



RBC Councillor Grants Scheme 2026/27

Frequently Asked Questions (Applicants)

1. What is the Councillor Grants Scheme?

The Councillor Grants Scheme provides funding for projects and activities that benefit local communities across Rugby Borough.

Each Rugby Borough Councillor has funding available to support projects within their ward. Community groups and organisations can apply for funding where a ward councillor agrees to support and nominate their project.

2. How much funding can I apply for?

Community organisations may request up to £3,000 where a project is supported by a single councillor.

Where a project is supported by more than one councillor, or where an organisation submits more than one successful application during the programme, the maximum total funding available to that organisation is £5,000.

Informal (unconstituted) groups may apply for grants of up to **£350** with a sponsor organisation.

3. Do I need to contact a councillor before applying?

Yes.

Before submitting an application, you must contact a ward councillor by email, telephone or in person to discuss your project. Applications should only be made where a councillor has agreed to support and nominate the project.

Applications submitted without councillor nomination cannot be considered.

4. What is a councillor nomination?

A councillor nomination is a councillor's indication that they support a project and are willing, in principle, to allocate funding from their Councillor Grant budget.

A nomination allows a community organisation to submit a funding application and enables the Council to begin assessing the proposal.

A nomination **does not guarantee funding** and is **not an approval of funding**. Funding can only be approved once Council officers have completed all required eligibility, compliance, governance and financial checks



5. Does councillor nomination guarantee funding?

No.

A councillor nomination allows an application to be considered, but funding is only approved after Council officers have completed all required eligibility, compliance, governance and financial checks.

6. How do I find my ward councillor?

You can find your ward councillors and their contact details on the Rugby Borough Council website: [RBC Councillors](#)

If you need help identifying the most appropriate councillor to contact or would like support developing your project idea before applying, you can contact **Warwickshire and Solihull Community and Voluntary Action (WCAVA)**:

Website: <https://www.wcava.org.uk/>

Email: rugbyinfo@wcava.org.uk

Telephone: 01788 574258

Address: Hill Street Youth and Community Centre, Hill Street, Rugby, CV21 2NB

7. Who can apply?

Applications are welcomed from:

- Constituted voluntary and community groups
- Registered charities
- Community Interest Companies (CICs)
- Parent Teacher Associations (PTAs) and Friends groups
- Faith organisations providing wider community benefit
- Parish councils
- Other not-for-profit organisations
- Informal groups (up to £350 with a sponsor organisation)

8. Who cannot apply?

The scheme cannot accept applications from:

- Individuals
- Private businesses
- Political organisations



- Statutory organisations and public bodies

9. What is a sponsor organisation?

A sponsor organisation (sometimes called an accountable body) is a constituted not-for-profit organisation that agrees to receive and manage funding on behalf of an informal group.

Sponsor organisations are only required for informal groups applying for grants of up to £350.

10. What types of projects can be funded?

Funding can be used to support:

- Local community groups and organisations, including development, activities, events and participation
- Addressing local environmental and neighbourhood issues, including litter, fly-tipping, anti-social behaviour, clean-ups, raising awareness, small equipment and practical local improvements.
- Protection and enhancement of green spaces, including community use, improvements, engagement and evidence of value.
- Formal designation and long-term protection of green spaces, including Village Green and Community Green Space designation, Fields in Trust (and similar) protection agreements, engagement, evidence gathering, mapping, coordination and legal support (excluding legal representation in disputes, challenges or contested proceedings).

Projects must provide a clear benefit to the local community.

11. What cannot be funded?

The scheme cannot support:

- Retrospective funding
- Political or party political activity
- Religious worship or faith promotion
- Core staffing costs or organisational overheads
- Private or commercial gain
- Fundraising as the sole purpose of the project
- Statutory services or duties



- Enforcement or investigation activity
- Legal representation in disputes, challenges or contested proceedings

12. Can I apply for something that has already happened?

No.

The scheme cannot provide retrospective funding for activities, purchases or commitments that have already taken place before a grant is approved.

13. Can I apply more than once?

Yes.

Organisations may submit more than one application, subject to councillor support and available funding. However, the total amount awarded to any one organisation through the scheme cannot exceed **£5,000** during the 2026/27 programme.

Previous funding does not guarantee future funding.

14. What are the deadlines for the scheme?

- **August 2026** – Councillor Grants Scheme opens. Councillors may begin nominating Community Grant projects and submitting Direct Local Action requests. Community organisations may submit Community Grant applications from this date, following councillor nomination.
- **31 December 2026** – Final deadline for councillors to nominate Community Grant projects and submit Direct Local Action requests.
- **15 January 2027** – Final deadline for community organisations to submit Community Grant applications following councillor nomination. Applications may be submitted at any time after a councillor has nominated the project.
- **August 2026 to March 2027** – Councillor nominations, Direct Local Action requests and Community Grant applications are received and assessed on a rolling basis throughout the programme period. Funding is approved and paid once all eligibility, compliance, governance and financial checks have been completed.
- Projects should be completed within **12 months** of receiving funding.

Applicants are encouraged to discuss their project with a ward councillor as early as possible to allow enough time for an application to be prepared and submitted.

15. Can more than one councillor support and nominate my project?

Yes.



More than one councillor may nominate the same project and allocate funding from their individual Councillor Grant budgets.

For Community Grants, the total funding awarded to any one organisation through the Councillor Grants Scheme cannot exceed **£5,000** during the 2026/27 programme, regardless of the number of councillors supporting the project or the number of applications submitted.

The application should clearly identify the councillors supporting the project and the amount each councillor has agreed to contribute.

16. Can I apply if my project takes place on Rugby Borough Council land?

Yes.

However, receiving a grant does not provide permission to use, alter or undertake activities on Council-owned land or property.

Any permissions, licences, leases, consents or approvals required must be obtained separately.

17. What information will I need to provide in the application?

You will need to provide information about:

- Your organisation
- Your project or activity
- The councillor(s) supporting the application
- The amount of funding requested
- Project costs and how these have been calculated (for example, quotes, supplier prices or website links)
- Expected community benefits
- Bank account details
- Whether children, young people and/or vulnerable adults will be involved
- Confirmation that appropriate safeguarding, health and safety, and equality arrangements are in place

A full checklist of the information required to complete the application is provided in **Section 16 of the Guidance Notes**.

18. Can I save the online application form and return to it later?

No.



The online application form cannot currently be saved and returned to later. Applicants should gather all required information before starting the application.

A downloadable list of the application questions is available on the Council's website. We strongly recommend reviewing the questions and preparing any required information and supporting documents before completing the online form.

19. Will I need to provide supporting documents?

Most applicants will be required to upload supporting documents as part of the online application form. These will normally include:

- Your organisation's constitution or other governing document
- Evidence of a bank account in the organisation's name
- Public Liability Insurance with a minimum cover level of £5 million (unless a waiver has been approved for a low-risk activity)
- A safeguarding policy if your project involves children, young people and/or vulnerable adults

Please ensure these documents are available before starting your application. A downloadable list of the application questions is available on the Council's website to help applicants prepare the required information and documents in advance.

Informal (unconstituted) groups applying for grants of up to £350 do not need to upload supporting documents. Instead, the Council will contact the sponsor organisation named in the application to obtain the necessary confirmations and documentation

Additional information or supporting documents may be requested during the assessment process where necessary

Applicants will normally be given 14 days to provide any requested documents

20. What level of Public Liability Insurance do I need?

Most projects will require Public Liability Insurance with a minimum cover level of £5 million.

Where insurance is not available, applicants may request a waiver. Requests will be considered on a case-by-case basis depending on the nature and level of risk associated with the activity.

21. What happens after I submit my application?



Applications are reviewed by Council officers.

If the application contains sufficient information, the councillor will be contacted to confirm their nomination and funding allocation.

Once the nomination has been confirmed, any required supporting documentation will be requested before eligibility and compliance checks are completed.

Funding will only be approved once all required checks have been completed successfully.

If approved:

- the grant will be paid using the bank account details provided in the application;
- the project should be completed within 12 months of payment;
- any significant changes to the project must be agreed with the Communities and Projects Team before they are implemented; and
- a short end-of-project report will be required once the project has been completed

22. How long will it take to receive a decision?

We aim to make a decision within 14 days of receiving all requested supporting documents.

Timescales may vary depending on the complexity of the application and how quickly any requested information is provided.

Applications cannot be approved until all required information has been received and reviewed.

.

23. What happens if I am asked to provide additional information?

Applicants will normally be given 14 days to provide any requested documents

Failure to provide requested information may result in delays or the application not progressing further.

24. What happens if my project changes after funding is awarded?

Any significant changes to the project, activities, timescales or expenditure must be discussed with the Communities and Projects Team and agreed in writing before being implemented.



25. What happens if my project does not go ahead?

If a funded project does not proceed, or if grant funding is no longer required, the Council may require all or part of the grant to be returned.

Applicants should contact the Communities and Projects Team as soon as possible if circumstances change.

26. How long do I have to spend the grant?

Projects should be completed within 12 months of the grant payment date.

27. Do I need to report on how the funding was used?

Yes.

Successful applicants will be required to provide a short end-of-project report explaining:

- What was delivered
- How the funding was spent
- How the project benefited the local community

28. Where can I get help with my application?

WCAVA provides support to community organisations in Rugby and can help groups develop project ideas, understand the application process and complete applications.

Website: <https://www.wcava.org.uk/>

Email: rugbyinfo@wcava.org.uk

Telephone: 01788 574258

Address: Hill Street Youth and Community Centre, Hill Street, Rugby, CV21 2NB