High Wycombe Town Committee Grants
Guidance Notes

The High Wycombe Town Committee is an advisory body made up of Members representing the unparished wards of High Wycombe. Information about its current Members, Chair and Vice Chair can be found on the [Buckinghamshire Council website.](#)

Current Chair and Vice Chair (as of December 2021)
Chair: [Cllr Sarfaraz Raja (Saf)](#)
Contact No.: 07766 052786
Vested Interests: Cllr Raja has a number of vested interests with voluntary and community organisations locally, including One Can Trust. Should these organisations apply for HWTC funding then as per protocol, the decision should be deferred to the Vice Chair.

Vice Chair: [Cllr Tony Green](#)

Grant decisions are sought from both Chair and Vice Chair; however the Chair's decision is final.

Key Officer Contacts:
The following officers have responsibility for supporting the HWTC and will be in contact on either an ad hoc or quarterly basis ahead of a HWTC meeting to request any required information about the distribution of HWTC grants.

Democratic Services Lead Officer: Iram Malik
Finance and Cost Centre Officers: Fiorella Mugari and Tamsin Lloyd-James

Grant Officer Responsibilities
HWTC provide an annual payment of £2,000 to the Partnership & Communities service are for the provision of grant officer time in which to manage their 2 grant programmes. The responsibilities of the grant officer include managing all elements of the grant programme (as outlined in the step-by-step process below), keeping accurate grant and financial records as well as providing guidance and additional information to the HWTC Chair and Members as may be required. Details about how to access HWTC grants are included on the BC website and on funding guidance provided to VCS organisations. However, any further marketing of the HWTC programmes is the responsibility of the HWTC members and not BC officers.

Grant Officer: Nicola Surman – Fund & Support Team Leader, Community Boards.

Grant Programmes
The High Wycombe Town Committee operates 2 grant programmes that aim to support not-for-profit voluntary and community sector groups based and operating in one or more of the unparished wards of High Wycombe. Each grant programme has a budget of £10,000 per annum.

Funding is available through a rolling grant programme which means that organisations can apply for a grant at any time during the year. However, those applying for funding late in the financial year may find that the budget has already been allocated.

Community Support (awards of up to £1,500)
These are to specifically assist towards one-off projects, events and activities that are time-limited and directly benefit residents living in the unparished wards of High Wycombe.

Facilities (awards of up to £10,000 subject to match funding)
These are specifically for facilities which have community use as their primary purpose and are in the unparished areas of High Wycombe. These grants enable community facilities within the unparished wards of High Wycombe town to make building improvements and to help fund essential works to ensure that they can remain available for public use.

(Note that each of the grant programmes is allocated a maximum budget of £10,000 per annum. Any over or under spend is accounted for by the finance and cost centre managers. Should the Chair or committee members wish to allocate underspend from the previous year to the current year to enhance the grant budget, then this must be approved by both the finance officers and committee members).

Step-By-Step Process

1. Organisations can apply for HWTC funding via the Buckinghamshire Council website, which are then directed to the grant mailbox.

2. As per the criteria, there is a window of 6 weeks for officers to carry out a comprehensive assessment of a grant application. If additional information is required from the applicant, this may take longer. Upon receipt of an application form, details should be noted on the HWTC Grant Record and a note of acknowledgement sent to the applicant.

3. Ensure that all documents and correspondence regarding the application are saved on SharePoint for reference and financial recording.

4. Following the completion of a full assessment (see assessment questions below), complete a decision sheet.

5. Present the decision sheet alongside a copy of the application form to the Head of Service for further comment and approval.

6. Present the decision sheet alongside a copy of the application form to the HWTC Chair for discussion and final decision (if the Chair has a registered interest in the organisation seeking funding, then this step should be deferred to the Vice Chair for decision).

7. Respond to the applicant with the outcome of the assessment. If the applicant has been successful, then a copy of the Grant Conditions should be issued. Note no funds should be paid until these terms and conditions have been accepted and documented.

8. Update the HWTC Grant Record and ensure any further documents or correspondence have been saved within the application folder.

9. Arrange for payment to be made to the organisation using the following cost code (note if this is the first time the Council has paid this organisation, a One Time Payment Voucher can be used or requested via Service Now) **CNFB06-721010.**

10. All applicants are subject to submitting a short report about how HWTC were able to benefit their project, event or activity. Make a note in the diary to request a copy of this 3-6 months after award.

11. The HWTC request a copy of the grant record on a quarterly basis featuring information about all grant applications received, including those awarded, declined and pending assessment. This is sent to the HWTC Chair and finance leads.

Key Assessment Questions

The following questions have been provided as a guide to help officers carry out an assessment of HWTC grant applications. Before carrying out an assessment it can be useful to refresh your memory by reading a copy of the relevant grant criteria to ensure each element is met.

-   Is the organisation eligible for HWTC funding? i.e., are they not-for-profit and operating/serving in the unparished wards of High Wycombe? If you are not familiar with the organisation carry out some desk research to find out more (for example, are they are new organisation, do they have charitable status, have they been supported by a council grant in the past) Organisations operating or serving outside of these wards are not eligible for funding and can be declined on receipt. Use the following websites to assist your research into the organisation:

    Search the register of charities (charitycommission.gov.uk)

    Find and update company information - GOV.UK (company-information.service.gov.uk)

    Community Interest Companies registered in April 2023 - GOV.UK (www.gov.uk)

- Has the applicant provided each of the following alongside their application? If not, this information should be requested.

  - Constitution or set of rules
  - List of Committee Members (showing names and positions)
  - Equal Opportunities Policy (if applicable)
  - Safeguarding Policies (if applicable)
  - H&S Policy (if applicable)
  - Data Protection Policy (if applicable)
  - Projected Income and expenditure and overall budget for this activity/event
  - Copies of relevant Certificates of Insurance

- Do the objectives of the organisation meet the criteria and ethos of the grant?

- Does the project/event/activity or facility improvement in which funding is being applied for meet the criteria and ethos of the grant?

- Has sufficient information been provided to make a full assessment? If the information provided within the application form poses additional questions, then the applicant should be contacted for further information.

- Obtaining full financial information about the project/event/activity or facility improvement is important to completing a comprehensive assessment. It is often useful for applicants to provide a breakdown in a spreadsheet of the overall costs and other income streams, including additional grants that have been applied for or received. Quotes should also be sought, if applicable. If the costs are not clear on the application form, request this from the applicant.

- Is the HWTC funding the only source of income? Have other channels been explored? Match funding is a condition of the Facility Grant (see criteria) and evidence of securing this funding must be provided.

- What is the longevity or likelihood of the event/project/activity or facility improvement taking place? Is there a risk that the funding would not be used or lost?

- Are there any other risks or concerns with the funding application which require further discussion or clarity?

- Does the event/project/activity or facility improvement meet at least one of the [Councils priorities](#)? Include a brief summary of how you feel the project meets the priorities of the council. It is not expected that the organisation meets each priority, however sufficient and comprehensive evidence should be included on the application form that demonstrates meeting at least one.

- What are the outcomes of the event/project/activity or facility improvement and how will these be measured?

- Complete a decision sheet for presentation to the Chair - provide an outline of the event/project/activity or facility improvement and include format, dates, aims and objectives, expenditure, number of residents anticipated to be benefitted etc. This information should be readily available on the application form. If any information is unclear or missing, then the applicant should be contacted for further clarification in order to make a full assessment.

- On rare occasions the officer recommendation and view of the Chair on awarding or declining may differ. This can often be resolved through a more detailed conversation about the application and discussion on thoughts and evidence as to why it does or does not meet the criteria. In each case the criteria in place provides grant officers with a base of evidence to support their recommendation.