



Committee	Finance & Establishment
Month	September 2026 / Agenda item 11
Report Title	SWTC Large Grants Review
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Attachments	Appendix A – copy of proposed grants guidance Appendix B – copy of proposed grants application form

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1. Purpose of Report

The purpose of this report is to provide Committee with a proposed grants process for the awarding of large grants.

This review follows the resolutions reached at the March 2026 and July 2026 F&E Committee meetings respectively, repeated below for reference:

1.1 March 2026 Committee meeting, recorded under Min Ref F&E 050-26

Large Grants Process

Committee received and noted the written report, detailing options to combine all large grant monies, inviting organisations to apply for large scale funding (perhaps for a two- or three-year scheme) ensuring fairness and equitability in the process.

Resolved:

- (a) To adopt the revised scheme in principle*
- (b) To prepare a large scheme grants process for consideration at a future F&E meeting*
- (c) To ensure this process is incorporated into future budget setting processes*

1.2 July 2026 Committee meeting, recorded under Min Ref F&E 121-26

- (a) “To amend current practices where funding for some organisations had historically been a core part of SWTC budget and instead to provide a sum of £20k (to be confirmed and subject to 2027/28 budget) for larger grants. Committee agreed that establishing a process with open opportunity for all organisations was a fairer and more transparent means of supporting local community groups.*
- (b) In progressing this revised methodology, it was further agreed that Officers would present a draft, revised application process for large grants to a future F&E meeting, having due regard to:*
 - Defining funding criteria*
 - That applications must support SWTC’s core objectives*
 - Projects must directly serve SW residents*
 - Funds may be awarded over 3-years*
 - There must be a demonstrable local impact in SW because of the service*
 - No maximum grant limit to be set, but noting the total funding is £20k*
 - That funding could be used to offset free of charge spaces offered for the activity, ie spaces funded by SWTC*
 - Likely funding stream opening early January 2027, closing end February 2027”.*

2. Summary of Existing Practices

SWTC has a long-established grant awarding process. At the September 2026 Committee meeting, Committee agreed to change existing practices for the larger, annual grants awarded through the budget process. This proposed revision offers a more open, transparent and inclusive process.

For many years, SWTC has awarded the following grants, with these appearing as core entries in the Council's annual budget:

Organisation	Amounts Awarded
Uttlesford Community Travel	2015-2019: £7,500pa 2020-2024: £8,500pa 2025-2026: £6,800 2026-2027: £6,800
Citizens' Advice	2022-2023: £12,000 2024-2025: £15,000 2025 -2026: £10,000 2026-2027: £10,000
Saffron Hall (now known as Saffron Music Trust)	2024-2025: £10,000 2025-2026: £8,000 2026-2027: £2,000

3. Proposal

The following proposals assume Council will include £20,000 for large grants in the 2027/28 budget and are based upon the resolutions from both the March and September 2026 F&E Committee meetings.

Core criteria for the grant process:

- (a) Council to set aside the sum of £20,000 annually towards 'large grants' applications
- (b) The grant window for applications to run from 1.2.2027 to 31.3.2027 and for a similar period each year thereafter
- (c) Eligible applications must meet the core criteria given in the draft grant proposal form and as agreed at the September 2026 F&E Committee meeting
- (d) Funding may be awarded for 1, 2 or 3 years; this determination is at the Committee's discretion
- (e) The proposed application form and process is attached for consideration

4. Recommendations

- (a) To note the contents of this report.
- (b) To consider the proposal and draft large grants guidance (Appendix A) and application form (Appendix B) as set out within the report and attached