

**Tonbridge & Malling Borough Council
UKSPF Community Development Grant Scheme**

**Guidelines for Grants
(maximum grant £2,500)**

1. Who can apply?

Any community organisation or charity which:

- is based in the Borough and/or is providing a direct service to residents of the borough in line with community priorities
- provides services that will promote or improve the economic, social or environmental wellbeing of the area for the benefit of residents of Tonbridge & Malling and can clearly demonstrate this
- is in the community, not for profit or voluntary sector
- has a constitution or set of rules setting out its aims and objectives
- has a bank or building society account in its own name
- can provide externally examined, or signed accounts for the previous financial year
- only applies for one grant from this fund (we will not fund multiple projects from the same organisation)

2. The Council's Funding Priorities

Specific priorities for funding are as follows:

- A specific project deliverable within 5 months of receipt of funding
- Projects which are funded from a variety of sources where the Council can provide additional financial support
- Projects which help the Council meet one or more of the priorities set out in the Corporate Strategy, addressing one or more of the following priorities:
 - **Helping vulnerable communities through the cost-of-living crisis**
 - **Supporting healthy lifestyles**
 - **Improving community safety**
 - **Helping people gain skills to access the workplace**
 - **Supporting environmental and carbon reduction initiatives**

The Council will consider applications for core funding to support the on-going work of voluntary and community groups but will give higher priority to those applications seeking funding for a specific project or purchase.

2. Monitoring

Organisations will be asked to complete a monitoring form five months after the grant has been allocated.

3. We will NOT grant aid

- Businesses e.g. shops, pubs or salons (grants from this fund will support charities and the voluntary and community sector)
- Parish or Town Councils
- Multiple applications from the same organisation. An organisation can only receive funding for one project.
- Organisations seeking to add capital to their investments or reserves
- Local organisations whose total fund-raising is sent to their central HQ for redistribution
- Individuals seeking sponsorship
- Groups whose main aim is campaigning
- Activities that promote religion
- Groups that hold levels of reserves which are not in line with the Charity Commission's guidelines
- Activities, the full cost of which can be charged for

4. Awarding Grants

The table in section 5 below sets out the criteria and associated scoring that will be used for comparative assessment of applications for grants. This is provided to assist applicants in setting out their grant applications. Applicants are not expected to score themselves against the criteria; this will be done independently once the applications have been received.

All applications must be submitted online via the Council Website ahead of the deadline (**midnight on 15 September 2025**). Applicants will be advised of the outcome of their grant applications by October 2025, with funds distributed by November 2025.

The Council will operate an internal review process and will accept a request for a review of any decision. Any such request must be made in writing or email to the Council and should state the reasons why the applicant is aggrieved with the decision of the Council. A request for review will be considered by a senior officer and the applicant informed of the final decision. The decision of the Council on any eligibility matter will be final.



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5. Criteria and Scoring for Grant Applications

Criteria		Score	Awarded (office use only)
Location of the organisation	Based in the borough	3	
	Based in the local area (including Maidstone, Tunbridge Wells, Sevenoaks, Medway)	1	
Area of the borough served	Support focused on residents in more deprived communities (Trench, Snodland, East Malling or Aylesford)	3	
	Serves all areas of the borough	2	
	Serves another specified area of the borough	1	
Project Funding	Grant will fund a project, purchase or seeks to establish a new group	5	
	Grant will fund both ongoing work and a specific project purchase	3	
	Ongoing work only	1	
Delivery of priorities	Assists with the delivery of more than one priority	5	
	Assists with the delivery of one priority	3	
Partnership working	Application involves joint working with others	2	
Other sources of funding	Several sources of funding obtained	5	
	Funding obtained from one other source	3	
	Funding applied for but not yet confirmed	2	
Recognised quality standard	Has achieved accreditation	3	
	Is working towards accreditation	1	
Community Grant Funding received from TMBC in the last two years	Yes	1	
	No	5	
Total Points Scored			