



RBC Councillor Grants Scheme 2026/27

Applicant Guidance Notes

1. About the Scheme

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

Each councillor has access to up to **£3,000** which can be used to support local priorities within their ward. Community groups and organisations can apply for funding where a ward councillor agrees to support and nominate their project.

The Councillor Grants Scheme gives councillors flexibility to decide how best to use their allocation to respond to local priorities within their ward. Councillors may choose to support community groups and organisations through Community Grants, fund practical one-off improvements through Direct Local Action, or use a combination of both approaches. Councillors are not required to support every project brought to their attention. The scheme is intended to complement other grant funding opportunities available through Rugby Borough Council and its partners

Before submitting an application, applicants must contact a ward councillor by email, telephone or in person to discuss their project. The councillor and applicant should agree the amount of funding being requested before the application is submitted. Applications can only be made where a councillor has agreed to support and nominate the project

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).

Funding available:

- Community groups and organisations may request **up to £3,000 from a single councillor**.
- Where more than one councillor from the same ward support the same project, funding may be requested from these councillors through a single application.
- **The maximum amount** any one organisation can receive through the Councillor Grants Scheme during 2026/27 is £5,000, regardless of the number of applications submitted or councillors supporting the project(s).
- Informal (unconstituted) groups can apply for grants of up to **£350** with the support of a sponsor organisation.

Key dates:

- **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.

2. Before You Apply

Before completing the application form, you must:

- ✓ Discuss your project with a Rugby Borough Council ward councillor.
- ✓ Obtain the councillor's support and nomination for your proposal.
- ✓ Check that your organisation is eligible to apply (see Sections 3 to 5).
- ✓ Gather all the information and supporting documents required to complete the application form. The online form cannot be saved and returned to later. A downloadable



list of application questions is available on the Council's website to help applicants prepare in advance. A checklist of information required is provided in Section 15.

✓ Ensure that the information you provide is accurate and complete.

Applications can only be made where a councillor has agreed to support and nominate the project. A councillor nomination does not guarantee funding. All applications remain subject to eligibility, compliance, governance and financial checks by Council officers before any funding can be approved

The Council will contact the named councillor(s) directly to confirm their nomination after your application has been submitted.

3. 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 may apply for grants of up to £350 through a sponsor organisation (see Section 4)

4. Applying as an Informal Group

If your group is not formally constituted and does not have its own bank account, you may still apply for a grant of up to £350.

To do this, you must have a sponsor organisation.

A sponsor organisation (sometimes called an accountable body) is an established not-for-profit organisation that agrees to receive and manage the grant on your behalf if your application is successful.

The sponsor organisation:

- receives the grant payment;
- holds and manages the funding;
- ensures the funding is used for the agreed purpose; and
- may be asked to provide supporting documents to the Council.



The Council will contact the sponsor organisation directly if your application progresses.

5. Who Cannot Apply?

The scheme cannot accept applications from:

- Individuals
- Private businesses
- Political organisations
- Statutory organisations and public bodies

6. What Can Be Funded?

Projects must provide a clear benefit to the local community.

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).

7. What Cannot Be Funded?

The scheme cannot support:

- Retrospective funding
- Political or party-political activity
- Religious worship or faith promotion
- Core staffing or organisational overheads
- Private or commercial gain



- Fundraising where fundraising is the sole purpose of the activity
- Statutory council services or duties
- Enforcement or investigation activity
- Legal representation in disputes, challenges or contested proceedings

If you are unsure whether your project is eligible, please contact WCAVA before applying (see Section 19).

8. Completing the Application Form

The online application form cannot be saved and returned to later.

You should ensure you have all the information and supporting documents required before you begin.

A downloadable list of application questions is available on the Council's website to help applicants prepare their responses in advance.

A full Eligibility and Application Information Checklist is provided in Section 15.

Applying Organisation Details

You will be asked for basic information about your organisation, including:

- organisation name;
- contact details;
- organisation type; and
- a short description of what your organisation does.

Please provide enough information to help us understand your organisation and its activities.

Sponsor Organisation Details

Only complete this section if you are an informal group applying for funding of up to £350 through a sponsor organisation.

Lead Contact Details

The lead contact should be the person responsible for the application and authorised to act on behalf of the organisation.

This person will be the Council's main point of contact throughout the application process and project delivery.



Previous Applications

The application form will ask whether you have previously applied to the Councillor Grants Scheme during the current financial year.

This information helps us understand previous awards and funding history.

Councillor Nomination

Before applying, you must discuss your project with a ward councillor.

The application form will ask for:

- the ward where the activity will take place;
- the name of the councillor supporting the application; and
- the amount of funding the councillor has indicated they are willing, in principle, to allocate to the project

More than one councillor may support a project. Where this applies, please provide the names of all supporting councillors and the amount each councillor has agreed to contribute.

The Council will contact the councillor(s) directly to confirm the nomination.

Activity Details

Please provide clear information about:

- what you plan to do;
- where and when the activity will take place;
- who will be involved;
- approximately how many people will benefit; and
- how the activity will improve the local area or community.

The more clearly you explain your project, the easier it is for officers to assess your application.

Projects on Rugby Borough Council Land

If your project takes place on land or property owned by Rugby Borough Council, you must indicate this in your application.

Please note that receiving a grant does not provide permission to use, alter or undertake activities on Council land or property.

Any necessary permissions, licences or approvals must be obtained separately.



Funding Request

You will be asked to provide:

- the amount of funding requested;
- what the funding will be used for;
- a simple breakdown of costs; and
- details of any other funding supporting the project.

You should explain how the project costs have been calculated and where pricing information has been obtained from. This may include website links, supplier quotations, published prices, estimates or other reasonable evidence of cost.

Please provide as much detail as possible. The Council may ask for additional information if costs are unclear.

9. Safeguarding, Health and Safety and Equality

Organisations are responsible for ensuring that appropriate arrangements are in place for the activities they deliver.

If your project involves children, young people or vulnerable adults, you must have suitable safeguarding arrangements in place and upload a current safeguarding policy as part of your application.

You must also ensure that:

- activities are delivered safely;
- appropriate risk management arrangements are in place; and
- activities are delivered in a way that is inclusive and accessible.

10. Supporting Information

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

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



Applicants should ensure these documents are available before starting the application.

If you are applying as an informal group for a grant of up to £350 through a sponsor organisation, you will not be required to upload supporting documents. Instead, the Council will contact the sponsor organisation directly to obtain any necessary confirmations and supporting information

The Council may request additional information or supporting documents during the assessment process where this is required to assess eligibility, compliance or project delivery arrangements.

11. Public Liability Insurance

Many projects will require Public Liability Insurance.

Organisations will normally be expected to hold Public Liability Insurance with a minimum cover level of £5 million

If your organisation already has suitable insurance, you should indicate this in the application form.

Where insurance is not available, applicants may request a waiver. Each request will be considered individually based on the nature and level of risk associated with the project.

12. Bank Account Details

The application form asks for bank account information.

This is because the form acts as the application, grant agreement and acceptance of funding if your application is successful.

Providing bank account details at the application stage helps the Council process payments more quickly.

Funding can only be paid into an account held in the name of the organisation applying for funding or, where applicable, the sponsor organisation.

13. What Happens After You Apply?

Step 1 – Application Received and Initial Review

Officers undertake an initial review to ensure sufficient information has been provided and that the proposal appears to meet the aims of the scheme.



Step 2 – Councillor Confirmation

Officers contact the nominated councillor(s) to confirm their support for the project and the amount of funding being allocated.

Step 3 – Eligibility and Compliance Checks

Officers review the information and supporting documents submitted with the application and complete all required eligibility, compliance, governance and financial checks. Additional information or documents may be requested where required.

Step 4 – Grant Approval

If all eligibility, compliance, governance and financial requirements are met, funding will be approved.

Step 5 – Payment

Payment will be arranged using the information provided in the application.

Step 6 – Deliver Your Project

Projects should be completed within 12 months of receiving funding.

Step 7 – End of Project Report

Successful applicants will be asked to provide a short report explaining:

- what was delivered;
- how the funding was used; and
- how the project benefited the community.

Successful projects may also be featured in Rugby Borough Council publicity, reports, case studies or other communications to help demonstrate the impact of the Councillor Grants Scheme.

14. Changes to Projects and Unspent Funding

Funding is awarded based on the information provided in your application.

If you need to make any significant changes to the project, activity, timescale, location or use of funding after a grant has been approved, you must contact Rugby Borough Council's Communities and Projects Team before making the change.

Changes must be agreed by the Council in writing before they are implemented.



If your project does not go ahead, is significantly different from the approved application, or the funding is no longer required, you must contact the Communities and Projects Team as soon as possible.

The Council may require all or part of the grant funding to be returned where the project does not proceed, funding is not used for the approved purpose, or changes have not been approved in advance.

15. Acknowledging Council Support

Successful applicants will be required to acknowledge the support of Rugby Borough Council's Councillor Grants Scheme in publicity and promotional materials relating to the funded project.

Where appropriate, applicants must include the Rugby Borough Council logo on printed and digital materials associated with the project. The Council will provide the logo and branding guidance to successful applicants.

16. Eligibility and Application Information Checklist

Before starting the application form, we recommend gathering the following information:

Before you Start, Check That:

- ☐ You have discussed your project with a ward councillor and obtained their support.
- ☐ Your organisation is eligible to apply (see Sections 3 to 5).
- ☐ The project provides a clear benefit to the local community.
- ☐ The project meets the funding criteria set out in Sections 6 and 7.
- ☐ The activity has not already taken place.
- ☐ The funding requested is for eligible costs.
- ☐ You can complete the project within 12 months of receiving funding.
- ☐ You have the authority to submit the application on behalf of your organisation.
- ☐ If applying as an informal group, you have identified a sponsor organisation willing to support your application.
- ☐ You understand that projects taking place on Rugby Borough Council land may require separate permissions, licences or approvals.

The online application form cannot be saved and returned to later. Applicants are strongly encouraged to review the downloadable list of application questions available on the



Council's website and gather all required information and supporting documents before starting the application.

Information You will Need for the Application Form

Organisation Information

- ☐ Organisation name
- ☐ Organisation address
- ☐ Email address
- ☐ Telephone number
- ☐ Website and/or social media links
- ☐ Description of your organisation
- ☐ Organisation type

Sponsor Organisation Information (if applicable)

- ☐ Sponsor organisation name
- ☐ Sponsor contact details
- ☐ Sponsor organisation type

Lead Contact Information

- ☐ Name
- ☐ Role within organisation
- ☐ Address
- ☐ Email address
- ☐ Telephone number

Councillor Information

- ☐ Ward where the activity will take place
- ☐ Name of supporting councillor(s)
- ☐ Funding amount agreed by councillor(s)

Project Information

- ☐ Project title
- ☐ Project description
- ☐ Planned start date
- ☐ Estimated number of beneficiaries
- ☐ Expected community benefits

Funding Information

- ☐ Amount requested
- ☐ Breakdown of costs



- ☐ Details of any other funding supporting the project
- ☐ Information showing how costs have been calculated

Compliance Information

- ☐ Public Liability Insurance details (if applicable)
- ☐ Safeguarding arrangements (if applicable)
- ☐ Governing document availability
- ☐ Bank account information

17. Need Help?

If you have any questions about the scheme or would like to discuss your project before applying, please contact Rugby Borough Council's partner agency, Warwickshire and Solihull Community and Voluntary Action (WCAVA).

WCAVA provides support to community organisations in Rugby, including advice on grant applications and project development.

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