



RBC ALLOTMENT IMPROVEMENT GRANT SCHEME

Application Guidance Notes

1. ABOUT THE SCHEME AND OBJECTIVES

Rugby Borough Council has established the Allotment Improvement Grant Scheme to support improvements to allotment sites across the borough.

Objectives

- Promote health and wellbeing
- Address climate change
- Support biodiversity
- Improve local food resilience
- Support infrastructure and accessibility
- Strengthen community participation and inclusion

A total fund of £150,000 has been allocated for the 2026/27 programme.

2. FUNDING AVAILABLE

Minimum grant: £1,000

Maximum grant: £25,000

Match funding is encouraged but not essential. Projects that demonstrate additional funding contributions (cash or in-kind) may strengthen your application.

3. WHO CAN APPLY?

Applications are welcome from:

- Registered allotment associations
- Parish councils that manage / own allotments

Applicants must:

- Be formally constituted
- Have a UK bank account in the organisation's name
- Have the required documents (see 8. Required Documents)
- Demonstrate responsibility for the site where works are proposed, or confirm that all necessary permissions, licences or consents have been obtained from the landowner.

Please note: Applicants are responsible for determining whether planning permission or building regulations approval is required.

4. WHAT CAN BE FUNDED?

Projects must contribute to one or more of the scheme objectives:

- Health and wellbeing
- Climate change
- Biodiversity
- Local food resilience
- Infrastructure and accessibility
- Community participation and inclusion

Infrastructure Improvements, examples include:

- Water systems and rainwater harvesting
- Paths and surfacing
- Fencing and gates
- Communal storage facilities
- Raised beds and accessible plots

Accessibility Improvements, examples include:

- Accessible pathways
- Seating and rest areas
- Adapted tools or equipment
- Eco-friendly toilets
- Improvements for disabled users or older residents

Climate & Sustainability Projects, examples include:

- Composting facilities
- Wildlife and biodiversity enhancements
- Fruit tree planting
- Renewable energy solutions
- Sustainable drainage or water conservation

Community & Food Resilience, examples, include:

- Shared growing spaces
- Community orchards
- Educational or wellbeing areas
- Polytunnels or communal growing infrastructure

This list is intended as a guide and is not exhaustive.

The scheme is primarily intended to support capital improvements to allotment sites. Limited revenue costs directly associated with project delivery may be considered where they form part of an eligible project.

Please note: Applicants can apply for funding for multiple eligible items within a single application. Only one application can be submitted per organisation.

5. WHAT CANNOT BE FUNDED?

The scheme cannot support:

- Works, repairs, maintenance or improvements that are ordinarily the responsibility of the landowner or landlord, including statutory or routine obligations of the Council; For allotment associations on Rugby Borough Council-owned sites, this includes items such as boundary fencing and paths, which are the Council's responsibility and are therefore not eligible for funding.
- Retrospective projects
- Ongoing maintenance costs
- Political or religious activities
- Private individual allotment plots
- Private or commercial gain
- Core staffing or organisational overheads
- Fundraising
- Statutory council services or duties
- Enforcement or investigation activity
- Legal representation in disputes, challenges or contested proceedings
- Second-hand items

If you are unsure whether your project is eligible, please contact WCAVA before applying. 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

6. COMPLETING THE APPLICATION FORM

A full Eligibility and Application Information Checklist is provided in Section 13.

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.

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 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; Where funding is requested for the purchase of goods,

services, equipment or works, applicants must provide supporting quotations from suppliers or contractors. Quotations should be submitted with the application and be sufficient to demonstrate that the costs included in the funding request are reasonable and represent current market prices.

Procurement Requirements

To demonstrate value for money, successful organisations must obtain quotes for goods and services as follows:

TOTAL VALUE (NET)	REQUIREMENT
Up to £7,499	1 written quote
£7,500 – £25,000	A minimum of 3 written quotes

Where it is not possible to obtain the required number of quotes, please provide a written explanation.

All costs should be stated exclusive of VAT (net) where organisations are able to recover VAT. Where VAT cannot be recovered, it may be included as an eligible cost.

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

Successful applicants will be required to provide invoices, receipts, and/or other evidence from the registered contractor, supplier or company to demonstrate that the funded work or purchase has been completed as approved.

7. 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 and provide a safeguarding policy.

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.

8. REQUIRED DOCUMENTS

Required documents to be submitted along with the completed application form:

- A constitution or governing document;
- Public Liability Insurance – £5 million minimum cover Insurance must be valid at the time of application and remain in place for the duration of the project.

lease note: contractors undertaking works must hold appropriate public liability insurance and any other relevant professional insurances.

- Safeguarding and Health and Safety Policies (where applicable)
- A copy of most recent annual accounts/financial records
- Bank account – we will need evidence that your organisation has a UK bank account open in its own name. A bank statement from the current or previous month will be required for us to verify this
- Quotes for all items and services included in the grant application
- If applicable, evidence that any necessary permissions, licences, leases, landowner consents, planning permissions or building regulations approvals have been obtained
- Evidence of the applicant's responsibility for managing the allotment site (e.g. lease, management agreement, parish ownership or allotment association management agreement)

9. EQUIPMENT AND USE OF CONTRACTORS

- All equipment purchased through the grant must be new and sourced from a reputable supplier. Any equipment funded through the grant will become the property and the responsibility of the organisation named in the successful application.
- Any works funded through this grant must be undertaken by suitably qualified and appropriately insured contractors or tradespeople where relevant. Applicants may request details of contractors who already supply the Council; however, responsibility for contractor selection and appropriate procurement remains with the applicant.

10. WHAT HAPPENS AFTER YOU APPLY?

1. Application Review and Assessment

Once the application deadline has passed, Council officers will review all applications received.

Applications will be checked to ensure:

- The applicant is eligible for funding
- The application form has been fully completed

- All required supporting documents have been provided
- The proposed project meets the objectives of the scheme
- The project represents good value for money

The Council may contact applicants during this stage to request clarification or additional information. Failure to provide requested information may result in the application not being assessed further. Eligible applications will be assessed against the published grant criteria, including alignment with the grant objectives, value for money and deliverability. See the Grant Criteria – Assessment Scoring Matrix on our website.

Due to limited funding, meeting the eligibility criteria does not guarantee that an application will be successful; The highest-scoring eligible applications, will be funded in order of receipt until the available budget is exhausted.

2. Decision

Applicants will be notified of the outcome of their application within approximately 6–8 weeks of the application closing date.

Applicants may receive one of the following decisions:

- **Approved** – the application has been successful and funding will be awarded
- **Partially funded** – funding is offered for part of the project or at a reduced amount
- **Unsuccessful** – the application has not been approved

The Council's decision is final.

3. Grant Offer

Successful applicants will receive a Grant Offer Letter setting out:

- The approved project
- The amount of funding awarded

- Any specific conditions attached to the grant
- Project delivery and reporting requirements
- Payment arrangements. The grant will be paid upfront

Applicants must formally accept the grant offer before any funding can be released.

4. Project Delivery

Successful applicants must:

- Deliver the project as described in the approved application
- Obtain any necessary permissions, licenses or consents before commencing work
- Complete the project within 12 months of receiving the grant
- Notify the council of any significant changes to the project (such as changes to project scope, location or timescales)

Funding must only be used for the approved purposes.

5. Monitoring and Reporting

Quarterly reporting

Successful applicants will be contacted every three months to provide an update on the progress of their project, including how grant funding has been spent and whether the project is being delivered as planned. Where a monitoring review identifies concerns about project delivery, expenditure or progress, the Council may carry out more frequent monitoring and request additional updates until the issues are resolved.

End of Project Report

At the end of the project, successful applicants will be required to submit a short completion report.

This will include:

- A summary of the activities undertaken

- Evidence of expenditure – Successful applicants will be required to provide invoices, receipts, and/or other evidence from the registered contractor, supplier or company to demonstrate that the funded work or purchase has been completed as approved.
- Photographs of completed works
- Information about the outcomes achieved and benefits delivered

The Council may also request additional information or arrange a site visit to verify project delivery.

6. Record Keeping

Applicants should retain copies of invoices, receipts and other project records for a minimum period specified in the grant offer, as the Council may request these for audit or verification purposes

11. INSURANCE AND ONGOING MAINTENANCE

Successful applicants are responsible for ensuring that appropriate insurance cover is in place for any assets, equipment or improvements funded through the grant. The ongoing maintenance, repair, replacement and management of funded items will remain the responsibility of the grant holder.

12. CHANGES TO PROJECTS AND UNSPENT FUNDING

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

You must contact the Council's Communities and Projects Team if:

- Your project does not go ahead or the funding is no longer required
- Your project costs less than anticipated and you wish to continue the project, extend its activities, or use the remaining funds for a different purpose
- You need to make changes to the project, activity, timescale, location or use of funding after a grant has been approved

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

Communities and Projects Team

ProjectsTeam@rugby.gov.uk

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.

13. ELIGIBILITY AND APPLICATION INFORMATION CHECKLIST

The list of application questions is available on our website, and the document is intended to help applicants prepare for completing the online application form. Please note that applications can only be submitted online.

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

Before you Start, Check That:

- ☐ Your organisation is eligible to apply (see Sections 3 to 5).
- ☐ The project provides a clear benefit to the local community.
- ☐ The funding requested is for eligible costs.
- ☐ You can complete the project within 12 months of receiving funding.
- ☐ You have obtained any necessary permissions, licences or consents to deliver the project for which you are applying for funding.
- ☐ You understand that projects taking place on Rugby Borough Council land may require separate permissions, licences or approvals.
- ☐ You have quotes for all items and services included in the grant 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
- ☐ Organisation type
- ☐ A brief overview of your organisation

Landowner Information (if applicable)

- ☐ Landowner organisation name
- ☐ Landowner contact details
- ☐ Landowner organisation type

Lead Contact Information

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

Project Information

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

Funding Information

- ☐ Amount requested
- ☐ Breakdown of costs
- ☐ Details of any other funding supporting the project
- ☐ Quotes

Compliance information

- ☐ A constitution or governing document
- ☐ Public Liability Insurance details (£5 million minimum cover)
- ☐ Safeguarding and Health and Safety Policies (where applicable)
- ☐ A copy of most recent annual accounts/financial records
- ☐ Evidence that your organisation has a UK bank account open in its own name. A bank statement from the current or previous month will be required for us to verify this
- ☐ Quotes for all items and services included in the grant application
- ☐ If applicable, evidence that any necessary permissions, licences, leases, landowner consents, planning permissions or building regulations approvals have been obtained
- ☐ Evidence of the applicant's responsibility for managing the allotment site (e.g. lease, management agreement, parish ownership or allotment association management agreement).

14. PUBLICITY AND ACKNOWLEDGEMENT

Successful applicants are asked to acknowledge support from Rugby Borough Council in project publicity, signage, social media posts or other communications where appropriate.

15. FRAUD AND MISREPRESENTATION PROVISIONS

Rugby Borough Council reserves the right to:

- Verify information provided in applications
- Undertake audits and inspections relating to funded projects
- Recover grant funding where false, misleading or inaccurate information has been supplied, or where the applicant fails to comply with any eligibility criteria, grant conditions, guidance notes, or other requirements of the scheme. This includes, but is not limited to, the use of unapproved or unsuitable contractors, failure to obtain any required permissions, failure to complete works in accordance with the approved application, or any action that may expose the Council to financial, legal, health and safety, or reputational risk.

16. NEED HELP?

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