

# Wantage Area Committee Agenda



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A meeting of the  
**Wantage Area Committee**  
will be held on Monday, 18 January 2016 at 6.30 pm  
The Beacon, Portway, Wantage, OX12 9BY

## Members of the Committee:

### Councillors

StJohn Dickson (Chairman)	Chris McCarthy
Ben Mabbett (Vice-Chairman)	Mike Murray
Matthew Barber	Julia Reynolds
Yvonne Constance	Janet Shelley
Charlotte Dickson	Reg Waite
Jenny Hannaby	

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A handwritten signature in black ink, appearing to read "M Reed".

Margaret Reed  
Head of Legal and Democratic Services

# Agenda

## Open to the Public including the Press

### Council's vision

The council's vision is to take care of your interests across the Vale with enterprise, energy and efficiency.

### 1. Apologies for absence

To receive apologies for absence.

### 2. Declarations of interest

To receive any declarations of disclosable pecuniary interests and other interests in respect of items on the agenda for this meeting.

### 3. Urgent business

To receive notification of any matters, which the chairman determines, should be considered as urgent business and the special circumstances, which have made the matters urgent.

### 4. Terms of reference

(Page 4)

To note that the Council approved the area committee boundaries as set out on the attached map.

Council also approved the following terms of reference for area committees:

- (a) To promote the economic, social and environmental well-being of the area and incur expenditure for that aim within limits agreed by the Cabinet.
- (b) To receive reports and take decisions on matters delegated to the area committee by Cabinet in line with council policies or by the Council.
- (c) To submit reports on matters of concern to the Council, Cabinet and Scrutiny Committee as appropriate.
- (d) Question members of the Cabinet as required in relation to particular decisions, initiatives or projects relevant to the area committee.
- (e) To determine any other matters delegated to area committees by the Council.

### 5. Statements, petitions and questions from the public relating to matters affecting the committee

Any statements, petitions and questions from the public under standing order 32 will be made or presented at the meeting.

## **6. New Homes Bonus and Capital Grants 2015/16**

**(Pages 5 - 50)**

To consider the head of corporate strategy's report.

**Exempt information under Section 100A(4) of the Local Government Act 1972**

None



# Wantage Area Committee



Report of Head of Corporate Strategy  
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To: Wantage area committee  
DATE: 18 January 2016



## New Homes Bonus and Capital Grants 2015/16

### Recommendation

- (a) that the Wantage area committee considers the seven applications for New Homes Bonus (NHB) grants and makes awards in line with the agreed policy (appendix two)
- (b) that the Wantage area committee considers the five applications for capital grants (CG) and makes awards in line with the agreed policy (appendix five).

### Purpose of report

1. To give the committee the information needed to award NHB and CG for their area.

### Strategic objectives

2. We have a corporate priority to support communities through grants to voluntary and community organisations who are delivering projects/services that support our objectives or those in need in the district.

### Background

1. We opened both schemes between 7 September and 6 November 2015.
2. We received seven NHB applications for the Wantage area requesting a total of £41,755 against a budget of £41,794 and five CG applications requesting a total of £51,410 against a budget of £42,919.
3. Officers have evaluated the applications using the scoring matrices in the agreed policies, approved in August 2015. See appendix one for the NHB evaluations,

appendix three for a breakdown of the increase in homes by parish and appendix four for the CG evaluations.

4. In line with the policies, officers have suggested scores for the committee to consider and amend as necessary. The final score for each project dictates the priority it should be given when considering an award.

### **Financial implications**

5. Full council set a 2015/16 NHB budget of £124,759 in February 2015 and the Wantage area committee were allocated 33.50 per cent of this giving the committee a budget of £41,794. As per the agreed policy these grants can fund either revenue or capital projects.
6. At the same meeting the council set a 2015/16 CG budget of £147,741 and the Wantage area committee receives 29.05 per cent giving them a budget of £42,919.

### **Legal implications**

7. The council's legal powers to award these grants are contained in section one of the Localism Act 2011 that gives a general power of competence for local authorities.
8. In May 2015 full council delegated authority to three area committees to determine NHB and CG applications within the parameters of the grant policy.

### **Risks**

9. There are no overarching risks of awarding these grants. Officers have highlighted any risks to a particular project in their evaluation reports.

### **Conclusion**

10. That the committee awards NHB and CG in line with the approved policies.

### **Background**

# Appendix one - NHB 2015/16 - officer evaluation report

## Scoring summary

Ref no.	Organisation	Project	Total project cost	Amount requested	% of total cost	Suggested score	Suggested award
VNHB\17	PCC Grove Parish Church (Church Hall)	Hall insulation, lighting improvements and AV equipment	£55,720	£18,000	32.30 %	9	<b>£13,500</b> (75 %)
VNHB\18	Sustainable Wantage	Heating, insulation and centre manager	£15,012	£7,506	50.00 %	8	<b>£5,630</b> (75 %)
VNHB\21	Blewbury Parish Council	Village hall refurbishment part 1	£200,000	£10,000	5.00 %	9	<b>£7,500</b> (75 %)
VNHB\24	Grove Scout Group	Replacement and additional mess tents	£2,000	£1,000	50.00 %	10	<b>£1,000</b> (100 %)

The following applications are for projects that cover more than one committee. The amount shown in bold below is the amount they are asking from this committee. The value in brackets is the total amount requested.

For applications to all three committees the amount requested is split using the same percentages applied to the budget (Abingdon 42.92 %, Wantage 33.50 % and Faringdon 23.58 %. Where applications are just to the Abingdon and Wantage committees we have made the necessary adjustments to the percentages to reflect this (Abingdon 56.16 % and Wantage 43.84 %)

Ref no.	Organisation	Project	Total project cost	Amount requested	% of total cost	Suggested score	Suggested award
VNHB\23	SOFEA (Abingdon, Grove and Wantage)	'Futures placed' (recruitment service linked to their 'Get to Work' programme)	£16,800	£8,000 requested in total split as follows: £4,493 Abingdon <b>£3,507 Wantage</b>	Total requested from all committees 47.62% of total cost  56.16% (26.74% of total cost) <b>43.84% (20.88% of total cost)</b>	7	<b>£2,630</b> (75 %)
VNHB\2	South & Vale Carers Centre (district wide)	Five replacement laptops	£5,133	£2,565 requested in total split as follows: £1,101 Abingdon <b>£859 Wantage</b> £605 Faringdon	Total requested from all committees is 49.97% of the total cost 42.92% (21.45 % of total cost) <b>33.50% (16.74% of total cost)</b> 23.58% (11.79% of total cost)	9	<b>£644</b> (75 %)
VNHB\4	My Life My Choice (Abingdon and Wantage)	Expanding support groups	£4,028	£2,014 requested in total split as follows: £1,131 Abingdon <b>£883 Wantage</b>	Total request is 50.00% of total cost  56.16% (28.08% of total cost) <b>43.84% (21.92% of total cost)</b>	10	<b>£883</b> (100 %)
<b>Total requested from this committee</b>				<b>£41,755</b>		<b>Total</b>	<b>£31,787</b>
						<b>Budget</b>	<b>£41,794</b>

### Officer recommended award levels (budget permitting)

10-15 points	High priority – award as requested (up to 50 % of total cost)
6-9 points	Medium priority – award between 50 and 75 % of requested amount (officers will recommend the maximum possible)
0-5 points	Low priority - no funding

# Scoring matrix used across all applications

## Appendix two - scoring and award matrix for NHB applications

### Scoring matrix:

Criteria	0 points	1 point	2 points	3 points
% of additional occupied homes in the parish where the project will take place?	None	1-10 %	11-50 %	51 % or more
New facilities or activities	The project offers very little if any new activities or facilities	The project replaces existing facilities or allows existing activities to continue	The project improves an existing facility or activity	The project will provide a new facility or will allow new activities to take place
Community benefit	The project offers little if any benefit to the community	A single sport or special interest group will benefit	More than two community groups or a minority group will benefit from the project	The whole community will benefit/the project will help to integrate new and existing communities
Funding the project	They haven't secured much if any of the other funding needed for the project	They've secured some of the other funding needed but still have some to find	They've secured most of their other funding and have a plan in place for raising the rest	They've secured all the other funding needed for the project
Organisation's contribution	They aren't contributing to the project	They're contributing less than 2 % of the project cost	They're contributing between 25 and 50 % of the project cost	They're contributing over 50 % of the project cost

### Award matrix:

<b>0-5 points</b>	Low priority, no funding
<b>6- 9 points</b>	Medium priority, award between 50 and 75 % of request (officers will suggest the maximum possible)
<b>10-15 points</b>	High priority, award full amount requested (up to 50 % of the project cost)

<b>PCC Grove Parish Church Hall</b>	<b>Ref</b>	<b>VNHB\17</b>
Hall insulation, lighting improvements and AV equipment		

<b>Total project cost</b>	£55,720	
<b>Amount requested</b>	£18,000	
<b>Organisation's contribution</b>	£5,620	<b>Organisation's latest bank balance</b> £96,657
<b>Other funding</b>	£32,100	£600 secured from the parish council, (£31,500 tbc from WREN)

### Previous grants

No previous funding (since 2006) but they've also applied to the capital scheme for a different project during this round.

### Scoring

<b>Percentage of new housing in project area</b>		
Grove = 2 per cent of the Wantage area's total increase	<b>Score</b>	1/3
<b>Community benefit</b>		
The improvements will benefit any groups using the hall, which is used by the whole community, not just the congregation. A further benefit if they will be able to use the money they save on their energy bills to pay for future projects.	<b>Score</b>	3/3
<b>New facilities or activities</b>		
This work will improve the hall's acoustics and energy efficiency but doesn't create any new facilities or activities.	<b>Score</b>	2/3
<b>Funding the project</b>		
They have a small amount of their other funding secured so far, but have applied for the rest from WREN and they'll get a decision on this in April 2016.	<b>Score</b>	2/3
<b>Organisation's contribution</b>		
They have over £96,500 in the bank to cover their contribution of 10.09 per cent, but have a number of financial commitments including some future capital projects over the next few years, which limits their contribution to this work.	<b>Score</b>	1/3

### Other comments and considerations

<b>Consultation</b>		
They did extensive consultation with users and professionals as well as having an energy audit done, which supports the insulation and lighting work in this project.		
<b>Financial and project management plans</b>		
They've clear plans in place for the project, which is part of a large set of works over a couple of years. They still have a large amount of funding to secure.		
<b>Project timeframe</b>		
Their current start and end dates work well with our timeline. These may change if their funding bid to WREN isn't successful and they have to find alternative funding.		
<b>Other consultation comments received</b>		
<b>Energy Strategy and Projects Officer (Heather Saunders)</b> - The project will reduce energy use and improve comfort. The works have a long payback period, so are hard for organisations to fund without external support. The proposals address all the key recommendations in the energy audit.		
<b>Officer recommended award levels (budget permitting):</b> 10-15 points – High priority - award as requested (up to 50 per cent of total cost) 6-9 points – Medium priority – award 50 - 75 per cent of requested amount 0-5 points – Low priority - no funding	<b>Total score</b>	<b>9/15</b>
	<b>Grant</b>	<b>£13,500</b>

<b>Applicant responses</b>	
<b>Details of the project</b>	Currently the church hall is cold, energy inefficient and acoustically very poor which excludes physically vulnerable and the hard of hearing. Insulate the barely insulated ceiling and make flush finish to improve appearance. Add acoustic tiling to low part of ceiling to improve the current very poor acoustics in the hall. Replace energy inefficient lighting with LED downlights. Place wiring for future AV system for hall. Finished unfinished external wall.
<b>Financial statement from the organisation</b>	£14,763 owed to diocese for 2015 parish share. Money committed/set aside - £10,000 contingency, £10,500 for boiler move, £5000 AV wiring/equipment. £7625 towards window and curtain, £2800 architect's fees, £20,000 towards cost phase 2 hall project for 2017 (total estimated cost = £180,000), £5000 to missionaries we support. We also have 3 staff to pay and ongoing maintenance of buildings and grounds. Restricted money £8,800 for local mission, £1,100 for youth/toddlers, £7,500 for memorial garden.
<b>Statement about town/parish support</b>	Yes, they were very supportive and have given us the full amount requested (£1000) which has been split between the two sections of the phase 1 project of ceiling/wiring/lighting plus insulation, and window replacement and curtain.
<b>Community benefit</b>	
<b>Who will benefit from your project and how does it help integrate new communities?</b>	2 guide groups and one brownie group, 2 toddler groups use the hall. Our expanding youth club needs audio-visual facilities. Grove and Hanney Children's Centre use our facilities extensively, require a better hall to expand groups - increased income will allow significant subsidies for them. Groups who could expand if better facilities - Chess club, fortnightly social/service for elderly, keep-fit for older people, University of 3rd age, Church hosted community events to be extended to encourage use by wider demographic, integration and social events for low income families and people who struggle to travel eg cinema club, lunches, holiday clubs.
<b>How did you identify a need in the community for your project or service?</b>	Initial church-wide consultation over several evenings, then discussed individually with users and then with town and district counsellors who confirmed this will add community value. 2500 extra homes projected in Grove in the next 10-15 years. Our buildings and churchyard are community facilities, and we particularly see our role as providing facilities and hosting events that support the most vulnerable as well as actively working to build a lively, cohesive and integrated community in Grove.
<b>What sustainable and/or energy saving measures does your project include or offer?</b>	The current ceiling has barely any insulation, the lights are energy inefficient and the end wall has no insulation externally as the cavity wall was never finished. All these will be addressed. In addition we are currently self-funding rationalising our 5 boilers into 2 and improving heating switching and controls which will again increase energy efficiency.
<b>Consultation</b>	
<b>What consultation have you carried out with the community or professional advisors?</b>	We consulted the Diocesan Advisory Committee who advised on practicalities. We had an energy audit and consulted with our church members, hall users and future users as to what they most required from our hall. There were widespread requests for better acoustics, heating and appearance from current and future users. In addition we discussed the project with the chair of Grove Council and our district counsellor who were very supportive, and echoed these opinions.
<b>New facilities/Activities</b>	
<b>What extra facilities (or equipment) will the project provide?</b>	This part of the total project will significantly improve accessibility to current facilities and widen the demographic range that will be able to use them, providing warmth for the very young and old, acoustic improvements for hard of hearing, better lighting and facility to add projector. microphone and speakers. In 2017 we will add a disabled toilet, storage for chairs and tables, hearing loop, quality AV equipment, better access to garden and slightly extended hall.
<b>What new activities will take place because of this project?</b>	Yes. improving the acoustics, warmth and providing facilities for microphones, projection and speakers enables significantly expanded use for meetings and community events. With better warmth and acoustics elderly can use the hall (many avoid it because of the poor acoustics and heating), their groups at maximum capacity in current venue. Vulnerable young parent groups likewise need access to local accessible subsidised events/venues. Community cinema and enhanced youth club planned once all AV equipment in place.

<b>Sustainable Wantage (The Mix Centre)</b>	<b>Ref</b>	VNHB\18
Heating, insulation and centre manager		

<b>Total project cost</b>	£15,012	
<b>Amount requested</b>	£7,506	
<b>Organisation's contribution</b>	£3,600	<b>Organisation's latest bank balance</b> £5,591
<b>Other funding</b>	£3,906	<b>Not yet secure</b>

### Previous grants

£2,510 NHB 13/14 Market Garden Project  
£1,000 Festival 13/14 Wantage Autumn Festival

### Scoring

<b>Percentage of new housing in project area</b>		
Wantage = 27 per cent of the Wantage area's total increase	<b>Score</b>	2/3
<b>Community benefit</b>		
The coordinator will bring benefits to Sustainable Wantage's work. The heating and insulation will benefit people using The Mix but will also benefit the private landlord who owns the building, as it will be adding value to their asset.	<b>Score</b>	2/3
<b>New facilities or activities</b>		
The centre manager is a new post and new activities will take place as a result.  The work will improve the current building. They lease the building for 1-3 years at a time from a private landlord and we wouldn't usually fund work to private property. There's no guarantee the landlord will renew their lease. We also don't know if it's their responsibility or the landlord's to do some of this work.	<b>Score</b>	2/3
<b>Funding the project</b>		
They had applied for other funding, but weren't successful and they haven't been able to identify other sources yet. They appear to have enough in the bank to cover their contribution but very little else.  The landlord is not contributing, but they have asked the town council for a grant towards their running costs.	<b>Score</b>	1/3
<b>Organisation's contribution</b>		
Their current bank balance is just under £6,000 and with their other commitments they can't currently afford their contribution of 23.98 per cent.	<b>Score</b>	1/3

### Other comments and considerations

#### Consultation

They consulted an energy advisor who recommended the heating and insulation work.

#### Financial and project management plans

They will reassess the position of the coordinator after one year and look to fund it through income generated by the centre if they decided to keep the post.

#### Project timeframe

They want to start work close to our decision date, which is ambitious given their funding situation.

#### Other consultation comments received

**Energy Strategy and Projects Officer (Heather Saunders)** The project will improve the efficiency and comfort of the building.

#### Score

<b>Officer recommended award levels (budget permitting):</b> 10-15 points – High priority - award as requested (up to 50 per cent of total cost) 6-9 points – Medium priority – award 50 - 75 per cent of requested amount 0-5 points – Low priority - no funding	<b>Total score</b>	<b>8/15</b>
	<b>Grant</b>	<b>£5,630</b>

<b>Applicant responses</b>	
<b>Details of the project</b>	The Mix Community Space offers a wide range of activities and services including skill-share days, workshops, and resource swaps, as well as providing hot desking facilities and being available for hire by local groups. The Mix started as a 6 month project, it has now been open for nearly 2 years. It is run entirely by volunteers and the building has no heating and minimal insulation. We would like to move The Mix forward by appointing a manager; this would enable us to offer longer term projects and services, and increase opportunities and engagement across the wider community. We plan to improve the space by installing insulation and heating.
<b>Financial statement from the organisation</b>	£2,000 grant from Oxfordshire Community Foundation for Mix costs to support Resource Bank in 2016 £1,100 ring fenced for Mix costs Nov/Dec £250 grant from Resource Futures for demo kitchen hire for Wantage Autumn Festival 6 x £18 + £25 = stall payments, Wantage Autumn Festival (these go towards Festival costs) £260 ring fenced for Market Garden project 48 x £1 = members shares Total: £3,791
<b>Statement about town/parish support</b>	We are presenting to Wantage Town Council Policy Management and Finance Committee on 9th November. We are requesting an annual grant of £4,000 towards ongoing costs of running The Mix we have already secured grants of £2,520 towards these costs from Oxfordshire Community Foundation and Waitrose Community Matters. Dependent on funding applications listed above some grant money from WTC could be used towards improvements/co-ordinator.
<b>Community benefit</b>	
<b>Who will benefit from your project and how does it help integrate new communities?</b>	All residents, schools, community groups and businesses within our community are able to benefit. The Mix offers a wide variety of activities in order to engage a broad spectrum of the community. For new residents it offers a friendly and accessible small scale community hub as well as information and support in accessing other activities and services in the town. The Mix is a base for the Resource Bank. Currently negotiating providing community led learning opportunities as part of Oxfordshire Learning Network
<b>How did you identify a need in the community for your project or service?</b>	15 Mill Street was a derelict shop that we took it on as a 6 month project to improve the appearance of Mill Street and draw residents, visitors and new businesses to the town centre. Through a successful crowdfunding campaign and grants from local and national organisations we have been open for nearly 2 years. We now host up to 100 people a week (average 40).
<b>What sustainable and/or energy saving measures does your project include or offer?</b>	The Mix has a high proportion of energy efficient lighting in place, we also use upcycled or secondhand furniture wherever possible. The building improvements we are applying for will hugely increase the energy efficiency of the space. We also contribute to sustainable and energy saving practices in the wider community through the services, workshops and activities that The Mix provides, these include a Resource Bank, skill-shares, upcycling and information events.
<b>Consultation</b>	
<b>What consultation have you carried out with the community or professional advisors?</b>	In December 2014 Richard Green, Energy Adviser carried out an energy advice consultation for The Mix. Since then we have been pursuing funding towards securing a longer term lease in order to make investing in building improvements worthwhile. Richard revisited The Mix in October 2015 and has sourced the quotes for the works required; he investigated replacement windows and alternative heating systems to ensure we seek the most energy efficient options.
<b>New facilities/Activities</b>	
<b>What extra facilities (or equipment) will the project provide?</b>	Insulation and heating will vastly improve the existing facilities as currently the space has minimal insulation and is heated by portable electric heaters. This work will be beneficial to our existing users as well as attracting new users who are currently deterred by the basic nature of the facilities.
<b>What new activities will take place because of this project?</b>	A co-ordinator role will give The Mix the capacity to organise, manage and facilitate a greater number of events and services, expanding and improving on our existing activities. For example we will grow the Resource Bank by working with local businesses to re-purpose waste, and with schools and community groups by providing resources. Additionally we are looking to partner with Oxfordshire Learning Network to provide community led learning opportunities in response to local need.

<b>Blewbury Parish Council</b>	<b>Ref</b>	VNHB\21
Village hall refurbishment - part 1		

<b>Total project cost</b>	£200,000	
<b>Amount requested</b>	£10,000	
<b>Organisation's contribution</b>	£60,000	<b>Organisation's latest bank balance</b> £78,421
<b>Other funding</b>	£130,000	Of which just £25,000 is secured following village fundraising efforts.

### Previous grants

No previous funding (since 2006).

### Scoring

<b>Percentage of new housing in project area</b>		
Blewbury = 2 per cent of the Wantage area's total increase	<b>Score</b>	1/3
<b>Community benefit</b>		
Any users of the hall and post office could benefit from the improvements.	<b>Score</b>	3/3
<b>New facilities or activities</b>		
The project will expand and improve the existing village hall.	<b>Score</b>	2/3
<b>Funding the project</b>		
They've secured a small amount of funding already and have plans for how they'll raise the rest.	<b>Score</b>	1/3
They've also applied to the CG scheme for the same project, which means that if one bid is successful the other will be withdrawn.		
<b>Organisation's contribution</b>		
Their current reserves would cover their contribution 30.00 per cent but it will leave them very little towards the second phase of work.	<b>Score</b>	2/3

### Other comments and considerations

<b>Consultation</b>		
They carried out a good amount of consultation with the community and professionals including carrying out structural, asbestos and energy surveys.		
<b>Project timeframe</b>		
The project date currently works with our timeline, but depends on them securing the other funding they need.		
<b>Financial and project management plans</b>		
They've still to raise over 50 per cent of the cost, which gives this project more financial risk than some others.		
They've also applied to the CG scheme for the same project, which means that if one bid is successful the other will be withdrawn.		
<b>Other consultation comments received</b>		
<b>Energy Strategy and Projects Officer (Heather Saunders)</b> This is a thorough project that will implement all relevant parts of their energy audit.		
<b>Equalities Officer – Cheryl Reeves</b> The access audit looks comprehensive the applicant appears to implements the actions it suggests.		
<b>Officer recommended award levels (budget permitting):</b> 10-15 points – High priority - award as requested (up to 50 per cent of total cost) 6-9 points – Medium priority – award 50 - 75 per cent of requested amount 0-5 points – Low priority - no funding	<b>Total score</b>	<b>9/15</b>
	<b>Grant</b>	<b>£7,500</b>

<b>Applicant responses</b>	
<b>Details of the project</b>	Blewbury Village Hall has served the community exceedingly well for thirty seven years. It provides essential services to the community through the Post Office and Shop and Surgery and provides a venue for a very wide range of village clubs and societies and village events and for the adjacent primary school. The hall is the focal point for an energetic, inclusive and growing village community. The hall is now showing its age, looking tired and is in some areas delapidated. Unless we can invest significantly in its future it will eventually fall into disuse. Part 1 of the project will increase the scope of the Post Office and size of the kitchen; upgrade all the toilets; revamp the Vale Room; improve the energy and environmental performance of all these areas; insulate, re-render and transform the appearance of the front elevation; and grow the hall's use.
<b>Financial statement from the organisation</b>	The Parish Council is constrained by the usual statutory requirements. However, it has formally earmarked £60,000 for this project. This includes an amount kept in reserve from an earlier project to replace the Sports Pavilion and is ring-fenced from day today expenditure.
<b>Statement about town/parish support</b>	The Parish Council has already committed £60,000 from existing funds and has agreed in principle to apply for a loan of £25,000 to cover Part 1 from the Public Works Loan Board. In addition £25,000 has already been raised from fund-raising events within the village.
<b>Community benefit</b>	
<b>Who will benefit from your project and how does it help integrate new communities?</b>	The whole village. The post office and shop particularly supports the older population. The school has access to the hall, including the Vale Room, every day. Twenty five clubs, societies and organisations in Blewbury use the Hall, which as the main public building in the village is its key integrating facility. Frequent users of the Vale Room include the Parish Council, Bridge Club and private parties. Regular users include the Blewbury Players and BVS(Village Society). All of these groups are open to all and all village residents, including new ones, are automatically members of the BVS.
<b>How did you identify a need in the community for your project or service?</b>	The post office opens 6 days a week. The hall is used for 80 per cent of the time it is available. The Vale Room is used 3 evenings and for events at the weekend. The village is growing and the Methodist Chapel recently closed. The hall is 37 years old and falls short of modern standards and expectations. 80 per cent of questionnaire respondents support major refurbishment; dissatisfaction with the Vale Room, toilets and kitchen far outweighing satisfaction.
<b>What sustainable and/or energy saving measures does your project include or offer?</b>	The project will insulate the loft and front elevation and install energy efficient lighting and a modern heating system. All windows in the refurbished areas will be replaced with double glazed units. All recommendations from the Energy Survey for these areas will be implemented. Sustainable Blewbury is aiming for the hall to obtain EcoCentre status and the project supports this.
<b>Consultation</b>	
<b>What consultation have you carried out with the community or professional advisors?</b>	We have organised three exhibitions and meetings to ascertain needs and priorities and obtain views. These have been backed up by presentations to the Village Society and by two questionnaires. We have sought the views of village clubs and societies through a questionnaire. We include regular updates in the village newsletter and obtain feedback. We have had professional input through a structural survey and through an energy audit carried out by Oxford Brookes University.
<b>New facilities/Activities</b>	
<b>What extra facilities (or equipment) will the project provide?</b>	The size of the post office will be doubled and the kitchen will be increased by 25 per cent; the front elevation and entrances will be upgraded improving the overall appearance and attractiveness of the hall; all toilets will be upgraded; there will be new storage for the Vale Room.
<b>What new activities will take place because of this project?</b>	All existing activities will continue and we expect that existing users will use the hall more. The post office will expand its business offering a wider range of goods. Overall, we are targeting a 20 per cent increase in use, including specifically in the use of Vale Room and Post Office.

<b>Grove Scout Group</b>	<b>Ref</b>	<b>VNHB\24</b>
Replacement and additional mess tent		

<b>Total project cost</b>	£2,000	
<b>Amount requested</b>	£1,000	
<b>Organisation's contribution</b>	£500	<b>Organisation's latest bank balance</b> £14,777
<b>Other funding</b>	£500	£500 secured from Aviva communities fund

### Previous grants

No previous funding (since 2006).

### Scoring

<b>Percentage of new housing in project area</b>		
Grove = 2 per cent of the Wantage area's total increase	<b>Score</b>	1/3
<b>Community benefit</b>		
The main benefit is to the scout groups but they've confirmed that some local sports clubs can also borrow the tents for their events.	<b>Score</b>	2/3
<b>New facilities or activities</b>		
The project will replace their existing mess tent with two new ones to increase their capacity.	<b>Score</b>	2/3
<b>Funding the project</b>		
They've secured their other funding and have enough in the bank to cover their contribution.	<b>Score</b>	3/3
<b>Organisation's contribution</b>		
Their current bank balance can cover their contribution of 25.00 per cent and potentially the whole project, although they need some for their running costs and are saving for a new building.	<b>Score</b>	2/3

### Other comments and considerations

#### Consultation

None, the management committee decided to replace the tent and buy two new ones.

#### Financial and project management plans

They should be budgeting for replacing equipment over time.

#### Project timeframe

They want to buy the tents soon after our decision date, which shouldn't be an issue since they have their other funding available.

#### Other consultation comments received

#### Officer recommended award levels (budget permitting):

10-15 points – High priority - award as requested (up to 50 per cent of total cost)

6-9 points – Medium priority – award 50 - 75 per cent of requested amount

0-5 points – Low priority - no funding

<b>Total score</b>	<b>10/15</b>
<b>Grant</b>	<b>£1,000</b>

<b>Applicant responses</b>	
<b>Details of the project</b>	Grove Scout Group intends to purchase new mess tents to service the needs of hungry cubs and scouts for many years to come. Grove scouts represents the scouting movement in Grove and the surrounding villages. Over 170 young people participate in scouts each week and this number is growing. Each year, multiple camping trips are made and new mess tents are needed to ensure that this can continue. These mess tents are community assets in Grove and have been made available to the local rugby and football teams for use in many tournaments in the past. If funded, then the amount of £1000 will allow the outright purchase of two new 25ft by 15ft mess tents. This will be purchased and put into good use as soon as possible. Please support this application so that the young people of Grove can continue to have adventures and enjoy themselves.
<b>Financial statement from the organisation</b>	The account is used to cover all activities that Grove Scout Group perform. We are currently saving for a new building so would like to replace infrastructure with grants where possible.
<b>Statement about town/parish support</b>	The parish council have contributed to some repair work to the scout hall already this financial year.
<b>Community benefit</b>	
<b>Who will benefit from your project and how does it help integrate new communities?</b>	Over 170 young people participate in scouting each week. Multiple camping trips are made each year that can be larger in scope with the new additional mess tents. The additional tent will allow us to take many more cubs and scouts on camping trips in future.  Additionally, many other groups in Grove such as the football clubs and rugby clubs will be able to continue to use scout equipment for their festivals and events.
<b>How did you identify a need in the community for your project or service?</b>	The existing scout resources are already well used in the local community. Replacing and upgrading these valuable resources will ensure that local groups can continue to cater for young people for many festivals, events and camping trips over the coming years. The additional tent will allow for more flexibility so two trips can occur at the same time.
<b>What sustainable and/or energy saving measures does your project include or offer?</b>	The existing tents are very old, but will be disposed of in a green manner. The new tents are much more weather resistant resulting in lower heating costs. After each current trip, the old canvas tents need to be aired and dried which consumes heating resources. The new tents will be much easier to maintain.
<b>Consultation</b>	
<b>What consultation have you carried out with the community or professional advisors?</b>	We have identified the required tents and have sourced a number of prices.
<b>New facilities/Activities</b>	
<b>What extra facilities (or equipment) will the project provide?</b>	The existing mess tent will be replaced. Additionally, another mess tent will be bought allowing for many more young people to be catered for. Having two mess tents provides a huge amount of flexibility when planning the years' events. We will be able to provide a tent for catering at the summer sports festivals and still have camping expeditions.
<b>What new activities will take place because of this project?</b>	Multiple trips can now take place and much larger events can take place as the catering infrastructure will have doubled. Additionally, as the new housing are built in Grove, the expected increase in scout numbers can be catered for.

<b>SOFEA</b>	<b>Ref</b>	<b>VNHB\23</b>
Futures Placed – a recruitment service to support their users and potential employers during recruitment and probation.		

<b>Total project cost</b>	£16,800	
<b>Amount requested</b>	£3,507 (this committee)	£8,000 requested in total - the Abingdon area committee is also considering a

		grant for this project.
<b>Organisation's contribution</b>	£8,800	<b>Organisation's latest bank balance</b> £6,200
<b>Other funding</b>	£0	

### Previous grants

£4,000 NHB 2014/15 – 'Get to work' programme

### Scoring

<b>Percentage of new housing in project area</b>		
Abingdon = 25 per cent of the Abingdon area's total increase	<b>Score</b>	2/3
<b>Community benefit</b>		
They aim to support 20 young people over six months, but we don't have details of exactly how many will come from Abingdon and our score reflects there are no guarantees that any will.	<b>Score</b>	1/3
While there are limited beneficiaries, they are from a vulnerable/at risk group.		
<b>New facilities or activities</b>		
This service expands on their existing 'get to work' programme by offering their users a recruitment service to support them and potential employers.	<b>Score</b>	2/3
<b>Funding the project</b>		
They're funding the balance themselves but can't currently cover their contribution. It's not clear how or when they'll have the rest of their contribution.	<b>Score</b>	1/3
<b>Organisation's contribution</b>		
Their current reserves aren't enough to cover their contribution of 52.38 per cent and they've not made it clear how they will generate the income needed to pay their share before the project starts. The score reflects this risk.	<b>Score</b>	1/3

### Other comments and considerations

#### Consultation

They consulted staff, parents and other agencies but haven't provided details of the feedback. We would have liked evidence that other agencies support this project.

#### Financial and project management plans

They've not explained how they'll fund 'Futures placed' when our funding ends.

#### Project timeframe

They plan to start close to our decision date but this depends on them having all their contribution in place, as we don't release grants until all funding is secure.

#### Other consultation comments received

Young people's coordinator (Karen Tolley) - I have first-hand knowledge of the training and development programme SOFEA offer and I strongly support this application.

<b>Officer recommended award levels (budget permitting):</b>	<b>Total score</b>	<b>7/15</b>
10-15 points – High priority - award as requested (up to 50 per cent of total cost)		
6-9 points – Medium priority – award 50 - 75 per cent of requested amount		
0-5 points – Low priority - no funding	<b>Grant</b>	<b>£2,630</b>

### Applicant responses

<b>Details of the project</b>	An intensive, professional and effective programme over six months to ensure that young people disadvantaged in the labour market can: <ul style="list-style-type: none"> <li>• compete effectively for jobs they want to do</li> <li>• be successful in getting jobs they want to do</li> <li>• sustain those jobs and grow into them</li> </ul> Working one to one this programme is a bespoke tailored intensive support to young people in order to overcome the disadvantage they face in entering the labour market. It differs substantially from careers advice and guidance in its intensiveness and focus on meeting the need of the individual and matching them to the needs of a local employer. The
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	programme is built on sound and strong relationships, where each of the participants - individual, employer, FuturesPlaced plays their role to the benefit of all. The project is based at SOFEA but works with young people from across the Vale.
<b>Financial statement from the organisation</b>	None
<b>Statement about town/parish support</b>	Yes, we have written to all parish councils in the Vale in which young people we work with live.
<b>Community benefit</b>	
<b>Who will benefit from your project and how does it help integrate new communities?</b>	20 young people who live in the Vale will benefit as they will be able to compete more effectively in the labour market. These young people come from across the Vale (the premises where the programme takes place is located in Sutton Courtenay), including Wantage, Grove and Abingdon. Local employers will benefit as the pool of available labour will be increased. The local community will benefit as the young people are more likely to be positive economic agents in their own communities and will not be draining resources.
<b>How did you identify a need in the community for your project or service?</b>	OCC estimates that approximately 5 per cent of young people in the Vale are NEET. The Oxfordshire Skills Board, in its Skills Strategy acknowledges this as a strategic priority. We estimate there is a hidden number beyond this with: <ul style="list-style-type: none"> <li>• Low qualifications</li> <li>• Noncompleted schooling</li> <li>• Family crisis/ breakdown</li> <li>• Physical or mental illness</li> <li>• Offending behaviour</li> </ul> Our research with young people, parents, agencies and employers identifies that for these young people other approaches are needed.
<b>What sustainable and/or energy saving measures does your project include or offer?</b>	Although not a key priority, a consequence of this work will be that young people are more likely to be taking local jobs, reducing travel to work times.
<b>Consultation</b>	
<b>What consultation have you carried out with the community or professional advisors?</b>	We have run a pilot of this programme from start to finish resulting in the employment at ChefDirect on a permanent contract of a young lady from Abingdon. The vastly experienced staff at SOFEA have identified that one of the pieces of the jigsaw that is missing for vulnerable teenagers is this transition into work. We work closely with the parents of many young people. We have also consulted over a dozen other agencies.
<b>New facilities/Activities</b>	
<b>What extra facilities (or equipment) will the project provide?</b>	n/a
<b>What new activities will take place because of this project?</b>	The programme will work with 20 young people from the Vale over 6 months. This will lead to the creation of: 20 personalised employability packs 20 one to one sessions 20 CVs 20 sets of interview preparation 20 introductions to employers The project will leave a sustainable model funded through employer contributions. 12 permanent relationships with local employers will be created.

<b>South &amp; Vale Carers Centre</b>	<b>Ref</b>	<b>VNHB\2</b>
Five replacement laptops		

<b>Total project cost</b>	£5,133	
<b>Amount requested</b>	£859 (this committee)	£2,565 requested in total - the Abingdon and Faringdon area committees are considering grants for this project.
<b>Organisation's contribution</b>	£2,568	<b>Organisation's latest bank balance</b> £63,133
<b>Other funding</b>	£0	

### Previous grants

£10,125 NHB SE & W 2014/15 - Adult support  
£279 Capital 2013/14 – New website  
£4,289 Capital 2011 - Take a break (respite care)

### Scoring

<b>Percentage of new housing in project area</b>		
The outreach workers that use these machines work district-wide so we've awarded the highest score possible.	<b>Score</b>	3/3
<b>Community benefit</b>		
The new laptops will have a direct benefit to the five staff using but this is a small and specific group. There's also some marginal benefit to the carers they work with.	<b>Score</b>	1/3
<b>New facilities or activities</b>		
The new laptops will replace existing ones.	<b>Score</b>	1/3
<b>Funding the project</b>		
They're funding the balance themselves but it's unlikely they can afford their contribution at the moment, given their other financial commitments.	<b>Score</b>	2/3
<b>Organisation's contribution</b>		
They're confident they can meet their contribution of 50.03 per cent but have accounting policies that ring-fence £60,000 of their reserves, leaving just £3,133 currently available for other commitments and this project. We've reflected this concern in our score.	<b>Score</b>	2/3

<b>Other comments and considerations</b>		
<b>Consultation</b>		
The IT consultant who recommended replacing the laptops is one of the suppliers quoting for them so doesn't necessarily offer an impartial opinion.		
<b>Financial and project management plans</b>		
As a well-established organisation, they should be including the cost of replacement equipment in their budget setting and financial management processes, which they don't appear to have done.		
<b>Project timeframe</b>		
Their start date is very close to our decision date so they may have to postpone this until they have all their other funding in place, as we don't release grants until all funding is secure.		
<b>Other consultation comments received</b>		
<b>Officer recommended award levels (budget permitting):</b>	<b>Total score</b>	<b>9/15</b>
10-15 points – High priority - award as requested (up to 50 per cent of total cost)		
6-9 points – Medium priority – award 50 - 75 per cent of requested amount	<b>Grant</b>	<b>£644</b>
0-5 points – Low priority - no funding		

<b>Applicant responses</b>	
<b>Details of the project</b>	Our support service for carers, which is delivered across the Vale of White Horse District, involves our team of 5 outreach advisers in visiting carers in their homes helping carers with advice, information and guidance; our current laptops are at least 6 years old, very heavy and run old software. As we access clients' personal details through these laptops and following recent high profile security breaches nationally, we wish to replace our laptops with modern, lighter machines which offer better security and which will be capable of being encrypted to increase the security of our retained client data. We also use the laptops to communicate and access the web as part of our outreach carers advice and support service
<b>Financial statement from the organisation</b>	Office rental and service costs = £2,200 pm Salary costs = £11,500 pm Reserves policy = minimum of £60,000 as a reserve in all accounts to fund the winding up of the organisation if needed
<b>Statement about town/parish support</b>	All Parishes in the Vale have been approached and have made or are currently considering a grant towards the costs of our carers support service.
<b>Community benefit</b>	
<b>Who will benefit from your project and how does it help integrate new communities?</b>	The equipment will be used to benefit approximately 400 carers of all ages a year across the Vale of White Horse District.  Carers find it difficult to travel due to their caring commitments and infrequent rural transport. We meet them in their homes which has the added benefit of assessing their home circumstances and addressing other issues to improve their well-being, self-confidence and sustain them in their caring roles. This increased self-confidence is important in encouraging carers, including carers of new residents, to become more involved in their communities finding time for themselves, socialising, and possibly find employment.
<b>How did you identify a need in the community for your project or service?</b>	Our existing laptops do not cope with software and security updates. With the need for increased computer and data security, our existing laptops are not capable of being encrypted and therefore we needed to replace them to keep client details and other files accessed through them secure and continue to provide a carers home visiting service for which there is increasing demand and need
<b>What sustainable and/or energy saving measures does your project include or offer?</b>	The laptops proposed run modern operating systems that are less energy hungry and have more efficient batteries giving longer life between charging therefore saving energy; the batteries in our existing laptops fail to last much more than an hour without being attached to an electricity supply, which makes home visiting difficult.
<b>Consultation</b>	
<b>What consultation have you carried out with the community or professional advisors?</b>	Our IT adviser has assessed the current condition of our laptops and is recommending that they are replaced; they are not upgradable at economic cost. His report is attached.
<b>New facilities/Activities</b>	
<b>What extra facilities (or equipment) will the project provide?</b>	Replacement of our old laptops will be more than replacing like for like equipment. It will improve our service to carers, making our outreach advisers more efficient in quickly, reliably and securely accessing on line information and will keep the organisation and its data more secure on line whilst operating in communities
<b>What new activities will take place because of this project?</b>	The new equipment will enable the existing home visiting service to continue on a much more secure, reliable and efficient basis, as a result, potentially increasing capacity to visit more carers.

<b>My Life My Choice</b>	<b>Ref</b>	VNHB\4
Expanding self-help groups		

<b>Total project cost</b>	£4,028	
<b>Amount requested</b>	£883 (this committee)	£2,014 requested in total – the Abingdon area committee is also considering a grant for this project.
<b>Organisation's contribution</b>	£514	<b>Organisation's latest bank balance</b> £84,841
<b>Other funding</b>	£1,500	<b>All of which is secured from:</b> £500 - HDH Wills 1965 Charitable Trust and £1,000 - Robert & Margaret Moss Charitable Trust

### Previous grants

£1,906 Capital awarded in April 2011 to help set up the Abingdon and Wantage groups.

### Scoring

<b>Percentage of new housing in project area</b>		
Abingdon = 25 per cent of the Abingdon area's total increase	<b>Score</b>	2/3
<b>Community benefit</b>		
The project will support 20-30 people who attend the groups. While this is a small number, they are from a vulnerable group.	<b>Score</b>	2/3
<b>New facilities or activities</b>		
The new equipment, extended outreach work and training will improve their existing group meetings but won't see any new meetings start.	<b>Score</b>	2/3
<b>Funding the project</b>		
They've secured all the other funding needed in grants and through their contribution.	<b>Score</b>	3/3
<b>Organisation's contribution</b>		
Looking at their reserves they can easily cover their contribution of 12.76 per cent and may not need a grant from us to fund the work. They are building up their reserves to meet the charity commission's recommended levels, but if you include their contingency fund they already exceed these levels.	<b>Score</b>	1/3

<b>Other comments and considerations</b>		
<b>Consultation</b>		
There's no clear demand from potential new members, although current members would like the groups to grow. While they've identified the need to grow in their own strategy, it isn't supported by an impartial strategy like a report from OCC or the health service.		
<b>Financial and project management plans</b>		
They've support from Abingdon town council towards their running costs, but not Wantage. They haven't made it clear how they will fund the outreach work after this grant ends.		
<b>Project timeframe</b>		
No issues with project start and end dates as they are well within our timeline.		
<b>Other consultation comments received</b>		
<b>Equalities Officer – Cheryl Reeves</b>		
This application makes a positive contribution to enhancing support services available to people with learning disabilities		
<b>Officer recommended award levels (budget permitting):</b>	<b>Total score</b>	<b>10/15</b>
10-15 points – High priority - award as requested (up to 50 per cent of total cost)		
6-9 points – Medium priority – award 50 - 75 per cent of requested amount		
0-5 points – Low priority - no funding		
	<b>Grant</b>	<b>£883</b>

<b>Applicant responses</b>	
<b>Details of the project</b>	The charity runs 11 monthly self-help groups throughout Oxfordshire for 150 regular attendees, giving our members with learning disabilities a chance to meet up, make new friends, get out of their homes, get advice, and talk about their interests and to learn new skills. These groups are the 'life blood' of our organisation which has 520 members throughout Oxfordshire. We currently run a group for 10 beneficiaries in Abingdon and 10 beneficiaries in Wantage. We want to conduct outreach work to engage new people in both of these groups, to provide a laptop and projector to help with presentations at these group meetings, and support to develop a training course on " healthy living" in order to support the health and wellbeing of our members in Wantage and Abingdon.
<b>Financial statement from the organisation</b>	Draft accounts for 2014/15 show total reserves of £141,625 but this includes £58,007 restricted funds and a contingency fund of £24,664. (Leaves £58,954 unrestricted funds).  We have less than 5 months running costs covered by 'free' reserves and as per Charity Commission guidelines we are trying to build this to 6 months. Funders and supporters usually want to see a financially stable and sustainable charity. We don't want to jeopardise this.
<b>Statement about town/parish support</b>	Abingdon Town Council (£1000) and Lions Club Abingdon (£400) have contributed towards the annual running costs (£2000) of the Abingdon Self-help group which is different from what is being bid for in this application. This application focuses on additional and new work for our Abingdon and Wantage groups.
<b>Community benefit</b>	
<b>Who will benefit from your project and how does it help integrate new communities?</b>	People with learning disabilities will benefit. 20 current beneficiaries will benefit from the new equipment and the new training course. We aim to attract a further 10 new beneficiaries through our outreach work. Our monthly group meetings address social exclusion and loneliness by providing a safe meeting place where beneficiaries discuss and learn about such things as safety, self-improvement, community involvement, and how to speak up for themselves. We also conduct travel training and further courses to build skills and confidence that are particularly useful to help integrate our beneficiaries.
<b>How did you identify a need in the community for your project or service?</b>	Oxfordshire County Council's "Big Plan 2015-185" highlights the need of supporting people with a learning disability to have more choice and control, to live as independently as possible as part of the broader Oxfordshire community, to have the right support, and to be healthy and safe
<b>What sustainable and/or energy saving measures does your project include or offer?</b>	Beneficiaries either walk, use public transport, or share taxis to and from the self-help group venues. Sessional staff who support the groups either walk, cycle, car share, or take public transport to the self-help group venues.
<b>Consultation</b>	
<b>What consultation have you carried out with the community or professional advisors?</b>	The charity's projects are run by and for people with learning disabilities and all the Trustees, annually elected by the membership, have learning disabilities. The Trustees make the key decisions, and decide upon the strategic direction of the charity. The trustees are also informed by the collective voice of our self-help group members; their opinions inform the Trustees who develop the strategic plan which currently includes the development of our self-help groups.
<b>New facilities/Activities</b>	
<b>What extra facilities (or equipment) will the project provide?</b>	One laptop and one projector to aid presentations and training. The equipment will be shared between the Abingdon and Wantage groups.
<b>What new activities will take place because of this project?</b>	There is sufficient capacity for the new 'activities' i.e. additional group members in each group. The training course on 'healthy living' will be fitted into the annual training programme for the group members. We have sessional workers who are available to carry out the additional work i.e. outreach work to engage new group members and to develop the 'healthy living' training course.

# **APPENDIX TWO – NHB GRANTS POLICY**

## **Introduction**

This scheme seeks to support community initiatives that improve local facilities or help integrate communities, particularly in areas that have accommodated new housing.

Applicants apply online through the council's website, where the full procedures are available.

## **What type of project will the scheme fund?**

We're looking to fund projects that support community initiatives and facilities, particularly those that help to integrate new communities. They must take place in the district or within a three-mile radius if significant numbers of our residents will benefit.

We will fund both capital and one-off revenue expenditure from this scheme. This can include start-up costs, building improvements and equipment purchases. It excludes contributing to financial commitments like loans or mortgages and ongoing revenue costs like wages for existing staff.

We usually only accept applications for projects that haven't already started, however in exceptional circumstances (like a major funder pulling out or unforeseen additional works) then the head of corporate strategy can make an exception.

Organisations cannot apply to this scheme for projects we've awarded grants to before.

## **Who can apply to the scheme?**

Any community-based organisation with a signed constitution, including non-profit businesses, community interest companies and parish and town councils can apply.

We will not consider projects for private individuals, businesses, residential buildings or any that usually fall to other public sector/statutory bodies to provide or will primarily benefit organisations under their remit. For example we can't fund projects to improve roads/footpaths, schools, academies, forest/free schools or health services.

We're committed to promoting equality and diversity, and welcome applications from organisations who represent minority or vulnerable groups.

## **What are the minimum and maximum awards for the scheme?**

Organisations can request a minimum of £1,000 and up to 50 per cent of their total project cost. In exceptional cases, like a major funder pulling out of a project that offers significant benefit to our residents we will consider a request for more than 50 per cent.

To request an exceptional amount applicants must get approval from the head of corporate strategy (via the grants team) before submitting an application. The online application system won't allow requests for over 50 per cent without officer approval.

We will not award more than the amount requested by the applicant.

The maximum an organisation can request is the committee's budget for each round of applications, which we'll publish on the council's website before and after each round of awards.

We will only award one capital grant for each project so if an applicant applies to this scheme and the Capital Grant scheme and is successful in one, we will withdraw the application from the other.

## **Opening and closing dates**

We'll usually open for applications twice each year (if there is sufficient budget available), except in a district council election year when we may only open for one round.

We'll advertise the provisional opening and closing dates each November and will confirm them after the annual budget-setting meeting.

We'll open each round of funding for a minimum of six weeks and will usually make decisions within 12 weeks of the closing date.

Where possible we will avoid opening over school holidays.

## **Scheme eligibility criteria**

All applicants must provide:

- a copy of the latest statements for any bank/building society accounts in the name of the organisation
- two quotes for the project or a professional estimate for any building work
- a breakdown of the budget for the project including all the sources of funding

They must also confirm:

- they have a signed constitution and could provide it on request (except parish or town councils, churches or similar organisations that are governed by a central body and therefore don't have their own constitution)
- the project won't start before a decision has been made, which is usually 12 weeks from the closing date (unless otherwise agreed with the grants team before applying)
- they have all the necessary consents such as planning permission, listed building consent, Diocese faculty etc and could provide them on request
- they will provide additional information to help us evaluate their application on request

Applicants requesting more than £10,000 must also provide:

- copies of any necessary planning, listed building, Diocese faculty and other relevant permissions
- their most recent financial accounts or their working budget and financial plan for the year if they're a new organisation
- a project plan including ongoing maintenance arrangements

Applicants requesting over £25,000 must also provide:

- evidence of ownership of the property or a lease with at least ten years remaining, including a copy of the Land Registry title documents.

The head of corporate strategy can decide if we'll accept any applications that don't meet all the above criteria. Applicants must give clear reasons why they can't for us to consider an exception.

Projects awarded up to £10,000 must complete within 12 months from our award date. Projects awarded over £10,000 must start work within 18 months of our award date, and must complete within 36 months.

If there's any unexpected delays to the project, applicants can request one extension of up to 12 months, giving the reasons for the delay. We must receive these requests at least one month before the end of the original grant term.

We'll send reminders for outstanding grants three months before they expire and will return any unclaimed awards to the council's general reserves after the expiry date.

## **Area committees**

The leader of the council has split the district into three geographical area committees for determining community grants. Each committee is made up of the councillors elected in the wards they cover. A map of the area committee boundaries is attached in appendix one.

The council will appoint a chairman for each area committee for the coming year at the annual budget-setting meeting. At the first committee meeting that follows, the committee will elect a vice-chairman.

## **Allocation of budgets to area committees**

The council will decide if it wants to allocate any budget for NHB grants at its annual budget-setting meeting. The minimum budget to run the NHB scheme in any year is £45,000, which we'll then split between the area committees.

The minimum budget each area committee must have to open for a round of funding is £5,000.

We'll split the total budget between the area committees based on their proportion of the district's increase in occupied homes, according to the council tax register (including exempt properties) for the 12 months up to September of the last financial year. This approach directs the budget to the areas that have seen the most recent growth.

## **Remaining budgets at year end**

We'll return any unused budget at the end of each financial year to the council's general reserves.

## **Decision-making**

### **Grants team**

The grants team will review the eligibility of every application before using the scoring matrix in appendix two to suggest scores and awards for the area committees to then review and amend as necessary. They will also flag any concerns with their scores.

### **Area committees**

Each area committee will review the officer scores and comments for the applications in their area and will amend scores as necessary, giving clear reasons for any changes. The final score agreed by the committee will determine how much, if any funding the project gets as per the matrix in appendix two.

If an application covers more than one area committee, we will divide the request amount between the relevant committees based on the percentages used to allocate the annual budget.

The committee can recommend not funding an application that scores enough points if they:

- have serious concerns around the management of the project now and in the future.
- are satisfied the applicant has sufficient unrestricted reserves to fund the project themselves
- have serious concern as to the financial viability or appropriateness of the proposed project;
- are unsure if the project complies with the criteria or helps deliver the council's strategic objectives

The committee can recommend that the cabinet member for grants makes awards for more than a score allows. The cabinet member's decision is however final.

Once a committee has voted to agree a score and an award, it cannot then amend it.

## **Head of Corporate Strategy**

The head of corporate strategy using delegated powers will decide:

- if we'll accept requests for over 50 per cent of the total project cost
- if we'll accept applications that don't meet all the eligibility criteria
- whether to give extensions to the term of any grant
- whether to amend award percentages or maximum values beyond what was originally agreed, as requested by applicants. Increases will stay within the maximum limits of the scheme.

## **Cabinet member for grants**

The cabinet member for grants will decide:

- any awards to give more funding than a score dictates
- any amendments to the policy and scoring criteria, to make sure it continues to meet the needs of the community (via ICMD).

We'll publicise all the grants we award through our council newsletters, website and the media.

## **Procedure at area committee meetings**

The area committees will conduct their meetings in accordance with the Rules of Procedure set out in Parts 4 and 5 of the council's Constitution.

## **Declaration of interests**

Councillors and officers will declare any interests in accordance with the Rules of Procedure set out in Parts 4 and 5 of the council's Constitution.

Any officer of the council with a pecuniary interest in any application will take no part in the process and register their interest as required by the employee's code of conduct policy.

## **Standard conditions for all NHB grant awards**

We'll include the following standard conditions on all NHB grants:

- Organisations must formally accept the grant offer and agree to meet any conditions by completing and returning a grant acceptance form.
- Organisations must provide evidence that they've spent the grant on the project it was awarded for
- Projects awarded less than £10,000 must complete within 12 months of the award date, projects receiving more than £10,000 must start work within 18 months of the award date, unless we give an extension to the term.

- Projects awarded more than £10,000 must complete work within 36 months of the award date
- Organisations must consult the grants team before making any significant changes to the project, to ensure the grant is unaffected.
- The organisation must acknowledge the council's support in any publicity on the project receiving a grant.

We'll include the following standard condition on all grants over £25,000:

- Organisations must register a restriction or charge on the registered title in the council's favour with the Land Registry, before work starts on the project, unless otherwise agreed in writing by the council.

We may add extra conditions to any grant if we consider it necessary.

The head of corporate strategy has delegated authority to remove any agreed grant conditions following a written request from the applicant.

Failure to meet all the agreed conditions may delay payment or, in extreme cases result in us withdrawing our grant offer.

## **Payment of grants**

We will only pay towards costs incurred after our decision date.

We pay the grants in two stages, half when we receive their signed acceptance form (for awards under £10,000) or, for awards over £25,000 their grant agreement is in place and we have confirmation that a charge or restriction in our favour has been placed on the registered title. We pay the balance when the project completes, upon receipt of evidence of expenditure.

In exceptional cases like property purchases, we may make a single upfront payment, which officers will recommend as part of their evaluation.

If the project costs less than expected, we'll reduce our final payment accordingly and, if necessary, request back some of the first payment (the minimum amount for us to request repayment is £500)

## APPENDIX THREE - BREAKDOWN OF ADDITIONAL HOMES IN AREA BY PARISH

The Wantage area saw 33.50 per cent of the overall additional homes occupied in the district during the relevant 12 month period.

Minus figures mean there has been a reduction in occupied homes in that parish during the relevant 12 month period. The recent parish boundary changes may account for a number of these reductions.

Area committee	Parish/town	2014 total occupied homes	2013 total occupied homes	Total parish increase	Percentage of area's total increase
Wantage	Ardington And Lockinge	219	218	1	0%
Wantage	Blewbury	769	765	4	2%
Wantage	Childrey	223	221	2	1%
Wantage	Chilton	592	475	117	57%
Wantage	Denchworth	79	79	0	0%
Wantage	East Challow	323	322	1	0%
Wantage	East Hanney	356	345	11	5%
Wantage	East Hendred	494	493	1	0%
Wantage	Grove	3009	3004	5	2%
Wantage	Harwell	1030	1029	1	0%
Wantage	Kingston Lisle	105	104	1	0%
Wantage	Letcombe Bassett	73	74	-1	0%
Wantage	Letcombe Regis	370	367	3	1%
Wantage	Milton	468	468	0	0%
Wantage	Sparsholt	136	136	0	0%
Wantage	Steventon	658	657	1	0%
Wantage	Upton	179	177	2	1%
Wantage	Wantage	5093	5038	55	27%
Wantage	West Challow	84	82	2	1%
Wantage	West Hanney	224	224	0	0%
Wantage	West Hendred	148	148	0	0%
	<b>Total</b>	<b>14632</b>	<b>14426</b>	<b>206</b>	
	<b>District Total</b>	<b>52543</b>	<b>51928</b>	<b>615</b>	

# APPENDIX FOUR – Capital 2015/16 - officer evaluation report

## Scoring summary

Ref no.	Organisation	Scheme	Scheme cost	Amount requested	% of cost requested	Suggested score	Suggested award
ValeCG\3	Childrey Village Hall	Cinema night equipment	£3,139	£1,500	47.79%	<b>10</b>	<b>£1,500</b> (100%)
ValeCG\17	Letcombe Regis Parish Council	Village hall landscaping and parking	£38,603	£18,603	48.19%	<b>11</b>	<b>£18,603</b> (100%)
ValeCG\19	West Hendred Parish Council	Replacement toddler swings	£3,569	£1,784	49.99%	<b>9</b>	<b>£1,784</b> (100%)
ValeCG\22	PCC Grove Parish Church	Church hall window replacement	£41,025	£20,000	48.75%	<b>8</b>	<b>£15,000</b> (75%)
ValeCG\25	Childrey Parish Council	Access route to village hall	£2,046	£1,023	50.00%	<b>9</b>	<b>£1,023</b> (100%)
ValeCG\31	Blewbury Parish Council	Village hall refurbishment - part 1	£200,000	£10,000	5.00%	<b>8</b>	Fund their NHB request instead
				<b>TOTAL</b>	£52,910		
						<b>Total</b>	£37,910
						<b>Budget</b>	£42,919

Officer recommended award levels (budget permitting)

<b>9-12 points</b>	High priority, award full amount requested (up to 50 % of the project cost)
<b>5- 8 points</b>	Medium priority, award between 50 and 75 % of request (officers will suggest the maximum possible)
0-4 points	Low priority, no funding

## Scoring and award matrix for CG applications

### Scoring matrix:

Criteria	0 points	1 point	2 points	3 points
New facilities or activities	The project offers very little if any new activities or facilities	The project replaces existing facilities or allows existing activities to continue	The project improves an existing facility or activity	The project will provide a new facility or will allow new activities to take place
Community benefit	The project offers little if any benefit to the community	A single sport or special interest group will benefit	More than two groups or a minority group will benefit from the project	The whole community will benefit
Funding the project	They haven't secured much if any of the other funding needed for the project	They've secured some of the other funding needed but still have some to find	They've secured most of their other funding and have a plan in place for raising the rest	They've secured all the other funding needed for the project
Organisation's contribution	They aren't contributing to the project	They're contributing less than 25% of the project cost	They're contributing between 25 and 50% of the project cost	They're contributing over 50% of the project cost

### Award matrix:

<b>9-12 points</b>	High priority, award full amount requested (up to 50 % of the project cost)
<b>5- 8 points</b>	Medium priority, award between 50 and 75 % of request (officers will suggest the maximum possible)
<b>0-4 points</b>	Low priority, no funding

<b>Childrey Village Hall</b>	<b>Ref</b>	ValeCG\3
Cinema night equipment		

<b>Total project cost</b>	£3,139	
<b>Amount requested</b>	£1,500	
<b>Organisation's contribution</b>	£640	<b>Organisation's latest bank balance</b> £18,044
<b>Other funding</b>	£ 1,000	parish council contribution

### Previous grants

None

### Scoring

<b>New facilities or activities</b>		
The new equipment will enable them to start offering cinema nights to the community.	<b>Score</b>	3/3
<b>Community benefit</b>		
The whole community could benefit from the cinema and the equipment other groups booking the hall can use the equipment as well.	<b>Score</b>	3/3
<b>Funding the project</b>		
All their other funding is secured through their own contribution and a donation from the parish council.	<b>Score</b>	3/3
<b>Organisation's contribution</b>		
They're contributing 20.37 per cent and have the funds available in their reserves. Their contribution is limited as they have a refurbishment project coming up that will use the bulk of their savings.	<b>Score</b>	1/3

### Other comments and considerations

#### Consultation

A 2014 village survey identified that a cinema club was important to the community.

#### Project completion within timeframe

Their intended start date, while close to the committee meeting date should still work with our timeline.

#### Financial and project management plans

N/A.

#### Other consultation comments received

<b>Officer recommended award levels (budget permitting):</b> 9-12 points – High priority - award as requested (up to 50 per cent of total cost) 5-8 points – Medium priority – award 50 - 75 per cent of requested amount 0-4 points – Low priority - no funding	<b>Total score</b>	<b>10/12</b>
	<b>Grant</b>	<b>£1,500</b>

<b>Applicant responses</b>	
<b>Details of the project</b>	To provide projector and all related equipment in order to facilitate "Cinema Nights" in Childrey village hall. Cinema nights were the most frequently requested event from the village survey carried out last year.
<b>Financial statement from the organisation</b>	We are currently undertaking a separate major refurbishment of the village hall due to complete at the end of October and £12,000 of our funds are already committed to this project.
<b>Statement about town/parish support</b>	Yes - Request for £1000 submitted to Childrey Parish Council accepted and secured on 19th Oct 2015.
<b>Community benefit</b>	
<b>Who will benefit from your project?</b>	The whole community of Childrey, The Womens Institute for presentations & visiting speakers Childrey & District Tuesday Club (an over 60's group) for presentations & visiting speakers Childrey Little Ducks Preschool (under 5's)  A facility for Film Nights was especially popular with families & the adult male population.
<b>How did you identify a need in the community for your project or service?</b>	There are very few entertainment opportunities in Childrey for families to engage together. There are no buses available after 5pm limiting evening entertainment options for those without their own transport. We went door to door throughout Childrey & at each property we asked what events the residents would be most likely to attend. Cinema Nights were the most popular. See below for details of the formal survey that the hall management committee also undertook.
<b>What sustainable and/or energy saving measures does your project include or offer?</b>	All electrical equipment purchased will conform to EU Energy Regulations A+ or higher.
<b>Consultation</b>	
<b>What consultation have you carried out with the community or professional advisors?</b>	In August 2014 we carried out a survey in Childrey, asking the residents for their views on increasing the usage of the Village Hall. Of the surveys returned 69% stated that a projector for Cinema Club was important with 14.5% listing it as a priority.
<b>New facilities/Activities</b>	
<b>What extra facilities (or equipment) will the project provide?</b>	The projector will be a completely new facility within Childrey village hall.
<b>What new activities will take place because of this project?</b>	A projector will enable the village hall to run Cinema Nights, this was the most requested activity in our village survey. A projector would be very useful for the Pre-School (under 5's) who use the hall every week day. A projector would also be used by the over 60's club (Tuesday Club) to enhance the presentations of visiting speakers. A projector would be a great asset to the ongoing viability of the hall.

<b>Letcombe Regis Parish Council</b>	<b>Ref</b>	ValeCG\17
Village hall landscaping and parking		

<b>Total project cost</b>	£38,603	
<b>Amount requested</b>	£18,603	
<b>Organisation's contribution</b>	£20,000	<b>Organisation's latest bank balance</b> £61,275
<b>Other funding</b>	£0	

### Previous grants

£10,000 - NHB 2013/14 for the new Village Hall (grant extended until Feb 2016).

### Scoring

<b>New facilities or activities</b>		
This project will improve the existing parking and access as it will give increased capacity and better accessibility.	<b>Score</b>	2/3
<b>Community benefit</b>		
The car park and access improvements should benefit everyone using the hall especially those with mobility issues.	<b>Score</b>	3/3
<b>Funding the project</b>		
They're paying for the rest of the work themselves and currently have enough in the bank to cover their costs. They have to fund their part of the main building work first and if the main build costs more than expected they may have to postpone the car park work.	<b>Score</b>	3/3
<b>Organisation's contribution</b>		
The organisation has £61,274 in the bank, but they're also paying towards rebuilding the whole hall and we don't know how much of their reserves are needed for that work, or if they have ring fenced their contribution of 51.81 per cent to the car park work to ensure it goes ahead.	<b>Score</b>	3/3

<b>Other comments and considerations</b>		
<b>Consultation</b>		
They've carried out a village survey that included the hall however it focused mainly on the internal features. The only part that seemed to refer to this project was around disabled access.		
<b>Project timeframe</b>		
The start and end dates work with our grant period however, they may change if the larger project to build the whole hall is delayed or costs more than expected. We've already had to extend the last grant we gave towards this project from the NHB scheme in 2014.		
<b>Financial and project management plans</b>		
The car park and access work will be towards the end of the whole hall development and will rely of the main build running on time and within budget.		
<b>Other consultation comments received</b>		
<b>Officer recommended award levels (budget permitting):</b> 9-12 points – High priority - award as requested (up to 50 per cent of total cost) 5-8 points – Medium priority – award 50 - 75 per cent of requested amount 0-4 points – Low priority - no funding	<b>Total score</b>	<b>11/12</b>
	<b>Grant</b>	<b>£18,603</b>

<b>Applicant responses</b>	
<b>Details of the project</b>	Demolish existing building and replace with a new village hall designed from User specifications. Provide a larger, more energy efficient building which meets modern requirements for access and safety particularly addressing the older and less mobile fraction of our community. Funding is sought for the part of the project to provide better car parking, disabled access, cycle shed and also the associated safe access for children to the Recreation Ground. The building and fittings are funded through Big Lottery, grants and S106 money but the external works could be enhanced. Funding would add to the vernacular of the building which is on the edge of the recreation ground and conservation area in the AONB. More paved areas and externals will provide access to the building from all parts of the parking area and mean physically disadvantaged users are able to access all parts of the site.
<b>Financial statement from the organisation</b>	The grants will be paid against invoices provided by to the construction company. Monies such as the S106/Garfield Weston have not yet been paid over as we are awaiting confirmation of funding for the project.
<b>Statement about town/parish support</b>	They are the applicants.
<b>Community benefit</b>	
<b>Who will benefit from your project?</b>	460 people living within 5 miles of Letcombe Regis and 90 from further afield use the hall to attend weekly or monthly user groups. Occasional usage for private functions, meetings and parties ~20 times a year have between 20 and 100 attendees. Additional facilities, enhanced disabled access and a catering kitchen for 150 will encourage creation of new clubs: cinema, youth club, Indoor bowls, bridge parties, arts and craft meetings and dance classes etc.
<b>How did you identify a need in the community for your project or service?</b>	In a written survey, all villagers and hall users were asked to detail the facilities they expected from a new hall. A design chosen to accommodate the facilities identified by the user and village surveys. The plan was presented to a public meeting and 78% of those who voted approved a decision to build a new hall provided it could be fully funded. The recent community plan identified a need for an improved hall.
<b>What sustainable and/or energy saving measures does your project include or offer?</b>	The contractor is a member of 'The Green Register' of construction professionals. The building will use sustainable materials, be energy efficient and fully insulated. Renewable heat/energy sources (Air-source-Heat-Pump, Photo Voltaic panels) will provide heating and electricity. The building is designed to reflect the vernacular and aims to maintain and enhance local biodiversity. Improvements to access and parking will enhance biodiversity, promote healthy lifestyles and well-being by reducing car usage and encourage cycling and walking.
<b>Consultation</b>	
<b>What consultation have you carried out with the community or professional advisors?</b>	Hall Users were interviewed individually to determine requirements. All villagers and users were asked to detail the facilities they expected from a new hall in a written survey. A design/build contractor produced plans which accommodated the facilities identified in these surveys. The plan was presented to a public meeting and 78% of those who voted approved a decision to build a new hall provided it could be fully funded. Village consultations have taken place regularly.
<b>New facilities/Activities</b>	
<b>What extra facilities (or equipment) will the project provide?</b>	Access for all to new and improved facilities: Larger hall for larger functions, able to accommodate table tennis and short mat bowls. Secondary hall to allow parallel functions. Higher ceiling and demountable stage, better acoustics and soundproofing. Projector and screen for cinema and presentations. Improved commercial-style kitchen for up to 150 people. Dedicated table/ chair storage. Lounge area and café/bar facilities. The building will be more commercially sustainable, environmentally responsible and welcoming as a social venue.
<b>What new activities will take place because of this project?</b>	Additional facilities available in the new hall will encourage the creation of new clubs: Cinema, Youth club, Indoor bowls New user groups: Bridge, Arts and craft, Dance classes. The second room will allow for parallel useage. The kitchen can fully cater for 150 people with modern equipment, so attracting much more occasional use for private parties. Existing activities will be enhanced with a new stage and public address system. Table tennis: room for 4 tables.

<b>West Hendred Parish Council</b>	<b>Ref</b>	ValeCG\19
Replacement toddler swings		

<b>Total project cost</b>	£3,569	
<b>Amount requested</b>	£1,784	
<b>Organisation's contribution</b>	£1,785	<b>Organisation's latest bank balance</b> £13,359
<b>Other funding</b>	£0	

### Previous grants

No previous funding (since 2006).

### Scoring

<b>New facilities or activities</b>		
This project replaces the previous toddler swings like for like.	<b>Score</b>	1/3
<b>Community benefit</b>		
The benefit is limited to a single group - toddlers visiting the play area with their families.	<b>Score</b>	2/3
<b>Funding the project</b>		
They're funding the rest themselves and appear to have enough in reserve to pay for it, and potentially the whole project.	<b>Score</b>	3/3
<b>Organisation's contribution</b>		
They have enough reserves to cover their contribution of 50.01 per cent and potentially all the cost, but they may need a large proportion of their reserve to pay for the extensive repairs on the other play equipment.	<b>Score</b>	3/3

### Other comments and considerations

#### Consultation

Their latest RoSPA report identified the swings as high-risk items so they removed them. Informal feedback to the parish council shows the community are missing them.

Their draft parish plan highlights the importance of the play area to the community.

#### Project timeframe

There are no issues with their planned start and end dates.

#### Financial and project management plans

From their answers it sounds like the whole play area needs a revamp and they've missed the opportunity to improve the whole play equipment with more engaging facilities that offer some accessible play.

The applicant has decided to replace play equipment when necessary, as in the case of the toddler swings. They've decided to carry out extensive repairs on the other equipment RoSPA identified as a risk. As the repairs to the other equipment will only last short term it might have been more cost effective to replace the whole play area in one go, especially as there would likely be a cost saving from suppliers in doing so.

#### Other consultation comments received

#### Officer recommended award levels (budget permitting):

9-12 points – High priority - award as requested (up to 50 per cent of total cost)  
5-8 points – Medium priority – award 50 - 75 per cent of requested amount  
0-4 points – Low priority - no funding

<b>Total score</b>	<b>9/12</b>
<b>Grant</b>	<b>£1,784</b>

<b>Applicant responses</b>	
<b>Details of the project</b>	The play park equipment was installed in 2001 as a result of a whole village fundraising effort. The equipment is now nearing the end of its life and the Parish Council are looking to replace equipment in stages (WHPC funded the replacement of the swings for older children in 2014 from precept funds.) The toddler swings became unsafe so had to be removed. The old toddler swings were very well used and are missed by our younger residents, their parents and carers. Our as yet unpublished Parish Plan highlights the importance of the play park as a vital part of community life, a space in the centre of the village where children and their carers can socialise, play and exercise. Many parishioners have asked the Parish Council to provide new toddler swings as this community amenity is much missed.
<b>Financial statement from the organisation</b>	In an attempt to extend the life of some of the other equipment in the play park the Parish Council are obliged to carry out extensive repairs which don't come under your capital scheme.
<b>Statement about town/parish support</b>	Yes - we are the parish council.
<b>Community benefit</b>	
<b>Who will benefit from your project?</b>	All babies and children between 0 and 3 years old in our village and in surrounding villages. Also the families of village residents who come to visit.
<b>How did you identify a need in the community for your project or service?</b>	The toddler swings became unsafe so had to be removed. The old toddler swings were very well used and are missed by our younger residents, their parents and carers. The play park as a vital part of community life, a space in the centre of the village where children and their carers can socialise, play and exercise. Many parishioners have asked the Parish Council to provide new toddler swings as this amenity is much missed.
<b>What sustainable and/or energy saving measures does your project include or offer?</b>	We plan to use natural wood for our swings which is from sustainable sources.
<b>Consultation</b>	
<b>What consultation have you carried out with the community or professional advisors?</b>	RoSPA inspection which identified the old swings as high risk.
<b>New facilities/Activities</b>	
<b>What extra facilities (or equipment) will the project provide?</b>	This will be a replacement for the old swings which have been removed.
<b>What new activities will take place because of this project?</b>	This will allow pre-existing activities to resume. These had to cease when the old swings were removed.

<b>PCC Grove Parish Church Hall</b>	<b>Ref</b>	ValeCG\22
Large window replacement		

<b>Total project cost</b>	£41,025	
<b>Amount requested</b>	£20,000	
<b>Organisation's contribution</b>	£7,625	<b>Organisation's latest bank balance</b> £96,657
<b>Other funding</b>	£13,400	£400 of their other funding secured is from their parish council. The rest is outstanding.

### Previous grants

No previous funding (since 2006) but they've also applied to the NHB during this round but for a different project.

### Scoring

<b>New facilities or activities</b>		
It replaces a large single glazed window (covering the whole back wall) to improve the energy efficiency, safety and acoustics.	<b>Score</b>	2/3
<b>Community benefit</b>		
It will benefit a large number of groups who use the hall, which is used by the whole community not just their congregation.	<b>Score</b>	3/3
<b>Funding the project</b>		
More of their funding is outstanding than secured at present, but they have applied for all the money they'll need for the work.	<b>Score</b>	2/3
<b>Organisation's contribution</b>		
They have over £96,500 in the bank to cover their contribution of 18.58 per cent but have other financial commitments including some other capital projects over the next few years.	<b>Score</b>	1/3

<b>Other comments and considerations</b>		
<b>Consultation</b>		
They've carried out extensive consultation with users and professionals including having an energy audit done.		
<b>Project timeframe</b>		
There aren't any issues with their planned start and end dates, assuming they have all the funding in place by the intended start date.		
<b>Financial and project management plans</b>		
They have clear plans in place for the project, which are towards the start of a number of improvements planned over the coming years.		
<b>Other consultation comments received</b>		
<b>Energy Strategy and Projects Officer (Heather Saunders)</b> - The project will reduce energy use and improve comfort. The works have a long payback period, so are hard for organisations to fund without external support. The proposals address all the key recommendations in the energy audit.		
<b>Officer recommended award levels (budget permitting):</b> 9-12 points – High priority - award as requested (up to 50 per cent of total cost) 5-8 points – Medium priority – award 50 - 75 per cent of requested amount 0-4 points – Low priority - no funding	<b>Total score</b>	<b>8/12</b>
	<b>Grant</b>	<b>£15,000</b>

<b>Applicant responses</b>	
<b>Details of the project</b>	Replacement of uninsulated, single glazed and poor quality window wall with double glazed window that meets current safety and building regulations. Low part of wall to be insulated cavity wall rather than current cladded glass for safety and privacy. Replace broken curtain system for this window with acoustic curtain to improve acoustics and allow projection during the day, plus another voile curtain to block glare but not light in the day, as it gets very hot for children playing on the floor when the sun comes in through the south facing window..
<b>Financial statement from the organisation</b>	£14,763 owed to diocese for 2015 parish share. Money committed/set aside - £10,000 contingency, £10,500 for boiler move, £5000 AV wiring/equipment. £5620 towards ceiling and lighting. £2800 architect's fees, £20,000 towards cost phase 2 hall project for 2017 (total estimated cost = £180,000), £5000 to missionaries we support We also have 3 staff to pay and ongoing maintenance of buildings and grounds. Restricted money £8,800 for local mission, £1,100 for youth/toddlers, £7,500 for memorial garden.
<b>Statement about town/parish support</b>	Yes. They were very supportive and have given us a grant of £1000 towards the whole of phase 1 of the project, of which we have allocated £400 to the Window and £600 to the ceiling and insulation elements of the project.
<b>Community benefit</b>	
<b>Who will benefit from your project?</b>	We host Grove and Hanney Children's Centre who use our facilities extensively- local venue essential for disadvantaged families. 2 guide and one brownie groups. 2 toddler groups. Chess club. Youth club. Expand fortnightly social/service for elderly, keep-fit for older people, university of 3rd age, some children's centre groups - current venues maximum capacity so limiting growth. Badminton club. Church hosted community events. Quality meeting and social venue once audiovisual equipment in place. cinema club planned.
<b>How did you identify a need in the community for your project or service?</b>	Replacement of the window is essential for health and safety reasons. The film on the glazing comes to the end of approved life in 2016 (the glass is not safety glass). The window can not be repaired as it meets no current guidelines. The hall will be closed if the window is not replaced in 2016. Our buildings are community facilities, and our user groups will not have a venue if the hall is closed.
<b>What sustainable and/or energy saving measures does your project include or offer?</b>	Current window wall is single glazed with gaps round the panes and is minimally energy efficient. Double glazing, and a sealed window will fix this. The addition of a curtain will improve insulation in the evenings and in addition will provide much needed acoustic absorption to improve echo.
<b>Consultation</b>	
<b>What consultation have you carried out with the community or professional advisors?</b>	We consulted the Diocesan Advisory Committee who advised on practicalities. We had an energy audit and consulted with our users and future users as to what they most required from our hall. In addition window repair companies have refused to repair the window in future as it does not meet any current or recent building regulations.
<b>New facilities/Activities</b>	
<b>What extra facilities (or equipment) will the project provide?</b>	Replacing the window will avoid the hall being closed which would remove a vital community venue. It will improve current facilities, warmth for the vulnerable, adding a curtain will improve acoustics for hard of hearing, and allows projection onto end wall, plus sun filtering on bright days. It is part of a wider project that includes ceiling insulation, better lighting, audiovisual equipment, storage of chairs/tables, disabled toilet, hearing loop, better visibility and access to garden.
<b>What new activities will take place because of this project?</b>	Yes. All use of hall will have to stop if the end window is not replaced in 2016 for health and safety reasons. The wider project will fix flexibility problems. Poor acoustics with no AV equipment or curtain makes it very difficult to hold meetings in it. With better warmth and acoustics elderly can use the hall, their groups at maximum capacity in current room. Vulnerable young parent groups likewise. Community cinema planned.

<b>Childrey Parish Council</b>	<b>Ref</b>	ValeCG\25
Access route to village hall		

<b>Total project cost</b>	£2,046	
<b>Amount requested</b>	£1,023	
<b>Organisation's contribution</b>	£1,023	<b>Organisation's latest bank balance</b> £17,514
<b>Other funding</b>	£0	

### Previous grants

No previous grants since 2006

### Scoring

<b>New facilities or activities</b>		
This project will resurface an existing footpath privately owned by the parish council. It is not an adopted footpath or right of way that crosses the village green from the village hall to the bus stop.	<b>Score</b>	1/3
If the footpath was an adopted footpath or right of way it wouldn't be eligible to apply to us, as this would come under highways or OCC's remit.		
<b>Community benefit</b>		
Anyone using the footpath will benefit, especially those with mobility issues or buggies etc.	<b>Score</b>	3/3
<b>Funding the project</b>		
They're funding the rest themselves and have reserves to cover their contribution.	<b>Score</b>	3/3
<b>Organisation's contribution</b>		
They have enough in their current reserves to cover their contribution of 50 per cent and potentially the whole cost. Our score reflects this.	<b>Score</b>	2/3

<b>Other comments and considerations</b>		
<b>Consultation</b>		
They've had some complaints about the existing path and they discussed their plans to resurface the path at an open parish council meeting with no objections.		
<b>Their start date is very close to our decision date</b>		
Just after our decision date. Their start date is very close to this, but they have their contribution ready so this shouldn't be an issue.		
<b>Financial and project management plans</b>		
As a parish council, they're familiar with managing this type of project.		
Organisations as established as a parish council should budget for resurfacing and other similar maintenance costs needed to their own property.		
<b>Other consultation comments received</b>		
<b>Equalities Officer – Cheryl Reeves</b>		
Improving the footpath will make a positive contribution toward improving access to the village hall and bus stop. Everyone will benefit from this improved access, particularly people with mobility issues		
<b>Officer recommended award levels (budget permitting):</b>	<b>Total score</b>	<b>9/12</b>
9-12 points – High priority - award as requested (up to 50 per cent of total cost)		
5-8 points – Medium priority – award 50 - 75 per cent of requested amount		
0-4 points – Low priority - no funding	<b>Grant</b>	<b>£1,023</b>

<b>Applicant responses</b>	
<b>Details of the project</b>	The project will deliver safe access to Village Hall across village green. Access around hall and bustop is currently uneven and unstable. This project is improve the surface to provide a safe smooth access for all parishioners to both the hall and the bus stop from the road.
<b>Financial statement from the organisation</b>	By the end of FY the council will payout a further £5,000 on normally anticipated expenditure. A further £2126 has been allocated to the village hall refurbishment project. A total of £7126 is therefore committed before the end of the FY, leaving a balance of £10388; equivalent to approximatley a single year's precept.
<b>Statement about town/parish support</b>	Yes We are the Parish Council
<b>Community benefit</b>	
<b>Who will benefit from your project?</b>	All parishioners needing access to the bus stop and hall. Users of both of these facilities tend to be the more elderly and more junior sections of the community. The smoother access will be suitable for wheelchairs and buggies.
<b>How did you identify a need in the community for your project or service?</b>	The Parish Council received a number of complaints regarding the path to the village hall across the village green as being is uneven and difficult for those with more limited mobility. The hall has undergone a major refurbishment the Parish Council would like to increase the utility of this investment in the hall further by improving the pathway. This access is also used by the people of childrey to access the bus stop
<b>What sustainable and/or energy saving measures does your project include or offer?</b>	None except may encourages the use of the buses
<b>Consultation</b>	
<b>What consultation have you carried out with the community or professional advisors?</b>	This work and the grant application was discussed at two open parish council meetings including the October meeting where the council voted unanimously to support the project and to apply for a grant. No dissenting comments were made in the open forum part of the meeting
<b>New facilities/Activities</b>	
<b>What extra facilities (or equipment) will the project provide?</b>	This will greatly improve the accessway to the bus stop and hall. The surface will become one intergrated surface rather than a mixture of poorly alinged, uneven and differing surfaces.
<b>What new activities will take place because of this project?</b>	The over 60s club have indicated that they will use the hall facilities more and later into the evening if the area is improved.

<b>Blewbury Parish Council</b>	<b>Ref</b>	ValeCG\31
Village hall refurbishment part 1		

<b>Total project cost</b>	£200,000	
<b>Amount requested</b>	£10,000	
<b>Organisation's contribution</b>	£60,000	<b>Organisation's latest bank balance</b> £78,421
<b>Other funding</b>	£130,000	Of which just £25,000 is secured following village fundraising efforts.

### Previous grants

No previous funding (since 2006).

### Scoring

<b>New facilities or activities</b>		
The project will expand and improve the existing village hall.	<b>Score</b>	2/3
<b>Community benefit</b>		
Any users of the hall and post office could benefit from the improvements.	<b>Score</b>	3/3
<b>Funding the project</b>		
They've secured a small per cent of their funding already and have plans for how they'll raise the rest.	<b>Score</b>	1/3
They've also applied to the NHB scheme for the same project, which means that if one bid is successful the other will be withdrawn.		
<b>Organisation's contribution</b>		
Their current reserves would cover their contribution of 30 per cent but it will leave them very little towards the second phase of work.	<b>Score</b>	2/3

### Non scoring comments and considerations

#### Consultation

They carried out a good amount of consultation with the community and professionals including carrying out a structural, asbestos and energy surveys.

#### Project timeframe

The project date currently works with our timeline, but depends on them securing the other funding needed.

#### Financial and project management plans

They've still to raise over 50 per cent of the cost, which gives this project more financial risk than some others.

They've also applied to the NHB scheme for the same project, which means that if one bid is successful the other will be withdrawn.

#### Other consultation comments received

**Energy Strategy and Projects Officer (Heather Saunders)** This is a thorough project that will implement all relevant parts of their energy audit.

#### Equalities Officer – Cheryl Reeves

The access audit looks comprehensive the applicant appears to implement the actions it suggests.

#### Officer recommended award levels (budget permitting):

- 9-12 points – High priority - award as requested (up to 50 per cent of total cost)
- 5-8 points – Medium priority – award 50 - 75 per cent of requested amount
- 0-4 points – Low priority - no funding

<b>Total score</b>	<b>8/12</b>
<b>Grant</b>	Officers suggest funding

## Applicant responses

<b>Details of the project</b>	Blewbury Village Hall has served the community exceedingly well for thirty seven years. It provides essential services to the community through the Post Office and Shop and Surgery and provides a venue for a very wide range of village clubs and societies and village events and for the adjacent primary school. The hall is the focal point for an energetic, inclusive and growing village community. The hall is now showing its age, looking tired and is in some areas delapidated. Unless we can invest significantly in its future it will eventually fall into disuse. Part 1 of the project will increase the scope of the Post Office and size of the kitchen; upgrade all the toilets; revamp the Vale Room; improve the energy and environmental performance of all these areas; insulate, re-render and transform the appearance of the front elevation; and grow the hall's use.
<b>Financial statement from the organisation</b>	The Parish Council is constrained by the usual statutory requirements. However, it has formally earmarked £60,000 for this project. This includes an amount kept in reserve from an earlier project to replace the Sports Pavilion and is ring-fenced from day to day expenditure.
<b>Statement about town/parish support</b>	The Parish Council has already committed £60,000 from existing funds and has agreed to apply for a loan of £25,000 to cover Part 1 from the Public Works Loan Board. It will do so in March 2016 in time to commit expenditure in June. In addition £25,000 has already been raised from fund-raising events within the village.
<b>Community benefit</b>	
<b>Who will benefit from your project?</b>	The whole village. The post office particularly supports the older population. The school can use the Vale Room every day. Of 25 Hall users, frequent users of the Vale Room are the Parish Council, Bridge Club and Wine Appreciation Society. Regular users include the Blewbury Players, Village Society, Village Quiz Team and Village Produce Society. Parties and events using the Main Hall also use the Vale Room for catering, changing or as a quiet area.
<b>How did you identify a need in the community for your project or service?</b>	The post office opens 6 days a week. The hall is used for 80% of the time it is available. The Vale Room is used 3 evenings and for events at the weekend. The village is growing and the Methodist Chapel recently closed. The hall is 37 years old and falls short of modern standards and expectations. 80% of questionnaire respondents support major refurbishment; dissatisfaction with the Vale Room, toilets and kitchen far outweighing satisfaction.
<b>What sustainable and/or energy saving measures does your project include or offer?</b>	The project will insulate the loft and front elevation and install energy efficient lighting and a modern heating system. All windows in the refurbished areas will be replaced with double glazed units. All recommendations from the Energy Survey for these areas will be implemented. Sustainable Blewbury is aiming for the hall to obtain EcoCentre status and the project supports this.
<b>Consultation</b>	
<b>What consultation have you carried out with the community or professional advisors?</b>	We have organised three exhibitions and meetings to ascertain needs and priorities and obtain views. These have been backed up by presentations to the Village Society and by two questionnaires. We have sought the views of village clubs and societies through a questionnaire. We include regular updates in the village newsletter and obtain feedback.  We have had professional input through structural and asbestos surveys and an energy audit carried out by Oxford Brookes University.
<b>New facilities/Activities</b>	
<b>What extra facilities (or equipment) will the project provide?</b>	The size of the post office will be doubled and the kitchen will be increased by 25%; the front elevation and entrances will be upgraded improving the overall appearance and attractiveness of the hall; all toilets will be upgraded; there will be new storage for the Vale Room.
<b>What new activities will take place because of this project?</b>	All existing activities will continue and we expect that existing users will use the hall more. The post office will expand its business offering a wider range of goods. Overall, we are targeting a 20% increase in use, including specifically in the use of Vale Room and Post Office.

# **APPENDIX FIVE – CG POLICY**

## **Introduction**

To help achieve our corporate objective to support local communities we offer grants to voluntary and community organisations towards projects that will benefit our residents.

Applicants apply online through the council's website, where the full procedures are available.

## **What type of project will the scheme fund?**

We're looking to fund projects that support community initiatives and facilities. They must take place in the district or within a three-mile radius if significant numbers of our residents will benefit.

We will only fund capital expenditure (excluding vehicles) from this scheme like buying, building, replacing or making improvements to long term assets (buildings, play areas and equipment). To us a long-term asset must have a life of more than 12 months and must remain the property of the organisation we are funding.

We will not give grants towards loans, mortgages and on-going revenue costs like maintenance, rent/rates, clothing or salaries etc. We may award grants for certain repairs but it depends on their scale and nature so applicants should contact the grants team before applying for a grant for any.

We usually only accept applications for projects that haven't already started, however in exceptional circumstances (like a major funder pulling out or unforeseen additional works) then the head of corporate strategy can make an exception.

Organisations cannot apply to this scheme for projects we've awarded grants to before.

## **Who can apply to the scheme?**

Any community-based organisation with a signed constitution, including non-profit businesses, community interest companies and parish and town councils can apply.

We will not consider projects for private individuals, businesses, residential buildings or any that usually fall to other public sector/statutory bodies to provide or will primarily benefit organisations under their remit. For example, we won't fund projects to improve roads/footpaths, schools, academies, forest/free schools or health services.

We're committed to promoting equality and diversity, and welcome applications from organisations who represent minority or vulnerable groups.

## **How much can organisations request?**

Organisations can request a minimum of £1,000 and up to 50 per cent of their total project cost. In exceptional cases, like a major funder pulling out of a project that offers significant benefit to our residents we will consider a request for more than 50 per cent.

To request an exceptional amount applicants must get approval from the head of corporate strategy (via the grants team) before submitting an application. The online application system won't allow requests for over 50 per cent without officer approval.

We will not award more than the amount requested by the applicant.

The maximum an organisation can request is the committee's budget for each round of applications, which we'll publish on the council's website before and after each round of awards.

We will only award one capital grant for each project so if an applicant applies to this scheme and the New Homes Bonus scheme and is successful in one, we will withdraw the application from the other.

## **Opening and closing dates**

We'll usually open for applications twice each year (if there is sufficient budget available), except in a district council election year, when we may only open for one round.

We'll advertise the provisional opening and closing dates each November, and will confirm them after the annual budget-setting meeting.

We'll open each round of funding for a minimum of six weeks and will usually make decisions within 12 weeks of the closing date.

Where possible we will avoid opening over school holidays.

## **Scheme eligibility criteria**

Applicants must provide:

- a copy of the latest statements for any bank/building society accounts in the name of the organisation
- two quotes for the project or a professional estimate for any building work

- a breakdown of the budget for the project including all the sources of funding

They must also confirm:

- they have a signed constitution and could provide it on request (except parish or town councils, churches or similar organisations that are governed by a central body and therefore don't have their own constitution)
- the project won't start before a decision has been made, which is usually 12 weeks from the closing date (unless otherwise agreed with the grants team before applying)
- they have all the necessary consents such as planning permission, listed building consent, Diocese faculty etc and could provide these on request
- they will provide additional information to help us evaluate their application on request

Applicants requesting more than £10,000 must provide:

- copies of any necessary planning, listed building, Diocese faculty and other relevant permissions
- their most recent financial accounts or their working budget and financial plan for the year if they're a new organisation
- a project plan including ongoing maintenance arrangements

Applicants requesting over £25,000 must also provide:

- evidence of ownership of the property or a lease with at least ten years remaining, including a copy of the Land Registry title documents.

The head of corporate strategy can decide if we'll accept any applications that don't meet all the above criteria. Applicants must give clear reasons why they can't for us to consider an exception.

Projects awarded up to £10,000 must complete within 12 months from our award date. Projects awarded over £10,000 must start work within 18 months of our award date, and must complete within 36 months.

If there's any unexpected delays to the project, applicants can request one extension of up to 12 months, giving the reasons for the delay. We must receive these requests at least one month before the end of the original grant term.

We'll send reminders for outstanding grants three months before they expire and will return any unclaimed awards to the council's general reserves after the expiry date.

## Area committees

The leader of the council has split the district into three geographical area committees for determining community grants. Each committee is made up of the councillors elected in the wards they cover. A map of the area committee boundaries is attached in appendix one.

The council will appoint a chair for each area committee for the coming year in the annual budget-setting meeting. At the first committee meeting that follows, the committee will elect a vice-chairman.

## Allocation of budgets to area committees

The council will decide if it wants to allocate any budget for capital grants at its annual budget-setting meeting.

We'll split any available budget between the area committees before each round of funding. We will use the following system to calculate their percentage of the budget:

	<b>Total</b>	<b>Abingdon</b>	<b>Faringdon</b>	<b>Wantage</b>
Parishes (exc towns)	65	13	32	20
Cllrs per town	16	10	2	4
Electors (as at August 2015)	97991	51093	19400	27498
0.60p per elector	£58,795	£30,656	£11,640	£16,499
£500 per parish/cllr	£40,500	£11,500	£17,000	£12,000
<b>Total</b>	<b>£99,295</b>	<b>£42,156</b>	<b>£28,640</b>	<b>£28,499</b>
<b>Percentage</b>	100.00%	<b>42.46%</b>	<b>28.84%</b>	<b>28.70%</b>

We will update the number of electors in this table each August, in preparation for the annual budget setting process, as the number of electors will determine the minimum budget required for the scheme each year.

The minimum budget each area committee must have to open for a round of funding is £5,000.

## Allocation of unspent budgets

The cabinet member for grants can request that the section 151 officer agree to carry forward any unallocated CG budget to the next financial year. The cabinet member must give reasons why a carry forward is justified.

If the Section 151 officer agrees to carry forward any remaining budget, we'll add it to the total CG budget for the next year and divide it between the area committees using the system set out earlier in this policy.

We'll return any underspent or expired grants to the council's general reserves at the end of each financial year.

## **Decision-making**

### **Grants team**

The grants team will review the eligibility of every application before using the scoring matrix in appendix two to suggest scores and awards for the area committees to then review and amend as necessary. They will also flag any concerns with their scores.

### **Area committees**

Each area committee will review the officer scores and comments for the applications in their area and will amend scores as necessary, giving clear reasons for any changes. The final score agreed by the committee will determine how much, (if any) funding the project gets as per the matrix in appendix two.

If an application covers more than one area committee, we will divide the request amount between the relevant committees based on the percentages used to allocate the annual budget.

The committee can recommend not funding an application that scores enough points if they:

- have serious concerns around the management of the project now and in the future.
- are satisfied the applicant has sufficient unrestricted reserves to fund the project themselves
- have serious concern as to the financial viability or appropriateness of the proposed project;
- are unsure if the project complies with the criteria or helps deliver the council's strategic objectives

The committee can recommend that the cabinet member for grants makes awards for more than a score allows. The cabinet member's decision is however final.

Once a committee has voted to agree a score and an award, it cannot then amend it.

### **Head of Corporate Strategy**

The head of corporate strategy using delegated powers will decide:

- if we'll accept requests for over 50 per cent of the total project cost
- if we'll accept applications that don't meet all the eligibility criteria
- whether to give extensions to the term of any grant

- whether to amend award percentages or maximum values beyond what was originally agreed, as requested by applicants. Increases will stay within the maximum limits of the scheme.

### **Cabinet member for grants**

The cabinet member for grants will decide:

- any awards to give more funding than a score dictates
- any amendments to the policy and scoring criteria, to make sure it continues to meet the needs of the community (via ICMD).

We'll publicise all the grants we award through our councillor newsletter, website and the media.

### **Procedure at area committee meetings**

The area committees will conduct their meetings in accordance with the Rules of Procedure set out in Parts 4 and 5 of the council's Constitution.

### **Declaration of interests**

Councillors and officers will declare any interests in accordance with the Rules of Procedure set out in Parts 4 and 5 of the council's Constitution.

Any officer of the council with a pecuniary interest in any application will take no part in the process and register their interest as required by the employee's code of conduct policy.

### **Standard conditions for all CG awards**

We'll include the following standard conditions on all CG grants:

- Organisations must formally accept the grant offer and agree to meet any conditions by completing and returning a grant acceptance form
- Organisations must submit evidence that they've spent the grant on the project we awarded it for
- Projects awarded less than £10,000 must complete within 12 months of the award date, projects receiving more than £10,000 must start work within 18 months of the award date, unless we give an extension to the term.
- Projects awarded more than £10,000 must complete work within 36 months of the award date

- Organisations must consult the grants team before making any significant changes to the project, to ensure the grant is unaffected
- The organisation must acknowledge the council's support in any publicity on the project receiving a grant.

We'll include the following standard condition on all grants over £25,000:

- Organisations must register a restriction or charge on the registered title in the council's favour with the Land Registry, before work starts on the project, unless otherwise agreed in writing by the council.

We may add extra conditions to any grant if we consider it necessary.

The head of corporate strategy has delegated authority to remove any agreed grant conditions following a request from the applicant.

Officers will confirm applicants have met all the conditions before making any payment. Failure to meet all the agreed conditions may delay payment or, in extreme cases, result in us withdrawing our grant offer.

## **Payment of grants**

We will only pay towards costs incurred after our decision date.

We pay the grants in two stages, half when we receive their signed acceptance form (for awards under £10,000) or, for awards over £25,000 their grant agreement is in place and we have confirmation that a charge or restriction in our favour has been placed on the registered title. We pay the balance when the project completes, upon receipt of evidence of expenditure.

In exceptional cases like property purchases, we may make a single upfront payment, which officers will recommend as part of their evaluation.

If the project costs less than expected, we'll reduce our final payment accordingly and, if necessary, request back some of the first payment (the minimum amount for us to request repayment is £500).