

COMMUNITY GRANT PROCEDURE

Author	Head of Communities- Louise Webber
Date	1 st June 2026
Version	1.0

1. Application Process

Applicants may contact the Communities Team to discuss the application process before an application is submitted or at any point throughout the process. For larger grants, applicants should contact the Head of Communities to discuss the application process before an application is submitted.

Telephone: 01722 417100

Email: grants@salisburycitycouncil.gov.uk

- Grant applications are made via the [grant form](#) which should be submitted to SCC 's grant email inbox, grants@salisburycitycouncil.gov.uk along with the required supporting paperwork.
- SCC officers/Head of Communities review the application and may contact you for further information as part of the review process if needed.
- All eligible applications will be presented to the Communities Committee who have delegated authority to award and report on community development grants. (approved at Full Council meeting 14th July 2025 and under Standing Orders, Version 16 -published July 2025).
- Applicants may be asked to attend the committee meeting at which the application will be considered to introduce their application and answer any questions from Councillors.
- If the committee requires further information prior to its decision, the application will be deferred to a future meeting.
- In exceptional circumstances, Communities Committee may refer an application to be considered by Full Council.
- For time sensitive applications, that would otherwise fall outside of committee meeting schedules, an extraordinary meeting may be called for Head of Communities, Chair & Vice Chair of Communities Committee to assess & expedite these applications with award decisions reported back to Communities Committee for oversight.

- If successful, applicants will be advised they have 60 days to accept the offer and apply for the funding to be released by signing and returning the Grant Acceptance Form sent with the formal offer.
- Conditions may be placed on the offer which may need to be met before funds will be released or during the project's delivery.
- The applicant must submit grant monitoring documentation by the reporting deadline outlined in the grant acceptance form.
- The applicant will be required to complete an end of project report once the project is complete and may be required to present an in person update to Communities committee.

2. Reasons for application refusal or rejection

Below is a list of potential reasons for refusal/rejection of an application - it is not an exhaustive list.

- The application does not meet grant requirements.
- The application does not meet with SCC's Community strategy and priorities 2026-2029.
- The application is not complete.
- Further information requested for an application has not been received in good time and no communication has been received from the applicant.
- The project is too high risk for public funds and/or not good value for money.
- The business case/budget, if presented, is considered flawed or unsustainable.
- SCC has awarded the allocated annual grant budget in full, and there are no identified reserves/contingency which it wishes to use.
- An application will be automatically refused if it is an application for the same or similar to a previously refused application and has been submitted within 12 months following the refusal (same applicant/organisation etc).
- Any other relevant reason(s) considered significant to warrant refusal to safeguard SCC and local public funds.
- SCC's decision is final and there are no rights of appeal.

3. Additional Important Information

- Each application will be reviewed and considered on its own merits and based on the budget available at the time of application. This may mean that preference could be given to applicants who have not previously received funding or for projects that demonstrate best value for SCC.
- If an organisation is successful in obtaining a grant in one financial year, it is less likely it will receive repeat funding in full, and additional evidence will be required with reference to continued activity and repeat applications as outlined in our grant policy.
- It is a condition of any grant application that the group or project must bring direct benefit to the residents of Salisbury. All applications must clearly demonstrate how this will be achieved in their application form.
- Application forms must be submitted along with the latest set of the group's accounts which must include full details concerning the organisation's reserves if held. It is important that all questions on the application form are fully answered and that any appropriate additional information, which supports an application, is provided at the time of the submission.
- Grant applications cannot be submitted retrospectively.
- Applications from religious and faith groups will be considered where a clear benefit to the wider community of Salisbury can be demonstrated, irrespective of their religious beliefs. Compliance with this requirement will need to be demonstrated throughout the project.
- Grants must only be used for the purpose for which it was awarded unless written approval of SCC has been obtained in advance. The Council reserves the right to reclaim the grant if prior approval is not sought.
- Any unspent portion of the grant must be returned to SCC within 12 months of when the grant was awarded to the applicant.
- The administration of and accounting for any grant shall be the responsibility of the recipient.
- SCC reserves the right to request any further information that it deems necessary to assist the decision-making process.
- Awards made for projects seeking additional funding from other sources will be made available once all other funding is secured and will be available for 12 months from the date the request was approved (unless otherwise determined by SCC).
- If the grant cannot be spent within 12 months from the award, a grant amendment request must be submitted in writing to the Head of Communities. This must give a full update, reasons for any delays, and details of short, medium and long-term project delivery plans. Any substantive variation to delivery will be considered in an extraordinary meeting by the Head of Community and the Chair and Vice Chair of Communities Committee to determine if the variation is approved who will report back to the next Communities Committee to ensure Committee retains oversight of changes to delivery of funded activity.
- Awards may be subject to additional conditions and requirements as deemed appropriate by Communities Committee or Finance Committee/, Policy and HR committee when necessary.
- The awarding Committee may award any proportion of the grant requested.
- Grant application forms are available from the City Council website.

4. Banking Arrangements

The organisation should have a bank account in its own name with at least two authorised representatives required to sign each cheque. Grant payments will be made by BACS.

5. Grant Assessment Deadlines

- Our grants programme is open all year round on a rolling basis.
- We will aim to assess and process all applications in a timely manner from receipt of full information.
- Processed applications will be taken forward for decision to the next available Communities Committee- meeting dates are published on our website.
- For larger grants, over £3,000 applications will be presented to the Communities Committee for provisional grant allocation decisions in the autumn, with meeting dates published on the SCC website. The Committee will agree provisional grant allocations at this stage. All awards will be subject to the approval of the overall grants budget by Full Council during the January budget-setting process.
- In exceptional circumstances, where applications are time sensitive or fall outside Communities Committee meeting dates schedule, they may be assessed at an extraordinary meeting by the Head of Communities, Chair & Vice Chair of Communities Committee.

6. Successful Grants

- Subject to relevant conditions being in place, successful applicants have 60 days to accept, complete & sign the grant acceptance form provided and request the release of the funds before it is automatically re-allocated. An extension can be requested, but this is usually only granted for larger/capital projects.
- If the funds are automatically re-allocated after 2 months, then the applicant would need to re-apply for the grant, as well as submitting reasons for not drawing down funds within the 60 days/extended time. There is no guarantee that such applications will be successful.