



## Grant Working Party 7 December 2010

### Amendments to the Grants Policy

#### 1. Purpose of the Report

The purpose of the report is to seek approval for a number of amendments to the Council's adopted Grants Policy.

#### 2. Background

2.1 Following the withdrawal of the Arts Grants and the Hall Hire discount grants it is necessary to alter the Grant Policy to cover these changes. This is also an opportune time to insert additional clauses to clarify and highlight the Council's current position.

2.2 The proposed amendments are detailed in the attached full version of the Grant Policy, which is attached as Appendix A to the report.

#### 3. Summary of These Changes

3.1 Section 1.2: grants of less than £250, change '*Community Based Organisations*' to '*Residents' Associations*';

3.2 Section 3.1: following the withdrawal of the Arts Grants and the Hall Hire discount grants, reduce the number of types of grants available to four;

3.3 Section 3.1: Core Funding: an additional paragraph inserted stating that grants approved to cover the rent payable to the Borough Council will not in future be released to the applicants but an internal transfer will be made under advice;

3.4 Section 3.1: Capital Project Funding: insert a specific earliest timescale i.e. three years, in respect of when the same organisation can reapply for further grant funding from the Council;

3.5 Section 3.1: Grants of £250 or less: Re-wording of the whole paragraph and the deletion of reference to Hall Hire Discount grants and Arts grants;

3.6 Section 6.1: insert revised wording: '*Applications are assessed against the following criteria:-*'

3.7 Section 6.8: insert new paragraph which states that should a grant applicant be indebted to the Council, the Council reserves the right to withhold grant funds until full clarification of the debt is achieved.

- 3.8 Section 7.1: Deletion of all Arts grant cells from the matrix;
- 3.9 Section 11.1: insert an additional sentence stating: *'Council approval must be obtained for any alteration to the original proposal before any grant funding will be released'*; and
- 3.10 Section 13.1: change of wording from *'funding decisions'* to *'funding criteria'*. The website link is to be simplified and there is re-wording of the Council's communications system.

#### **4. Future Funding**

- 4.1 In the light of budget pressures and the Big Society, it will be proposed at a future Grant Working Party meeting that the Council moves the parameters of the grant funding the Borough Council provides to reflect modest funding for future projects, but with the purpose that these funds will be used as a lever to obtain larger funding from elsewhere.

#### **5. Recommendation**

- 5.1 It is **RECOMMENDED** that the amendments to the Council's Grants Policy, as detailed in Appendix A to Report B362, be approved.

For further information, please contact:-

Paul Rounce, Community Funding Officer

Telephone: (01284) 757079 or email [paul.rounce@stedsbc.gov.uk](mailto:paul.rounce@stedsbc.gov.uk)



*St Edmundsbury*  
BOROUGH COUNCIL

## St Edmundsbury Borough Council Grants Policy

### 1. Introduction

- 1.1 The purpose of this policy is to set out the procedures, criteria and conditions in relation to grants awarded by the Council and to ensure that criteria for decision making in respect of applications are related to the Council's own priorities
- 1.2 The Council is committed to supporting voluntary organisations and community groups which operate within St Edmundsbury and whose services support the Council's aims and objectives. The Council each year gives grants totalling many thousands of pounds to a large range of voluntary organisations, including those which give advice and support to individuals, community organisations, residents groups, sports clubs and art and cultural bodies. The Council's grant scheme includes:
- Core funding grants
  - Rural Capital grants for a specific project or initiative
  - Rural Areas Community Initiatives Fund
  - Grants of less than £250 for Residents' Associations
- 1.3 Although the Council provides a range of grants, the budgets for grant aid are clearly limited and not all applications will be approved. Some will be refused and others may be approved but for a lesser amount than that originally requested. The Council wishes to ensure its grant funding will be used effectively and encourages voluntary organisations to seek other sources of funding wherever this is possible.
- 1.4 The Council recognises the importance of its grant funding to individual voluntary organisations and this means that simple, fair and transparent application and assessment mechanisms are maintained.
- 1.5 The Council has also developed and published various documents which organisations, may need to refer to, including its Community Development Plan, Rural Action Plan and Corporate Plan. The Community Development Plan sets out how the Council can help community organisations through advice and support as well as grant aid. It gives contact details for officers involved in community development issues and should be read together with this policy.

## 2. Why does the Council give grants?

- 2.1 The Council's vision is to improve the quality of life for everyone in St Edmundsbury in a cost effective and efficient manner. The Council recognises that it cannot achieve this on its own; working towards this vision will require effective partnerships with a range of organisations including those in the voluntary sector. In many cases an element of this partnership will involve grant support to those organisations which contribute to the objectives contained within the Council's Corporate Plan.
- 2.2 The Council has adopted a set of core values which capture the mission statement. These are set out in the Council's Corporate Plan 2006-2016 and include a Council which:
- (a) is customer focused;
  - (b) provides value for money;
  - (c) manages resources effectively;
  - (d) works for improvement;
  - (e) values and invests in staff and Members;
  - (f) is accountable and accessible;
  - (g) celebrates success; and
  - (h) is committed to equal opportunity.
- 2.3 The Council has established four overarching priorities:
- (a) to improve the safety and wellbeing of the community;
  - (b) to secure a sustainable and attractive environment;
  - (c) to create a prosperous local economy; and
  - (d) to raise standards and corporate efficiency.
- 2.4 The Council is, therefore, keen to ensure that any grant funding that is given to an organisation is used in a way which is consistent with our values and assists the Council in meeting its own priorities for the people of St Edmundsbury. It recognises that voluntary organisations can provide services within the community in a way which the Council, as a statutory agency, is unable to do. By making grant funding available the Council, therefore, is supporting partnerships with voluntary organisations to deliver its corporate aims.

## 3. What funding is available from the Council?

- 3.1 The Council offers **four** main types of funding. Applicants cannot apply to more than one fund for a particular grant. Any application should be consistent with the Council's priorities.

**Core Funding** – is available to support the running costs of an organisation which provides a service to people in St Edmundsbury. Organisations may apply for funding for up to 3 years. The Council and the applicant will agree a funding agreement which sets out what the organisation will do and what the Council agrees to do and duration of the agreement. The funding agreement will be more detailed for larger grants and in these cases the Council may require a detailed service level agreement and specific performance monitoring arrangements. These arrangements may include Council

representatives attending board or other meetings as observers. Applications for core funding must be received by the end of October each year in order that the Grant Working Party can consider applications in time for the Council's budget setting process. Applications are considered by the Grant Working Party which makes recommendations to Cabinet.

**INSERT** Where a grant is approved for an organisation for the purpose of paying the rent due to the Borough Council, the allocated funds will not be released direct to the applicant but will take the form of an internal transfer of funds within the Council. Each applicant will be fully advised of the timing of these transfers in order that they can make entries in their own accounting records.

**Capital Project Funding** - is one-off funding of over £5000 which can be used to fund a specific project or initiative or the start up costs of an organisation. The organisation will need to sign up to a funding agreement, which will include standard terms and conditions. Monitoring of the agreement/project will be required to ensure the effective management of resources. The project must contribute to the Council's priorities. Applications for this grant may be made throughout the year **INSERT** although an individual organisation cannot reapply for funding from the Council within three years of a previous grant being approved to the same organisation. Applications will be considered by the Grants Working Party which will make recommendations to Cabinet.

**Grants of £250 or less** – are available from a small budget. These grants can be approved through delegated authority by the Council's officers and currently include annual grants to residents associations of £120. This grant is only available to groups with less than 5 years worth of annual funding in their account. A £250 pump-priming grant is available for eligible groups and will only be allocated to new groups in their first year of operation. Applications for these grants may be made throughout the year and will be decided by officers in accordance with this policy and the Council's priorities under delegated authorities. **DELETE** - and a percentage discount on rates for hire of St Edmundsbury's halls to voluntary organisations or for community events.

### **Rural Areas Community Initiatives Fund**

This scheme is available to any rural community within St Edmundsbury. It is for capital grants up to £5,000. Any project should have community involvement and should have the support of the local ward member. Parish Councils are eligible to apply to the rural initiatives grant. The Council does not usually fund works to churches or religious buildings but applications will be considered where there is evidence that the project will bring benefits to all sections of the community and it is not for repairs to the fabric of the building. The maximum grant awarded will be 50% of the total cost of the project. Further guidance is available in Appendix A, attached to this policy.

### **Arts Grants - DELETE whole section**

A budget is available each year for grants toward arts projects. These grants are for a maximum of £500. Applications will be considered by the Council's Grant Panel which will make recommendations to Cabinet. Further information about these grants is available in the Arts Grants guidance document.

#### **4. Other assistance available from the Council**

- 4.1 In addition to providing funding, the Council is committed to helping voluntary organisations by offering advice and support. Officers may be able to assist organisations in applying for other sources of funding. Information about alternative sources of funding is available on the Council's website.

#### **5. Who can apply?**

- 5.1 Applications will be considered from local groups or organisations which:

- (a) directly benefit the people who live in St Edmundsbury;
- (b) have a management committee which is responsible for making sure the organisation carries out its aims and objectives. The management committee should have an agreed constitution;
- (c) have their own bank account in the name of the organisation;
- (d) comply with the Council's Equalities Policy which is available on the Council's website ([www.stedmundsbury.gov.uk](http://www.stedmundsbury.gov.uk));
- (e) work towards one or more of the Council's priorities.

- 5.2 The Council will **not** normally provide grants:

- (a) for projects which conflict with the Council's priorities
- (b) to national charities
- (c) religious bodies for the purposes of promoting their beliefs
- (d) political parties or groups engaged in party political activities
- (e) to fund 'mainstream' public services (e.g. highway maintenance)
- (f) to private enterprises (applications from social enterprises will be considered)
- (g) to educational establishments, except where community use can be demonstrated
- (h) to individuals
- (i) for work or activities which have already happened (i.e. retrospective applications)

#### **6. How does the Council decide which applications should be successful?**

- 6.1 Every organisation which provides funding has its own priority areas and ways of deciding whether an organisation should be supported or not. **INSERT - Applications are assessed against the following criteria: - DELETE - The following list shows some of the factors the Council will take into account when making funding decisions:-**

- (a) effective organisational and financial management;
- (b) value for money;
- (c) level of use / number of beneficiaries;
- (d) level of demand (e.g. what consultation the applicant has carried out?);
- (e) ability to attract other funding into the Borough;
- (f) level of match funding;
- (g) commitment to equality; and
- (h) the viability of the organisation or the deliverability of the project.

- 6.2 Key questions for the Council in considering any application are:

- Will the scheme be of significant benefit to the community?
- Is there a clearly identified need?
- Is there local enthusiasm and commitment?
- Will the scheme have a long term impact?
- Has the scheme obtained at least 50% match funding.
- Is the scheme financially sustainable in the longer term, without the need for ongoing financial support from the Borough Council?

6.3 Applications will be assessed against the Council's priorities. The Council's budget constraints will always limit the amount it can pay to organisations in grant aid. Therefore, those organisations which contribute more to the Council's priorities are much more likely to receive grant aid.

6.4 A scoring assessment matrix will be used to assess grant applications and to rank these in order of priority. It should be noted that this is for advisory purposes only and the Council reserves the right to decide applications following discussion at the meetings where they are being considered.

6.5 The Council is keen to ensure that organisations and projects funded are sustainable. The Council will, therefore, be looking for evidence of this within each application.

6.6 The Council will expect projects to have identified match funding, and this should include an element of local funding which could arise from fundraising activities, local donations, the Parish Council or other local organisations. With the exception of core funding, the Council will not usually award a grant of more than 50%. The Council encourages applicants to apply for funding from other sources. It is not just money that counts as 'match funding', volunteer time can also be taken into account. Volunteer time can account for up to 25% of the cost of the scheme and is costed at £50 per day per person for standard labour. Normal meetings in association with planning the project and completing funding applications would not usually count towards match funding. Activities such as work parties or conservation work could be counted as volunteer time. The Council wants to see how the organisation is contributing to the project.

6.7 Organisations will be asked to declare the sources of additional funding and other financial information on the application form.

6.8 New Paragraph - The Council may also, at its own discretion, consider if a grant applicant is indebted to the Council seek either full clarification of the monies owed and/or agree a mutually satisfactory settlement. Any outstanding National Non-Domestic Rates which are collected by the Council on behalf of HM Government are excluded from this requirement.

## 7. Quick guide

7.1 This section provides a quick guide to the different grants available outlines some examples of projects which have been successful in obtaining funding:-

	Core funding	Capital projects	Rural Area Community Initiatives	Arts <b>DELETE CELLS</b>	Small grants
Minimum / Maximum grant awarded	None	£5000 +	Max £5000	Max £500	Max £250
Total budget available	Decided each year as part of budget setting	Decided each year as part of budget setting	Reviewed annually	Decided each year as part of budget setting	Decided each year as part of budget setting
Capital or Revenue	Revenue	Capital	Capital	Capital/ Revenue	Revenue
When can I apply?	By October each year	Any time	Any time	Any time	Any time
Who should I contact?	Community Development Unit	Community Development Unit	Economic Development Services or Ward Councillor	Community Development Unit	Community Development Unit
Who decides the grant?	The Grant Working Party recommends to Cabinet	The Grant Working Party recommends to Cabinet	The Grant Working Party members or The Grant Working Party recommends to Cabinet	Grant Panel recommend to Cabinet	Officers
<b>Examples.....</b>					
Improvements to village halls and community buildings – e.g. access improvements, heating, extensions, buying new furniture or equipment.		✓ Rural only	✓ Rural only		
Sport or recreational facilities – e.g. improving playing fields, changing facilities, toilets or access		✓	✓		
Play areas – funding is available for improvements to existing play areas, new equipment or safety improvements		✓	✓		
Tourism – projects to promote or develop rural tourism in St Edmundsbury – e.g. production of promotional materials			✓		
Heritage and arts – e.g. village pump, community arts projects – including music, drama etc.		✓	✓	✓	
Environmental conservation			✓		
Social enterprises	✓	✓	✓		
Rural Transport – e.g. provision of vehicles or provision of infrastructure e.g. bus shelters			✓		
Discounted hall hire for a community event if using a Council building					✓
Small annual grant to help with running costs of small community groups, residents associations etc.					✓
External Events and Community Activities					✓



## **8. How to apply?**

- 8.1 The Council's application pack provides the information which organisations need when submitting an application for funding. It also provides information about other local organisations which may be able to offer advice, support and training. The Council has standard grant application forms but applicants may be asked to provide additional information for some applications when more detailed information is needed (e.g. building projects).
- 8.2 If applicants would like help completing the application form or would like to ask for clarification, they are invited to contact the Council – contact details are provided on the application form and on the Council's website.
- 8.3 Applications for core funding from the Council can only be submitted once a year unless there are exceptional circumstances. The dates for the application process are published as part of the application pack. Only one core funding application per organisation will be considered in each financial year.
- 8.4 An application for the other grant schemes can be submitted at any time, although specific closing dates are published and included on the application form.

## **9. Decision making**

- 9.1 The Council's Grant Working Party will assess applications for core funding during November and December. All applicants will be told whether their application has been successful and will be told the level of funding in March for a 1st April start. Unsuccessful groups will be informed why their application was unsuccessful. Organisations should confirm whether they are eligible to reclaim/not pay VAT.
- 9.2 Rural Areas Community Initiatives Fund applications must have the support of the ward Councillor prior to consideration by the Grant Panel. Applications will be considered by members of the Grant Working Party following circulation of details by email. If the majority of members (including substitutes) are in agreement, the grant will be approved by officers under delegated authority. If there is not a majority in favour of awarding the grant, the application will be referred to the next available meeting of the Grant Working Party.
- 9.3 The Council will assess applications for project grants as soon as possible following submission. Applications determined under officer delegated powers will usually be agreed within 28 days. Where grants are determined by Councillors, applicants will be advised within 28 days of this decision being made.
- 9.4 Where grant applications are of an urgent nature and are time dependent (e.g. health and safety matters), a decision in respect of funding will be made as quickly as possible. However, please discuss this with the Council as soon as possible, preferably prior to an application being made. Work undertaken before the grant is decided will be ineligible for grant funding, unless prior written authorisation has been provided by the Council.

9.5 Unsuccessful groups will be informed why their application was unsuccessful and advised of other possible sources of funding where appropriate. There is no right of appeal against the Council's grant funding decisions.

9.6 At the time of notification of the funding decision, applicants will be advised when funding will be received, subject to the signing of a funding agreement.

## **10. Grant Working Party**

10.1 The Grant Working Party (or similar committee structure in place to determine grants) consists of a group of Members with the following terms of reference:-

*"To consider grant applications and recommend the level of grants payable to organisations to Cabinet, based on the policies agreed by Council".*

10.2 The Grant Working Party will be politically balanced and consist of at least six members. The Council may amend the terms of reference and membership arrangements from time to time.

## **11. Conditions**

11.1 Conditions will be detailed in the funding agreement but all grants will be subject to the following conditions:

- Work on the project must start within twelve months of the grant being paid. If this is not possible, please contact the Council;
- the grant must be used solely for the purposes set out in the funding agreement. NEW - If projects are altered or varied from the original proposal Council approval is required prior to any grants funding being released; and
- where capital funding is required to improve land or buildings, these should be owned by the organisation applying or a suitable lease should be in place.

## **12. How will the payments be made?**

12.1 The Council's preferred method of payment is direct into the organisation's bank account by BACS. The payment has to be paid to the organisation and not to an individual. The grant can be made by one payment or, the Council can agree to make the payments through the year (e.g. monthly, quarterly). This can be agreed between the case officer and the organisation, and for large projects or core funding grants, funding is likely to be on the receipt of satisfactory progress reports (see funding agreements). For capital projects, payments will be made either on completion of the work or by staged payments.

## **13. Communication**

13.1 The Council will publish information about its grant scheme, including the timetable, Grants Policy, application forms and funding criteria on its website (<http://www.stedmundsbury.gov.uk/sebc/live/CommunityDevGrants.cfm>). Information will be published through the Council's magazine, Community Spirit and other relevant

communication channels. The Council will publish what grants it has awarded after 1 April each year.

- 13.2 If your organisation is interested in applying for funding, please contact the Community Development Unit or Economic Development Services, contact details are provided at the end of this document or in the application pack.

#### **14. Monitoring and Evaluation**

- 14.1 Every grant which the Council gives will be subject to a funding agreement. This will need to be signed before the funds are released. The nature of the agreement will depend on the level and type of grant awarded.
- 14.2 The funding agreement will include standard terms and conditions and will set out the commitments of both the Council and the organisation.
- 14.3 The Council will need to monitor how the money is spent and whether the organisation is doing what it has agreed in the funding agreement. In order to do this the Council will ask the organisation to supply a copy of its annual report which will show what has been happening over the last year. The organisation should also submit its annual accounts. The Council needs to make sure that tax payers' money is being used properly and that the organisation is being managed well.
- 14.4 The Council may ask for interim progress reports and end of year reports detailing progress made towards the objectives set out in the funding agreement. Upon receiving a satisfactory progress report, additional funding will be released as detailed in the payment timetable. Failure to meet the agreed targets may result in delayed or no further funding.
- 14.5 The Council may ask that it appoints a representative to the management board of an organisation to monitor how the Council's grant is spent and to assist with the management of the organisation. The Councillor will act as an observer and will provide feedback to the Council/Cabinet on how the grant is being spent.
- 14.6 The Council may also visit the organisation or project to see what progress is being made and how the grant is being used. Alternatively individuals or organisations may be asked to attend meetings to report on the use of the grant.
- 14.7 The Council may ask organisations receiving funding to demonstrate audit procedures to ensure value for money and that a high standard of service is being provided to the public.
- 14.8 Other methods of monitoring and evaluation may be used as appropriate.

#### **15. Promotion and Acknowledgement**

- 15.1 The Council will wish to, with the organisation involved, promote the grants and support which has been given to organisations / projects. Similarly, any promotion / publicity regarding the project or service must mention St Edmundsbury Borough Council's involvement in an agreed manner.

15.2 The Council will normally require that successful grant applicants recognise the Council's grant support through the provision of appropriate signage on buildings, acknowledgements in leaflets or documentation, including software applications or other promotional activity. This will be detailed within the funding agreement.

15.3 All recognition and acknowledgments must be in accordance with the Council's current corporate branding and logo requirements.

## **16. Further information**

16.1 For further information about Rural Initiatives Grants please see Appendix A or contact:

Economic Development Services  
St Edmundsbury Borough Council  
West Suffolk House  
Western Way  
Bury St Edmunds  
IP33 3YU  
Tel: 01284 757109  
Fax: 01284 757421  
Email: [economic.development@stedsbcc.gov.uk](mailto:economic.development@stedsbcc.gov.uk)

16.2 If you would like further information about Core Funding, Capital Project funding or Small grants, please contact:

Community Development Unit  
St Edmundsbury Borough Council  
West Suffolk House  
Western way  
Bury St Edmunds  
IP33 3YU  
Tel: 01284 757079  
Fax: 01284 757607  
Email: [paul.rounce@stedsbcc.gov.uk](mailto:paul.rounce@stedsbcc.gov.uk)

16.3 Information about the council's grants is available on its website at <http://www.stedmundsbury.gov.uk/sebc/live/CommunityDevGrants.cfm>

## **APPENDIX A**

### **Rural Areas Community Initiatives Fund (Capital Schemes)**

#### **Guidelines and Procedures: covering awards of between £500 and £5000**

#### **1. Decision Making Process**

- 1.1 The decision-making process will be designed to be quick and stream-lined. The grant will be administered by the Economic Development Services who will also provide pre-application advice. Officers will indicate whether the Fund is the most appropriate source for funding available from the Council and can also give advice on other external funding options.
- 1.2 The application should be submitted on the agreed form and must have the support of the Councillor for the Ward where the scheme will take place. The Ward Member will make the initial decision whether to support or reject the proposal. Applications that do not have this support will not be accepted. There is no right of appeal.
- 1.3 Applications should be submitted to Economic Development Services. As a minimum, proposed schemes must meet the following two criteria:
  - (a) have the support of the Ward Member; and
  - (b) contribute to the delivery of the Rural Action Plan and/or Corporate Plan (or represent minor works which are of benefit to the community).
- 1.4 If these key assessment criteria cannot be met, the application will not be registered but will be referred back to the applicant and Ward Member.
- 1.5 Following a site inspection, the Officers will prepare a report (approved by the Economic Development Manager) for consideration by full members and where appropriate substitute members of the Grant Working Party using a fast track approach via email.
- 1.6 Members and substitute members of the Grant Working Party will be consulted by email (or facsimile) using the fast-track approach and will have a maximum of 10 days (including Saturday and Sunday) to reply.
- 1.7 The Economic Development Officer (Rural Areas), or in his/her absence another member of Economic Development Services, will determine whether a substitute member's vote will be eligible to be taken into consideration based on the information provided by full members of the Grant Working Party.
- 1.8 Approval of an application by email will be based upon the majority of votes accepting the proposal. If a majority is not achieved, the application will be "called-in" for consideration at the next meeting of the Grant Working Party. A minimum of 3 members/substitute members are required to vote and the majority of those casting a vote will be required.
- 1.9 The e-mail sent to members/substitute members will clearly state the deadline for voting. Replies will be sent by members/substitute members by the 'reply all' icon.
- 1.10 Consultations that arise within ten working days of a scheduled Grant Working Party meeting will be considered at the meeting and not via the email system.

- 1.11 The level of the award will be determined by the score achieved in the assessment matrix and the responses received for the key questions listed in paragraph 6.2 of the Grants Policy.
- 1.12 In schemes that are clearly of significant benefit to the community an award of up to 50% will be made. In other schemes where the community benefit is considerably less, an award of up to 25% will be made.
- 1.13 The Grant Working Party (or the Chairman with delegated authority) will refer any application that requires an ongoing financial commitment for the Council to Cabinet. Normally an application of this nature will not be supported.
- 1.14 The Economic Development Manager will have delegated authority to authorise the payment of the Grant. Normally payment will be made on completion of the scheme but the Economic Development Manager will have authority to issue interim payments as required.
- 1.15 As part of the overall monitoring of the Rural Action Plan, regular reports on the type and level of grant awarded will be presented on an Annual basis to the Overview and Scrutiny Committee.

## **2. Submissions**

- 2.1 The applicant must provide the necessary supporting information with the application including quotations, details of consents and information requested by the Officers (this could for example include plans and diagrams of the scheme and its location).

### ***(a) Quotations***

- 2.2 Reliable competitive quotations must be submitted with the application:

- (a) one written estimate (or catalogue extract) will be required for a project to the value of less than £5000;
- (b) two written estimates will be required for a project to the value of more than £5000 and less than £10,000; and
- (c) three written estimates will be required for a project to the value of more than £10,000. In addition a Business Plan must be submitted.

- 2.3 Applicants must provide the project costs with the VAT clearly identified. The grant allocation will be based on whether the applicant can reclaim the VAT.

### ***(b) Consents and Approvals***

- 2.4 The applicant must demonstrate that the necessary planning permission and building regulations approval have been acquired before the grant application can be determined.
- 2.5 Other necessary approvals and consents must be obtained, covering for example listed buildings, advertisements, tree preservation orders, rights of way and highways licences.

## **3. Internal Coordination**

- 3.1 When considering schemes, close coordination and communication will be maintained between Economic Development Services and the Community Development Unit by:

- (a) regular briefing meetings between the two sections detailing current schemes and

changes in external funding opportunities;

(b) the completion of monthly work progress schedules; and

(c) copying and emailing correspondence that may impact on the remit of the other section.

3.2 The two Units will make every effort to ensure that organisations and groups take advantage of the most appropriate Council grant.

#### **4. Eligibility for a Grant Award**

4.1 The project must be a capital scheme, so it must relate to the provision of an asset (for example building, equipment and environmental works).

4.2 The project should normally be a scheme that does not qualify for funding from other council grants.

4.3 The project must be community-led and have local community support.

4.4 The fund can be used for schemes including:

(a) social enterprise schemes, such as community childcare, looking after the elderly and community transport accessibility;

(b) small environmental projects, such as pocket parks and tree planting;

(c) minor works schemes for the provision of play equipment; and

(d) minor enhancement and essential maintenance work to village halls and community buildings.

4.5 Applications involving church owned/run village halls (and in some instances the church itself) will be considered where:

(a) substantial use of the hall (or church) is for non-church activities;

(b) there are no suitable alternative premises for community use;

(c) the proposal is endorsed by the Parish Council / Parish Meeting;

(d) the proposal is necessary to facilitate the use of the building by the general community, including disadvantaged and excluded sections of the community; and

(e) the proposal does not constitute repairs to the fabric of the building.

4.6 Projects involving churches are only likely to be acceptable if it can be satisfactorily demonstrated that the proposal will achieve wider social inclusion objectives by facilitating substantial use of the church by the community at large for meetings, functions and general village activities.

Latest amendments approved by Full Council: 9 December 2008 (June 2010)