Wem Town Council Large Community Grants

Guidance Notes for Applicants

Before you start

These notes will help you complete the Large Grant application form. The form is online, so you can upload your documents as you go. Most questions have examples to help you. You don't need to write a lot. Clear, short answers with specific details work best.

In these notes, **"project"** means whatever you are asking us to fund. It could be an ongoing project, an activity or a one-off purchase.

Check you can apply

Your organisation needs to:

- have a governing document (such as a constitution)
- have a bank account with two signatories
- have public liability insurance
- have a safeguarding policy, if you work with under-18s or vulnerable adults
- be non-profit making (any surplus is put back into the organisation)

Importantly, your project must benefit people in Wem Urban Parish.

Have these ready to upload

Required for everyone:

- Governing document
- Full accounts for your last financial year
- A bank statement for the account the grant would be paid into
- Insurance certificate(s)

If they apply to you:

- Safeguarding policy
- Project plan
- Quotes or proof of price for any single item or activity costing more than £500

How your application is scored

Your application is checked by staff for eligibility and documents. It is then scored by a councillor working group, before it is discussed by all councillors. Scoring is based only on what you write in the form and attach to it.

Each of these seven areas is scored from 0 to 5:

1. Community need and added value
2. Community benefit
3. Project planning and delivery
4. Financial need
5. Value for money
6. Sustainability
7. Alignment with Council priorities

Please answer every question. A score of 0 in any area means the working group may recommend refusal. This can happen if a section is left blank or if there is too little detail. If you would like to see how each area is scored, you can find the scoring guide on the Town Council Website under ‘grants’.

Top tips

- Be specific. Use numbers, dates and examples rather than general statements.
- Show your working, especially for the number who will benefit and for costs.
- Back up claims with evidence, even if it is just a short note or a letter of support.
- Think about what happens after the grant ends. Councillors like to see a plan.
- Check your totals add up and your documents are attached before you submit.

Need help?

If you are unsure about anything, please get in touch before you apply.

Contact: info@wem.gov.uk

Closing date: Tuesday 23rd February 2027