

## COMMUNITY SERVICES CAPITAL GRANTS PROGRAMME

### GUIDANCE NOTES

#### 1. Who is eligible to apply?

Parish councils, village hall committees, sports clubs, arts groups, youth groups and any other community groups that are based within South Cambridgeshire, have a constitution, are non profit making, are open to all and have a strong focus on community benefit.

The application should come from the organisation with legal ownership or long-term tenure of the facility or land in question and should have day-to day responsibility for the building or land in question.

#### 2. What capital grants are available?

The Council has 5 grant aid schemes within its overall Community Services Capital Grants Programme. These are:

- Community Facility Grants (Appendix B1)
- Play Facility Grants (Appendix B2)
- Village Sports Facility Grants (Appendix B3)
- Youth Sport Initiative Grants (Appendix B4)
- Arts Capital Grants (Appendix B5)

Details about the type of projects that are eligible for each scheme are provided as 5 appendices to this guidance note. The appendices also provide more detailed information about what projects might be eligible and what you need to do.

As a potential applicant you should read both this guidance note and also the appendices attached to identify which scheme your organisation is eligible to apply for. The contact details for each scheme are also provided.

#### 3. Time scale and decision making process

Applicants should always contact the named officer/s for pre-application advice, before completing the application form and starting to compile information. A site visit may be required and the officer will provide pre-application advice where possible.

Capital grant applications are considered throughout the year and can be submitted to the Council at any time. Depending on the level of grant being requested, the decision-making process and timescale varies and will of course be subject to officers receiving all the necessary information from applicants.

1	Small Grants £5,000 and under	Officer decision based on SCDC policy	Timescale (subject to all information being made available to Officers) approximately 8 weeks.
2	Medium sized Grants £5,000 - £50,000	Community Development Portfolio Holder (PFH) decision based on SCDC policy	Decisions to be authorised by the PFH at meetings held approximately every two months. Decision subject to a 5 day call-in period involving other elected Members of the Council

3	Large Grants over £50,000	Cabinet decision based on SCDC policy, following a recommendation from the PFH.	Cabinet meets every month however the request must firstly be considered by the PFH at the two monthly meetings. There is no call-in period for cabinet decisions.
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Following any necessary call-in period you will receive confirmation of the Councils decision in the form of a letter which will also outline the Councils grant conditions. You may contact us at any time during the decision making process for a verbal update.

These conditions will include a timescale for claiming the grant as follows:

- Your project should commence within 18 months of receiving the offer letter.
- The grant should be claimed in full within 3 years

Written requests to extend these timescales will be considered by officers as your projects moves towards its delivery or construction phase, however justification for this will be required.

Please note that for all capital projects involving SCDC grants of £10,000 and over, the grant recipient will be expected to organise an official opening ceremony and invite the appropriate Elected Members. Further advise will be provided as part of a grant offer letter.

#### 4. How to apply

The Council now keeps a register of potential or pending projects. All projects must be registered as early as possible, by contacting Joseph Minutolo on 01954 713359, email [joseph.minutolo@scambs.gov.uk](mailto:joseph.minutolo@scambs.gov.uk).

Application packs are also available either electronically or by post by Joseph Minutolo or by contacting the specialist officer named in the appendix.

Applicants should always contact the specialist officer named in the appendices before completing the application form and starting to compile information. A site visit may be required and the Officer will provide pre-application advice where possible.

The application pack includes an application form including a check list for other information required; in addition there is a Parish Council Consultation form which must be completed and signed by the Chairman or his/her representative on behalf of the Parish Council in which your project is located. This should be submitted with your application form. SCDC takes the views of Parish Councils very seriously and expects the local Parish Council to contribute financially towards all capital projects.

#### 5. Access Standards

Projects must offer equal access to all and provide the opportunity for increased levels of community activity.

Applicants must submit an Access and Equality Statement confirming that the facility will be open and accessible to all regardless of disability, age, gender, ethnicity and cultural background.

The only exception to this will be youth facilities that are provided specifically to meet the needs of young people and may not be equally available to adult groups.

This statement may be based on the sample Access and Equality Statement provided with these guidelines and should be signed.

## 6. Health and Safety Requirements

The Council has a statutory duty to ensure it considers child protection in all its services and activities. As such community groups receiving SCDC capital grant aid must also ensure that child protection measures are in place. Where facilities are used by children and youth groups aged 0-18 years, applicants are asked to submit copies of their Child Protection Policy, which will normally be linked to booking/ letting policy and process. This will ensure that adults working with children and young people at the facility are Criminal Record Bureau (CRB) checked. This might include an “enhanced” check for those working directly with children or a “standard” for people with less direct and prolonged access to children. Further information is available from the CRB Website.

Applicants may wish to use a sample Child Protection Policy provided with these guidelines or provide evidence of a commitment to the child protection policy of a national body to which your organisation relates.

In addition applicants must submit a Health and Safety Statement outlining amongst other things the process for undertaking risk assessments and health and safety processes in response to legislation. Applicants will also be asked to provide a copy of their insurance cover, including public liability.

## 7. Sustainable design and construction

Applicants are strongly encouraged to consider the following guiding principles when designing or extending a facility, even where it means a potentially higher initial cost:-

- Minimise the consumption of energy either through high energy efficiency and/or the use of renewable energy supplies e.g photovoltaic rooftiles, solar water heating systems, passive solar heating design. Refer to the Energy Savings Trust (*and other orgs to be added*)
- Design into the building system areas for storage of waste for recycling that encourages the separation of waste.
- Minimise the consumption of water where possible and consider the use of grey water recycling systems as part of the overall water flow system.
- Consider the purchase of any timber in line with South Cambs District Council’s Purchasing Policy that encourages timber products that have been certified by the Forest Stewardship Council. Further information and details of suppliers and contractors for a wide range of products is available on request.
- Use local suppliers where possible.

## 8. Loans

The Council does not provide loans and grants will not be awarded retrospectively. Please contact us as early as possible.

## 9. Other sources of funding

The Council expects you to explore and exhaust all other sources of funding for your project and to provide us with information about what funds you have raised and what other sources of funding you are/have explored.

The Council has developed a very helpful Funding Toolkit which you can find on our website [www.scambs.gov.uk](http://www.scambs.gov.uk) under Community Development.

The Council expects the applicant to find at least 10% of the total cost themselves.

## 10. Quotations and Accounts

You are expected to seek 3 quotations for the work in question, no more than 3 months old, and copies of these must be attached to your application. Applications must also include a copy of your most recent financial accounts

## 11. Further information we need

All submissions must include some proof of local consultation and a check-list for this is provided at the back of this form. We particularly encourage villages to undertake a Parish Plan but if this is not possible then consultation should be as wide and as inclusive as possible.

In particular you must consult fully with residents who are likely to be most affected by any new or improved facility or structure and we suggest you discuss your plans with all people living within 100m of the site, as well as wider consultation. The latter is the case regardless of whether Planning Permission is required or not.

Larger projects and those looking for grant aid of £30,000 or more from the Council will require a business plan showing how the facility will be managed, pricing policy and how it will be maintained into the future.

Further information will also be required that is specific to each different grant aid scheme and this is outlined in appendices 1-5.

## 12. Payment of grant awards

Once awarded, grants can be claimed in instalments, on completion of part or all of the work. Each claim for funding will require proof that work has been completed to the cost; this may be in the form of copies of architects certificates or construction invoices (do not send us the original)

However, for smaller projects, where our SCDC grant is for £5,000 or less, we expect to pay in one instalment only, on completion of the project.

The Council will retain 10% total grant award for completion and "sign off" by a Council Building Control Officer. This is in addition to any Building Control inspection required as part of the building project. Where SCDC grants are for £5,000 or less we expect this to happen before payment is released.

## 13 Level of grant awards available

When considering capital grant applications, the Council will take into account the level of previous SCDC capital grants to the village concerned and also the range of facilities available in the village.

The Council will consider awarding grants for between 15-50% total project costs.

No grants will be for more than 50% total costs and SCDC awards will normally be for 25% - 35% total cost. If appropriate, applicants may return to the Council for a further "top up" award if they can provide evidence that all sources of funding have been exhausted.

For more detailed information of the levels of funding available please refer to appendices 1-5. Some larger schemes have a maximum grant award or ceiling which officers can advise on.