman and Vice-Chairman feedback, from applicants and from the team supporting the process.

2. Process

2.1 As the Committee will be aware the grants are for projects within High Wycombe town (the unparished area of High Wycombe), there is an annual budget of £10,000 to provide grants to voluntary and community sector organisations and £10,000 to provide grants to facilities which have community use as their primary purpose.

2.2 Applicants apply for the relevant grant via an online application form, this is assessed by the funding team, reviewed by a Head of Service and passed to HWTC Chairman for a decision. On occasion the Chairman also shares the application with the Vice-Chairman before making a final decision.

2.3 Whilst the process is functioning well, there are improvements which could be made to provide clarity to applicants and assist with decision making about the applications, as well as to the administration processing.

3. Proposed changes

3.1 The issues identified have been discussed with the Chairman, Vice-Chairman, Service Director for Legal Services, and the Head of Finance responsible for the grant fund.

3.2 Considering areas identified for improvement and feedback from those involved with the overall process, the following changes are proposed:







- To improve the criteria, clearly setting out each requirement
- The grant conditions are formalised
- A formal award letter is established which includes the grant conditions

- The decision sheet is updated
- The decision is made by both the Chairman and Vice-Chairman to improve oversight and reduce risk
- To update the website and online application form to bring online the above changes







3.3 Attached at Appendix 1 of this report is amended documentation for the grants.

3.3 Attached at Appendix 2 of this report is the current documentation for the grants.

Appendix 1

Revised Community Support Grant Criteria	 HWTC Community Grant Criteria - Revise
Revised Facilities Grant Criteria	 HWTC Facilities Grant Criteria - Revised.doc
Revised Grant Conditions	 HWTC%20Grant%20Conditions%20-%20Re
Revised Grant Decision Sheet	 HWTC%20Grant%20Decision%20Sheet%2
Revised Grant Guidance Notes	 High%20Wycombe%20Town%20Committe
Revised Award Letter	 HWTC%20Award%20Letter%20-%20New.d
Revised Rejection Letter	No Changes Proposed

Appendix 2

Current Community Support Grant Criteria	 HWTC%20Community%20Support%20Gran
Current Facilities Grant Criteria	 HWTC%20Community%20Facilities%20Gran
Current Grant Conditions	 HWTC%20Grant%20Terms%20and%20Conr
Current Grant Decision Sheet	 HWTC%20Grant%20Decision%20Sheet%2t
Current Grant Guidance Notes	 High%20Wycombe%20Town%20Committe
Current Award Letter	N/A
Current Rejection Letter	 Letter%20Template%20-%20Rejection%20L