

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL NEW COMMUNITIES CAPITAL GRANTS PROGRAMME

GUIDANCE NOTES 2010/11

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 (minimum 25 years) 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 Sustainable Communities Capital Grants Programme. The total available 2010/11 budget allocations for which are as follows (i.e. to fund all successful grant applications for the financial year April 2010 to March 2011):

• Community Facility Grants	(Appendix B1)	} £100,000
• Play Facility Grants	(Appendix B2)	
• Village Sports Facility Grants	(Appendix B3)	} £100,000
• Youth Sport Initiative Grants	(Appendix B4)	
• Arts Capital Grants	(Appendix B5)	£40,000

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.

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.

Council will consider awarding grants to a maximum of 50% of the total project costs, with a maximum grant award of £40,000.

No grants will be for more than 50% total costs and SCDC awards will normally be for 25% - 35% of the total scheme cost. The maximum grant award will be £40,000. Applicants may

return to the Council for a further “top up” award so long as the total grant for the scheme does not exceed £40,000, and, if they can provide evidence that all other sources of funding have been exhausted.

Successful applicants should be aware that it is not always possible to offer the full grant sum applied for.

3. How to apply and the application process

Applicants should always contact the Sustainable Communities Resource Officer (by phone on 01954 713359 or by e-mail to sustainablecommunities.grants@scambs.gov.uk) to register a grant application enquiry and request the necessary application pack. The Resource Officer will assist with the application process. This may include a site visit and access to a specialist officer to provide specific pre-application advice.

Capital grant applications can be submitted at any time throughout the year. In normal circumstances, the applications will be batched twice a year and a report outlining the recommended awards will be written by Officers. This report will be presented to the Portfolio Holder at his/her last meeting in September and last meeting in February for decision. The Sustainable Communities Resource Officer will be able to advise on the precise date of these meetings as any fully completed application will need to be received at least 2 weeks before these dates to be eligible for consideration.

In emergency circumstances the Council may consider applications outside of this standard biannual framework. The Sustainable Communities Resource Officer should again be the first point of contact for applicants in any such instances.

The application pack includes 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.

A Local Consultation Form must also be completed and submitted as part of the application. This is to demonstrate that the project has the support of the local residents and that their views have been actively sought.

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

4. What happens after your application has been considered

Following any necessary call-in period (as part of the Council’s internal democratic processes) you will receive confirmation of the Council’s decision in the form of a letter. Should you have been successful, this will also outline the Council’s grant conditions. You may contact us at any time during the decision-making process for a verbal update.

The grant conditions will include a timescale for claiming the monies made available 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 project 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. It will be expected that a commemorative plaque, provided by SCDC, be placed on a prominent aspect of the building. Further advice will be provided as part of a grant offer letter.

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 guidance notes and must be signed.

6. Child Protection

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 may be linked to booking/ letting policy and process). This will ensure that adults working with children and young people at the facility are checked through the Criminal Record Bureau (CRB). 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 sign up to The South Cambs District Council Child Protection Policy and a ‘Designated Person’ will need to be assigned. This person will be the contact for all Child Protection matters.

Alternatively, the applicant may wish to provide evidence of a commitment to the child protection policy of a national body to which your organisation relates.

7. Health and Safety

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.

8. Taking account of climate change

The Council is committed to tackling the climate change agenda through both reducing South Cambridgeshire greenhouse gas emissions and ensuring that it is taking steps to adapt to the effects of a changing climate.

To this end, applicants must:

a) ensure that their application includes an assessment of the anticipated greenhouse gas emissions arising as a consequence of the project (often referred to as its 'carbon footprint'), both during implementation and its longer term legacy, and the measures that have been incorporated to minimise these emissions.

b) assess the vulnerability of the project outputs to the impacts of future changes in climate (e.g. intense surface water run-off, drought, water shortages, heatwaves) and take steps to reduce this vulnerability.

The clear identification and costing of such measures must be included within the application.

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 under Sustainable Communities.

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 checklist for this is provided in the Appendices to this guidance. The 'Parish Planning' process is an excellent means of facilitating such consultation and we particularly encourage villages to undertake such an exercise (the Council is able to offer specific advice in this area). Where a Parish Plan has been drafted it should be appropriately referenced as evidence of need for the proposed project. If such a reference cannot be made or a Parish Planning process is not presently possible then consultation should be as wide and as inclusive as possible.

In particular you must consult fully with those 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 at least 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 £20,000 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 as is outlined in appendices B1-B5.

12. Payment of grant awards

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

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% of the total grant award until formal completion and "sign off" by the Sustainable Communities Resource Officer. This is in addition to any Building Control inspection required as part of a building project.