

Report of Head of Corporate Strategy
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To: Abingdon area committee
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REPORT NO:

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

Recommendation

- (a) that the Abingdon area committee considers the four 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 four applications for the Abingdon area, requesting a total of £14,128 against a budget of £34,119.
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 table overleaf), officers have made grant recommendations for the committee to consider. Officers are not recommending awarding the full amounts requested as 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 £47,724 at the start of the year for this scheme and following its decisions in the first round back in May 2014 has £34,119 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 This includes any unspent money from completed or withdrawn projects.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

Scoring summary

Ref no.	Organisation	Scheme	Town / Parish	Scheme cost	Amount requested	Score (max 140)	Recommended award
CCGA\5	Preston Road Community Centre Association	New lounge chairs and tables and two fire exit doors	Abingdon	£7,456	£3,728	100	£3,728
CCGA\11	Abingdon Town Band	Two replacement instruments	Abingdon	£5,532	£5,000	80	£2,213
CCGA\3	TrinityLearning	Equipment for 'Hello Abingdon' youth newsletter	Abingdon	£858	£400	85	£320
CCGA\6	Abingdon Lawn Tennis Club	Build a seventh tennis court	Abingdon	£34,500	£5,000	65	£0
				Total	£14,128	Total	£6,261
Award criteria						Budget	£34,119
100 to 140 points	funding priority (normally the requested amount, if it's within the usual maximums)					Remainder	£27,858
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 Abingdon

Preston Road Community Centre Association	Ref	CCGA\5
New lounge chairs and tables and two fire exit doors		

Total project cost	£7,456		
Amount requested	£3,728	Organisation's latest bank balance	£29,981
Organisation's contribution	£2,456		
Other funding	£0		
Including a town/parish council contribution of	£0		

Previous grants:

Six awards totalling £21,825 between 2003/4 and 2013/14 towards various improvements to the centre including toilets, room partitions and furniture

Scoring

Officer general and finance comments			
They have said they will cover the £1,272 funding gap from their reserves. They have a number of other projects planned and will need some of their reserves for them, limiting their contribution to this project.			
Viability			
Viable and likely to complete within 12 months.		Score	60/60
Community and sustainable benefit			
Wide and extensive - the whole community can access the centre and benefit from the improvements.		Score	20/20
Broadening the range			
Minimal - the project replaces existing furniture and fire doors so will not offer any new facilities.		Score	5/20
Consultation			
Minimal - they submitted three letters supporting their decision to buy new chairs and tables. There is no evidence that the fire doors are no longer fit for purpose.		Score	5/20
Local need			
Good - the centre is a key facility for residents of South Abingdon, however local need specifically for this project is minimal.		Score	10/20
Award criteria:		Total	100/140
100 to 140 – funding priority (requested amount up to maximum, budget permitting)			
80 to 99 – some funding (80 per cent of the requested amount up to the maximum, budget permitting)			
79 or less – the project does not receive any funding			
Recommended award	£ 3,728	Recommended %	50.00

Applicant responses

Please give some details of your project.

This summer we have decorated internally throughout and replaced seven internal doors at a cost of over £7k. To complete the refurbishment we have applied to the Abingdon Town Council for a grant towards new curtains and curtain poles for 10 windows and this application is to replace the chairs and tables in the lounge. The existing chairs are badly stained, some are broken and were second hand when we acquired them several years ago. The small tables are much more than twenty years old and stacking tables would be preferable. The two fire exits from the main hall need replacing. The fire exit with double doors is the exit for any disabled people as it leads onto the ramp for disabled people.

Financial statement from organisation about their contribution

The bank statements do not include the payments made for this summer's work which equal 12k.

Statement about town or parish council support

This spring we spent around £7k on a new public address and hearing loop system and the Town Council gave us £1000 towards the projector as part of the audio visual improvements. This August we have spent £7.5k on redecorating internally and replacing 7 internal fire doors. This September we intend to replace the disabled toilet and do further work zoning the heating system and putting in a loop system for hot water to the toilet washbasins. We have applied to the Town Council for £1000 for new curtains and curtain poles. So the chairs and tables in the lounge and the fire doors are the finishing touches of the improvements made in 2014.

Project viability

How does your project deliver best value for money?

The Lounge -as its name implies- needs to promote a relaxed atmosphere- so the furniture has to be in accordance with these requirements to get returned bookings. One group meeting at the centre are GP referrals for weight problems. For these people the furniture has to be strong and substantial. The fire doors must be reliable and functional.

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

The lounge is mostly used by adults so the chairs need to be comfortable and strong. Some will need to be moved from one room to another when we have large groups attending hence the chairs on the moveable trolley meet this need better. The fire exit doors must be reliable, easy to open by adults and children alike but secure when the building is locked.

How will you manage the project?

I will order the items, and myself or another volunteer trustee will receive the deliveries. One of the trustees will meet the door installers on site to oversee the installation. As Trustees we have experience in overseeing the installation of the kitchen in 2007, the toilets in 2009 and 2011, the redecoration this summer and several smaller projects on site.

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

Regular and one-off bookings will continue as now. A small group of volunteers fund raise every Tuesday evening to keep the centre running. These volunteers also have to prepare every week for these fund raising activities.

Community benefit

Who will benefit from your project?

The centre is used seven days a week and frequented by around 500 different people each month. Some groups meet weekly and others monthly. The largest single group, Abingdon U3A has 150 members over 60 years of age. Other groups include: Weight watchers, Philippa Aldridge Fitness, Kickstart, Bingo, Kickboxing, Older and Bolder, CSMA, ADTTS, Youth Club, Alpha Youth Groups, Abbey Lacemakers, ADTC, Blood Donors, Lifeline Screening, More Life less weight, Vineyard Church, Mother and Toddler Group, Singing Group, Dancing Couple, and the Wine Circle. Other group, individuals and families also book the centre for family celebrations and events.

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

Not applicable, but we have installed new boilers, and new lighting in recent years and we are undertaking an energy audit on October 16th 2014.

Broadening the range

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

Tables and chairs- some with arms and some without arms. More chairs on a moveable trolley to be used wherever needed. New fire exits for enhanced safety.

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

No new activities are planned but moving some of the furniture should become easier for hirers and the regular volunteers. The centre is already in use seven days a week but we do have slots of time that could still be used if people come forward willing to start and run activities. We are always open to people to do this.

Consultation and local need

What consultation has your organisation carried out?

Various groups who use the centre have been consulted and their responses are included.

What professional advice have you received relating to this project?

None.

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

South Abingdon is an area in the Vale of White Horse with several indices of multiple deprivation. The Community Centre provides a place where people can meet informally and at a reasonable cost. It functions as a church, bingo hall, activity centre, youth centre, exercise room and in many other guises. The centre is run by a small group of volunteers who are trying to improve the well being of the local residents by offering a well run social centre with varied activities taking place. We are always open to people who would like to start new groups and activities.

Capital Communities Grants 2014-15 Abingdon

Abingdon Town Band	Ref	CCGA\11
Two replacement instruments		

Total project cost	£5,532	Organisation's latest bank balance £8,354
Amount requested	£5,000	
Organisation's contribution	£532	
Other funding	£0	
Including a town/parish council contribution of	£0	

Previous grants six grants totalling £8,750 between 2003/4 and 20011/12

Scoring

Officer general and finance comments		
The project scored enough for officers to recommend awarding some funding (budget permitting) but it is not a funding priority.		
As they have requested more than the usual 50 per cent our recommendation is to fund 80 per cent of the maximum they could normally request.		
The organisation may be able to fund any gap in funding from their reserves.		
Viability		
Viable and likely to take place in the next 12 months.	Score	60/60
Community and sustainable benefit		
Minimal - the immediate benefit is limited to the four band members getting new or second hand instruments.	Score	5/20
The potential knock-on benefit is to the public from their performances.		
Broadening the range		
Minimal - the band will have an additional two instruments, but may not result in additional performances.	Score	5/20
Consultation		
None - the purchase of replacement instruments doesn't lend itself to consultation as the band itself monitors the condition of its assets and if any need replacing.	Score	5/20
Local need		
Minimal - the band is well supported by the community but there is no clear need for the new instruments.	Score	5/20
Award criteria:		
100 to 140 – funding priority (requested amount up to maximum, budget permitting)		Total 80/140
80 to 99 – some funding (80 per cent of the requested amount up to the maximum, budget permitting)		
79 or less – the project does not receive any funding		
Recommended award	£ 2,213	Recommended % 44.26

Applicant responses

Please give some details of your project.

As a brass band we fulfil a number of engagements locally mainly in Abingdon and surrounding villages. These include a number of non-paid and charitable jobs, and many that support civic and community events in Abingdon. To fulfil these successfully we need to have a reasonable set of instruments, and a number of our instruments are reaching a point when they are no longer suitable for playing for the public. For most of our members, owning their own instrument is prohibitively expensive so the band needs to own its own set of instruments. Our project is to replace two of these - a soprano cornet and a baritone - to fill this gap. The instruments which have reached the end of their useful life for main band use will be refurbished and passed on to training band members for them to learn to play.

Financial statement from organisation about their contribution

In addition to our instruments and insurance, our key commitments are to fund practice facilities throughout the year and new music as required. We are also currently saving to make essential repairs to our band room which we use to store instruments and music

Statement about town or parish council support

Not for this project. We are proposing to make an application to the Town council to help buy some new music stands

Project viability

How does your project deliver best value for money?

We have identified a number of specialist suppliers of brass instruments and will seek quotations for suitable instruments from them to ensure that our purchases provide value for money - lists of potential purchases are supplied. Once purchased the instruments will be covered by our insurance in case of theft or accidental damage; and will be expected to be payable for performances for a significant number of years.

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

Because of the longevity of brass instruments, it is rare to need to replace them. However, the band needs to have a set of instruments which are playable for public performances. We are proposing to replace two of the oldest which have deteriorated to the extent that they are no longer fit for purpose for this. The instruments will then be refurbished to a state where they will be able to be used for new members joining our training band.

How will you manage the project?

The new instruments will be purchased by our band master and those who will play the instruments, who have many years of experience in brass bands and are well placed to make value for money decisions on suitable instruments to purchase

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

The instruments will be cared for by the band members who will play them - this is ingrained in our constitution. They will be covered on band insurances. They are not expected to need any significant maintenance or repair for many years.

Community benefit

Who will benefit from your project?

The immediate beneficiaries will be band members who will play these instruments and training band members who 'inherit' the older instruments. Our membership is open to anyone who wishes to play and we actively recruit within Abingdon for new members e.g. the clubs and societies day. We have an active training band where more experienced members train new members, aged 8 and up to play. Owning band instruments removes the main barrier to access as new or existing members don't need to be able to afford their own instruments, in this way band is a great 'leveller' and we have members from a wide variety of backgrounds. The wider beneficiaries are the community for whom we play. The band is justifiably proud of its role as a core part of many civic events in Abingdon e.g. bun throwing, remembrance day, proms in the park which brings the wider community together.

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

N/A

Broadening the range

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

We are seeking funding for two new instruments - a soprano cornet and a baritone horn.

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

As our set of band instruments will remain fit for purpose we will continue to be able to fulfil our engagements within and around Abingdon and the quality of our performance for the public will improve. Good quality musical performances are a core part of many Abingdon events, and we will be able to continue to do Abingdon and the band justice in taking part in these. The older instruments will pass to the training band so we will be able to train two more beginners to play.

Consultation and local need

What consultation has your organisation carried out?

As this application is to fund replacements consultation isn't appropriate as such. With these additional instruments we will be able to actively recruit new training band members. The people of Abingdon are incredibly supportive of the band and our performances, demonstrated by the number of people who turn up regularly to events such as proms in the park, bun throwing, remembrance day and the recent WWI memorial service. Feedback we get from those who attend is that we do Abingdon proud and that these events wouldn't be the same without us. We believe that bands like ourselves and others in the town are a fundamental part of a rich cultural and civic life and helps to make Abingdon the vibrant and active town that it is.

What professional advice have you received relating to this project?

No external advice as bands members themselves have the experience necessary to make these purchases, and have years of experience to know which are the best companies to provide quality instruments and best value

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

As above - so that we can continue to provide good quality performances in Abingdon and surrounding areas

Capital Communities Grants 2014-15 Abingdon

TrinityLearning	Ref	CCGA\3
Equipment for 'Hello Abingdon' youth newsletter		

Total project cost	£858		
Amount requested	£400	Organisation's latest bank balance	£3,178
Organisation's contribution	£458		
Other funding Including a town/parish council contribution of	£0		
	£0		

Previous grants received - None

Scoring

Officer general and finance comments		
<p>The project scored enough for officers to recommend awarding some funding (budget permitting) but it is not a funding priority. In these cases, we usually recommend 80 per cent (budget permitting).</p> <p>This project works in nine schools in the Abingdon area. Children chosen by the schools help to produce a youth newsletter (500 copies per issue).</p> <p>The organisation hasn't approached any other funding sources towards this project however, Drayton PC has given £200 towards the general running costs and Abingdon Town council has funded them in the past. The schools they work with are not contributing to the project.</p>		
Viability		
Likely to complete in the next 12 months but the funding may not be necessary if the participating schools allowed the children to use their equipment.	Score	50/60
Community and sustainable benefit		
Minimal - direct benefit is limited to the 35-40 children they work with each year. There is a potential knock on benefit to the other children receiving the newsletter in the schools.	Score	5/20
Broadening the range		
Minimal - they won't offer any more placements or increase the number of publications as a result of this project.	Score	5/20
Consultation		
Minimal - their comments on consultation relate to the service in general not this specific project.	Score	5/20
Local need		
Good - provision of a children's community newsletter is included in the Armed Forces Community Covenant.	Score	20/20
Award criteria: 100 to 140 – funding priority (requested amount up to maximum, budget permitting) 80 to 99 – some funding (80 per cent of the requested amount up to the maximum, budget permitting) 79 or less – the project does not receive any funding	Total	85/140
Recommended award	£320	Recommended % 37.30

Applicant responses

Please give some details of your project.

We work with nine primary schools from 7 parishes in VOWH. Children from local and Armed Forces' families work together in small teams, learning about their community and producing a 500-copy newsletter which is distributed free within their school, Abingdon and at Dalton Barracks. Each group of children spends seven afternoons working with staff from TrinityLearning, using laptops, cameras and office printing equipment. While applying literacy skills to a real-world context, the children learn through experience the importance of team-work, responsibility and working to deadlines – as well as a lot about their community. The magazine helps to raise awareness of local issues such as Abingdon Hospital or cycle safety. We need to replenish and expand the equipment used by the children. We currently have just two laptops and one camera, all bought with a Big Lottery Fund grant in 2009. These are now inadequate and unreliable.

Financial statement from organisation about their contribution

Project running costs of £3500/yr, to come from these & future goodwill giving from church members.

Statement about town or parish council support

Drayton Parish Council has given us a grant of £200 towards the running costs of Hello Abingdon. We have received a grant from Abingdon Town Council in the past.

Project viability

How does your project deliver best value for money?

School space and equipment is limited and working at The Conduit Centre gives us access to the printers, scanners and telephone in the office there. It is difficult for six children to use just our two existing laptops. One new laptop would give one laptop per pair, but our old computers are now unreliable and would work on a different operating system, causing confusion for the children. Three new laptops would give a fresh start, with the old laptops available as back-ups, or to use in other projects. Notebooks & i-pads are unsuitable for extended text from young children. Cloud storage is problematic, as internet access is sometimes difficult in our workshop. 15" screens allow easy reading. Our choice is minimal specification laptops, with HD memory. PC World is marginally dearer, but provides a helpful service department.

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

The project addresses the social and educational issues created by the mobility of forces' families. It has a proven track record of success, having been run before using grants from The Big Lottery and The Community Covenant. Hello Abingdon links the needs of local schools with those of Forces' families and the wider community. Hello Abingdon helps both schools and individual pupils to reach their targets. It has been proved to help improve literacy, motivation & team-work and raises the profile of Forces' families. We have a good working relationship with the nine schools who have used the project in the past and know of several others who would like to get involved. We have found that community groups featured in the magazine really appreciate the publicity, which is particularly useful for Barracks families, who can feel very isolated.

How will you manage the project?

Two sessional staff are managed by TrinityLearning's Education & Development Officer. All staff are experienced ex-teachers with DBS Clearance. Our Education & Development Officer was formerly Head of Department & Deputy Head of Sixth Form in local schools and has worked for TrinityLearning for five years.

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

Hello Abingdon is managed by TrinityLearning's Education and Development Officer, who liaises with schools and oversees two sessional staff. This post is funded by Trinity Church in Abingdon. Ongoing costs are funded by grants and the goodwill giving of church members. The equipment will be kept in locked storage within a locked room at The Conduit Centre. This room is used solely for work with young people. The equipment would be covered by the general contents insurance for the building. TrinityLearning has been operating for five years, with funding from various grant-awarding bodies, as well as the good-will giving of members at Trinity Church, Abingdon.

Community benefit

Who will benefit from your project?

Local schools - nine currently participating, but offered to all schools in the area particularly those with children from Forces' Families. Children selected by school as needing extra input - get individual

mentoring improved school profile through magazine produced. Local organisations chosen as a focus for the magazines - e.g. Choose Abingdon; Abingdon Naturalists' Society; Abingdon Museum. 500 Families living at Dalton Barracks & in the community receive free magazine .

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

Magazines are printed at A5 size and made available online, to reduce paper usage . Buildings and equipment at The Conduit Centre are fully utilised, rather than standing idle. All paper & plastic waste is recycled. Children on the project are made aware of energy conservation issues, such as paper recycling, while with us.

Broadening the range

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

3 extra laptops and cameras will enable each pair of children to use a fast, reliable set of equipment. This will make team-work easier and allow them to explore new, more ambitious presentation techniques.

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

This will allow us to continue existing projects into the future.

Consultation and local need

What consultation has your organisation carried out?

Our Education & Development Officer has researched the needs of the local educational community by discussions with local teachers & governors, through school visits and interviews with linked organisations, as well as using OFSTED reports. The Hello Abingdon Project has evolved from an earlier TrinityLearning News, following consultation with local schools, The Abingdon Education Partnership and The Oxford Education & Business Partnership, who all identified the disruption to Forces' children and their classes as a priority for intervention. Participating children and schools are asked to complete feedback forms - see attached evaluation report, written for The Community Covenant in 2013.

What professional advice have you received relating to this project?

Discussion with local head teachers and Abingdon's Home-School Liaison Officer for Forces' Families. Our Education & Development Officer has attended training courses run by The Service Children's Support Network.

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

Dalton Barracks has around 200 families living on-site. These families often arrive within the school year, so that children find integration difficult. This affects their educational achievement and emotional wellbeing, with consequent effects on the classes and schools into which they move. Arriving within the school year, Forces' children are placed at whichever schools have places left - often at a distance from their homes and with town children who cannot relate to their lives. In this context, making friends is very difficult, giving rise to behavioural issues. **use data from chart & lottery form*

Capital Communities Grants 2014-15 Abingdon

Abingdon Lawn Tennis Club	Ref	CCGA\6
Build a seventh tennis court		

Total project cost	£34,500		
Amount requested	£5,000	Organisation's latest bank balance	£40,794
Organisation's contribution	£20,500		
Other funding Including a town/parish council contribution of	£9,000		
	£0		

Previous grants received - none

Scoring

Officer general and finance comments			
<p>They have also applied for a NHB grant during this round requesting a total of £14,000 over both schemes. They are contributing £20,500 themselves and will cover the £6,900 in VAT which leaves just £3,393 in reserve once their £10,000 running costs are deducted. They have not identified any other sources of funding.</p> <p>Since their unsuccessful NHB application last year, the club hasn't identified any other sources of funding or updated its quotes so the costs are likely to have increased, which could add to their financial pressures.</p>			
Viability			
<p>The project may not complete within 12 months if the costs have increased in the last year, especially if they aren't successful with their other application.</p> <p>According to Lawn Tennis Association (LTA) guidance the club has sufficient courts for 360 members, which is 110 more than they currently have, and based on its growth rate should be enough for around seven years. The Vale's (draft) leisure strategy also doesn't identify a need for more tennis provision in Abingdon and lists five other sites in the town offering tennis facilities.</p>	Score	40/60	
Community and sustainable benefit			
Minimal - only the 250 members will benefit during particularly busy periods.	Score	5/20	
Broadening the range			
Minimal - the court will only be available to club members and will probably only see use during peak times.	Score	10/20	
Consultation			
Minimal - members were informed of the project, but weren't consulted before deciding to build the court. The Vale's draft leisure strategy doesn't list a need for more tennis facilities in the town.	Score	5/20	
Local need			
Minimal - LTA guidance and the draft leisure strategy doesn't list a need for more tennis facilities in the town.	Score	5/20	
Award criteria:			
100 to 140 – funding priority (requested amount up to maximum, budget permitting)		Total	65/140
80 to 99 – some funding (80 per cent of the requested amount up to the maximum, budget permitting)			
79 or less – the project does not receive any funding			
Recommended award	£0	Recommended %	0.00

Applicant responses
Please give some details of your project. To provide an extra court to meet growing demand. Membership of the club has increased by over 50% in the last two years (75% over 5 years), and we have a resource limited junior programme at weekends.
Financial statement from organisation about their contribution Most of the club's income comes through annual subscriptions in April, and expenditure runs at approximately £1200pcm, so the current balances includes Approximately £10k to cover running expenses for the remainder of this financial year. If the project goes ahead, there will be a further £6900 for VAT. If the VAT is included in the project costs, then the calculated percentage costs requested is reduced to 12%.
Statement about town or parish council support No. What sources of funding are available?
Project viability
How does your project deliver best value for money? We need more courts. We have gone for the cheapest and most durable playing surface (porous tarmac, lifetime of 10-15 years), as other desirable surface options, such as synthetic clay or artificial grass, are approximately £15000 per court more expensive and so are outside our projected budget.
How is the scale and design of your project suited to the target audience/ the need you have identified? In the long term we wish to add further tennis, mini tennis and padel tennis courts. The present project is the minimum investment of a single court.
How will you manage the project? The project will be managed by the ALTC Committee, and can call upon members with architectural, planning and project management skills. The current status of the project may be seen in the latest planning application P14/V1411/FUL on the Vale planning website.
What are your ongoing management and finance arrangements for the facilities this project will provide? The new court will be managed in the same manner as the existing courts. Its use will be added to the court allocation plan, and its maintenance costs will be added to sinking fund cost calculation, which in turn is funded by the members subscriptions.
Community benefit
Who will benefit from your project? The club facilities are available for all who wish to play tennis. The primary beneficiaries of the new court will be the junior players. The existing courts are used Saturday and Sunday afternoons for matches. The extra court will allow coaching, junior play and social play sessions to be extend from the mornings to these afternoons.
What sustainable/energy saving measures will your project include or offer? None. The purpose of the tennis court is to provide a facility where people can expend energy keeping fit and enjoying themselves.
Broadening the range
What <u>extra</u> facilities (or equipment) will the project provide? Extra tennis and eventually Padel tennis courts.
What <u>new</u> activities will take place as a result of this project? Coaching, junior play and social tennis sessions. The Padel courts will open racket sports to a wider range of participants, as it can be played by less fit and mobile players than play tennis.
Consultation and local need
What consultation has your organisation carried out? The club committee review the forward plans for the club on a regular basis. Historical minutes and newsletters can be provided if required. An architect member of the committee to reflect the current thinking of the committee drew up the present plans. Wilsham Consulting Ltd have been employed to provide a profession flood assessment of our proposed developments.
What professional advice have you received relating to this project? Practical advice on the courts have been provided by the companies that provided quotes for installing the porous macadam tennis courts that we hope to add. Wilsham Consulting Ltd have been employed to provide a profession flood assessment of our proposed developments.
Why is there a need in your community for this project? Court space limits activities at peak times, and an extra court will ease this. New members are welcomed at Clubnights, beginners and returnee course, Saturday morning supervised junior sessions and at junior and adult coaching sessions. There is an active social life revolving around tennis into which new members are rapidly assimilated. We engage with the local community by actively encourage beginners of all ages. The steady growth in membership (from 137 in 2007 to about 250 at present) indicates that extra courts will be needed in the near future.

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, Abingdon 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	Abingdon	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.