

**GUIDELINES FOR THE CONSIDERATION OF
APPLICATIONS FOR FINANCIAL ASSISTANCE**

The Council will apply the following guidelines when considering an application for financial assistance:-

1. The usual criteria for grant applications will be applied to all applications whether for ongoing revenue funding or for a one-off capital project.

One-off Capital Projects

2. The Council will continue its current policy for one-off capital projects of a repair/renewal nature and therefore will not fund greater than 50% of the costs of the proposed works.
3. The Council will not fund items which the groups should provide for an on-going basis and all groups should ensure that a programme of replacement/renewal has been implemented.

On-Going Revenue Funding

4. The Council will only approve a maximum grant of 85% of the total general running and administration costs except in those circumstances where there is no scope for alternative funding.
5. Increases in running and salary costs will not be provided for within the grant.
6. All organisations receiving grant aid will be required to publicise the support of the Council in all their documentation and publicity material.

The Council will apply the following criteria when considering an application for financial assistance.

GENERAL

The Council will apply the following criteria when considering an application for financial assistance:

- (i) Only projects designed to meet purely local needs or which demonstrably provide significant benefit to the local community will be considered. Organisations must operate on a non-profit distributing basis.
- (ii) The Council will target its support to those organisations that contribute towards the achievement of its general priorities and objectives and, more specifically, those set out in the Community Strategy.
- (iii) Grants will not normally be awarded for projects designed purely for places of worship. Consideration will, however, be given to applications for assistance towards Church Halls and other Community Halls where use and/or hiring is open to all.
- (iv) In considering any application, the Council will have regard to existing facilities/projects of a similar nature designed to meet the same needs.
- (v) In deciding upon the appropriate level of support, the Council will have regard to other sources of income available to your Organisation.
- (vi) In submitting an application, the Organisation must provide evidence that it has adopted a constitution and that a properly constituted committee of management has been appointed.
- (vii) The Council must be satisfied that the applicant has the necessary expertise and resources to see the project through to successful completion.
- (viii) Grants will not be made in respect of projects on which work has already started, or in lieu of expenditure to which applicants are already committed.
- (ix) Grants will be paid in stages in arrears. Clear evidence of expenditure incurred must be provided, before payments are made.

- (x) Any grant approved will be subject to certain conditions which must be satisfied before payment is made. The applicant must indicate acceptance of such conditions when any offer of a grant is made. For details of conditions see "If an application is approved".
- (xi) All Organisations will be required to submit accounts for any year in which a grant has been paid. The accounts should be independently examined.
- (xii) Organisations will be required to provide details of performance against targets set.
- (xiii) Membership of the Organisation making the application should be open to all, with no application for membership being refused on anything other than reasonable grounds.
- (xiv) Applicants who have received a grant in the past are advised that this does not guarantee any future commitment by the Council.

CAPITAL GRANTS

In addition to the above, the following criteria will also be applied to applications for grants of a capital nature, such as the purchase of equipment, building costs etc.:

- (i) The level of grant aid by the Council will not normally exceed 50% of the approved cost of any capital project. Ad hoc grants for other purposes are at the discretion of the Council.
- (ii) Members of the public not belonging to the Organisation should have some use of, or benefit from, the facility.
- (iii) Premises in respect of which a grant is given, should be secured for a period of not less than 28 years for recreational or community purposes. Sites for land and buildings should be secured for not less than 60 years.
- (iv) Grants will not be made:-
 - For any project on which work has started, or any project on which the Organisation has committed itself by purchase, or other agreement, before an offer of grant aid.
 - For the acquisition of land or any building in excess of the price certified by the Borough Valuer, or in respect of new buildings in excess of the likely cost estimated by the Council's Building Services Section.
 - For the development of a site which is not held freehold or under long lease.
- (v) The Council must be satisfied that adequate technical advice has been obtained.
- (vi) Preliminary drawings and at least two written estimates must be submitted with the application.
- (vii) Applicants should consider:-
 - Whether the proposal helps to maintain balanced provision in an area - taking account of population and the nearest local facilities;
 - Whether maximum use of the facility is proposed; and
 - Whether the provision of the facilities will enable the Organisation to maintain or increase the interests of the community as a result of the grant.

PERFORMANCE REVIEW

All applicants are required to provide details of how the success of a project will be measured.

The objective of this is to:-

- (i) satisfy the Council that the organisation is clear about what it intends to achieve;
- (ii) ensure that a proper timetable for completion/development of a project has been set;
- (iii) ensure that the project is related to the needs it aims to meet;
- (iv) provide targets against which the project can be developed.

It is intended that the organisation will gain benefit from this process as well as the Council. The information provided will be used by the Council to monitor the effectiveness of a project; it will also assist in assessing further applications from organisations in future years.

In providing targets organisations should be realistic. Targets should not be designed to impress, neither should they be artificially low. If achievement falls below the target and there is a reasonable explanation for this, this will not prejudice an application.