

West Area Committee

Report of Head of Corporate Strategy

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To: West Area Committee

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REPORT NO:

Capital Community Grants

Recommendation

- (a) that the committee approves the officer recommendations for the seven capital community grant applications referred to in paragraph 5 of this report.

Purpose of Report

1. The purpose of this report is for the committee to consider the officer recommendations for the seven 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 £33,964 (inclusive of the £10,461 carried forward from 2012/13). The committee awarded £19,500 in April 2013 during the first round of funding. One award of £4,500 has since withdrawn and the money has been returned to the budget. The remaining balance available for this round of funding is therefore **£18,964**.
4. The capital community grant scheme (round 2) opened on 5 July 2013 and closed on 30 September 2013.

5. Officers received seven applications requesting a total of £18,069 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 points scored	grant requested	officer recommendation
1122	Faringdon Pre School	building repairs	£5,436	100	£2,500	£2,500
1176	Faringdon Free Food	central Faringdon planting	£1,014	140	£506	£506
1177	Viscountess Barrington's Memorial Hall	refurbishment of small hall toilets	£7,270	115	£3,635	£3,635
1179	Harmony Inspires	rising again	£10,159	100	£4,233	£4,233
1188	The Oxford Garden Project	bring a redundant building into community use	£22,363	110	£5,000	£5,000
1189	Longworth Parish Council	allotments	£2,200	105	£1,000	£1,000
1178	Headway Oxfordshire *	to extend existing facilities	£82,100	120	£1,195	£1,195
				Total	£18,069	£18,069

* 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.

Scoring criteria	
Total points score	
100 to 140	officers recommend the project receives the full funding requested.
80 to 99	officers recommend the project receives some funding
79 or less	officers recommend the project does not receive funding

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

Financial Implications

9. 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.
10. 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

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 West Area Committee is requested to consider and determine the seven grant applications received.

Appendix 1 Vale Capital Community Grants Officer Evaluation

Ref no.	Organisation	Scheme	Scheme cost £	Grant 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	
1122	Faringdon Pre-School	building repairs	£5,436	£2,500	45.99%	10	10	10	10	60	100	£2,500	45.99%	
1176	Faringdon Free Food	central Faringdon planting	£1,014	£506	49.90%	20	20	20	20	60	140	£506	49.90%	
1177	Viscountess Barrington's Memorial Hall	refurbishment of small hall toilets	£7,270	£3,635	50.00%	10	15	15	15	60	115	£3,635	50.00%	
1179	Harmony Inspires	rising again	£10,159	£4,233	41.67%	10	10	10	10	60	100	£4,233	41.67%	
1188	The Oxford Garden Project	bringing a redundant building into community use	£22,363	£5,000	27.78%	15	15	15	15	50	110	£5,000	27.78%	
1189	Longworth Parish Council	allotments	£2,200	£1,000	45.45%	15	10	15	15	50	105	£1,000	45.45%	
1178	Headway Oxfordshire	extend existing facilities	£82,100	£1,195	1.46%	15	15	15	15	60	120	£1,195	1.46%	
Total			Total	£18,069							Total	£18,069		
100 to 140			funding priority	Budget	£18,964							Budget	£18,964	
80 to 99			some funding	Remainder	£895							Remainder	£895	
79 or less			no funding											

Vale Capital Community Grants Officer Evaluation

1122		
Faringdon Pre School		
Building repairs		
Repairs are needed to the floor entrance to Faringdon Pre School to make the building safe and accessible.		
Grant officer comments and recommendation: The application scored moderately well in all areas and scored sufficient points to be recommended for full funding. They have sufficient funds available to cover any gap in funding.	Recommended award	£2,500
	Recommended %	45.99%
	Amount requested	£2,500
	% requested	45.99%
	Total project cost	£5,436
	Organisation's contribution	£0
	Organisation's closing balance at year end	£23,812 (£8,795 for building works)
	Town or parish contribution	£500 (pending)
	Other secured funding	£2,436 (pending)
Project Information		
1	How will your project broaden the range of activities/facilities on offer to the community?	
The project will enable the Pre School to keep running in a safe an accessible environment for the children, staff and parents who access the site.	Score 10/20	
2	How did you consult with the local community?	
Discussions about the necessary repairs have been undertaken through meetings with parents, staff and committee.	Score 10/20	
3	How do you know that the community need this project?	
The Pre School is a necessary education establishment for children aged 2 and a half to 4 years old and is oversubscribed, showing a need for quality pre school education at an affordable price - as a charity the school runs as a not for profit centre keeping admission costs as low as possible.	Score 10/20	
4	Who will benefit from your project?	
All current and future children who will use the Pre School, the staff, parents and visitors will all benefit for the repairs as it means that the school will still be safe and accessible and open for the future.	Score 10/20	
Project Viability		
1	How is your project reasonable and appropriate for the area?	
It is reasonable as the building works are necessary to repair the school and appropriate as it is essential for the running of the school that the building is safe.		
2	How does your project deliver best value for money?	
Several quotes have been acquired, with the best option being chosen for the works.		
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?	
	Our secretary Rob Woods will be project manager for the building works.	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

1176		
Faringdon Free Food		
Central Faringdon Planting		
This project will plant vacant and under-used central locations in Faringdon Town with fruit trees, shrubs, vegetables, salads and herbs. This will benefit the local community and attract visitors by providing an appealing environment and free locally-grown produce, and will provide healthy volunteering opportunities for residents of all ages.		
Grant officer comments and recommendation: The application scored full marks in all categories and should be considered a funding priority and is recommended to receive the full amount requested.	Recommended award	£506
	Recommended %	49.90%
	Amount requested	£506
	% requested	49.90%
	Total project cost	£1,014
	Organisation's contribution	£0
	Organisation's closing balance at year end	£507 (as at 30 Sept 2013)
	Town or parish contribution	£0
Other secured funding	£508	
Project Information		
1	How will your project broaden the range of activities/facilities on offer to the community?	
	Faringdon Free Food is inspired by the Incredible Edible Network (http://incredibleediblenetwork.org.uk/), which started in the UK and now has over 200 member organisations worldwide. Evidence from this network is that projects such as ours broaden the range of activities and facilities on offer to the community, primarily by providing access to good local food for all, and by encouraging the local community (residents and businesses) to learn about and work together on food-related issues.	Score 20/20
2	How did you consult with the local community?	
	The recent Faringdon Neighbourhood Plan consulted widely and found the following of relevance to this application: the quality of public spaces around the historic town core has deteriorated; local produce should be a strong element of a revitalised market; there is a lack of footfall and tourism in the town; and there is currently a shortage of allotments for residents to grow their own food. Faringdon Free Food also actively consults with the local community via its webpage and Facebook page.	Score 20/20
3	How do you know that the community need this project?	
	As mentioned in C2 above, the Neighbourhood Plan has identified several needs which Faringdon Free Food projects will help to meet. Feedback from residents during the launch of FFF in August was universally positive, as are comments on our Facebook page (https://www.facebook.com/FaringdonFreeFood). More generally, the nationwide support for Incredible Edible shows that this type of project has wide public support.	Score 20/20
4	Who will benefit from your project?	

The main beneficiaries of the project will be users of and visitors to Faringdon Town Centre, whose environment and experience will be enhanced visually; Faringdon businesses, if footfall is increased as a result of a more attractive town centre; and volunteers (including local school students), who will learn new skills during regular planting sessions.		Score	20/20
Project Viability			
1	How is your project reasonable and appropriate for the area?		
	The project is reasonable for the area because it will help to develop vacant and under-used public spaces in the town in a manner which is sympathetic to Faringdon's rural location and in keeping with the findings of the Neighbourhood Plan.		
2	How does your project deliver best value for money?		
	Two quotes for good quality, durable equipment have been obtained from well-known and highly competitive retailers.		
3	Is your project likely to secure full funding and progress within 12 months?		
	Yes. The project's other 50% of funding is already secured, monthly planting sessions have been organised, and discussion of plans with the relevant VVHDC officer (Richard Ballard) and Faringdon Town Council has already taken place.		
4	How will your organisation be able to manage the project now and in the future?		
	Faringdon Free Food and its projects are managed by its trustees, with additional input from volunteers. Planting follows an agreed monthly schedule. Maintenance of the plants, such as pruning and training, is also included in the schedule.	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	140/140

Vale Capital Community Grants

Officer Evaluation

1177				
Viscountess Barrington's Memorial Hall Trust				
Refurbishment of Small Hall Toilets				
Refurbishment and upgrading of the north end existing toilets in the hall. These toilets are badly in need of improvement to meet the needs of the hall users and the wider community. The hall is currently restricted in its function and facilities because of inadequate toilet facilities.				
<p>Grant officer comments and recommendation:</p> <p>This project was previously awarded £4,500 during the last round of funding (pending listed building consent) but they withdrew from the grant as the project costs increased considerably. They have since decided to split the project into two phases and this application is for phase one.</p> <p>The application scored well in most areas and moderately in the broadening the range category. They have scored sufficient points to be recommended for full funding.</p> <p>They have sufficient funds available to cover any gap in funding.</p>	Recommended award	£3,635		
	Recommended %	50.00%		
	Amount requested	£3,635		
	% requested	50.00%		
	Total project cost	£7,270		
	Organisation's contribution	£2,635		
	Organisation's closing balance at year end	£41,117		
	Town or parish contribution	£1,000		
	Other secured funding	£0		
Project Information				
1	How will your project broaden the range of activities/facilities on offer to the community?			
	By refurbishing the toilets we will make the Hall a more attractive venue for village societies and functions.	Score	10/20	
2	How did you consult with the local community?			
	This project is necessary to enhance the Hall but does not lend itself to open consultation. However we have included in our additional documents letters of support for the hall and the project from some of our regular users to show the need for the hall and this project from their perspective.	Score	15/20	
3	How do you know that the community need this project?			
	There is only one community building in the village and as you will see from a sample of booking register (submitted document) we are well used by a variety of groups in the community. Many of the regular users of the Hall have complained about the toilets facilities as is shown by the attached letters. Many residents who use the hall are elderly or disabled and improving the toilets will make it easier for them to use the facilities.	Score	15/20	
4	Who will benefit from your project?			
	All of our current users will be able to continue to use the hall and having a better facility will make the hall more attractive to new bookings. If we are able to attract more new bookings we will have more funds available to further improve the building.	Score	15/20	

Project Viability		
1	How is your project reasonable and appropriate for the area?	
	The community will benefit from adequate provision of toilets and we believe it to be fully reasonable and appropriate to the area.	
2	How does your project deliver best value for money?	
	The project is the best value for money we found. Out of the 2 quotes we chose the cheapest option. It provides the required work at a good price and is a local trader.	
3	Is your project likely to secure full funding and progress within 12 months?	
	Yes, the balance of funding is in place and will proceed as soon as the grant money is secured	
4	How will your organisation be able to manage the project now and in the future?	
	The toilets are managed and cleaned daily by the caretaker who lives on the premises.	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 115/140

Vale Capital Community Grants

Officer Evaluation

1179			
Harmony Inspires			
Rising again			
We would like to purchase a new set of risers (staging equipment to stand on during rehearsals and performances)			
Grant officer comments and recommendation: The application scored moderately well in all areas and has scored sufficient points to be recommended for full funding. The organisation has some funds available and intends to raise the balance through member loans and local fundraising.	Recommended award	£4,233	
	Recommended %	41.67%	
	Amount requested	£4,233	
	% requested	41.67%	
	Total project cost	£10,159	
	Organisation's contribution	£5,926	
	Organisation's closing balance at year end	£7,083 cash at bank (23/11/12)	
	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?		
	We will be able to rehearse safely all together which will mean we can perform to a higher standard having practiced as we will perform. This will give us the opportunity of performing to other voluntary and disadvantaged groups in the County. It will also increase our capacity for members and encourage more involvement for local people who may not have thought of community singing before	Score	10/20
2	How did you consult with the local community?		
	We regularly consult with choir members, members of the public, and audiences by annual formal survey and inviting comments after performances. We have a Face-book page and encourage comments both their and via the web site	Score	10/20
3	How do you know that the community need this project?		
	Our current equipment is not fit for purpose as it is old, very heavy and outdated. We have to have risers for our rehearsals and performances to be effective and enjoyable. Without risers to rehearse we can not prepare or perform to the best of our potential. The current equipment requires assistance to erect and takes time, which would be better spent singing and socialising.	Score	10/20
4	Who will benefit from your project?		
	Directly: our choir membership of nearly 50 and the wider general public to whom we perform. We also plan to engage with local schools and other choirs (we have some members who sing with Military Wives Choir at Shrivenham and we are speaking with their committee about sharing resources where possible).	Score	10/20

Project Viability		
1	How is your project reasonable and appropriate for the area?	
	The choir has an established membership of over 40 local ladies. The nearest Barber Shop Chorus for Ladies is Reading, there are no other groups in Oxfordshire concentrating on Barber Shop singing.	
2	How does your project deliver best value for money?	
	We have looked at the equipment other choirs use and considered purchasing second hand older equipment. We have sourced a best value supplier based on our requirements and flexibility to easily increase capacity if needed. Cheaper suppliers can't offer the same quality or flexibility of set up	
3	Is your project likely to secure full funding and progress within 12 months?	
	Yes, we will raise the necessary funds through loans from our members (already pledged) and fund raising concerts.	
4	How will your organisation be able to manage the project now and in the future?	
	We have a choir management committee who take responsibility for the running of the choir and the equipment and resources. Our Treasurer has agreed to oversee the Riser project. It was agreed at our AGM last December.	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

1188		
The Oxford Garden Project		
To bring a redundant building into community use		
This project will install biomass heating and hot water and bring the current power supply into line with H & S legislation for a building used as a community meeting/teaching room and allow us to use it all year, rather than just the summer months.		
<p>Grant officer comments and recommendation:</p> <p>The application scored well in all areas and is recommended for full funding.</p> <p>The viability score was reduced slightly officers have some concerns as the building is currently privately owned by the main contact on the application and although it is used by the organisation there is no formal lease or guarantee the organisation can continue to use the building once the work is completed.</p> <p>Although the project has been operating for since 2009 the social enterprise company has yet to formally commence trading. Officers therefore recommend that the grant award is conditional upon confirmation that the social enterprise is formally trading and that the social enterprise has a lease or agreement for use with the land owner for a minimum of five years.</p>	Recommended award	£5,000
	Recommended %	27.28%
	Amount requested	£5,000
	% requested	27.78%
	Total project cost	£22,363
	Organisation's contribution	£3500
	Organisation's closing balance at year end	£0
	Town or parish contribution	£100 (pending)
	Other secured funding	£5,000
Project Information		
1	How will your project broaden the range of activities/facilities on offer to the community?	
	<p>RLW (main contact's business) has run a commercial business on this site for over 30 years, but has now moved its manufacturing so buildings have become available. The OGP has been using a building, but due to lack of heating and lighting can only run during the summer months. This funding will allow year round use to numerous community groups, including age concern, Alzheimer's groups, environmental groups and CAGs as well as the local community who use it for yoga, pilates and social inclusion events.</p>	<p>Score 15/20</p>
2	How did you consult with the local community?	
	<p>Questionnaires and polls were taken amongst guests on summer courses and events, and emails sent around local community action and environmental groups to see if year round opening would be of interest. I also involved the parish council and various public meetings in the parish, e.g. discussions on the village plan. We also held several open days to publicise our project.</p>	<p>Score 15/20</p>
3	How do you know that the community need this project?	
	<p>The OGP has been running for 13 years, working with groups, CAGs, local & district councils. Our recent polls showed a lack of this type of integrated facility in the Vale. E.G. age concern have stated an interest in bringing groups of clients to visit and have lunch at the project if we can run all year round, linked to courses we run on cooking and local food (in conjunction with the love food hate waste campaign, neets and apprentices) and to increase social inclusion in the community.</p>	<p>Score 15/20</p>

4	Who will benefit from your project?		
	The parish will have a new venue for community activities (the village hall is oversubscribed and new groups cannot be accommodated), disadvantaged groups can integrate with our other clients, (remedial gardening, craft activities, social events) we can offer more courses to the public in general (low input living) and offer an eco friendly meeting place for other groups.	Score	15/20
Project Viability			
1	How is your project reasonable and appropriate for the area?		
	The OGP is a unique mix of activities and enables disadvantaged groups to integrate with other groups and individuals, offering a wide range of activities which, in general, are being cut back in other areas due to funding cuts.		
2	How does your project deliver best value for money?		
	We used ORCC, the Vale energy efficiency officer, TOE2 and Oxford community wood fuel project to advise, and the resulting 5 recommended companies responded to our requests for information and quotations		
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?		
	We have a highly skilled deliverance board and offers of continued help and advice from TOE2 and ORCC	Score	50/60
	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

1189			
Longworth Parish Council			
Allotments			
To provide tools to a new allotment committee to bring unused allotments and fallow land owned by the parish council back into cultivation			
Grant officer comments and recommendation: The application scored well in all areas except the consultation and viability areas which scored moderately well. The application has scored sufficient points to be recommended for full funding. They have sufficient funds available to cover any gap in funding.	Recommended award	£1,000	
	Recommended %	36.36%	
	Amount requested	£1,000	
	% requested	45.45%	
	Total project cost	£2,200	
	Organisation's contribution	£1,200	
	Organisation's closing balance at year end	£33,541	
	Town or parish contribution	see above	
	Other secured funding	£0	
Project Information			
1	How will your project broaden the range of activities/facilities on offer to the community?		
	The Parish Council owns land within the parish which is currently used for allotments. There is a waiting list and demand from surrounding villages, such as Southmoor (which has NO allotments whatsoever). Several plots have been untended for a considerable time and peripheral land could be brought back into cultivation to give at least 10 additional plots	Score	15/20
2	How did you consult with the local community?		
	A new allotment committee has been formed, which has used posters, announcements, parish magazine, village meetings and word of mouth. Current feedback shows a need for these plots to be made available to satisfy the waiting list and the PC's commitment to supply allotment spaces.	Score	10/20
3	How do you know that the community need this project?		
	All the allotments currently under cultivation are taken and the waiting list is growing. Neighbouring villages, such as Southmoor have no allotment provision at all, and are swelling the waiting list in Longworth.	Score	15/20
4	Who will benefit from your project?		
	New and existing residents on the parish as well as neighbouring villages such as Southmoor (which until recently was largely in Longworth parish).	Score	15/20
Project Viability			
1	How is your project reasonable and appropriate for the area?		
	This is the only allotment site for Longworth and Southmoor. No further site is likely to be found, so to meet with the current and future demand more of the available land needs to be brought into cultivation.		
2	How does your project deliver best value for money?		
	The equipment outlined will enable volunteers to clear and protect new plots during the winter to make them available to new tenants in the spring. Searches will be made to find the best price		

	prior to purchase.	
3	Is your project likely to secure full funding and progress within 12 months?	
	Yes. Parish council money will be made available as matched funding if this application is successful.	
4	How will your organisation be able to manage the project now and in the future?	
	A new committee has been formed, volunteers found and professional advice available from the Oxford Garden Project.	Score 50/60
	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 105/140

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 that is 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 of approximately £325,000. The cost of phase one of this project is approximately £57,500 which will be completed before this phase begins. The organisation has currently allocated £10,822 towards this project from their unreserved funds.</p> <p>The organisation currently has £65,000 in pending grant applications and has 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>	Recommended award	£4,778 (£1,195 per area committee)
	Recommended %	5.82%
	Amount requested	£4,778
	% 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	£1,500 (county council)
	Other secured funding	£
	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.	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.	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	Score 15/20

our facilities and space.			
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
	<p>Officer scoring point system:</p> <p>100 or 140 – officers recommend that the project is a funding priority</p> <p>80 or 99 – officers recommend that the project receives some funding</p> <p>79 or less – officers recommend that the project does not receive funding</p>	Total Score	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.

Capital Grant Policy and Procedure

(revised April 2012)



Scoring criteria

Assessment methodology for capital grant applications

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 our own objectives or those identified as being in need. All applications will be assessed using the scoring system shown below.

Local issues up to 80 points

Scores of up to 20 points are available for each of the four categories shown below:

<p>Broadening the range</p>	<p>Is this more of the same or will the project enable new activities to take place?</p> <p>This will involve an assessment of the added value that the proposal brings. To score points a project must include evidence to show that a wider range of people will use the facility.</p>
<p>Community participation</p>	<p>To what extent has the relevant community been consulted and participated in putting the proposal together? Is the project identified in a local parish plan?</p> <p>A community need does not have to be geographically based and participation is not a headcount – the relevant community will vary in size dependent upon the project being proposed.</p>
<p>Meeting a local need</p>	<p>How well is this evidenced/detailed?</p> <p>Need and demand are different - this is about a proven lack of something that the project provides.</p>
<p>Community benefit</p>	<p>Who will benefit? This will go beyond a simple number count, to take account of the imbalance in size between different communities.</p> <p>Community benefit also includes wider social, economic and environmental benefits that contribute to the achievement of sustainable development and energy saving in the district.</p>

Viability of project

up to 60 points

Scores of up to 60 points are available dependent on the viability of the project.

Viability	Is the project reasonable and appropriate for the area? Does the project deliver best value for money? Is the project likely to secure full funding and progress within 12 months? Will the organisation be able to manage the project now and in the future?
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Summary of scoring system

The maximum score is 140 made up as follows:

Assessment factor	Maximum points available
Broadening the range	20
Community participation	20
Meeting a local need	20
Community benefit	20
Viability	60
Total	140