

Capital Grant Policy and Procedure

(revised April 2012)

Introduction

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

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

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

What type of project will the scheme fund?

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

Who can apply to the scheme?

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

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

Schemes initiated by Area Committees

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

What is the maximum award from the scheme?

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

Scheme eligibility criteria

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

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

Opening and closing dates

The scheme will generally have one funding round each year; subject to budget availability a second round will be held. The first round will open for applications in June (unless an election has taken place when it will be September) each year (5 June 2012) and close at the end of July (30 July 2012). Decisions will generally be made by the end of September.

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

Decision making

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

Allocation of budgets to area committees

In 2011/12 the community grant budget was calculated by dividing the total budget available by the percentage of the electors in each area. There are various options available to the council to allocate this grant budget and three options are listed below:

Option 1 - The allocation of funds will be calculated by dividing the available budget by four (the number of area committees). For example £100,000 divided by 4 = £25,000 per area committee.

| Description | Abingdon | North East | South East | West | Total |
|-----------------------------------|----------|------------|------------|--------|---------|
| Equal Area allocation £ | 25,000 | 25,000 | 25,000 | 25,000 | 100,000 |
| Equivalent grant per councillor £ | 1,562 | 2,083 | 1,562 | 2,777 | |

| | | | | | |
|----------------------|-----|-----|-----|-----|----|
| Percentage of budget | 25% | 25% | 25% | 25% | |
| No. of Councillors | 16 | 12 | 16 | 9 | 53 |

Option 2 – The funds will be allocated to each committee on a per councillor basis. The rationale being that each councillor has approximately the same number of electors, so this ensures that the funds are distributed evenly. The table below shows the detailed calculation of this method.

| Description | Abingdon | North East | South East | West | Total |
|------------------------|----------|------------|------------|--------|---------|
| No. of Councillors | 16 | 12 | 16 | 9 | 53 |
| Grant per Councillor £ | 1887 | 1887 | 1887 | 1887 | 100,000 |
| Area Allocation £ | 30,192 | 22,644 | 30,192 | 16,983 | 100,000 |
| Percentage of budget | 30.19% | 22.64% | 30.19% | 16.98% | |

Option 3 - The funds will be allocated to each committee by calculating the number of parishes x £525 and the number of electors x 60 pence in each area. The rationale being that the funds are distributed more evenly. These figures and formula are for guidance only. They are based on recommendations from a previous scrutiny committee meeting and the figures may no longer be accurate and will need to be updated if councillors support this option.

| Description | Abingdon | North East | South East | West | Total |
|----------------------|----------|------------|------------|--------|--------|
| No. of parishes | 15 | 18 | 28 | 28 | 89 |
| No. of electors | 27916 | 20245 | 24580 | 16023 | 88,764 |
| £525 per parish £ | 7,875 | 9,450 | 14,700 | 14,700 | - |
| 60p per elector | 16,750 | 12,147 | 14,748 | 9,614 | - |
| Total per area £ | 24,625 | 21,597 | 29,448 | 24,314 | 99,984 |
| Percentage of budget | 24.63% | 21.60% | 29.45% | 24.32% | |

Delegated decisions

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

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

Area Committees

Each area committee will consist of all councillors (elected in the appropriate area) who will consider a detailed evaluation report and receive a presentation from officers

including a recommendation, based on the approved scoring criteria (appendix 1) for each application to the scheme.

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

Procedure at meetings of each Area Committee

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

Declaration of interests

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

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

Standard conditions of all grant awards

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

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

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Scoring criteria

Assessment methodology for capital grant applications

The council has a corporate objective to support local communities and their representative bodies to create opportunities to localise service delivery. It aims to offer grants to voluntary and community organisations who are delivering projects and services that support our own objectives or those identified as being in need. All applications will be assessed using the scoring system shown below.

Local issues up to 80 points

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

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

Viability of project

up to 60 points

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

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

Summary of scoring system

The maximum score is 140 made up as follows:

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