

# Guidance for Capital Community Grants applications

## 1. Aims of Community Grant

- 1.1 The capital Community Grants scheme awards discretionary grants to support a range of voluntary and community organisations to improve community facilities that directly benefit local people. The grant should support the Council's priorities and objectives in our Corporate Plan, see [newforest.gov.uk/corporateplan](http://newforest.gov.uk/corporateplan) and directly benefit the people of the New Forest District Council area.

## 2. Who can apply?

- 2.1 The following groups are eligible to apply:

- Community, voluntary and registered charitable organisations
- Not-for-profit groups that are properly constituted

## 3. What is not funded?

- 3.1 Community grants will not fund the following:

- Individuals or an item or project that mainly benefits an individual
- Projects from private companies, profit-making or trading organisations, or business enterprises
- Party political activities
- Religious worship or observance; or works to buildings or grounds that are used solely by a religious organisation
- Projects from educational establishments
- Any activity or project that takes place or is started before the grant has been confirmed by the Council
- Any organisation that is in poor financial health and may be unable to deliver the service
- Projects located outside of the New Forest District Council area
- Any costs incurred when putting together the application or before confirmation of grant
- Construction projects where the necessary ownership or leasing arrangements are not already in place
- Any project where any necessary formal consents, including any planning permissions, have not been obtained
- Projects or costs where there is a statutory duty to provide them have not been obtained
- Projects where there are already well established funding routes that have not been explored.

- 3.2 Organisations delivering services aimed at children, young people or vulnerable

adults will need to demonstrate to the Council that they have suitable safeguarding policies and appropriate checks in place.

#### **4. Applications**

- 4.1 Applications will be made online, and applicants can provide additional information to support their application.
- 4.2 The Council will award a grant of up to 50% of the total cost of the project and the maximum grant that can be applied for is £25,000. Applicants must have secured a minimum of 50% of the funding for any project before making an application and can demonstrate that other applications for funding have been fully explored and made.
- 4.3 All buildings, land and equipment that are subject to a grant must be fully insured on the basis of full replacement cost. Evidence may need to be provided that suitable policies of insurance are in place before any payment is made.
- 4.4 No part of the balance of the cost of construction projects can be raised by means of a mortgage secured on the facility without the previous written consent of the Council having been obtained.
- 4.5 The application form must be completed in full, and all supporting information must be provided.

#### **5. The Process**

- 5.1 Once the application deadline has passed the Council's officers will assess each application to make sure that it meets the eligibility criteria and that it will provide positive benefits to local people. Only those applications which pass this initial assessment will progress to the next stage whereby each application will be scored against a matrix. This will consider a number of factors, including, but not limited to:
  - how well the application supports the Council's priorities and our services
  - evidence that the application is required and the extent to which it meets a community need without duplicating services
  - the efforts to secure alternative funding
  - the long-term benefits of the application
  - value for money
- 5.2 The next stage is that applications that meet the criteria will be discussed and considered by the Community Grants Task and Finish Group who will make their recommendations to the Housing and Communities Overview and Scrutiny Panel
- 5.3 The Housing and Communities Overview and Scrutiny Panel will consider the recommendation and recommend to the Cabinet, who will determine final awards at their meeting in February. Applicants will be notified of the decision on their grant following this meeting by email, with a link to the report.

#### **6. Payment of grants**

- 6.1 A funding agreement will be agreed with the successful applicants outlining the expectations and conditions of award. Grant claims will be paid in arrears, by BACS, on submission of a fully completed grant claim form and supporting evidence of expenditure

and relevant documentation, for example evidence of planning sign-off or building regulation approval and invoices. Requests for staged payments must be agreed in advance.

- 6.2 If the project has been delayed as a result of matters outside of the applicant's control, the applicant may apply again under the Community Grants process.

## **7. After the grant has been awarded**

- 7.1 All successful applicants are required to sign a formal Grant Offer Letter for the delivery of the project or service, as described in their application form. **The project must not be started until this Grant Offer Letter has been completed.** Applicants must:

- only use the grant for that purpose, and for no other purpose whatsoever. Successful applicants will need to prove that the grant is being used for the purpose that has been agreed and provide evidence of expenditure, such as invoices and receipts.
- notify the Council of any delay which may result in the project being completed later than that given date. An extension of the completion date is not guaranteed and will depend on the availability of funding.
- allow the council to inspect the project and your organisation's records, with notice
- provide, if requested, monitoring reports and/or give updates on progress against outputs and outcomes, during the project.

## **8. After the completion of the project**

- 8.1 The applicant will send the Council an appraisal of whether the key objectives have been met.
- 8.2 If the grant is not used for the specified purpose, for whatever reason, it must be returned to the Council within 2 years of the decision to award the grant.
- 8.3 Applicants must not sell or otherwise dispose of the facility, equipment or items purchased through the grant within 3 years of the date on which the grant is paid. In the event of such disposal an appropriate proportion of the proceeds, equal to the proportion of the original cost met by the Council's grant, must be surrendered to the Council.

## **9. Publicity**

- 9.1 Organisations receiving a community grant from the Council will acknowledge the community grant in any publicity to ensure the Council's support is recognised and will be issued with information to support this and adhere to.