



Grant Policy

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1. Grant Information and Overview

A grant is a payment made by Salisbury City Council (SCC) to assist an organisation to deliver a specific community service, meet a specific community need or support a community initiative. SCC supports a range of activities and organisations each year within a limited budget.

This document sets out the policy for grant applications being submitted to SCC and how SCC will determine which grants are awarded.

2. Community Grant

The grant budget is agreed by council annually and applications can be made following the process outlined in this policy and in the procedural document which sits beneath this policy.

Projects supported range in value from £750-£3000.

We may also consider a small number of applications for larger programmes of activity over £3000 that have a significant and long-term strategic impact on Salisbury City and residents.

3. Salisbury City Council Community Priorities

SCC seeks to provide leadership in the city both now and for the future, working towards a vision for Salisbury communities being connected, resilient and able to thrive together. Our [Community Strategy and Priorities 2026-2029](#) document sets out further detail on our approach including these priorities for our work and specific objectives under each priority.

- Reduce inequality and strengthen community safety and resilience
- Positive futures for children and young people
- Vibrant connected communities

4. Grant Applications

Grant applicants will be asked to set out their aims and objectives and the impact of their proposed activity against SCC's community priorities. Only applications strongly connected to the priorities above will be considered and for larger grants (over £3,000), applications will also need to clearly demonstrate a long-term benefit in at least one of the above community priorities.

The grants programme operates on a rolling basis, reviewing applications as they are submitted, for consideration at the following committee meeting. The exception to this is for larger grants (over £3,000) which should be submitted in advance of the year in which their project is expected to be delivered. Applicants are encouraged to discuss proposals with the Head of Communities to ensure that submissions are fully completed and meet eligibility requirements prior to assessment.

Large grant proposals 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.

5.Extraordinary meeting provision

Outside of the committee decision making schedule, there is provision, within this policy to allow for time sensitive applications to be brought forward with delegated decision-making authority to the Head of Communities, and the Chair and Vice Chair of the Communities committee. Information on exceptional grant applications are provided to committee and decisions taken are reported back to the next Committee.

This approach supports timely decision-making and provides organisations with early confirmation of funding, enabling effective planning and delivery of larger, strategic programmes that generate long-term community impact.

6.Eligibility

Organisations must:

- Exist for charitable, sporting, youth development, community service or social purposes.
- Place any surpluses or profits into reserves, or spend them on pursuing its aims and objectives and ensure they are not paid to shareholders or officials
- Provide details of any partner organisation and their relationship if partnering with smaller groups to support delivery of their project.
- Have clear and well-defined aims and objectives.
- Have officials, a constitution and a set of rules, or apply as a partner, via an organisation with these in place.
- Set out their commitment to achieving equal opportunities.
- Have a bank or building society account which requires at least two signatories and is in the name of the organisation applying for the grant, or apply as a partner, via an organisation with these in place.
- Provide independently examined or audited accounts if their income exceeds £25,000 in the relevant financial year.
- Be able to provide copies of 3 months most recent bank statements.
- Have public liability insurance for any events or projects involving third parties.
- Be able to provide a Safeguarding Policy.
- Have employee liability insurance, if staff are engaged.
- Have building insurance, if a funding request is to be put towards improving a building.
- Provide a registered address for the organisation and a contact name and number.

6.1 Applications that are not usually eligible

SCC will not accept applications for, or from the following:

- Ongoing revenue costs (including wages and salaries), except in the case of larger grants for more than £3000.

- Loan repayments, rent, rates, council tax or utilities and insurance costs, except public liability insurance.
- Costs of routine maintenance and repair of equipment.
- Replacement for statutory funding.
- Projects outside of Salisbury, which do not provide significant advantage to Salisbury city residents.
- Projects which do not benefit the residents of Salisbury City.
- Individuals.
- For projects that compete or conflict with any service, project or event being supported, organised or funded by SCC.
- For buildings that are uninsured.
- Statutory service.
- National Charities.
- Local groups whose fund raising is sent to central HQ for redistribution.
- Organisations who operate at a profit.
- Projects with party political links.
- Organisations or projects that discriminate on the grounds of any of the nine protected characteristics (Equality Act 2010): age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.
- Current grant holders may not apply for a community grant if they have received funding within the last 12 months, or until funded activity is complete and final reports received by SCC. Further detail in applications for continued activity/repeat applications below.

7.Application Process

Detailed guidance on the grant application process is set out in the grant application procedural document.

The grant application form is available on the SCC website.

7.1 Applications for continued activity/repeat funding

Grant holders may not apply for a community grant if they have received funding within the last 12 months, or until funded activity is complete and final reports received by SCC. After which, grant holders may then apply for another grant without prejudice for a new activity. In the case of larger grants (over £3,000), this may be for year two or three of the same project.

Grant holders seeking to apply again, after the term of their grant, for continued activity will need to provide the following:

- Evidence of planning for the sustainability of the activity beyond funding by SCC.
- Evidence of research and applications to other funding sources and/or diversification of funding for the activity.
- Development of the activity beyond the scope of the original application.

7.2. Partner or umbrella applications

Under exceptional circumstances, grants may be considered for partner or umbrella organisation supporting a smaller group to access SCC funding but holding and administering the grant for them. In these cases, the applicant will need to:

- Discuss their application with the Head of Communities.
- Provide a description of the partnership relationship including how and where the funds will be held and administered and how activity will be led and managed.

8. Reporting

- All successful grant applicants will be required to return grant monitoring documentation. Deadlines for the receipt of this documentation will be provided in the grant acceptance letter as they will differ for each grant awarded.
- Monitoring documentation must include project aims and objectives and activity that has taken place against these and against community priority areas, including outcomes and impacts achieved.
- Additional conditions attached to grants can include specific reporting criteria.
- Existing grant documentation will be updated as our grant process migrates to an online portal for grant management.
- Recipients of large grants will be required to present their end of year report in person to the Communities Committee.

9. Grant Acceptance and Conditions

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 project delivery.

The Communities Committee may consider offering funding at a lower level than original grants or refuse applications for repeat funding. SCC aim to reduce reliance upon SCC funding and encourage growth and capacity building from funded projects towards sustainability and independence. This also ensures that SCC grant funding remains accessible to support new initiatives which respond to community needs.

The applicant must submit grant monitoring documentation by the reporting deadline outlined in the grant acceptance form.

SCC's decision is final and there are no rights of appeal.