

Report of Head of Corporate Strategy

Author: Carole Cumming

Telephone: 01491 823614

Textphone: 18001 01491 823614

E-mail: carole.cumming@southandvale.gov.uk

Cabinet member responsible: Matthew Barber

Tel: 01235 520202

E-mail: matthew.barber@whitehorsedc.gov.uk

To: South East area committee

DATE: 17 November 2014

REPORT NO:

Capital Community Grants (CCG) 2014/15 (round two)

Recommendation

- (a) that the South East area committee considers the six applications received for CCG funding and awards grants in line with the agreed policy.

Purpose of report

1. To give the committee the information needed to award CCG grants in their area.

Strategic objectives

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

Background

3. We opened the scheme between 16 July and 15 September 2014 and received six applications for the South East area, requesting a total of £26,485 against a budget of £12,332.
4. Officers have evaluated the applications using the scoring criteria in the CCG policy approved in July 2012. See appendix one for these evaluations and appendix two for the agreed policy.
5. In line with the policy, which sets out an award based on the score the application receives (see the table on the next page), officers have made grant recommendations for the committee to consider. Officers are not recommending awarding the full amounts requested as there is insufficient budget and some projects did not score enough to qualify for funding.

| Total score | Officer recommendation |
|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 100 to 140 | Officers recommend the project be a funding priority and should receive the amount requested up to the usual maximums, budget permitting. |
| 80 to 99 | Officers recommend the project receives some funding, usually 80 per cent of the requested amount, budget permitting to a maximum of 40 per cent of the total cost (to a maximum of £4,000). |
| 79 or less | Officers do not recommend the project for funding |

Financial implications

6. The committee had a budget of £32,524 at the start of the year for this scheme and following its decisions in the first round back in May 2014 has £12,332 available for this round. This includes any unspent money from completed or withdrawn projects.
7. All the applications are requesting money for capital projects and therefore meet our financial requirements for awarding grants from this scheme.

Legal implications

8. 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.
9. In July 2012 the leader of the council delegated authority to the four area committees to determine capital community grant applications and to the head of corporate strategy in consultation with the chair of the relevant area committee to determine grants up to £1,000.

Risks

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

Conclusion

11. That the committee awards CCG grants in line with the approved policy.

Background papers

APPENDIX ONE - OFFICER EVALUATIONS

Grants Officer Evaluations

Scoring summary

| Ref no. | Organisation | Scheme | Town / Parish | Scheme cost | Amount requested | Score (max 140) | Recommended award |
|--------------------------|--------------------------------------------------------------------------------------------|----------------------------------------------------------------|---------------|--------------|------------------|------------------|-------------------|
| CCGSE\05 | Grove Village Hall | Toilet Refurbishment | Grove | £15,000 | £5,000 | 100 | £4,110 |
| CCGSE\01 | Harwell Village Hall | Hall redevelopment project | Harwell | £43,650 | £5,000 | 100 | £4,110 |
| CCGSE\16 | Upton Village Hall Amenities Trust | Refurbishment of gents toilets and entrance hall | Upton | £9,705 | £4,850 | 100 | £4,110 |
| CCGSE\6 | Grove Challengers Football Club | Purchase one set of portable flood lights | Grove | £5,750 | £2,875 | 85 | £0 |
| CCGSE\17 | East Challow Parish Council | Resurfacing Challow Bridge car park | East Challow | £9,512 | £4,756 | 75 | £0 |
| CCGSE\19 | Blewbury & District Brass Band | Purchase of instruments for Blewbury primary school brass club | Blewbury | £8,008 | £4,004 | 60 | £0 |
| | | | | Total | £26,485 | Total | £12,330 |
| Award criteria | | | | | | Budget | £12,332 |
| 100 to 140 points | funding priority (normally the requested amount, if it's within the usual maximums) | | | | | Remainder | £2 |
| 80 to 99 points | some funding (normally 80 per cent of request recommended unless otherwise stated) | | | | | | |
| 79 or less points | no funding | | | | | | |

Capital Communities Grants 2014-15 South East

| | | |
|-----------------------------|-----|---------|
| Grove Village Hall | Ref | CCGSE\5 |
| Toilet Refurbishment | | |

| | | | |
|-------------------------------------------------|---------|-------------------------------------------|--------|
| Total project cost | £15,000 | | |
| Amount requested | £5,000 | Organisation's latest bank balance | £5,451 |
| Organisation's contribution | £1,500 | | |
| Other funding | £13,000 | | |
| Including a town/parish council contribution of | £1,000 | | |

Previous grants received - none

Scoring

| | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|----------------------|-------|
| Officer general and financial comments | | | |
| This application scored enough for officers to recommend awarding the full amount requested. However two other applications also score enough to receive the full amount requested but isn't sufficient budget to give them all their requested amounts (£5,000, £5,000 and £4,850). Therefore, we recommend splitting the budget equally between them, which will mean awarding each £4,110. | | | |
| Viability | | | |
| Viable and likely to complete in 12 months if they secure their other funding. | Score | 50/60 | |
| Community and sustainable benefit | | | |
| Extensive and wide reaching - all users of the village hall will benefit, particularly disabled users and those requiring baby changing facilities | Score | 20/20 | |
| Broadening the range | | | |
| Good - they will be able to offer baby changing facilities that may attract more groups to the hall and will have an improved disabled toilet but few new activities will take place. | Score | 10/20 | |
| Consultation | | | |
| Good - they discussed the project with users but it doesn't particularly lend itself to extensive consultation. | Score | 10/20 | |
| Local need | | | |
| Good - disabled facilities are necessary in any community building and should meet current legislation. | Score | 10/20 | |
| Award recommendation criteria: | | | |
| 100 to 140 – funding priority (request amount to usual maximums, budget allowing) | Total | 100/140 | |
| 80 to 99 – some funding (80 per cent of maximum request, budget permitting) | | | |
| 79 or less – the project does not receive any funding | | | |
| Recommended award | £ 4,110 | Recommended % | 27.40 |

| |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Applicant responses |
| Please give some details of your project. |
| To refurbish the Ladies, Gents, and Disabled Toilets and to introduce baby changing facilities. The toilets must be over 50 years old and are in desperate need of upgrading and modernizing. The disabled toilet is in need of upgrading. |
| Financial statement from organisation about their contribution |
| Our only commitments are normal running costs of the Hall such as heating, lighting, maintenance, and cleaning. |
| Statement about town or parish council support |
| We have approached Grove Parish Council, and hope to get at least £1000 towards the project. |
| Project viability |
| How does your project deliver best value for money? |
| The current toilet cubicles and porcelain are very outdated and are in need of replacing. The Hall does not currently have baby changing facilities, and the disabled toilet does not have an emergency cord or up to date grab handles. We also plan to tile the walls and floor to make it far more hygienic. The only option is to replace the existing cubicles and porcelain. |
| How is the scale and design of your project suited to the target audience/ the need you have identified? |
| Many groups and organisations use the Hall and they are all of the opinion that the toilet areas are in desperate need of refurbishing. |
| How will you manage the project? |
| The Village Hall committee will manage the project. |
| What are your ongoing management and finance arrangements for the facilities this project will provide? |
| The Hall, kitchen and toilets are managed on a day to day basis by the Hall Committee, who also employ a cleaner to keep all areas in a hygienic and clean condition. Also we find that the regular Hall users show a great deal of respect for the Hall and report any defects to the committee. |
| Community benefit |
| Who will benefit from your project? |
| A list of regular users is included in our application. In addition to this we have 'casual users' who hire the hall at weekends for parties, celebrations, charity sales, fund raising events, clubs etc. Groups/Clubs:- Art Group - Crown Singers - W.I. - U3A - Brownies (2 packs) - Table Tennis Club - Camera Club - Baby Sensory - Spring A Ling (for toddlers) - Horticultural Society - Martial Arts Club - Viva Totz (for toddlers) - Dance Classes etc. |
| What sustainable/energy saving measures will your project include or offer? |
| N/A to this project. |
| Broadening the range |
| What <u>extra</u> facilities (or equipment) will the project provide? |
| Baby Changing unit, and emergency pull cord for disabled toilet. |
| What <u>new</u> activities will take place as a result of this project? |
| Not applicable to this project. |
| Consultation and local need |
| What consultation has your organisation carried out? |
| It was discussed at length with Hall users and the management committee. |
| What professional advice have you received relating to this project? |
| Not applicable to this project. |
| Why is there a need in your community for this project? |
| To conform with current legislation, and to offer a cleaner and more hygienic facility. |

Capital Communities Grants 2014-15 South East

| | | |
|-----------------------------------|-----|---------|
| Harwell Village Hall | Ref | CCGSE\1 |
| Hall redevelopment project | | |

| | | | |
|-------------------------------------------------------------------------|----------------|-------------------------------------------|----------|
| Total project cost | £43,650 | | |
| Amount requested | £5,000 | Organisation's latest bank balance | £187,236 |
| Organisation's contribution | £13,657 | | |
| Other funding Including a town/parish council contribution of | £24,993 | | |
| | £17,000 (S106) | | |

Previous grants received - none

Scoring

| | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|----------------------|----------------|
| Officer general and financial comments | | | |
| <p>This application scored enough for officers to recommend awarding the full amount requested. However two other applications also score enough to receive the full amount requested but isn't sufficient budget to give them all their requested amounts (£5,000, £5,000 and £4,850).</p> <p>Therefore, we recommend splitting the budget equally between them, which will mean awarding each £4,110.</p> <p>They've split the cost of the £703,165 hall redevelopment into two phases. This application is for the second phase, covering the kitchen, toilets, blinds and signs. Their bank balance includes the funding for both phases of the project, and any VAT payable.</p> <p>The parish council has agreed to put £275,000 of S106 money towards the whole redevelopment of which roughly £17,000 will go to this second phase.</p> | | | |
| Viability | | | |
| <p>Viable but unlikely to complete within 12 months as the S106 money (£275,000) will only be available when the homes are occupied and work has only just started on these.</p> <p>This project will only take place in 12 months if the first phase of the development finishes on time but, as this is also S106 dependent a November 2015 completion date may not be realistic.</p> | Score | 30/60 | |
| Community and sustainable benefit | | | |
| Extensive and wide reaching - the whole community can benefit from the improvements to the village hall. | Score | 20/20 | |
| Broadening the range | | | |
| Extensive and wide reaching - the project will provide a new kitchen, toilets, signs and window coverings in the renovated hall. | Score | 20/20 | |
| Consultation | | | |
| They carried out extensive consultation with the community, worked with ORCC and had an energy audit carried out. | Score | 15/20 | |
| Local need | | | |
| Part of the hall was recently condemned and the remaining building no longer meets the community's needs | Score | 15/20 | |
| Award recommendation criteria: | | Total | 100/140 |
| 100 to 140 – funding priority (request amount to usual maximums, budget allowing) | | | |
| 80 to 99 – some funding (80 per cent of maximum request, budget permitting) | | | |
| 79 or less – the project does not receive any funding | | | |
| Recommended award | £ 4,110 | Recommended % | 9.42 |

Applicant responses

Please give some details of your project.

The HVHD project was set up in 2011 to address the challenges that the Hall faces in a developing village. The adjoining Freeman Hall has been condemned and will need to be rebuilt and the existing 1920's Village Hall badly needs a complete overhaul, with both external and internal work, to provide an energy efficient, fully equipped, multi-use, environmentally friendly and flexible hub for this ever expanding village. The Hall is widely used by village groups and with the loss of the Freeman Hall; we struggle to meet all our User Groups needs. Some of our users have had to find alternative accommodation, such as Our Street Corner Youth Club and new user groups have been turned away. The hope is to build the new hall, allowing groups to keep their slot and to move them to the new hall while the original is refurbished.

Financial statement from organisation about their contribution

This project is part of a total overhaul of the village hall costing over £700k. Our bank balance includes the money we have saved towards the overall project. We are putting a pro-rata contribution of the money we have saved towards this phase of the work.

Statement about town or parish council support

Our Parish Council has been supportive at every step of the way on this project and has agreed to use the Section 106 money from Alder View (Greenwood Meadow) for the village hall. This currently stands at £275000, there may be more S106 money when & if the other developments at Blenheim Hill and the Reading Road begin and our Parish Council have intimated that we may well get a large proportion of this.

Project viability

How does your project deliver best value for money?

Other options were 1. to sell the land that the Village Hall & the Freeman Hall stand on & use the revenue to build on the Recreation Ground near the Royal British Legion. 2. Do nothing other than repairs. 3. Rebuild the Freeman Hall and renovate the Village Hall Over 60% of the residents favoured the rebuild & renovate scheme, the hall is in the middle of the village while the recreation ground is on the edge of the village, but also because the hall has always been the focus for village social activities and people generally don't like change. The project is being sent out for tender. Over £200000 has been raised by residents, we are expecting Section 106, £275000, money from a development in the village and several grant applications are in the pipeline.

How is the scale and design of your project suited to the target audience/ the need you have identified?

The village hall was originally built as a Technical Institute in 1921 and became the village Hall in the 1960's. A toilet block with flat roof was added in 1970 and, although structurally sound, this has always been damp and unwelcoming. The main hall has no cavity insulation, single glazed windows, inadequate heating, poor lighting (tubes now obsolete), a small kitchen area and a leaking roof. Our Toe2 report recommended several improvements which are more effective if undertaken as a complete refurbishment. The adjoining Freeman Hall, given originally to the youth of the village, has been condemned, but was widely used by other groups that we now cannot find space for, making it imperative that we rebuild with a purpose built hall, including storage areas for our many user groups and the possibility of taking on new groups, like our Youth club and drama group.

How will you manage the project?

The project will be managed by our architects: Richard Potter, RPA architects, Strathfield House, Chilton Road, Upton, Oxon, OX11 9JL and will be loosely overseen by the Trustees of the Village Hall in an 'interested party' capacity!

What are your ongoing management and finance arrangements for the facilities this project will provide?

The Trustees of the Village Hall are now a Charitable Incorporated Organization and with the help of volunteers will continue to manage, maintain and use the revenue that the hall brings in, to continue the running of the Village Hall. The trustees have a chairperson- Dr Keith Beswick, a Treasurer- Mrs Clare Wagner, a secretary and 6 other members.

Community benefit

Who will benefit from your project?

All our current user groups will benefit from the project through improved heating, lighting and dedicated storage facilities. New users or relocated users, such as the youth club will be able to book a timetabled session in one of the halls. Our Street Corner youth club was set up primarily to keep young people out of trouble and off the streets. They met regularly in the Freeman Hall but when this

was condemned, there were no spare session in the Village Hall and they relocated to the Pavilion on the recreation ground. This building is highly impractical, with a series of small changing rooms and showers and the Parish Council meeting room, also too small for table tennis and boisterous youngsters!

What sustainable/energy saving measures will your project include or offer?

As far as possible, we aim to make our new hall eco friendly and have used our recent Energy Audit in our planning. Recommendations from the report were: Improve roof insulation • Install double or secondary glazed windows • If possible install cavity wall insulation • Install an appropriate boiler for your new heating system • Install zoning, a well insulated partition wall and TRVs • Investigate and install LED lighting in the main hall • Install energy efficient appliances in your kitchen • Programme new heating system • Improve signage • Consider installing solar panels to generate electricity With the exception of the solar panels, which were not included due to cost, all the recommendations have been included and it has been suggested that our running costs will improve significantly.

Broadening the range

What extra facilities (or equipment) will the project provide?

The project will provide a permanent home for our history group, with exhibition space, storage for the many artefacts, records and photos that have been collected since Harwell Village celebrated its 'Village of a thousand years' charter in 1985. At present this has been stored in homes and outbuildings, (we have a village bier that we would like to display) and it is planned to use the foyer between the two halls as a permanent display area. The Parish Clerk will have a dedicated office and the Parish Council will have a meeting room. All groups have been asked about their needs and storage has been planned accordingly. The kitchen will be energy efficient and serve both halls and the foyer, which will function as a cafe. When the cafe is open visitors will have access to the toilets (there are no public toilets in the village)

What new activities will take place as a result of this project?

The Youth Club, one of the scout groups, a drama group, Zumba classes and another dance class have all asked to book the hall and we are keen to accommodate them. The cafe in the foyer will be available for parents waiting to collect children, for the history group to exhibit their resources, as a meeting place for a dementia group or for other groups who do not want a full size hall but need an informal place to meet. Parish Council meetings and the Clerks office will be easily accessible to Councillors and the public. The plans allow for the original hall to be divided so that we will in effect have three halls and a cafe for groups to meet in, giving us much greater flexibility of usage.

Consultation and local need

What consultation has your organisation carried out?

Residents and user groups have been consulted at every step of the way, both for their views on the proposed plans and for their requirements as users. There has been massive support for this project and to date we have raised over £200000 towards the build. The Parish Council were involved throughout and have applied for the necessary planning documents and promised S106 money from a new estate being built in the village. Lynne Newin of ORCC has advised us, with reference to all aspects of refurbishment, management, grants and organization of a project of this size. VWHDC gave us advice on grants and how to apply for them.

What professional advice have you received relating to this project?

Energy Audit 30/07/2013 Inspection Reports from Architects and Surveyors. Health & Safety reports. General advice from ORCC, Lynne Newin, Community Hall Advisor

Why is there a need in your community for this project?

Our Village Hall is a much loved building in the heart of the village but is badly in need of refurbishment. Built in 1930 as a technical Institute, it became a Village Hall in the 1960's and although some improvements have been carried out, it is inefficient as a community hall due to high running costs. These are as a direct result of the poor heating system, single glazed windows and lack of insulation. Added to this the loss of the adjoining Freeman Hall means we are oversubscribed by user groups and have had to turn some groups away, for example Our Youth Club, who are often the most disadvantaged in the community, lost their hall. The History Group need a new home for their artefacts and an exhibition space to share the village history, of over a thousand years, with village families.

Capital Communities Grants 2014-15 South East

| | | |
|---------------------------------------------------------|-----|----------|
| Upton Village Hall Amenities Trust | Ref | CCGSE\16 |
| Refurbishment of gents toilets and entrance hall | | |

| | | | |
|-------------------------------------------------|--------|-------------------------------------------|---------|
| Total project cost | £9,705 | | |
| Amount requested | £4,850 | Organisation's latest bank balance | £27,147 |
| Organisation's contribution | £4,855 | | |
| Other funding | £0 | | |
| Including a town/parish council contribution of | £0 | | |

Previous grants received - £5,470 in two grants for hall improvements since 2012-13

Scoring

| | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|----------------------|----------------|
| Officer general and financial comments | | | |
| This application scored enough for officers to recommend awarding the full amount requested. However two other applications also score enough to receive the full amount requested but isn't sufficient budget to give them all their requested amounts (£5,000, £5,000 and £4,850). Therefore, we recommend splitting the budget equally between them, which will mean awarding each £4,110. The organisation is contributing a reasonable amount to the project. They haven't approached the parish council for this project, but they did pledge £100 towards other improvements at the hall. The organisation's bank balance includes nearly £14,000 earmarked for other projects and £7,000 for this project. | | | |
| Viability | | | |
| Viable and likely to take place in the next 12 months. | Score | 60/60 | |
| Community and sustainable benefit | | | |
| Extensive and wide reaching - the whole community will benefit from the improved entrance and the male hall users from the men's toilet refurbishment. | Score | 20/20 | |
| Broadening the range | | | |
| Good - this project will bring the entrance hall and men's toilets up to modern standards but won't result in any new facilities/activities. | Score | 10/20 | |
| Consultation | | | |
| Minimal - they don't appear to have consulted other hall users, the wider community or professionals on the plans other than committee members. | Score | 5/20 | |
| Local need | | | |
| Minimal - the facilities already exist and are being used. | Score | 5/20 | |
| Award recommendation criteria: | | | |
| 100 to 140 – funding priority (request amount to usual maximums, budget allowing) | | Total | 100/140 |
| 80 to 99 – some funding (80 per cent of maximum request, budget permitting) | | | |
| 79 or less – the project does not receive any funding | | | |
| Recommended award | £ 4,110 | Recommended % | 42.35 |

Applicant responses

Please give some details of your project.

The grant will help fund the refurbishment of the gents toilets and entrance hall, both of which are in dire need of modernisation having not been updated since the hall was built nearly 50 years ago. The toilet is currently unsanitary, with flooring and walls which cannot be cleaned properly. The entrance hall is dark and uninviting; with exposed brick, walls and a low, dark wooden ceiling with old and inefficient bare strip lighting. The toilet would be refitted with new equipment and hygienic wall surfaces and sealed flooring. The hall walls would be rendered and painted, with a new suspended ceiling including modern and energy-efficient area and feature lighting. The Trust is already funding out of its own resources replacement entrance doors, which are urgently needed to replace the existing dilapidated ones.

Financial statement from organisation about their contribution

£10451 is ring fenced for the kitchen refurbishment project. £3000 is allocated towards the replacement of the entrance doors and installation of access control; the doors are in dire need of replacement. £7000 is allocated towards refurbishment of the gents toilets and entrance hall and the VAT payable on these. £525 is allocated towards funding of AV equipment, for which part funding has been achieved from Uptonogood and a separate grant applied for from the New Homes Bonus. It is expected that surpluses in the FY 2014/15 will allow us to maintain the £10K reserve which is kept against unforeseen major expenditure items.

Statement about town or parish council support

The parish council has already pledged £1000 by way of financial support out of the 2014-15 £7500 precept towards the village hall in support of the kitchen project. Although they would be unable to offer more financial support at the moment, the council is fully supportive of the village hall trustees' initiatives in respect of improvements to the village hall, which is seen as a key community asset. It is a stated Aim and Objective of the parish council to "Support UVHAT in the upkeep of the village hall and enhancement of its facilities;"

Project viability

How does your project deliver best value for money?

Although minor enhancements have been possible, such as electric hand driers to replace the old fabric loop towel, and an electronic sensor to reduce water consumption, they have failed to address the underlying problems in appearance and hygiene of the two facilities. Only a complete refurbishment of the areas will allow the changes required to meet current standards. Organisations known to the trustees and known to offer value for money have been asked to quote. A local flooring contractor based in the village has offered to install the flooring in the toilets at no charge.

How is the scale and design of your project suited to the target audience/ the need you have identified?

The project scale and design are entirely appropriate for a modern public building, offering standard levels of hygiene and an entrance hall commensurate with a building used for community events. The existing hall kitchen will be replaced shortly with a similarly modern facility, and this will be let down by the low quality of the adjoining entrance hall and the toilets. The design is based upon the use of materials which offer a good balance of hygienic effectiveness and cost. Basic products such as MDF will provide the required ruggedness at low cost, while energy-efficient lighting will satisfy the environmental policy of the Trust as well as longer term cost savings.

How will you manage the project?

The project will be managed by a sub-committee made up from the Trustees and members of the village having private and professional experience managing building projects on a much larger scale.

What are your ongoing management and finance arrangements for the facilities this project will provide?

The village hall as a whole is managed and maintained by the Trustees of the Upton Village Hall Amenities Trust, and financed from the revenue raised from hire fees. The gents toilet and entrance hall simply form part of the hall and no separate ongoing management or finance is required over and above that required at present.

Community benefit

Who will benefit from your project?

All users of the hall will benefit from the improved entrance hall, which currently presents a depressing introduction to the amenity, as evidenced by the reaction of both members of the VoWH grants team and ORCC upon their visits to the hall. All male users will benefit from hygienic toilets, which although regularly cleaned are so unpleasant that men tend to avoid their use if at all possible. The hall is a

very popular party venue with users from across the VoWH and SODC area, especially for parents of small children thanks to its location on the recreation ground, who will welcome the improvements to the toilet facilities. Regular users of the hall include the Wine Club, Bowls Club, Table Tennis Club, Karate Classes, Dog Training Classes, Yoga, WI, and Guides and Brownies.

What sustainable/energy saving measures will your project include or offer?

The proposed lighting will be LED-based providing significant savings and substantially increased lifespan over the current, low efficiency fluorescent strips. The existing urinal water controller installed earlier in 2014 making massive savings in water consumption will be reused in the refurbishment. An automatic WC flush mechanism will replace the existing and highly wasteful single-flush cistern. The proposed suspended ceilings will offer improved heat retention than the current uninsulated roof.

Broadening the range

What extra facilities (or equipment) will the project provide?

It is hoped that the design of the new entrance hall will allow us to incorporate a small gallery illustrating the history of the village. Although the toilet refurbishment will provide no significant additional facilities, it will deliver facilities which meet modern standards of hygiene and acceptability.

What new activities will take place as a result of this project?

It is anticipated that the provision of the modern facilities, in conjunction with the already planned and financed kitchen extension and refurbishment, will extend the usefulness of the village hall allowing a much wider range of social activities to take place. At present, the poor condition of the toilets and the depressing entrance hall make the venue unacceptable for a large number of potential users who would be embarrassed to host events at the hall.

Consultation and local need

What consultation has your organisation carried out?

The Trustees of the Village Hall, as members of the small and tightly knit community of Upton, are only too well acquainted with the views of the residents on the old fashioned and unhygienic conditions of many aspects of the hall. The task of cleaning the hall falls to volunteers from the village, who dread the job of trying to clean the gents toilets simply because of the unsanitary surfaces. Photos of the toilets and hallway illustrate the problem. There is little need for formal consultation when residents use every opportunity to make their feelings heard!

What professional advice have you received relating to this project?

The Trustees commissioned EIE to undertake an energy audit in 2014.

Why is there a need in your community for this project?

The poor appearance of both the entrance and the toilets means that some residents refuse to use the hall for social function because of fear of embarrassment. The inadequacies in the construction of both facilities make it impossible to clean properly, causing a hygiene risk.

Capital Communities Grants 2014-15 South East

| | | |
|--------------------------------------------------|-----|---------|
| Grove Challengers Football Club | Ref | CCGSE\6 |
| Purchase one set of portable flood lights | | |

| | | | |
|-------------------------------------------------|--------|-------------------------------------------|---------|
| Total project cost | £5,750 | | |
| Amount requested | £2,875 | Organisation's latest bank balance | £14,264 |
| Organisation's contribution | £2,875 | | |
| Other funding | £0 | | |
| Including a town/parish council contribution of | £0 | | |

Previous grants received - none

Scoring

| | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----------------------|---------------------|
| Officer general and financial comments | | | |
| This application scored enough points for officers to recommend awarding it some funding however, if the committee splits the budget between the three priority projects then there is no money left to do this. | | | |
| The club are putting a reasonable amount towards the project. They have not approached their parish council for funding towards this project as they allow them to use their pitches. Their bank balance includes much of their income for the year which they need for their running costs and limits the contribution they can make. | | | |
| Viability | | | |
| Viable and likely to complete in the next 12 months. | | | Score 60/60 |
| Community and sustainable benefit | | | |
| Minimal- benefit is limited to players and spectators using the additional pitch in the dark. It's unclear how often they'll use the portable floodlights, as they'll use the other pitches first. | | | Score 5/20 |
| Broadening the range | | | |
| Minimal - They'll be able to use the extra training pitch in the dark, although it's unclear how often this would happen. | | | Score 5/20 |
| Consultation | | | |
| Minimal - the only consultation referred to were discussions with the team managers. | | | Score 5/20 |
| Local need | | | |
| Good - The team has grown significantly in recent years and took on extra training space from the parish council because of this. | | | Score 10/20 |
| Award recommendation criteria: | | | |
| 100 to 140 – funding priority (request amount to usual maximums, budget allowing) | | | Total 85/140 |
| 80 to 99 – some funding (80 per cent of maximum request, budget permitting) | | | |
| 79 or less – the project does not receive any funding | | | |
| Recommended award | £ 0 | Recommended % | 0 |

Applicant responses

Please give some details of your project.

Grove Challengers FC is a children's football club ran by volunteers. Formed in 1971 by Ruth O'Hanlon after getting fed up of her son and his friends playing football in her garden, the club has grown considerably and we now have 13 teams, which start with our raising stars, or under 6s, all the way up to under 15s. With over 220 children registered, we are now one of the largest clubs in Oxfordshire. But this means we have had to take on a new training area which is not flood lit. This area needs lighting so we can continue training on this new pitch during the winter months. So we are looking for funding for new equipment that the club does not have but needs to continue to grow and support the young children of the local community.

Financial statement from organisation about their contribution

Our accounts show we have £14k in the bank – but this is because we are at the start of the season and the fees have all been paid in. Part of this money is also the profit we made during our recent 6s tournament we held in July. We hold this tournament annually as our main fund raiser for the club. There is no financial constraints on our accounts at the moment, however we still have on-going running costs that need to come out over the year, i.e. insurances, kits, equipment etc.

Statement about town or parish council support

Grove parish council provides the club with flood lit training areas; however, due to the increase in the number of teams, the new areas Grove Parish council has provided are not flood lit. There are no plans to light these areas.

Project viability

How does your project deliver best value for money?

Portable flood lights can be extremely expensive, so we are planning to buy good, second hand lights with low usage from sites such as eBay. By doing this, we hope to maximise our money and that we receive through this grant.

How is the scale and design of your project suited to the target audience/ the need you have identified?

In 2011, we had 110 children registered with the club, playing in 6 teams. Now have 220 children registered playing in 13 teams. We are proud of our children and the commitment they give to their team and their sport. We want to continue this and with the increase in numbers, we have had to take on a new training area. This area can only be used now during the summer time. With Autumn/Winter coming soon and as the dark nights come in, we cannot use this extra space without lighting. By buying portable lighting, it means we can continue to develop our teams, and as the lighting is portable, it means they can be used in different locations if needed in the future.

How will you manage the project?

The lights will be purchase by John Stillwell and maintained by the club, which is lucky enough to have qualified builders and electricians involved with GCFC.

What are your ongoing management and finance arrangements for the facilities this project will provide?

We foresee little ongoing costs involved with these lights. Any costs that do occur will be taken care of using the clubs own accounts.

Community benefit

Who will benefit from your project?

The flood lights will be used during our training nights and will be available to all our teams which start with our U6s, then through every age group up to U15. They will be used by solely Grove challengers.

What sustainable/energy saving measures will your project include or offer?

Saving measures include buying good second hand lights.

Broadening the range

What extra facilities (or equipment) will the project provide?

The flood lights themselves are new to the club. At present, we train on pitches under flood lights provided by Grove Parish Council. However, this new training pitch we have taken on, due to the rise in the number of teams we have, does not have lighting and so is only used at present during the summer months.

What new activities will take place as a result of this project?

These new lights will extend the training area we can use over the winter months. At present some of our teams have to train outside of Grove as there is no space on our existing flood lit areas, with all 13 teams trying to train.

| |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Consultation and local need |
| What consultation has your organisation carried out? discussions with the team managers have highlighted the problem of lighted training areas, we have taken this on board and are hence applying for this grant to try and improve the facilities at our club. |
| What professional advice have you received relating to this project? none |
| Why is there a need in your community for this project? As stated earlier, over the last couple of years our club has grown from 6 to 13 teams, we have been provided with more training area by Grove parish council but these new areas are not lit. As the winter months are coming and nights will soon be dark, we are unable to use these areas for training in the winter months. the new floodlights will improve the training facilities the club can provide, and ultimately improve our teams performances. |

Capital Communities Grants 2014-15 South East

| | | |
|--------------------------------------------|-----|----------|
| East Challow Parish Council | Ref | CCGSE\17 |
| Resurfacing Challow Bridge car park | | |

| | | | |
|-------------------------------------------------|----------------------|-------------------------------------------|---------|
| Total project cost | £9,512 | | |
| Amount requested | £4,756 | Organisation's latest bank balance | £48,128 |
| Organisation's contribution | £4,756 | | |
| Other funding | £0 | | |
| Including a town/parish council contribution of | See own contribution | | |

Previous grants received - 2014/15 £1,880 football pavilion roof (CCG), 2006/7 £2,000 play area resurfacing.

Scoring

| | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|----------------------|---------------|
| Officer general and financial comments | | | |
| This application scored enough points for officers to recommend awarding it some funding however, if the committee splits the budget between the three priority projects then there is no money left to do this. | | | |
| The applicants are contributing a reasonable amount to the project and could potentially pay for the project without any grant funding. | | | |
| Viability | | | |
| Likely to complete within 12 months but the work might not be necessary at this time. | Score | 40/60 | |
| Community and sustainable benefit | | | |
| Good - anyone in the community can park in the 16 spaces (nine more than before) and access village amenities. | Score | 10/20 | |
| There is a risk that local residents will monopolise the site as residential parking therefore reducing the benefit to the wider community. | | | |
| Broadening the range | | | |
| Minimal - the project will offer up to nine additional spaces and the current surface may not need resurfacing at this time. | Score | 5/20 | |
| Consultation | | | |
| Extensive - this work proved popular at a village meeting and the parish council is acting on this feedback. | Score | 15/20 | |
| Local need | | | |
| Minimal - the project does not seem to address any local need, although the community would like it to happen. | Score | 5/20 | |
| There are other parking areas around the village, for example at the village hall, which is across the road from the Challow Bridge car park. | | | |
| Award recommendation criteria: | | Total | 75/140 |
| 100 to 140 – funding priority (request amount to usual maximums, budget allowing) | | | |
| 80 to 99 – some funding (80 per cent of maximum request, budget permitting) | | | |
| 79 or less – the project does not receive any funding | | | |
| Recommended award | £ 0 | Recommended % | 0 |

| |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Applicant responses |
| Please give some details of your project. |
| To extend existing parking area by removing scrub and overgrown bushes and to re-surface and improve the area in order to create additional parking for residents of Main Street who will lose on-street parking due to the installation of a Puffin Crossing. |
| Financial statement from organisation about their contribution |
| Second half of financial year - expenditure - £12,000 approx. Funds earmarked for improvements to Playground - £16,000 approx. (not yet committed but due imminently) Funds committed for repairs to pavilion roof - £2632 |
| Statement about town or parish council support |
| Project viability |
| How does your project deliver best value for money? |
| The council has decided on a simple scheme of clearance and surfacing as opposed to a full excavation and surfacing project. It was felt that a full excavation was unnecessary for the area in question and did not represent value for money. White lining to denote parking bays was considered but rejected as it was felt it would not add sufficient benefit compared to the cost. |
| How is the scale and design of your project suited to the target audience/ the need you have identified? |
| We have kept the project simple - the creation of off-road parking space for 16 cars. We have avoided expensive surfaces and unnecessary features. |
| How will you manage the project? |
| Contractors will be appointed to carry out each element of the project. A Parish Councillor will oversee and manage the contractors. The clerk will manage the accounting process. |
| What are your ongoing management and finance arrangements for the facilities this project will provide? |
| The Parish Council will ensure sufficient funds are available for ongoing management of the car park during the budgeting process. Management of the trees and bushes will be added to the Grounds Maintenance contract. The surface will be regularly inspected and repaired as necessary using funds earmarked for this as per the annual budget. |
| Community benefit |
| Who will benefit from your project? |
| Residents of Main Street, East Challow who currently park on the road. This road parking will be lost following the installation of a puffin crossing. Visitors to the village hall when a large event is held there, as it will also serve as an overflow car park to the hall. Residents of the surrounding area. Visitors to the church when a large event (e.g. wedding, funeral) is being held there. Visitors to the village in general. |
| What sustainable/energy saving measures will your project include or offer? |
| Not applicable. |
| Broadening the range |
| What <u>extra</u> facilities (or equipment) will the project provide? |
| Additional car parking facilities for the northern end of the village. |
| What <u>new</u> activities will take place as a result of this project? |
| None |
| Consultation and local need |
| What consultation has your organisation carried out? |
| A village consultation was carried out in early 2014. Villagers were asked what new facilities they would like to see in East Challow. This car park was number one on the list. The attached document is a transcript of residents' views - it does not show the number of votes per facility. |
| What professional advice have you received relating to this project? |
| Why is there a need in your community for this project? |
| Parking is an issue at the moment in this area of East Challow. The issue will become significantly worse following the installation of the puffin crossing because on-road parking will be lost. |

Capital Communities Grants 2014-15 South East

| | | |
|-----------------------------------------------------------------------|-----|----------|
| Blewbury & District Brass Band | Ref | CCGSE\19 |
| Purchase of instruments for Blewbury primary school brass club | | |

| | | | |
|-------------------------------------------------|--------|-------------------------------------------|--------|
| Total project cost | £8,008 | | |
| Amount requested | £4,004 | Organisation's latest bank balance | £8,238 |
| Organisation's contribution | £4,004 | | |
| Other funding | £0 | | |
| Including a town/parish council contribution of | £0 | | |

Previous grants received - 2012-13 £3,150 instrument purchases

Scoring

| | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|----------------------|---------------|
| Officer general and financial comments | | | |
| The application did not score enough for officers to recommend any funding. | | | |
| The organisation is paying for 50 per cent of the cost. They haven't approached any other organisations for funding, including the parish council or the school. | | | |
| They have an accounting policy never to let their reserves fall below £3,000 which limits their contribution to this project. | | | |
| Viability | | | |
| Likely to start within the next 12 months, but may not be justified. | Score | 40/60 | |
| Community and sustainable benefit | | | |
| Minimal - up to 30 students from Blewbury primary school will benefit from these instruments. | Score | 5/20 | |
| Broadening the range | | | |
| Minimal - up to 30 students will learn either cornet or baritone horn. | Score | 5/20 | |
| Consultation | | | |
| Minimal - the school's head teacher supports the project, however they don't appear to have carried out any consultation with parents or the children to show they want the club or to learn these specific instruments. | Score | 5/20 | |
| To our knowledge, it is not identified as a need in any community led plans or local strategies. | | | |
| Local need | | | |
| Minimal - small proportion of the school may be interested in this club, however it doesn't appear to be identified as a need in any community led plans or local strategies. | Score | 5/20 | |
| Award recommendation criteria: | | Total | 60/140 |
| 100 to 140 – funding priority (request amount to usual maximums, budget allowing) | | | |
| 80 to 99 – some funding (80 per cent of maximum request, budget permitting) | | | |
| 79 or less – the project does not receive any funding | | | |
| Recommended award | £ 0 | Recommended % | 0 |

Applicant responses

Please give some details of your project.

After-school club to enable primary school students to learn to play a brass instrument and to play in a brass ensemble. Currently no similar activity is offered by the school and the Blewbury and District Brass Band would like to become actively involved in growing the playing of music in the local area, especially among young people. The number of primary school pupils taking part nationally in music activities (and also drama and dance) has reduced unacceptably in recent years (from over half, to well under half). The brass band is an established music group in the village and surrounding district and this partnership between band and school is seen as an effective way of encouraging playing music together in the school.

Financial statement from organisation about their contribution

During the second half of 2014, the band expects to receive in the region of £2000 in income from playing events and other sources. Costs that will be incurred include fees for our Main Band and Learner Band Musical Directors, energy for the band hut, maintenance/repair costs for instruments and other miscellaneous costs. To ensure ability to fund unexpected/contingency costs (eg instrument repair) the band committee has formally decided that we should never fall below a bank balance of £3000. We are confident that the band will have sufficient funds to make the proposed band contribution to this activity.

Statement about town or parish council support

Two organisations in Blewbury have successfully approached: one for the tuition costs, the other for a contribution towards the instrument costs. We have successfully approached Blewbury Parish Council for funding of other projects on previous occasions and wished to diversify our sources of support in this particular project.

Project viability

How does your project deliver best value for money?

Professional musical tuition will be provided by parents paying £5 per session, being the normal fee for the school's after-school clubs. The band would like to provide use of instruments at no cost to the young people or their parents, for the period that they are participating in the after-school club. The band (again at no cost to the school, the young people or their parents) will pay ongoing insurance, maintenance and repair costs. This balanced scheme is preferable to a scheme where both instruments and tuition are free (too costly) and preferable to parents/children paying for instruments.

How is the scale and design of your project suited to the target audience/ the need you have identified?

We believe that 30 instruments is the appropriate size for the school. When carrying out a survey in a nearby school (Hagbourne in South Oxfordshire), it appeared that there would be interest from 30 participants and, from conversations with the head teacher at Blewbury, we believe that this number is also appropriate for Blewbury School.

How will you manage the project?

Pupils will be invited to join the after-school club, prioritising Years 5 & 6, followed by Year 4, followed by Year 3. Instruments will be owned by the band, and lent to players. Tuition will be provided by the Musical Director of Blewbury Brass Band, who is a professional musician and music teacher. Additional support will be provided by selected members of the band as needed, all of those involved will have an advanced CRB check. The school will provide all necessary premises and facilities. Parents will be asked to pay the standard fee (as defined by the school) of £5 per session. The people managing this will include the head teacher and one other member of staff and from the brass band the Musical Director, the treasurer for financial oversight and (to be decided) one other, who would normally be a committee member.

What are your ongoing management and finance arrangements for the facilities this project will provide?

A termly organisational/operational review will take place between the band and the school. At the end of each school year, instruments being used by players leaving the after-school club (or moving up to secondary school) will be taken back and offered to new younger players for the following year. Instruments will continue to be owned by the brass band, but made available to the Blewbury Primary School Brass Group.

Community benefit

Who will benefit from your project?

Any young person in Years 6/5/4 (and potentially 3) with a potential interest in music, initially at Blewbury Primary School. We do not envisage anybody in those years who wishes to take part being

excluded from this musical activity. The ongoing arrangements ensure that in following years the instruments allocated to pupils leaving the school will be reallocated to other players. Depending on the success of this project, we could envisage this being extended to other schools in the Vale of White Horse District.

What sustainable/energy saving measures will your project include or offer?

Not relevant to this activity.

Broadening the range

What extra facilities (or equipment) will the project provide?

Specific additional instruments dedicated to use in schools, and an additional music after-school club that does not yet exist. There is clear evidence that learning a musical instrument as a child, and playing in an ensemble, leads to a lifetime of musical enjoyment and we are concerned that nationally this has been decreasing. We are keen to help launch Vale of White Horse District children in this direction.

What new activities will take place as a result of this project?

Additional music after-school club that does not yet exist.

Consultation and local need

What consultation has your organisation carried out?

Marion Mills, Head teacher, has given her active support to creating a brass group at Blewbury School, and will fund the teaching of brass to a whole class if we can fund the instruments. The Malthus Trust (a Blewbury-based educational charity), after examining the need, has contributed £500 to the tuition cost. The Tony Loy Trust, which funds projects for young people's projects in the village and which has been convinced of the need, has donated £1000 towards the cost of instruments.

What professional advice have you received relating to this project?

Both the head teacher and the proposed music teacher, who is also a professional musician, music teacher and brass band musical director, are of the strong opinion that this new after-school club will add significantly to the range and breadth of musical activities in the school. Both are hugely supportive.

Why is there a need in your community for this project?

There is currently no brass after-school club being offered at Blewbury Primary School and the head teacher and contacts with funding groups in the village confirm that there is a demand.

APPENDIX TWO – CCG POLICY

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?

The council will not fund large public sector bodies, such as Oxfordshire County Council or Primary Care Trusts. Because education is a function of Oxfordshire County Council, we will not accept applications from schools. Businesses and individuals are not eligible to apply for a grant.

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

Schemes initiated by Area Committees

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

What is the maximum award from the scheme?

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

Scheme eligibility criteria

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

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

Opening and closing dates

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

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

Decision making

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

Allocation of budgets to area committees

The funds will be allocated to each committee as follows:

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

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

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

Delegated decisions

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

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

Area Committees

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

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

Procedure at meetings of each Area Committee

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

Declaration of interests

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

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

Standard conditions of all grant awards

- grants will not be payable towards any costs incurred before the grant award decision date
- projects must commence within one year of the date of the grant being awarded
- evidence that a contract of works is in place is required before any grants are advanced
- evidence that all funding is in place to **complete** the project must be provided to the grants team prior to commencement of work and the release of any part of the grant award
- council staff must be allowed to enter and inspect the work being carried out, by arrangement, subject to them abiding by any necessary health and safety requirements

- grants will be paid on completion of the project by returning a grant claim form attaching evidence of expenditure
- grants (or part of) will not be paid in relation to any spend that does not comply with the definition of 'capital expenditure'
- requests for information to assist us in monitoring the success of the project must be supplied to the grants team as required
- A plaque, supplied by the council, must be displayed in a prominent position to acknowledge grant awards of over £2,000

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

Scoring criteria

Assessment methodology for capital grant applications

The scheme 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.

Summary of scoring system

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

| Local issues | | up to 20 each (totalling 80 points) |
|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Broadening the range | Is this more of the same or will the project enable new activities? | 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. |
| Consultation | 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? | 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. |
| Local need | How well is this evidenced/detailed? | Need and demand are different - this is about a proven lack of something that the project provides. |
| Viability of project | | up to 60 points |
| 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? | |
| Community benefit | Who will benefit? This will go beyond a simple number count, to take account of the imbalance in size between different communities. | Community benefit also includes wider social, economic and environmental benefits that contribute to the achievement of sustainable development and energy saving in the district. |