



# **Community Grant Scheme 2025**

## **Information Sessions**

12th, 13th & 14th November 2025



# Agenda

- 1. Introductions**
- 2. Background to the Community Grant Scheme 2025, Vision, Aims & Objectives**
- 3. Timeline**
- 4. Eligibility**
- 5. Priority areas**
- 6. Types of projects**
- 7. Planning permission**
- 8. Building Control**
- 9. Application process –Online form and Project Workbook**
- 10. WCAVA**
- 11. Decision making**
- 12. Successful applicants – Grant Funding Agreement & Payments**
- 13. Monitoring, evaluation and reporting**
- 14. Q&A**



# Introductions

## **SDC Grant Scheme Team:**

Nick Cadd – Communities and Social Inclusion Manager

Emma Gurdag – Communities and Social Inclusion Enabler

## **WCAVA**

Chris Freeman, Development Officer



# Background to Community Grant Scheme 2025

- £350,000 released to honour and commemorate the 80th anniversary of VE and VJ Days
- Council Plan 23-27 – improve the range and quality of social infrastructure within the district
- Capital projects to improve, develop and create community assets
- Small Grants - £5,000-£20,000
- Large Grants - £20,001-£100,000



# Vision - Community Grant Scheme

*To honour and secure an enduring legacy of the 80th anniversary of VE and VJ Days by revitalising community spaces as living memorials to the sacrifice, resilience and community spirit that secured the peace, freedom and self-determination we now enjoy as a nation.*

*This grant scheme aims to support and sustain these vital spaces, not only as social hubs, but also as tributes to the generations who gave so much, both in service and on the home front.*

*Projects will stand as a beacon of remembrance, unity and community cohesion across the district.*



# Aims - Community Grant Scheme

- Support community-led change
- Help to build strong, resilient and supportive communities
- Improve community infrastructure that supports the different communities living in Stratford District
- Have a positive impact on the local environment and sustainability



# Objectives - Community Grant Scheme

1. Improving resilience
2. Improving accessibility
3. Improving diversity
4. Maximising utilisation
5. Building community
6. Reducing environmental impact
7. Creation of a new community asset



# Timeline for delivery of Community Grants

	Small Grants (£5,000-£20,000)	Large Grants (£20,001-£100,000)
<b>Official launch and application process open</b>	11th November 2025	
<b>Application deadline</b>	31st January 2026	27th February 2026
<b>Assessment period</b>	1st-27th February 2026	1st-31st March 2026
<b>Successful projects awarded</b>	1st-31st March 2026	1st-30th April 2026
<b>Project delivery phase</b>	April 2026-December 2026	May 2026-March 2027
<b>Reporting timescales</b>	Monthly	Quarterly
<b>Final round-up of projects</b>	27th June 2027 Armed Forces Day	



# Eligibility - Community Grant Scheme 1

## Eligible applicants:

- Town and Parish Councils
- Company registered by guarantee with charitable status
- Registered charitable organisation
- PTAs and "Friends of..." Schools and education providers (if projects benefit wider community)
- Community companies, businesses and enterprises e.g. CIO, CIC
- Sports clubs (where registered charities or similar)

## Ineligible applicants:

- Schools
- Private businesses and other for-profit organisations
- Religious groups
- Political parties



# Eligibility - Community Grant Scheme 2

## Criteria:

- Project and applicant is in Stratford-on-Avon District
- Applicant is eligible
- Bank account with at least two signatories
- Provide three years of annual accounts
- Project has not started
- Amount requested would not exceed £315,000 in public sector funding received in last two financial years
- Sufficient resources, inc 10% contingency to complete the project



# Priority LSOA areas

- Alcester East and Island
- Alcester North and Conway
- Bardon
- Bidford East, Waterloo and Broom
- Bidford South, Marcliff and Barton
- Deppers Bridge, Chesterton and Kingston
- Henley East and Beaudesert
- Lighthorne and Lighthorne Heath
- Long Marston, Atherstone and Preston on Stour\*
- Meon Vale
- Shipston North
- Shipston West and Town Centre
- Southam East\*
- Southam West
- Southam South and Town Centre
- Stratford Bishopton Leys and The Avenue\*
- Stratford Maybird
- Stratford Mount Pleasant East\*
- Stratford Old Town and Town Centre South\*
- Stratford Town Centre North
- Studley South
- Tiddington and Alveston

The Information and Guidance Document and amendment documents\* includes maps of each of these priority areas

\*Areas added after further consultation and research. Maps of these areas can be found in the amendment documents on the website.



# Types of projects

## Examples:

- External structural repairs to community buildings
- Refurbishment of existing or installation of new kitchen/bathroom facilities
- Extensions to buildings with an aim to enhance activities available in the building
- Accessibility improvements to community buildings and any associated spaces e.g. wheelchair access, handrails, raised flower beds, walkways and pathways
- Enhancements to play areas, recreation grounds and other outdoor community spaces e.g. community allotments, orchards, leisure facilities, bus shelters etc
- The purchase of land or the building of new facilities and community assets that meet the scheme objectives



# Planning Permission 1

**You need planning permission in Stratford-on-Avon for most new builds, major alterations, and changes of use, such as building extensions, new houses or altering a building's fundamental use.**

## **Types of applications**

- The type of application will depend on the specific project/development and the proposal
- There are 2 main types – applications for **full planning permission** and applications for **outline planning permission**

## **What is an application for full planning permission?**

- This results in a decision on the detailed proposals of how a site can be developed. If planning permission is granted and, subject to compliance with any planning conditions that are imposed, no further engagement with the local planning authority is required to proceed with the development granted permission, although other consents may be required.

## **What is an outline planning application?**

- This allows for a decision on the general principles of how a site can be developed. Outline planning permission is granted subject to conditions requiring the subsequent approval of one or more 'reserved matters'.



# Planning Permission 2

## How to apply

Use Stratford-on-Avon **Apply for Planning Permission webpage** for detailed guidance on how to apply [Apply for Planning Permission | Stratford-on-Avon District Council](#) and the **Government Planning Portal** [Applications - Applications - Planning Portal](#)

## Registration and Validation

All applications must accord with National and Local Validation List Requirements and there are some standard requirements, such as the correct application form and scaled plans. Use the Council's Local Planning List to ensure that the necessary details, forms and plans are submitted [Planning Application Local List](#). If an application is invalid this can delay the determination process.

## Planning Application Fees

These will vary depending on the use, proposal and scale of the development. The Council does provide detailed guidance on the necessary fees, dependent on the proposal [Fees and Charges 2025 26.pdf](#)

## Decisions

Depending on the scale of the application, the Local Planning Authority will aim to provide a decision within 8 weeks (for minor applications) and 13 weeks (for major applications). However, amendments and further extensions to the determination date can be agreed during the application process.



# Planning Permission 3

## How applications are determined

This is complex and requires applications to be determined in accordance with the National and Local Planning Policy, Legislation, National and Local Planning Guidance, Case Law and any other material planning considerations. You can review the Stratford-on-Avon Core Strategy which provides the District's Development Plan Policies [Core Strategy | Stratford-on-Avon District Council](#)

## Pre-application advice

Pre-application advice can be sought before submitting an application. **This is encouraged** because it can:

- Verify the list of local requirements each planning authority can require, read more about local and national requirements
- Reduce the likelihood of submitting invalid applications
- Help you understand how planning policies and other requirements may affect your proposal
- Highlight any potential flood risk which may require further consultation

An Officer will be assigned to the pre-application proposal and will therefore be able to review the proposal and, depending on what level of service you have applied for, will be able to discuss the proposed application in detail.



# Planning Permission 4

## Contacts and examples

The Duty Planning Service can always offer informal, non-site specific advice to try and help any applicant with the planning process:

Email: [planning.applications@stratford-dc.gov.uk](mailto:planning.applications@stratford-dc.gov.uk)

Tel: 01789 267 575

It is also advisable to review similar planning applications which can help the applicant see what details, plans and information are necessary to be submitted for that type of proposal and how the application was determined.

The Council's E-Planning website provides an advanced search where you can review similar proposals: [E-Planning | Stratford-on-Avon District Council](#)



# Building Control

- The SDC website is a good starting point to find more information [Building Control | Stratford-on-Avon District Council](#)
- If any clarification or queries arise, a Duty Surveyor will usually be on hand to answer specific questions relating to Building Regulations. Email [buildingcontrol@stratford-dc.gov.uk](mailto:buildingcontrol@stratford-dc.gov.uk) with 'Community Grant Scheme 2025 – FAO Iain/Wendy' in the subject line.
- If Building Control Approval is required, then a "Full Plans Building Regulations Application" would be required and a Principal Designer (Architect) would need to be appointed.
- The Principal Designer would be responsible to give design advice to the client and prepare appropriate drawings and supporting information for the application to be submitted.
- After the application is made, the proposals are considered and, if required, consultation made with Warwickshire Fire and Rescue Service.
- If the proposals are considered satisfactory the application will be approved, and this would normally happen within 8 weeks.
- Work would then be inspected as it progresses on site.
- The charge for the application would normally be dependent on the type and complexity of the works.



**Any questions?**



# Community Grant Scheme - Application process

- Two-part application
  - Online form – automatic submission
  - Project Workbook/follow-up email – with additional documentation
- The Information and Guidance Document contains details of each part, including:
  - All questions – Information only, pass/fail, scored
  - Suggestions to help with answers
  - Scoring
  - Weighting
    - How your project meets the objectives – 35%
    - How you intend to successfully deliver the project – 30%
    - If your project is in an identified priority area – 10%
    - All other questions – 25%



# Online Application Form

1. Contact details
2. Organisational details – address, type of organisation, governance document, description of what your organisation does, confirmation of public sector funding received, financial declaration, confirm policies
3. About the Project – name, building/space, address, type of facility, Small/Large Grant, confirm project hasn't started, Objectives, project overview, evidence of need, impact on community, project monitoring (Questions with word limit – not strict)
4. Project Details – confirmation of ownership, proof of permission from owner, planning permission/building control needed, VAT registered
5. Additional Information – feedback from your Parish/District/County Councillor, WW2 stories/connection, anything else
6. Declaration



# Project Workbook

- Excel spreadsheet – four tabs
  - Project costs
  - Project funding sources
  - Project GANT chart
  - Project risk register



# Project Workbook – Project costs

Please rename this workbook to include your project name, lead organisation and the Scheme you are applying for (i.e. Small Grants or Large Grants) e.g. 'Smalltown Village Hall Extension - Smalltown Parish Council, Large Grants'

## Project Costs

Please complete this spreadsheet with the pre-application and predicted project costs

**Pre-application costs** - any costs associated with the project incurred prior to application. These can include legal fees, architect/design fees, consultant fees. Please include VAT if you are unable to claim it back. If you are VAT registered, please enter costs excluding VAT.

Item	Supplier 1	Supplier 1 Quote	Supplier 2	Supplier 2 Quote	Supplier 3	Supplier 3 Quote	Chosen Supplier	Chosen Supplier Cost	Reason for Supplier Choice
e.g. Architect fees	e.g. Architects Inc	e.g. £250.00	e.g. Architects R Us	e.g. £400.00	e.g. Architects LTD	e.g. £650.00	e.g. Supplier 2	e.g. £400.00	e.g. Mid-range price, best experience in designing similar buildings to ours
	<b>TOTAL Cost</b>	Enter the total costs incurred in this box							

**Future project costs** - any anticipated costs to deliver the project, e.g. materials, construction. Include at least 3 quotes for each item and the reason for your chosen supplier. Evidence of the 3 quotes must be included in your application. Please include VAT if you are unable to claim it back. If you are VAT registered, please enter costs excluding VAT.

Item	Supplier 1	Supplier 1 Quote	Supplier 2	Supplier 2 Quote	Supplier 3	Supplier 3 Quote	Chosen Supplier	Chosen Supplier Cost	Reason for Supplier Choice
e.g. Roof tiles, felting and related mat	e.g. Builders Inc	e.g. £350.00	e.g. Dream Build	e.g. £400.00	e.g. A.N. Other Builder	e.g. £375.00	Supplier 3	e.g. £375.00	e.g. Will use better quality materials and we have used them in the past and are happy with their work
	<b>TOTAL Cost Supplier 1</b>	Please enter the total cost for Supplier 1 in this box	<b>TOTAL Cost Supplier 2</b>	Please enter the total cost for Supplier 2 in this box	<b>TOTAL Cost Supplier 3</b>	Please enter the total cost for Supplier 3 in this box	<b>TOTAL Cost Chosen Supplier/s</b>	Please enter the total cost for your chosen supplier/s in this box	



# Project Workbook – Project costs

<b>Contingency</b> - <i>In order to ensure projects have enough resources to cover any unexpected price increases or costs, all projects must have a 10% contingency included in their project costs</i>	
<b>Contingency (10% of total project cost)</b>	Enter the 10% contingency amount in this box
<b>Total Project Cost</b> - <i>Please enter the total cost of the project including the 10% contingency</i>	
<b>Total Project Cost</b>	Enter the total project cost in this box
<b>Total Grant Amount Requested</b> - <i>The Council will award a minimum of £5,000 and a maximum of £100,000 for eligible and successful projects</i>	
<b>Total Grant Amount Requested</b>	Enter the total grant amount you are requesting in this box



# Project Workbook – Project funding sources

## Project Funding Sources

You may have secured or applied for additional funding for your project. If this is the case, please complete the table below.

Funding Source	Amount	Confirmation	Conditions	Elements of the project to be funded with this funding
<i>Please list the different sources of additional funding you have secured e.g. public sector funding, local/national funding charity, private individual, community fundraising event</i>	<i>Enter the amount</i>	<i>All additional funding must be confirmed i.e. in your organisations bank account. Please enter Y to confirm this monies is in your organisations bank account</i>	<i>Please detail the conditions of the funding e.g. must be spent by June 2026</i>	<i>Please detail the elements of the project to be funded with this funding e.g. rainwater capture system</i>
<b>TOTAL</b>	<i>Please enter the total amount of additional funding in this box</i>			



# Project Workbook – Project GANT Chart

## Project GANT Chart

Please use the chart below to detail the stages and timeline of your project by adding each key activity and coloured boxes in the appropriate month column

Please leave the pre-populated activity and add or remove any additional rows for your specific project activity items, as required

Please ensure you include: Project start date, Project completion date, Key milestones

Small Grants projects must commence no later than April 2026.

Large Grants projects must commence no later than May 2026.

If you feel it is unachievable for your project to commence before the relevant date above, please tell us as the Council will consider any mitigating circumstances.

If you cannot provide an end date for the project, please provide details.

Please note, all grant monies must be spent by 31st December 2026 for Small Grants and 31st March 2027 for Large Grants.

No	Activity	Date (if know	Mar-26	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sep-26	Oct-26	Nov-26	Dec-26	Jan-27	Feb-27	Mar-27	Apr-27	May-27
1	Grant awarded																
2																	
3																	
4																	
5	SDC Check-in 1																
6																	
7																	
8																	
9	SDC Check-in 2																
10																	
11																	
12																	
13	SDC Check-in 3																
14																	
15																	
17	Project Deadline (all monies to be spent)																
18	SDC Check-in 4																
19	Project Report preparation																
20	Project Report deadline																



# Project Workbook – Project GANT Chart

## Project Management Approach

Please answer the question below:

What project management approach will you be using and how will you monitor the project to ensure delivery?

Do you have a project team? What is their experience/capability to deliver the project? How regularly will your project team meet?





**Any questions?**



# Community Grant Scheme

Finding the right funding for your organisation

Chris Freeman

Development Officer/Funding and Group Development Officer

# Chris Freeman- Development Officer –Funding help

- Help group get ‘Funding Ready’- policies-structure
- Conduct funding searches
- Themed lists- capital funding
- Advise on evidence of need- Strategic documents
- Feedback on draft applications
- Signpost to training and additional help
- Case for Support
- Template letters to apply for funding

**Funds|Online**

Over **8,000 funders**  
giving a total of **£8 billion**

# Case Study- Supporting Facilities

Village Halls and community facilities are vital resources to combat social isolation in the rural communities and the post offered support and guidance to the following facilities:

- Harbury Scout Hut
- Old Alcester Library
- Bidford Crawford Hall
- Henely Library
- Warmington Village Hall
- Tamworth in Arden Tennis Club
- Shipston - Townsend Memorial Hall
- Brearley Village Hall
- Priors Marston and Priors Hardwick Village Hall
- Snitterfield Village Hall
- Langley Village Hall
- Temple Herdewyke
- Harbury Library
- Clifford Chambers Village Hall
- Marston Sicca Parish Council
- Upper Lighthorne Parish Council
- Studley Youth Foundation
- Southam - Graham Adams Centre-Flying Fields

Support included identification of funding sources, guidance on legal status, signposting to property advice, transfer of assets to a CIO, environmental funding, signposting to WRCC Halls Together, incorporation, constitutions and governance.

The Development Officer was delighted to attend the official re opening of Wixford Village Hall in August 2024. The Development Officer worked closely to support the Committee over the previous years in securing over £423,927 from a variety of funders. Warwickshire CAVA were pleased to be included on the supporter board which had been made from recycled floorboards from the old, condemned hall as a result of the support provided through the Development Officer. Since re opening the hall has gone from



# Next Steps

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Contact me at any time- all advice is free

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I will get back to see how I might help

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Sign up to our E Grapevine newsletter

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<https://www.wcava.org.uk/news/newsletter-sign-up/>

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Become a CAVA Member –via our website

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Happy to answer questions

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[chrisfreeman@wcava.org.uk](mailto:chrisfreeman@wcava.org.uk)

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07850 515185



**Any questions?**



# Community Grant Scheme - Decision making

- Assessment panel:
  - Housing and Customer Services Portfolio Holder
  - Communities and Social Inclusion Manager
  - Communities and Social Inclusion Enabler
  - Independent third party
- Assessment outcome:
  - Small Grants – 31st March 2026
  - Large Grants – 30th April 2026



# Successful applicants – Grant Funding Agreement (GFA)

- A standard amended template document
- One size fits all agreement for the Community Grant Scheme 2025
- May appear overly lengthy and certain clauses may not appear necessary for your project
- Designed to formalise what has been agreed and protect both parties
- Not intended to confuse, but appreciate it can be!
- Amendments can be made on a case-by-case basis, if required



# Successful applicants – Grant Funding Agreement (GFA)

- Ensure that you have read and comply with:
  - Clause 2 – Purpose of Grant
  - Clause 5 – Use of Grant
  - Clause 9 – Insurance
- Also check that the detail in the Schedules is correct



# Successful applicants - Payments

- Grant payments will be paid:
  - Small Grants – lump sum
  - Large Grants – instalments
- Each project will be different so payment schedules will be different
- The Payment Schedule will be included in the Grant Funding Agreement



# Monitoring, evaluation and reporting

- Small Grants: Monthly reporting
- Large Grants: Quarterly reporting
- Regular contact with team during delivery period
- Project report
  - Developed with applicant
  - Will include
    - Number of volunteers involved
    - Amount of space improved
    - Number of people using/visiting the facility
    - Number of people who feel more connected to their community
    - Number of people who feel the project has positively changed their perspective of their community
    - Environmental impact of the project



**Any questions?**



# Q&A



# Thank you for your interest in the Community Grant Scheme 2025

## Contact:

Grant Scheme Team - [socialinclusion@stratford-dc.gov.uk](mailto:socialinclusion@stratford-dc.gov.uk)

WCAVA – [chrisfreeman@wcava.org.uk](mailto:chrisfreeman@wcava.org.uk)