

South East Area Committee



Report of Head of Corporate Strategy

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To: South East Area Committee

DATE: Tuesday 26 November 2013

Capital Community Grants

Recommendation

That the committee approves the officer recommendations for the five capital community grant applications referred to in paragraph 5 of the report.

Purpose of Report

1. The purpose of this report is for the committee to consider the officer recommendations for the five applications received.

Strategic Objectives

2. The council has a corporate priority to offer support to local communities by offering grants to voluntary and community organisations who are delivering projects and services that support it's own objectives or those in need.

Background

3. The committee's budget for 2013/14 is £36,658 (inclusive of the £6,754 carried forward from 2012/13). The committee awarded £14,808 in April 2013 during the first round of funding. The remaining balance available in this round of funding is therefore **£23,840** (this includes £1,990 returned to the budget from completed 2012/13 projects that under spent).
 4. The capital community grant scheme (round 2) opened on 5 July 2013 and closed on 30 September 2013.
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5. Officers received five valid applications requesting a total of £15,608, a summary of these is shown below and an officer appraisal for each application is attached at appendix one of this report.

ref:	organisation	project	project cost	total score	amount requested	officer recommendation
1130	Chilton Parish Council	better users' facilities project b	£24,587	120	£5,000	£5,000
1181	Steventon Sports & Social Club	re-wiring project	£7,995	110	£3,997	£3,997
1183	The October Club, Wantage	refurbishment of the toilets	£9,563	100	£4,781	£4,781
1187	Hanney Pre School	security upgrade	£1,232	100	£616	£616
1178	Headway Oxfordshire *	to extend existing facilities	£82,100	120	£1,195	£1,195
		Total	£43,414		£15,608	£15,608

* The total requested for Headway Oxfordshire is £4,778 which has been divided equally between all four area committees for consideration.

6. Officers used a scoring system¹ to help in evaluating each application. The scoring system is a fair and transparent way of evaluating applications. Details of the scoring system approved by the cabinet member for grants are attached at appendix two.
7. The grant officer has not received any consultation comments from councillors in advance of the committee meeting.
8. The recommendations from officers for all capital community grant applications are based on the scoring criteria shown below.

Approved scoring criteria	
Total points score	
100 to 140	officers recommend the project is a funding priority
80 to 99	officers recommend the project receives some funding
79 or less	officers recommend the project does not receive funding

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Implications

9. The council can only award funding towards projects that meet its budgetary and audit requirements for capital expenditure. Any revenue costs included in applications have been removed from the amount requested and the figures revised. Award recommendations will be made on the capital expenditure only.
10. Any remaining balances that are not allocated during this round of funding will be carried forward to 2014/15.

¹ The cabinet member for grants approved the scoring system on 2 July 2012

Legal Implications

11. In July 2012 the Leader of the Council delegated authority to the four area committees to determine capital community grant applications and to the head of corporate strategy in consultation with the chair of the relevant area committee to determine grant awards of up to £1,000.

Risks

12. There are no risk implications arising from this report.

Conclusion

13. The South East Area Committee is requested to consider and determine the five grant applications received.

Appendix 1 Vale Capital Community Grants Officer Evaluation

ref no.	organisation	scheme	scheme cost £	amount requested £	% total project cost requested	broadening the range	community participation	meeting local need	community benefit	viability	score	recommended award	recommended award % of total project cost	
1130	Chilton Parish Council	better users' facilities project b	£24,587	£5,000	20.34%	15	15	15	15	60	120	£5,000	20.34%	
1181	Steventon Sports & Social Club	re-wiring project	£7,995	£3,997	49.99%	15	10	10	15	60	110	£3,997	49.99%	
1183	The October Club - Alzheimer's Day Care Centre	refurbishment of the toilets	£9,563	£4,781	49.99%	10	10	10	10	60	100	£4,781	49.99%	
1187	Hanney Pre-School	security upgrade	£1,232	£616	50.00%	10	10	10	10	60	100	£616	50.00%	
1178	Headway Oxfordshire	to extend existing facilities	£82,100	£1,195	1.46%	15	15	15	15	60	120	£1,195	1.46%	
			Total req	£15,589						Total	£15,589			
			Budget	£23,840						Budget	£23,840			
			Over/under spend	£8,251						Remainder	£8,251			
100 to 140		funding priority												
80 to 99		some funding												
79 or less		no funding												

Vale Capital Community Grants Officer Evaluation

1130			
Chilton Parish Council			
Better users' facilities project B			
Improvement of facilities for users of Chilton Village Hall by (a) providing 3rd party funding element to enable and progress already-won TOE2 grant for energy efficiency measures in new small hall, toilets & lobby (b) upgrading kitchen to cope with much-increased usage by more/larger community user groups from our soon-to-be 80% larger village			
<p>Grant officer comments and recommendation:</p> <p>The application scored well in all areas and is recommended for full funding.</p> <p>The application includes third party funding of £1,173 payable to Grundon Waste Management as part of a TOE2 grant awarded towards this project. The balance of £3,827 will be used to help fund the kitchen improvements.</p> <p>This project (Better Facilities project B) was awarded £2,075 towards projection and staging equipment in February 2013.</p> <p>The parish council own the building and will be responsible for the works to the fabric of the hall including the work covered by this application. The previous award was made to the Village Hall Committee who is responsible for purchasing equipment etc for the hall.</p>	Recommended award	£5,000	
	Recommended %	20.34%	
	Amount requested	£5,000	
	% requested	20.34%	
	Total project cost	£24,587	
	Organisation's contribution	£3,000	
	Organisation's closing balance at year end	£15,201	
	Town or parish contribution	see organisation contribution	
	Other secured funding	£13,827	
Project Information			
1	How will your project broaden the range of activities/facilities on offer to the community?		
	Energy efficient new hall, toilets and lobby area plus an extended kitchen will complement the existing main hall and permit two classes/groups to use the premises at the same time so as to meet anticipated high weekday demand for hall space. This is already at a premium with users from the existing village. The improvements are specifically designed to encourage integration of Chilton Field residents by enabling larger social functions (visiting GNO theatre, dances/discos/quizzes).	Score	15/20
2	How did you consult with the local community?		
	By discussion via our VH Management Committee with existing user groups + other village residents at Hall Improvement public consultation event evenings (info appended). Our consultation process followed the ORCC model. We also factored in requests from the 13 community groups regularly using our busy Hall, including Adult Leisure Art Group, Tai Chi, Bowls Club, Country Dance Club, Evergreens, Scout/Cub/Beaver Troops, Zumba Classes, WI, Toddler Group, Sunday School & a Saturday Art Class.	Score	15/20
3	How do you know that the community need this project?		
	Both village residents and user groups identified inadequate toilet and kitchen facilities as shortcomings to the existing hall. They also voted by 3-to-1 for a second small hall. This will be needed to flexibly accommodate greater hall demand that will result from the 80% increase in village population from the new Chilton Field development presently under construction.	Score	15 /20

4	Who will benefit from your project?		
	Initially the improved facilities will benefit all our existing user groups but especially those with older members e.g. WI, Evergreens, Country Dance Club, Art Classes(2), Zumba Gold, Tai Chi classes, Wives Group. But also, as the new second hall will share the facilities, this will enable two groups to use the premises at the same time, permitting both larger attendances at existing classes and the opportunity for new leisure clubs/activities in a more flexible arrangement of community space.	Score	15 /20
Project Viability			
1	How is your project reasonable and appropriate for the area?		
	The Hall is at present the only lay community building in the parish (population c.1000) & it is vital, with the 80% increase in Chilton's population resulting from the large residential development currently under construction, to use all such premises as tools to stimulate community integration.		
2	How does your project deliver best value for money?		
	The PC is using professional input (architect, quantity surveyor, M & E consultant, structural engineer etc) to work up and cost the VH improvement project and as our cost plan is regularly updated to reflect the evolution of the design, we are confident that it is both realistic and achievable.		
3	Is your project likely to secure full funding and progress within 12 months?		
	Yes. Financially, the S106 funding held on our behalf by VWHDC is ready for transfer and several of the other grants are secured. Planning-wise, the project design is now well advanced and approaching contract tender stage with both planning and building regulations approvals in place.		
4	How will your organisation be able to manage the project now and in the future?		
	The Hall is managed on a day to day basis by an efficient volunteer management committee-see www.chiltonvillagehall.co.uk . The VHMC subcommittee will continue to do this after the Hall improvement works are completed.	Score	60 /60
Officer scoring point system:		Total Score	120/140
100 to 140 – officers recommend that the project is a funding priority			
80 to 99 – officers recommend that the project receives some funding			
79 or less – officers recommend that the project does not receive funding			

Vale Capital Community Grants Officer Evaluation

1181		
Steventon Sports & Social Club		
Re-wiring project and energy efficient lighting		
The current facilities were opened in 1969 and in need of upgrading to modern standards. Re-wiring of the facility and installation of energy efficient lighting is essential		
<p>Grant officer comments and recommendation:</p> <p>The application scored well in the broadening the range, community benefit and viability areas and moderately in the local need and consultation area.</p> <p>Broadening the range - improving the wiring will make the building safer and more energy efficient. While this may not increase the range of activities/facilities on offer at the club. They intend to use savings for improved electrics to fund future projects like improving the changing facilities.</p> <p>Consultation and local need - Minimal evidence was provided or referred to in the application.</p> <p>The application has scored sufficient points to be considered for full funding.</p>	Recommended award	£3,997
	Recommended %	49.99%
	Amount requested	£3,997
	% requested	49.99%
	Total project cost	£7,995
	Organisation's contribution	£3,998
	Organisation's closing balance at year end	£28,713 (31,339 cash at bank)
	Town or parish contribution	£0
	Other secured funding	£0
Project Information		
1	How will your project broaden the range of activities/facilities on offer to the community?	
	Re-wiring and providing a safe venue is stage 1 in up-grading the facilities for increase in usage of the facilities by: Setting up of a range of activities for young people; Encouraging the setting up of women teams; Participation of local school(s); Staging/hosting of County sports events which at present are precluded because of the condition of the existing facilities.	Score 15/20
2	How did you consult with the local community?	
	The village green provides the centre of attraction in the village. The Sports and Social Club has the full support of the Parish Council and local Primary School and village residents. This will continue by: Sustaining the current sports teams (football and cricket); Encouragement, involvement and setting up of youth sporting activities; Encouragement, involvement and setting up of women sporting activities; Village sports day.	Score 10/20
3	How do you know that the community need this project?	
	The current facilities were opened in 1969. Over time general maintenance and modifications have been undertaken in an "ad hoc" fashion with the result that there are inherent safety risks primarily re-wiring is therefore urgently required.	Score 10/20
4	Who will benefit from your project?	
	The village green provides the centre of attraction in the village. The Sports and Social Club has the full support of the Parish Council and local Primary School and village residents. This will continue by: Sustaining the current sports teams (football and cricket); Encouragement, involvement and setting up of youth sporting activities; Encouragement, involvement and setting up of women sporting activities; Village sports day.	Score 15/20

Project Viability		
1	How is your project reasonable and appropriate for the area?	
	The Sports and Social Club provides a hub for village activities. Without the sports pavilion there will be a great loss to community life.	
2	How does your project deliver best value for money?	
	Re- wiring and use of energy efficient lighting/systems will reduce utility bills. Money save can be put towards the next stage of upgrading the changing facilities and provision for disabled toilets.	
3	Is your project likely to secure full funding and progress within 12 months?	
	Yes. If application unsuccessful then we will have to use our reserve account money to make the facilities safe. This will then put back re-furbishment plans.	
4	How will your organisation be able to manage the project now and in the future?	
	The Sports and Social Club is run by an elected committee. The project will be managed by Dr Chris Wilding who is an experienced Project Manager.	Score 60 /60
Officer scoring point system: 100 or 140 – officers recommend that the project is a funding priority 80 or 99 – officers recommend that the project receives some funding 79 or less – officers recommend that the project does not receive funding		Total Score 110/140

Vale Capital Community Grants Officer Evaluation

1183		
The October Club - Alzheimer's Day Care Centre		
Refurbishment of the Toilets		
Refurbishment of two cloakrooms requiring repositioning of the toilets, waste and water pipes, plus installation of new WCs, basins and units, then tiling the walls and ceilings. Finally the installation of up to date equipment in one of the cloakrooms to make it suitable for the disabled.		
Grant officer comments and recommendation: The application scored moderately well in all areas and has scored sufficient points to be recommended for full funding. They have sufficient funds available to cover any gap in funding. Officers recommend that the organisation consult with the council's equalities officer before the work commences regarding the design of the disabled toilet(s).	Recommended award	£4,781
	Recommended %	49.99%
	Amount requested	£4,781
	% requested	49.99%
	Total project cost	£9,563
	Organisation's contribution	£3,000
	Organisation's closing balance at year end	£36,494
	Town or parish contribution	£0
	Other secured funding	£1,800
Project Information		
1	How will your project broaden the range of activities/facilities on offer to the community?	
	When the club is not open specifically for people suffering with Alzheimer's the facilities are available to anyone in the Community to hire. Although used by many groups, ie Camera club, Governor meetings and Rehearsal Groups the Committee needs to extend the use to help towards the building's running costs. The cloakrooms are as they were in the early 90s when the building was converted from the old Library, Although just about serviceable they are not appealing to a prospective hirer.	Score 10/20
2	How did you consult with the local community?	
	The October Club was formed in the 80's by local people to help those in the Wantage, Grove and surrounding villages area with Dementia/Alzheimer's. Although it receives a grant from Social Services to help towards the cost of the staff it is up to the Management Committee to maintain the building. There was no consultation for this particular project.	Score 10/20
3	How do you know that the community need this project?	
	The club is a vital day care centre for carers with clients/loved ones in the later stages of Alzheimer's/Dementia as it gives the carers time away to pursue other activities knowing that there loved ones are in a safe and friendly environment. If the Management Committee cannot keep the building up to acceptable standards then the centre would have to close.	Score 10/20
4	Who will benefit from your project?	
	Most of our clients are elderly and use walking frames or wheelchairs. The current position of the facilities in the main cloakroom are not totally conducive to this equipment. Likewise any disabled person hiring the club would also find it limiting.	Score 10 /20

Project Viability		
1	How is your project reasonable and appropriate for the area?	
	This project is a necessity if the Club is to continue providing a service to local people with Dementia/Alzheimer's plus it's another hall for people to hire.	
2	How does your project deliver best value for money?	
	The lowest quote is being used.	
3	Is your project likely to secure full funding and progress within 12 months?	
	Yes	
4	How will your organisation be able to manage the project now and in the future?	
	Additional hiring of the club should reduce the amount of fund raising required to maintain the running costs of the club	Score 60/60
Officer scoring point system: 100 to 140 – officers recommend that the project is a funding priority 80 to 99 – officers recommend that the project receives some funding 79 or less – officers recommend that the project does not receive funding		Total Score 100/140

Vale Capital Community Grants Officer Evaluation

1187			
Hanney Pre-school			
Security Upgrade			
Hanney Pre-school strives to offer the best care for children in our care. After a review of our facility, we are desperate to upgrade security at entrance/exit points. We want to install a new keypad entry system, self closing mechanism and intercom, therefore reducing the chance of a child leaving our setting.			
<p>Grant officer comments and recommendation:</p> <p>The application scored moderately in the broadening the range and community benefit areas as the additional security will offer more reassurance to parents leaving their children at the pre-school and safeguard the children better. The benefit will be limited to the children, families and staff attending the pre-school and not the wider community.</p> <p>The application scored moderately in the consultation and local need area as the organisation has not carried out much consultation or sought professional security advice to our knowledge.</p> <p>The project scored full marks in the viability area although only one quote for the works was provided. The application has scored sufficient points to be recommended for full funding.</p>	Recommended award	£616	
	Recommended %	50.00%	
	Amount requested	£616	
	% requested	50.00%	
	Total project cost	£1,232	
	Organisation's contribution	£616	
	Organisation's closing balance at year end	£35,961	
	Town or parish contribution	£0	
	Other secured funding	£0	
Project Information			
1	How will your project broaden the range of activities/facilities on offer to the community?		
	Ensuring the safety of children in our care is paramount. A more effective security system would allow the preschool children to play outside, safe in the knowledge that there is little room for exiting the premises without proper supervision. The added security would also benefit the foundation class at St James School as they share the outside space with our preschool children.	Score	10/20
2	How did you consult with the local community?		
	After an incident involving a preschool child, we reviewed our security at our entrance/exit points. The preschool committee decided that an upgrade would be beneficial to children, staff and parents. The preschool is situated in the grounds of St James School and security was also discussed with the head teacher at the school.	Score	10/20
3	How do you know that the community need this project?		
	The safety and welfare of our children has to always be in the forefront of our thoughts, at present we are relying on mothers, fathers, carers, closing and physically bolting the gate behind them. Human error and a lapse in concentration for a split second could result in a child leaving without the knowledge of those supervising that child, be it parent carer or staff member.	Score	10/20
4	Who will benefit from your project?		
	The children at preschool and school will benefit from a safer environment. The staff will have better control over visitors, parents and children entering and exiting the facility. The parents will benefit from an easier and safer system of security.	Score	10/20

Project Viability		
1	How is your project reasonable and appropriate for the area?	
	At present we rely on the vigilance of staff and parents to ensure the gate is fully secure. We need to reduce the risk of human error and the measures proposed should help towards achieving that.	
2	How does your project deliver best value for money?	
	To be honest we can't really put a price on the children's safety, so if needed we would implement further measures at a greater cost to ourselves. Our proposed measures are value for money and include a 10% reduction from the provider as we are a charitable organisation.	
3	Is your project likely to secure full funding and progress within 12 months?	
	Yes, ideally this project will be implemented as soon as is physically possible.	
4	How will your organisation be able to manage the project now and in the future?	
	The project is likely to take just one day to complete, with any further upgrades undertaken by the providers.	Score 60/60
	Officer scoring point system: 100 to 140 – officers recommend that the project is a funding priority 80 to 99 – officers recommend that the project receives some funding 79 or less – officers recommend that the project does not receive funding	Total Score 100/140

Vale Capital Community Grants Officer Evaluation

1178																			
Headway Oxfordshire																			
To extend existing facilities																			
Provision of additional external buildings for increased number of service users, thus reducing waiting list for placement; providing space for physio gym; dedicated meeting space for Headway groups including the Service User Group ("the Headway Voice"), the Carers Support Network, one-to-one therapy and other neurological and community groups.																			
<p>Grant officer comments and recommendation:</p> <p>The application scored well in all areas and is recommended for full funding.</p> <p>This project is the second phase of a two part expansion project to improve and expand the facility. The organisation offers support and services to people living with brain injuries across Oxfordshire at their centre based in the Vale district.</p> <p>The cash at bank the organisation reported in their 2012/13 accounts will contribute towards their general running costs (approx £325,000) and the cost of phase one of this project (approx £57,500) which will be completed before this phase begins. They have currently allocated £10,822 towards this project from their unreserved funds.</p> <p>They currently have £65,000 in pending grant applications and have sufficient funds available to cover any gap in funding.</p> <p>The application will be considered by all area committees for an equal share of the requested amount as this is service covers the whole district.</p>	<table border="1"> <tr> <td>Recommended award</td> <td>£4,778 (£1,195 per area committee)</td> </tr> <tr> <td>Recommended %</td> <td>5.82%</td> </tr> <tr> <td>Amount requested</td> <td>£4,778 (£1195 per committee)</td> </tr> <tr> <td>% requested</td> <td>5.82%</td> </tr> <tr> <td>Total project cost</td> <td>£82,100</td> </tr> <tr> <td>Organisation's contribution</td> <td>£10,822</td> </tr> <tr> <td>Organisation's closing balance at year end</td> <td>£335,328</td> </tr> <tr> <td>Town or parish contribution</td> <td>£0</td> </tr> <tr> <td>Other secured funding</td> <td>£1,500</td> </tr> </table>	Recommended award	£4,778 (£1,195 per area committee)	Recommended %	5.82%	Amount requested	£4,778 (£1195 per committee)	% requested	5.82%	Total project cost	£82,100	Organisation's contribution	£10,822	Organisation's closing balance at year end	£335,328	Town or parish contribution	£0	Other secured funding	£1,500
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	Other secured funding	£1,500																	
Project Information																			
1	How will your project broaden the range of activities/facilities on offer to the community?																		
Headway Oxfordshire provides therapies and activities to maximise abilities and encourage community reintegration after brain injury. Additional space would allow dedicated meeting space for the Carers Support Network and other neurological associations with whom we work, including the Oxfordshire Acquired Brain Injury Forum, the MS Society, the Oxfordshire Neurological Alliance and the Oxfordshire Wheel; and would allow the introduction of additional services.	<table border="1"> <tr> <td>Score</td> <td>15/20</td> </tr> </table>	Score	15/20																
Score	15/20																		
2	How did you consult with the local community?																		
Service users were consulted on the scope of existing services and therapies and to identify other activities that they thought would be interesting and useful to them. 68% of clients returned the questionnaire and of those, 82% expressed satisfaction with services provided. 73% of service users expressed a wish for additional services, including 1:1 intense therapy. A public consultation meeting was held on 25th June at the Headway Centre to present the changes to the current premises.	<table border="1"> <tr> <td>Score</td> <td>15/20</td> </tr> </table>	Score	15/20																
Score	15/20																		
3	How do you know that the community need this project?																		
Increased demand for services evidenced by increase in referrals from various sources, including Neuro Wards at the JR Hospital and the Oxford Centre for Enablement, (45% increase over past 5 years, and 12% increase during year to March 2013). We have a waiting list of potential service users, referred from various professional agencies. We are currently accepting 54 individuals within the Centre, but anticipate an increase to 65 individuals once we have increased our facilities and space.	<table border="1"> <tr> <td>Score</td> <td>15/20</td> </tr> </table>	Score	15/20																
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4	Who will benefit from your project?		
	<p>•People in Oxfordshire 18+ with acquired brain injury. HWO have 318 service users, of which 37 are from the VOWH (equates to 11.65%).</p> <p>•Families and carers of those individuals.</p> <p>•Professional and medical staff supporting people with acquired brain injury. The Community, through increased volunteering opportunities and educational /awareness of brain injury. Neurological groups, including Oxon ABI Forum, MS Society, Oxon Neurological Alliance, and Oxon Wheel, and other community groups</p>	Score	15/20
Project Viability			
1	How is your project reasonable and appropriate for the area?		
	HWO was established 1988, and has been based at the Church of the Good Shepherd in Kennington since 2002. It is an accepted part of the village, and currently works with 3 community volunteers from the VOWH. The new buildings will not impact on the character and are in keeping with the site.		
2	How does your project deliver best value for money?		
	11.64% of clients are from the VOWH – 50% attending the ARC. These figures are reflected in our funding request. A full tender process has been undertaken in line with best practise. The project will serve the local community for many years and provide additional community volunteer opportunities.		
3	Is your project likely to secure full funding and progress within 12 months?		
	Other applications are pending. We anticipate full funding will be secured, but any shortfall will be met from HWO designated reserves. HWO continues to fundraise towards this project, including on-going sponsorship from several companies and corporate firms		
4	How will your organisation be able to manage the project now and in the future?		
	Jessop & Cooke, architects, will oversee the project. HWO's Management Committee meet monthly and daily activity is under the control of the CEO. Staffing numbers are adequate and stable and, with voluntary assistance, no increase in staffing is necessary.	Score	60/60
Officer scoring point system:		Total Score	
100 to 140 – officers recommend that the project is a funding priority			
80 to 99 – officers recommend that the project receives some funding			
79 or less – officers recommend that the project does not receive funding			120/140

Appendix 3

Capital Grant Policy and Procedure (revised April 2012)



Introduction

The council has a corporate objective to support local communities and their representative bodies to create opportunities to localise service delivery. It aims to offer grants to voluntary and community organisations who are delivering projects and services that support the council's own corporate objectives or those in need.

The council has a recurring annual capital allocation of £100,000 in its capital programme funded from its capital receipts reserve to offer in capital grants to local community projects.

The scoring criteria and policy and procedure rules will be determined from time to time by the cabinet. Details of the application procedure will be included in the application forms held by the head of corporate strategy.

What type of project will the scheme fund?

The council seeks to support a variety of community initiatives. Applications for funding towards a wide variety of different community projects can be made. Only capital expenditure, such as spending on buildings, extensions or equipment will be considered under this scheme. Repairs and maintenance work does not fall within capital expenditure. Applications for revenue funding to cover such things as salary costs, heating or rent cannot be considered under this scheme. Retrospective projects will not be considered.

Who can apply to the scheme?

Any constituted community-based organisation, including not for profit businesses, parish and town councils, may apply. The council will not fund large public sector bodies, such as Oxfordshire County Council or Primary Care Trusts.

The council is committed to promoting equality and diversity and welcomes applications from all sectors of the community, regardless of race, gender, disability, sexual orientation, age, status, religion or belief.

Schemes initiated by Area Committees

As well as receiving applications from eligible groups, Area Committees may also choose to initiate their own projects. Each area would have to fund its own projects from its overall budget and any consultants costs would have to be drawn from the same budget.

What is the maximum award from the scheme?

In most cases any grant awarded by the scheme will be up to 50 per cent of the total cost of the project capped to a maximum of £5,000 for any individual project. All grant awards will be offered as a percentage of the total cost of the project, capped with a maximum grant amount. In this way, the council will share 50% of any saving if a project under spends, but does not share the cost if the project overspends.

Scheme eligibility criteria

Applications will normally be considered if organisations/projects meet the following eligibility criteria:

- are a properly constituted charitable or non profit making organisation
- has secured all appropriate planning and listed building consents
- provides two years audited accounts (six months of bank statements for new organisations)
- provides a minimum of two quotations for all work, equipment and fees relating to the costs of the project
- the project has not already commenced

Opening and closing dates

The scheme will generally have one funding round each year; subject to budget availability a second round will be held. The first round will open for applications in July (unless an election has taken place when it will be September) each year and close at the end of September). Decisions will generally be made by the end of November.

If a second round is required it will generally open for applications in October each year and close at the end of December and decisions will be made in February.

Decision making

Grant applications will be determined by the relevant area committee; Abingdon, South East, North East and West. The area committees will meet in November and February (if required) each year.

Allocation of budgets to area committees

The funds will be allocated to each committee as follows:

- for each parish within the area committee's boundary excluding Abingdon, Faringdon and Wantage: £500
- for Abingdon, Faringdon and Wantage: £500 per district councillor, noting that for Faringdon only two of the three councillors are included reflecting that it is a mixed urban/rural ward
- £0.60 per elector, using the June 2012 electorate figures.

Area	Abingdon	North East	South East	West	Total
Parishes (exc towns)	3	15	23	25	
Cllrs per town	14	0	5	2*	
Electors	30024	21553	26507	16672	94756
£500 per parish/cllr	£ 8,500.00	£ 7,500.00	£14,000.00	£13,500.00	
60p per elector	£18,014.40	£12,931.80	£15,904.20	£10,003.20	
Total	£26,514.40	£20,431.80	£29,904.20	£23,503.20	£100,353.60
Percentage	26.4%	20.4%	29.8%	23.4%	

* noting that the Faringdon and Coxwells ward is a mix of urban and rural (2 councillors are allocated to the town in this formula).

Delegated decisions

The head of corporate strategy will make decisions on awards for grants from the scheme of between £1 and up to a maximum of £1,000 in consultation with the relevant area committee chairman (if required) in all instances the scoring criteria will be applied. Any project that fails or which cannot meet the grant conditions will not receive its grant award and the grant will be cancelled. These decisions will be taken by the head of corporate strategy. The funds will be available to award grants to other applicants. The head of corporate strategy will also determine any requests for extensions of time when a grant is due to expire.

If any officer of the council has a pecuniary interest in any application being determined under this delegation the decision will be referred to a strategic director or the chief executive. These decisions will be published to all councillors and an update provided to the next area committee meeting.

Area Committees

Each area committee will consist of all councillors (elected in the appropriate area) who will consider a detailed evaluation report and receive a presentation from officers including a recommendation, based on the approved scoring criteria (appendix 1) for each application to the scheme.

Each area committee will determine the applications taking into account the budget availability.

Procedure at meetings of each Area Committee

Meetings of the area committees will be conducted in accordance with the Rules of Procedure set out in Parts 4 and 5 of the council's Constitution.

Declaration of interests

Declarations of interests by councillors and officers will be conducted in accordance with the Rules of Procedure set out in Parts 4 and 5 of the council's Constitution.

If any officer of the council has a pecuniary interest in any application being determined under this scheme they will take no part in the process and register their interest as required by the employee's code of conduct policy.

Standard conditions of all grant awards

- grants will not be payable towards any costs incurred before the grant award decision date
- projects must commence within one year of the date of the grant being awarded
- evidence that a contract of works is in place is required before any grants are advanced
- evidence that all funding is in place to **complete** the project must be provided to the grants team prior to commencement of work and the release of any part of the grant award
- council staff must be allowed to enter and inspect the work being carried out, by arrangement, subject to them abiding by any necessary health and safety requirements
- grants will be paid on completion of the project by returning a grant claim form attaching evidence of expenditure
- grants (or part of) will not be paid in relation to any spend that does not comply with the definition of 'capital expenditure'
- requests for information to assist us in monitoring the success of the project must be supplied to the grants team as required
- A plaque, supplied by the council, must be displayed in a prominent position to acknowledge grant awards of over £2,000

Breaches of one or more of the above grant conditions may result in the head of corporate strategy repealing the grant.