

Background paper for the role of Grants Programme Manager

As the Rural Community Council for Wiltshire, Community First (CF) manages a number of grant schemes which help to fund new community projects and activities, and develop or improve existing community projects. The Grants staff manage the majority of these grant schemes. The grants staff assist potential applicants by helping them develop their ideas into credible proposals, guiding them through the application processes, and on occasions directing them towards alternative or additional funding sources.

The main fund presently handled by the CF Grants Manager and Grants Assistant is the Landfill Communities Fund (LCF), a scheme which allows a Landfill Site Operator (LSO) to divert up to 6.7% of its landfill tax to benefit certain types of community projects. The scheme is entirely voluntary for LSOs and governed by ENTRUST, the national regulatory body. A key role for the Grants manager is maintaining excellent relationships with each LSO, and where possible developing new relationships in order to attract additional funding from LSOs.

CF acts as a broker between LSOs and community projects and handles the registering of projects and all other formalities required by ENTRUST.

CF handles applications from organisations concerned with village and community halls, Scout and Guide halls, play areas, skateboard parks, museums, nature conservation, buildings of architectural and/or historic interest and other similar projects benefiting local communities. Applicants may be community groups, parish or town councils, or certain statutory or private bodies. The building of good working relationships between Community First staff and the applicant groups is crucial throughout the entire process of administration, from first enquiry to applications to Landfill Operators, and (hopefully) the eventual payment and monitoring of the grant.

In addition, the organisation handles several other grants schemes and applicants are often referred to other specialist parts of CF for additional help, support and guidance in developing their project and applying for grants.

The role of Grants Programme Manager is central to the smooth running of the LCF scheme in Wiltshire and of other grant funds. An environment supportive to project applicants has been nurtured over the years and the Grants Manager is expected to strengthen this further and build on the excellent relationship with the LSOs.