

# North East Area Committee



Report of Head of Corporate Strategy

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To: North East Area Committee

DATE: 26 November 2013

## Capital Community Grants

### Recommendation

that the committee approves the officer recommendations for the six 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 six applications the council has received for capital funding.

### 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 budget for 2013/14 is £25,560 (inclusive of the £5,129 carried forward from 2012/13). The committee awarded £7,435 in April 2013 during the first round of funding. The remaining balance available for this round of funding is therefore **£18,381** (which includes £256 returned to the budget from completed projects that have under spent).
  4. The capital community grant scheme (round 2) opened on 21 January 2012 and closed on 28 February 2013.
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5. Officers received six applications requesting a total of £19,591, some £1,210 more than the budget available. A summary of the applications 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
1171	Kennington Village Hall Management Committee	replace stage curtains	£3,175	<b>90</b>	£1,000	£720
1172	South Hinksey Village Hall	replace main window & strengthen others	£10,132	<b>115</b>	£5,000	£4,730
1182	Appleton Community Shop Ltd	replacement of large chiller	£4,792	<b>120</b>	£2,396	£2,267
1185	Radley Village Community Shop	energy efficient refrigeration and other improvements	£17,065	<b>120</b>	£5,000	£4,730
1186	Kennington Playgroup	replacement windows	£11,393	<b>105</b>	£5,000	£4,730
1178	Headway Oxfordshire *	to extend existing facilities	£82,100	<b>120</b>	£1,195	£1,195
				<b>Total</b>	£19,591	£18,372

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

6. As the amount requested exceeds the budget availability officers recommendations are based on the following criteria:

- applications scoring 100 to 140 points (funding priority) – a 5.4 per cent reduction on the amount requested
- applications scoring 80 to 99 – a 28 per cent reduction on the amount requested
- the exception to this is the award recommendation for Headway, Oxfordshire which is an equal share of the total amount requested across all area committees

7. Officers used a scoring system<sup>1</sup> 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 finance are attached at appendix two.

8. The grant officer has not received any consultation comments from councillors in advance of the committee meeting.

9. The recommendations from officers for all capital community grant applications are based on the scoring criteria shown below.

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<sup>1</sup> The cabinet member for grants approved the scoring system on 2 July 2012

<b>Approved Scoring Criteria</b>	
<b>Total points score</b>	
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

## **Financial Implications**

10. The council can only award funding towards projects that meet its budgetary and audit requirements for capital expenditure. Officers have removed any revenue costs included in these applications from the amounts requested and the revised figures are used in the officer appraisals. The award recommendations will only be made on capital expenditure.
11. Any capital grant budget remaining at the end of the financial year will be carried forward to the relevant area committee's budget for 2014/15.

## **Legal Implications**

12. 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**

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

## **Conclusion**

14. The North East Area Committee is asked to consider and determine the six new grant applications received.
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# 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	
1171	Kennington Village Hall	replace stage curtains	£3,175	£1,000	31.50%	5	5	10	10	60	90	£720	22.68%	
1172	South Hinksey Village Hall	replace main window & strengthen others	£10,132	£5,000	49.35%	15	15	10	15	60	115	£4,730	46.68%	
1182	Appleton Community Shop Ltd	replacement of large chiller	£4,792	£2,396	50.00%	15	15	15	15	60	120	£2,267	47.31%	
1185	Radley Village Community Shop	energy efficient refrigeration and other improvements	£17,065	£5,000	29.30%	15	15	15	15	60	120	£4,730	27.72%	
1186	Kennington Playgroup	replacement windows	£11,393	£5,000	43.89%	15	10	10	10	60	105	£4,730	41.52%	
1178	Headway Oxfordshire	to extend existing facilities	£82,100	£1,195	1.46%	15	15	15	15	60	120	£1,195	1.46%	
			<b>Total requested</b>	£19,591							<b>total</b>	£18,372		
100 or more			funding priority	<b>Budget</b>	£18,381							<b>budget</b>	£18,381	
80 or more			some funding	<b>Over/Under spend</b>	<b>-£1,210</b>							<b>balance</b>	£9	
79 or less			no funding											

# Vale Capital Community Grants

## Officer Evaluation

1171																			
<b>Kennington Village Hall Management Committee</b>																			
Replace stage curtains																			
The hall has been open for 24 years and the stage curtains are wearing out. They have been involved in flood water damaging the bottom 600mmm which has left a stain right across																			
<p><b>Grant officer comments and recommendation:</b></p> <p>The organisation scored sufficient points to be considered for some funding but is not a priority project.</p> <p>The application lost points in the broadening the range and consultation areas as they have stated the additional range will be minimal and no reference to consultation to confirm the community see the replacement curtains as a priority was provided.</p> <p>The application scored moderately in the local need and community benefit areas. There is some level of local need and community benefit in making the stage curtains more attractive as it may draw in more stage based activities to the hall for the community's benefit.</p> <p>The application scored well in the viability area.</p> <p>The organisation was awarded £2,250 in February 2011 towards fire alarm work and £2,891 in September 2011 towards lighting improvements.</p>	<table border="1"> <tr> <td><b>Recommended award</b></td> <td><b>£720</b></td> </tr> <tr> <td><b>Recommended %</b></td> <td>22.68%</td> </tr> <tr> <td><b>Amount requested</b></td> <td><b>£1,000</b></td> </tr> <tr> <td><b>% requested</b></td> <td>31.50%</td> </tr> <tr> <td><b>Total project cost</b></td> <td><b>£3,175</b></td> </tr> <tr> <td><b>Organisation's contribution</b></td> <td><b>£675</b></td> </tr> <tr> <td><b>Organisation's closing balance at year end</b></td> <td><b>£231,546</b> (£38,339 cash at bank)</td> </tr> <tr> <td><b>Town or parish contribution</b></td> <td><b>£500</b></td> </tr> <tr> <td><b>Other secured funding</b></td> <td><b>£1,000</b></td> </tr> </table>	<b>Recommended award</b>	<b>£720</b>	<b>Recommended %</b>	22.68%	<b>Amount requested</b>	<b>£1,000</b>	<b>% requested</b>	31.50%	<b>Total project cost</b>	<b>£3,175</b>	<b>Organisation's contribution</b>	<b>£675</b>	<b>Organisation's closing balance at year end</b>	<b>£231,546</b> (£38,339 cash at bank)	<b>Town or parish contribution</b>	<b>£500</b>	<b>Other secured funding</b>	<b>£1,000</b>
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<b>Project Information</b>																			
<b>1</b>	<b>How will your project broaden the range of activities/facilities on offer to the community?</b>																		
Although the replacement of the stage curtains will have a minimal effect on broadening the activities of the community the facilities will be greatly improved by new curtains	<table border="1"> <tr> <td><b>Score</b></td> <td>5/20</td> </tr> </table>	<b>Score</b>	5/20																
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<b>2</b>	<b>How did you consult with the local community?</b>																		
The Management Committee comprises of members of Hall user groups and also has 4 members of the public elected each year at the Annual General Meeting.	<table border="1"> <tr> <td><b>Score</b></td> <td>5/20</td> </tr> </table>	<b>Score</b>	5/20																
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<b>3</b>	<b>How do you know that the community need this project?</b>																		
The stage is an integral part of the whole hall and although the hall has been redecorated several times the curtains are the ones fitted originally. There are many events during the year that rely on the curtains including the local drama group, three children's dancing that put on shows, a folk dance group who use the hall for their Ceiligh evenings, many disco's and bands at parties. The curtains will brighten up the whole hall.	<table border="1"> <tr> <td><b>Score</b></td> <td>10/20</td> </tr> </table>	<b>Score</b>	10/20																
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<b>4</b>	<b>Who will benefit from your project?</b>																		
The curtains have been damaged over the years by general use and on one occasion rain water flooded the stage when a drain was blocked during a flash storm. We have had them cleaned several times but they still look very old and tired and do not compliment the overall appearance of the room. Therefore everyone who uses the hall will benefit from the smart appearance of the stage and curtaining	<table border="1"> <tr> <td><b>Score</b></td> <td>10/20</td> </tr> </table>	<b>Score</b>	10/20																
<b>Score</b>	10/20																		
<b>Project Viability</b>																			

<b>1</b>	<b>How is your project reasonable and appropriate for the area?</b>		
	The Stage curtains are an important part of the Hall as a focal point for meetings and events that use the stage. Currently they are over 24 years old and showing their age		
<b>2</b>	<b>How does your project deliver best value for money?</b>		
	We have 3 quotes for the project and the Management Committee are minded to take the lowest		
<b>3</b>	<b>Is your project likely to secure full funding and progress within 12 months?</b>		
	Yes. Following the Grant from the County Councillor of £1000 and funding from Kennington Parish Council of £500 the balance can be found from our reserves		
<b>4</b>	<b>How will your organisation be able to manage the project now and in the future?</b>		
	We will arrange fitting with the preferred contractor.	<b>Score</b>	60/60
	<b>Officer scoring point system:</b> 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	<b>Total Score</b>	<b>90/140</b>

# Vale Capital Community Grants Officer Evaluation

1172			
<b>South Hinksey Village Hall</b>			
Replacement of large window over main door; strengthening of diamond windows.			
Large window over main entrance of this converted chapel is unstable/coming away, serious water ingress, needs replacing. Will preserve appearance, using existing leaded panes, though not all glass (or even any) may be salvageable. Refurbish eight other windows: new wooden frames and strengthening rods.			
<b>Grant officer comments and recommendation:</b>		<b>Recommended award</b>	<b>£4,730</b>
<p>The application scored well in all areas and is recommended as a funding priority.</p> <p>Officers recommend that the organisation speak with OCVA about having a health check on their structure and to update their constitution which is a brief handwritten document that has not been updated since 1955.</p>		<b>Recommended %</b>	46.68%
		<b>Amount requested</b>	<b>£5,000</b>
		<b>% requested</b>	49.35%
		<b>Total project cost</b>	<b>£10,132</b>
		<b>Organisation's contribution</b>	<b>£5,132</b>
		<b>Organisation's closing balance at year end</b>	<b>£10,626</b>
		<b>Town or parish contribution</b>	<b>£0</b>
		<b>Other secured funding</b>	<b>£0</b>
<b>Project Information</b>			
<b>1</b>	<b>How will your project broaden the range of activities/facilities on offer to the community?</b>		
These changes are necessary to preserve the fabric of the building. The hall is widely used by the local community and by people booking from further afield (the latter being essential to the viability of the hall, in our small parish).		<b>Score</b>	15/20
<b>2</b>	<b>How did you consult with the local community?</b>		
The present proposals do not naturally lend themselves to community consultation; the need for the work is clearly apparent. The issues have been discussed by committee members, including our property manager, who has in turn discussed the problems with builders.		<b>Score</b>	15/20
<b>3</b>	<b>How do you know that the community need this project?</b>		
The hall is much used already, as mentioned at C1, and see C4 below. The structure of the building must be maintained to allow this to continue safely and efficiently. Having a structurally sound, well maintained, properly functioning, hall underpins securing bookings and hence viability.		<b>Score</b>	10/20
<b>4</b>	<b>Who will benefit from your project?</b>		
The parish and the wider community. Bookings for recent months are attached.		<b>Score</b>	15/20
<b>Project Viability</b>			
<b>1</b>	<b>How is your project reasonable and appropriate for the area?</b>		

	The hall is the only public venue in the parish. Our one remaining pub closed some years ago.	
<b>2</b>	<b>How does your project deliver best value for money?</b>	
	We have obtained two estimates for the work. We would prefer to use P N Smith; he has already done a good deal of work on the hall, we know him well and his work is of a very high standard. His quotation is also slightly less than the other one.	
<b>3</b>	<b>Is your project likely to secure full funding and progress within 12 months?</b>	
	Yes. We already have sufficient funds to provide our share if we are successful in this application. Work could (and should) start soon and would be completed well within that time.	
<b>4</b>	<b>How will your organisation be able to manage the project now and in the future?</b>	
	Our Property Manager is an experienced business manager. He has successfully organised a good deal of work on the hall. The scale of the projected work is within his capacity to organise: external project management is not required. Proactive ongoing maintenance will continue.	<b>Score</b> 60/60
	<b>Officer scoring point system:</b> 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	<b>Total Score</b> 115/140



# Vale Capital Community Grants Officer Evaluation

1182		
<b>Appleton Community Shop Ltd</b>		
Replacement of large shop dairy chiller		
To replace a large failing chiller with two which are energy efficient and have sliding doors. The failing chiller has had many parts replaced and now has a constant water leak and must be replaced as soon as possible - it is more than 12 years old. Replacing with two chillers means that they will be back-up for each other.		
<b>Grant officer comments and recommendation:</b>  The application scored well in all areas and is recommended as a funding priority.  They have sufficient funds available to cover any gap in funding.	<b>Recommended award</b>	<b>£2,267</b>
	<b>Recommended %</b>	<b>47.31%</b>
	<b>Amount requested</b>	<b>£2,396</b>
	<b>% requested</b>	<b>50%</b>
	<b>Total project cost</b>	<b>£4,792</b>
	<b>Organisation's contribution</b>	<b>£2,396</b>
	<b>Organisation's closing balance at year end</b>	<b>£44,173</b> (£9,856 cash at bank)
	<b>Town or parish contribution</b>	<b>£0</b>
	<b>Other secured funding</b>	<b>£0</b>
<b>Project Information</b>		
<b>1</b>	<b>How will your project broaden the range of activities/facilities on offer to the community?</b>	
	Appleton Community Shop opened in May 2000. The old chiller is therefore more than 12 years old. After many repairs and parts being replaced it now has a constant water leak. The replacement will allow the shop to continue trading and supplying milk, fresh meat, dairy products, etc. to the community. The new chillers will have sliding doors rather than an open front; they will therefore be more energy efficient and with more display area a wider selection of chilled products will be available.	<b>Score</b>  15/20
<b>2</b>	<b>How did you consult with the local community?</b>	
	When the only village shop was about to close 250 people attended a meeting; we voted overwhelmingly to run the business ourselves. We opened as a Community shop on 1 May 2000. The shop has been running for more than 13 years and is a successful business serving the community, not just as a shop but as a meeting place for the exchange of news and support. The shop is a Company Limited by Guarantee and the AGM allows the community to receive the accounts and discuss the business.	<b>Score</b>  15 /20
<b>3</b>	<b>How do you know that the community need this project?</b>	
	In a survey for the 2010 Local Community Plan 69% of the respondents use the shop daily or weekly, only 3% never use the shop. In 2013 we entered the Plunkett Community Shops Awards. We received 18 letters supporting the work of the shop (copies attached), showing that it is very much appreciated and much more than just a shop; it is the centre of the village community. We won the category Co-operation in Action and were runners-up in the category Contribution to Community Life.	<b>Score</b>  15/20
<b>4</b>	<b>Who will benefit from your project?</b>	

With the increasing cost of transport and an ageing population local services are very important. We have over 2000 lines: bread and milk, papers, fresh vegetables, groceries etc. – we keep the price of basic items to a minimum. Many shop daily – if they are living alone it is an outing and we are frequently the first people they have spoken to in the day. Without a shop and the post office they would be dependent on others and many would not be able to continue to live in the village.		<b>Score</b>	15/20
<b>Project Viability</b>			
<b>1</b>	<b>How is your project reasonable and appropriate for the area?</b>		
	Appleton Community Shop is the only convenience store in the village and allows those who are non-mobile or without transport to do their weekly shop. The nearest alternatives are at Wootton (about 4 miles and no public transport) and Botley (5 miles – a bus three times during the day).		
<b>2</b>	<b>How does your project deliver best value for money?</b>		
	The value of capital investment in the shop is multiplied by the free services of nearly 90 volunteers, without whom it would not exist and the village would lose vital services.		
<b>3</b>	<b>Is your project likely to secure full funding and progress within 12 months?</b>		
	If we receive the amount we are asking for from the Vale, the shop is able to fund the other half of costs (from profits we have raised). The chiller can then be purchased immediately, and can be installed within the next couple of months.		
<b>4</b>	<b>How will your organisation be able to manage the project now and in the future?</b>		
	The Community Shop has been running for 13.5 years as a viable company. The turnover has increased year on year and we expect this to continue.	<b>Score</b>	60/60
<b>Officer scoring point system:</b> 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		<b>Total Score</b>	<b>120/140</b>

# Vale Capital Community Grants Officer Evaluation

1185		
<b>Radley Village Community Shop</b>		
Energy Efficient Refrigeration and other improvements		
Replacement of increasingly unreliable chillers with more energy efficient equipment connected to external compressors to reduce demand for air conditioning to remove heat vented into the shop and maintain acceptable temperature. New counter to comply with forthcoming tobacco display legislation and installation of coffee machine for customers.		
<b>Grant officer comments and recommendation:</b>  The application scored well in all areas and is recommended as a funding priority.  They have sufficient funds available to cover any gap in funding.	<b>Recommended award</b>	<b>£4,730</b>
	<b>Recommended %</b>	<b>27.72%</b>
	<b>Amount requested</b>	<b>£5,000</b>
	<b>% requested</b>	<b>29.30%</b>
	<b>Total project cost</b>	<b>£17,065</b>
	<b>Organisation's contribution</b>	<b>£12,065</b>
	<b>Organisation's closing balance at year end</b>	<b>£94,883 (£53,988 cash at bank)</b>
	<b>Town or parish contribution</b>	<b>£0</b>
	<b>Other secured funding</b>	<b>£0</b>
<b>Project Information</b>		
<b>1</b>	<b>How will your project broaden the range of activities/facilities on offer to the community?</b>	
	We can offer greater variety of chilled goods because the new equipment will operate two temperatures, allowing a better mix of products, some of which we obtain from local suppliers. The coffee machine will extend our service to the community by selling cups of coffee, hot chocolate and tea to customers. Under-counter storage of tobacco products will allow the shop to meet forthcoming legal requirements and thus continue to be able to meet customer demand for such products.	<b>Score</b> 15/20
<b>2</b>	<b>How did you consult with the local community?</b>	
	We have 70 volunteers who live in the community, and we have taken their views into consideration, along with the views of our customers who comment on the lack of choice that our current refrigeration equipment allows us to offer. Customers often ask if we sell hot drinks and a recent trial of a similar coffee machine had a positive response. We have regular meetings and surveyed customers coming into the shop regarding the proposed coffee machine.	<b>Score</b> 15/20
<b>3</b>	<b>How do you know that the community need this project?</b>	
	Our customers have asked us for more variety in the range of chilled goods and they are dissatisfied with the way our fruit and vegetables suffer from the effects of over-refrigeration (i.e. they are held at too low a temperature). Unless the shop meets the new tobacco display rules by 2015 it will no longer be able to sell tobacco products (15-20% of weekly turnover). The ability to sell hot drinks to customers will meet a need expressed by frequent requests for such a service.	<b>Score</b> 15/20
<b>4</b>	<b>Who will benefit from your project?</b>	
	Radley is an ageing community, some of whom rely on the village shop for their	<b>Score</b>

<p>weekly provisions. We will be able to offer a better range of produce, which will be kept fresher. The new refrigeration equipment will result in a major reduction in the shop's electricity use, which will be good for the environment and reduce our carbon footprint. All those living, visiting or passing through Radley could benefit from the other enhancements and overall smarter appearance of the shop.</p>		15/20
<b>Project Viability</b>		
<b>1</b>	<b>How is your project reasonable and appropriate for the area?</b>	
	Radley Village Shop wishes to build on its successful six years' of operation, and the purchase of the lease two years' ago, by replacing its collection of aged refrigeration equipment with modern, energy efficient and integrated units that will enhance customers' choice and shopping experience.	
<b>2</b>	<b>How does your project deliver best value for money?</b>	
	Our preferred, locally based chiller supplier offers good value for money, experience and a flexible approach. Replacing the existing units will reduce our electricity bills and the growing need to spend money on repairing them to avoid our general store being left without working chillers.	
<b>3</b>	<b>Is your project likely to secure full funding and progress within 12 months?</b>	
	Yes - 75% of the funding is already available in the shop's reserves.	
<b>4</b>	<b>How will your organisation be able to manage the project now and in the future?</b>	
	<b>Score</b>	60/60
<p><b>Officer scoring point system:</b>  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</p>	<b>Total Score</b>	<b>120/140</b>

# Vale Capital Community Grants

## Officer Evaluation

1186		
<b>Kennington Playgroup</b>		
Playgroup Windows Project		
To raise money to replace the windows in the playgroup building. The building currently has the original windows in place, which are almost one hundred years old and are no longer fit for purpose.		
<p><b>Grant officer comments and recommendation:</b></p> <p>The application scored sufficient points to be recommended as a funding priority.</p> <p>It scored moderately in most areas and well in the broadening the range area as the replacement windows will enhance current activities by making the building more energy efficient and warmer.</p> <p>The application scored well in the viability area. The £4,443 shortfall in funding will be made up from a Big Society grant application, other grant applications and donations.</p>	<b>Recommended award</b>	<b>£4,730</b>
	<b>Recommended %</b>	41.52%
	<b>Amount requested</b>	<b>£5,000</b>
	<b>% requested</b>	43.89%
	<b>Total project cost</b>	<b>£11,393</b>
	<b>Organisation's contribution</b>	<b>£1,950</b>
	<b>Organisation's closing balance at year end</b>	<b>£34,221</b>
	<b>Town or parish contribution</b>	<b>£0</b>
<b>Other secured funding</b>	<b>£0</b>	
<b>Project Information</b>		
<b>1</b>	<b>How will your project broaden the range of activities/facilities on offer to the community?</b>	
	<p>Kennington Playgroup is situated in the middle of the village in front of St Swithun's Primary School. It runs from the original school buildings. It opened over 50 years ago. As well as providing a stimulating playgroup for children aged 2&amp;1/2 to school age, the building also provides a breakfast club both for playgroup and primary aged children as well as the Community Room which can be used for village activities such as Ballet, cake sales, 2nd hand school uniform sales etc.</p>	<p><b>Score</b> 15/20</p>
<b>2</b>	<b>How did you consult with the local community?</b>	
	<p>Most children who now attend St Swithun's Primary School, will first have attended Kennington Playgroup. Current and past pupil's parents' are aware of the vital role that playgroup, and the breakfast club, provides in the village, especially for working parents. Parents are aware of KPG's efforts to fundraise to replace the windows.</p>	<p><b>Score</b> 10/20</p>
<b>3</b>	<b>How do you know that the community need this project?</b>	
	<p>Following the Summer Holidays in 2012, KPG staff returned to a building that could not be used due to damage that occurred while the building was closed. Part of the damage sustained was due to the condition of the windows. The playgroup, and breakfast club, operated from a room in St Swithun's School from Sep to Jan 13. The windows need replacing and there is now no alternative building for KPG and the Breakfast Club to use, due to an increase in the intake of pupils at St Swithun's School.</p>	<p><b>Score</b> 10/20</p>
<b>4</b>	<b>Who will benefit from your project?</b>	
	Current pupils of Kennington Playgroup and St Swithun's pupils who attend the	<b>Score</b>

Breakfast club operated out of the playgroup building. Future pupils of KPG and St Swithun's Primary School. All those who use the Community Room, based in the Playgroup Building for activities such as Ballet, Cake Sale and 2nd hand school uniform sales.			10/20
<b>Project Viability</b>			
<b>1</b>	<b>How is your project reasonable and appropriate for the area?</b>		
	The Playgroup Buildings have been in the Village for over one hundred years and KPG has been operating for over 50 years. There are no alternative buildings locally for playgroup or breakfast club. Quotes are for windows which are sympathetic to an old building and offer best value for money.		
<b>2</b>	<b>How does your project deliver best value for money?</b>		
	As above - the cost of not replacing the windows is likely to lead to further deterioration of the building and disruption to the provision of KPG and Breakfast club as experienced following the Summer Holidays in 2012.		
<b>3</b>	<b>Is your project likely to secure full funding and progress within 12 months?</b>		
	Yes - our Committee is working hard to secure other grant funding, appealing for donations and has lots of fundraising events already set up over the next 9 months.		
<b>4</b>	<b>How will your organisation be able to manage the project now and in the future?</b>		
	KPG staff and Committee Members will manage the project.	<b>Score</b>	60/60
	<b>Officer scoring point system:</b> 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	<b>Total Score</b>	<b>105/140</b>

# Vale Capital Community Grants Officer Evaluation

1178		
<b>Headway Oxfordshire</b>		
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><b>Grant officer comments and recommendation:</b> 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 (approximately £325,000) and the cost of phase one of this project (approximately £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 service covers the whole district.</p>	<b>Recommended award</b>	<b>£4,778 (£1,195 per area committee)</b>
	<b>Recommended %</b>	5.82%
	<b>Amount requested</b>	<b>£4,778</b>
	<b>% requested</b>	5.82%
	<b>Total project cost</b>	<b>£82,100</b>
	<b>Organisation's contribution</b>	<b>£10,822</b>
	<b>Organisation's closing balance at year end</b>	<b>£335,328</b>
	<b>Town or parish contribution</b>	<b>£1,500 (county council)</b>
	<b>Other secured funding</b>	<b>£</b>
<b>Project Information</b>		
<b>1</b>	<b>How will your project broaden the range of activities/facilities on offer to the community?</b>	
	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.	<b>Score</b> 15/20
<b>2</b>	<b>How did you consult with the local community?</b>	
	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.	<b>Score</b> 15/20
<b>3</b>	<b>How do you know that the community need this project?</b>	
	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.	<b>Score</b> 15/20

<b>4</b>	<b>Who will benefit from your project?</b>		
	<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>	<b>Score</b>	15/20
<b>Project Viability</b>			
<b>1</b>	<b>How is your project reasonable and appropriate for the area?</b>		
	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.		
<b>2</b>	<b>How does your project deliver best value for money?</b>		
	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.		
<b>3</b>	<b>Is your project likely to secure full funding and progress within 12 months?</b>		
	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		
<b>4</b>	<b>How will your organisation be able to manage the project now and in the future?</b>		
	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.	<b>Score</b>	60/60
	<p><b>Officer scoring point system:</b></p> <p>100 to 140 – officers recommend that the project is a funding priority</p> <p>80 to 99 – officers recommend that the project receives some funding</p> <p>79 or less – officers recommend that the project does not receive funding</p>	<b>Total Score</b>	<b>120/140</b>



# 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.

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## **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**

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

\* 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.

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## 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.

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