



CAPITAL GRANT AID SCHEME

The scheme enables aid to be given to projects, which are initiated and supported by local people within the District. Grants are awarded to help provide additional and improved facilities for the general public.

It is important that applicants be aware that the majority of the capital grants awarded by the District Council are viewed as pump priming "seed-money". An applicant who has been awarded a grant will be able to demonstrate to other external funders that the project has the support of the District Council, thereby increasing the applicant's chances of obtaining grant aid from other sources. Please note, however, the District Council should not be seen as the only source of grant aid.

The funding for the scheme is made available annually by the Council as part of the budget process. Each year it is a finite sum that needs to be allocated in the most efficient and effective way to benefit as many people within the District as possible.

WHO IS ELIGIBLE?

- Parish/Town Councils
- Voluntary organisations
- Village Hall/Recreation Ground Committees.

(NB. Village halls need to demonstrate that the 'hall' is the only/primary communal meeting facility within the village, unless the Grants Task Group judges the village to be large enough to require more than one hall.)

WHAT ARE THE CRITERIA?

- Priority will be given to applications where there is clear evidence of significant financial support from the Town or Parish Council relative to the town or parish precept.
- Retrospective applications for grant aid on projects already started/completed will only be considered in exceptional circumstances.
- Priority will be given to applications that contribute to the achievement of community well-being.
- Projects must be for the benefit of the local community and, wherever possible, must provide facilities for all residents.
- The applicant must have credible proposals for funding the project and for its future management.
- Favourable recognition will be given to projects where the applicant can provide clear evidence of fundraising within the community.
- Favourable recognition will be given to projects where the applicant can provide clear evidence that grant support is being sought or has been obtained from other external funders.
- The applicant must be a properly constituted body with adequate security of tenure.
- Applicants must demonstrate that if they come into contact with children, young people or vulnerable adults they have safe recruitment procedures in place and that staff get appropriate training in the recognition and response to abuse.
- Applicant organisations will agree to acknowledge the Council's support on all promotional material associated with the project(s) supported, and to provide a brief evaluation report by the end of the financial year from which the grant is taken.

- Applications for 'emergency' grant aid will be accepted only where an applicant can clearly demonstrate that the circumstances were unforeseen, and therefore they were unable to comply with the application timetable.

WHO DECIDES?

- Applications are considered by a Grants Task Group made up of a number of elected Councillors. Based on their recommendations, the Cabinet Member responsible for Community Grants takes the final decision.
- Officers of the Council provide guidance to applicants and may make recommendations to the Grants Task Group.
- Members of the public may attend, but not speak at, meetings of the Grants Task Group.
- Councillors who are not members of the Grants Task Group may speak at the above meetings on behalf of applicants.

WHAT IS NOT COVERED?

- Organisations where the Task Group feels that the general public's access to facilities is unduly restricted.
- Commercial schemes that are being carried out for private profit.
- The repair/restoration etc of places of worship.

APPLICATION DATES

- **30 September** is the closing date for applications for consideration in the following January/February (Grants are available from the following April onwards).
- **30 April** is the closing date for applications for consideration in the following June/July (Grants are available immediately).

MAXIMUM AMOUNT OF GRANT IF THE APPLICATION IS SUCCESSFUL

The maximum of any grant will be **40% of the capital cost of a scheme to a maximum of £10,000**. These figures are dependant on the number of applications to be considered and the amount of Capital Grant funds available.

KEEPING YOU INFORMED

- Applicants will be notified by letter as soon as practicable once a decision has been taken by the Grants Task Group in January/February or June/July.
- The Council does not enter into negotiation on the award or level of grants once a decision has been taken.

WHAT YOU MUST INCLUDE WITH YOUR APPLICATION

- Completed application form.
- Letter of support from the Parish/Town Council indicating their level of financial support (where the applicant is not a Parish/Town Council).
- Two years' set of accounts (where applicable).

- Up-to-date statement of accounts/bank statements.
- A copy of your organisation's Constitution and/or membership rules (where applicable).
- Your organisation's Child Protection Policy if this is appropriate in the circumstances of the application.

ANY QUERIES, CONTACT

Rupert Beswarick Asser – (01394) 444320