

# Abingdon Area Committee



Report of Head of Corporate Strategy  
Author: Carole Cumming  
Telephone: 01235 540525  
Textphone: 18001 01235 540525  
E-mail: carole.cumming@southandvale.gov.uk  
Cabinet member responsible: Elaine Ware  
Tel: 01235 520202  
E-mail: Elaine.Ware@whitehorsedc.gov.uk  
To: Abingdon area committee  
DATE: 19 January 2015

REPORT NO:

## New Homes Bonus and Capital Grants 2015/16

### Recommendation

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

### Purpose of report

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

### Strategic objectives

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

### Background

1. We opened both schemes between 7 September and 6 November 2015.
2. We received six NHB applications for the Abingdon area requesting a total of £22,775 against a budget of £53,547 and four CG applications requesting a total of £29,590 against a budget of £62,406.

3. Officers have evaluated the applications using the scoring matrices in the agreed policies, approved in August 2015. See appendix one for the NHB evaluations, appendix three for a breakdown of the additional homes by parish and appendix four for the CG evaluations.
4. In line with the policies, officers have suggested scores for the committee to consider and amend as necessary. The final score for each project dictates the priority it should be given when considering an award.

### **Financial implications**

5. Full council set a 2015/16 NHB budget of £124,759 in February 2015 and the Abingdon area committee were allocated 42.92 per cent of this giving the committee a budget of £53,547. As per the agreed policy these grants can fund either revenue or capital projects.
6. At the same meeting the council set a 2015/16 CG budget of £147,741 and the Abingdon area committee receives 42.24 per cent giving them a budget of £62,406.

### **Legal implications**

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

### **Risks**

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

### **Conclusion**

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

### **Background papers**

# APPENDIX ONE – NHB 2015/16 - officer evaluation report

Ref no.	Organisation	Scheme	Scheme cost	Amount requested	% of total cost requested	Suggested score	Suggested award
VNHB\25	Dean Court Community Association (Cumnor)	Car park improvements (with Sovereign) and acoustic panels in the hall	£16,108	£8,050	49.98%	11	£8,050 (100%)
VNHB\27	The Abingdon Bridge	Outreach work on legal highs	£10,185	£5,000	49.09%	9	£3,750(75%)
VNHB\16	Abingdon on Thames Town Council	Fun in the Park 2016	£18,680	£3,000	16.06%	11	£3,000 (100%)

The following application(s) are for projects that cover more than one committee. The amount shown in bold below is the amount they are asking from this committee. The value in brackets is the total amount they are requesting.

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

Ref no.	Organisation	Scheme	Scheme cost	Amount requested	% of amount requested	Suggested score	Suggested award
VNHB\23	SOFEA (Abingdon, Grove and Wantage)	'Futures placed' (recruitment service linked to their 'Get to Work' programme)	£16,800	£8,000 requested in total split as follows: <b>£4,493 Abingdon</b> £3,507 Wantage	Total requested from all committees 47.62% of total cost <b>56.16% (26.74% of total cost)</b> 43.84% (20.88% of total cost)	7	£3,370 (75%)
VNHB\2	South & Vale Carers Centre (district wide)	Five replacement laptops	£5,133	£2,565 requested in total split as follows: <b>£1,101 Abingdon</b> £859 Wantage £605 Faringdon	Total requested from all committees is 49.97% of the total cost <b>42.92% (21.45 % of total cost)</b> 33.50% (16.74% of total cost) 23.58% (11.79% of total cost)	9	£826 (75%)
VNHB\4	My Life My Choice (Abingdon and Wantage)	Expanding support groups	£4,028	£2,014 requested in total split as follows: <b>£1,131 Abingdon</b> £883 Wantage	Total request is 50.00% of total cost <b>56.16% (28.08% of total cost)</b> 43.84% (21.92% of total cost)	10	£1,131 (100%)
				<b>TOTAL</b>	<b>£22,775</b>	<b>Total</b>	<b>£20,127</b>
						<b>Budget</b>	<b>£53,547</b>

## Officer recommended award levels (budget permitting)

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

# Scoring and award matrix for NHB applications

## Scoring matrix:

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

## Award matrix:

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

<b>Dean Court Community Association (DCCA)</b>	<b>Ref</b>	VNHB\25
Car park improvements (with Sovereign) and acoustic panels in the hall.		

<b>Total project cost</b>	£16,108	
<b>Amount requested</b>	£8,050	
<b>Organisation's contribution</b>	£8,058	<b>Organisation's latest bank balance</b> £18,887
<b>Other funding</b>	£0	

### Previous grants

£5,630 NHB 2013/14 Start up funding

£6,410 NHB 2014/15 Revenue costs for year two

£3,903 Capital 2014/15 Storage and film club equipment (part way through claiming)

### Scoring

<b>Percentage of new housing in project area</b>		
Cumnor = 19 per cent of the Abingdon area's total increase	<b>Score</b>	2/3
<b>Community benefit</b>		
The improved acoustics will benefit most groups using the hall. The improvements to the external areas could benefit any user of the hall.	<b>Score</b>	3/3
<b>New facilities or activities</b>		
The acoustics and external works both improve on the existing facilities and activities at the hall rather than create new ones.	<b>Score</b>	2/3
<b>Funding the project</b>		
They're funding the balance themselves and have some, but not all of their contribution. It's not clear how or when they will get the rest of their contribution. They don't appear to have approached the parish council for support.	<b>Score</b>	2/3
<b>Organisation's contribution</b>		
They currently have £5,280 available in unrestricted funds, which doesn't cover their contribution of 50.02 per cent.	<b>Score</b>	2/3

### Non scoring comments and considerations

<b>Consultation</b>		
User feedback specifically requested acoustic panels and a hearing loop. The hearing loop is not included in this project, which is a shame as it would have benefited the hearing impaired.		
Sovereign are planning the external works so DCCA didn't carry out any consultation in this project themselves.		
<b>Financial and project management plans</b>		
The external works are a partnership project with Sovereign. In order for DCCA to apply to us towards the cost they'll have to take on responsibility for part of the project from Sovereign. It would have been easier for Sovereign to apply to us directly instead of DCCA having to take on a proportion of the work.		
<b>Project timeframe</b>		
They hope to start very close to our decision date but have to delay this if they don't have all of their contribution in place at that time.		
<b>Other consultation comments received</b>		
<b>Officer recommended award levels (budget permitting):</b>	<b>Total score</b>	<b>11/15</b>
10-15 points – High priority - award as requested (up to 50 per cent of total cost)		
6-9 points – Medium priority – award 50 - 75 per cent of requested amount		
0-5 points – Low priority - no funding	<b>Grant</b>	<b>£8,050</b>

## Applicant responses

<b>Details of the project</b>	Dean Court Community Centre has been open for eighteen successful months. Although we enjoy glowing reviews, we have some problems we would like to address promptly. Whilst our main hall is visually impressive, the acoustics are poor. One main hirer, U3As, have asked us to install acoustic panels and a hearing loop, making talks audible to all. Similar feedback comes from sessions including the youngest members of our community, so improving the acoustics in the main hall is a priority. Sovereign, who own 38% of the surrounding houses, have been very supportive from the start. They have a major project to refurbish their external area around the Centre, turning it from two uneven rows of concrete slabs into 14 new parking spaces with rear access to the playpark. They have asked us to contribute £10,000 to enable them to progress their funding scheme.
<b>Financial statement from the organisation</b>	The accounts have been split into Restricted and unrestricted funds. The restricted funds are from grants we have received for specific items so they are not available for any other purpose. re: £5280.60
<b>Statement about town/parish support</b>	Sovereign has approached us for their project as another possible source of funding.
<b>Community benefit</b>	
<b>Who will benefit from your project and how does it help integrate new communities?</b>	The elderly, those with a hearing impairment and the children's sessions will benefit from the acoustic panels. These users are U3As, Seated Exercise Class, Community Coffee, Baby Ballet, Crawlers and Cruisers , Community Coffee, Community Brunch and the children's parties. The increase in parking spaces and rear access to the playpark will help us encourage people from Kimmeridge Road and Tilbury Fields, the two new developments containing 267 houses and both a half a mile away, to participate in our ever-increasing activities.
<b>How did you identify a need in the community for your project or service?</b>	We have a section on our closing the Centre form asking for comments from hirers as they depart. The acoustics problem was mentioned several times and the U3As group were considering moving elsewhere because of it. Our most popular sessions have been the Yoga group who often have to park quite some distance from the centre owing to the fact that the Centre has only 8 parking spaces. This has caused some complaints.
<b>What sustainable and/or energy saving measures does your project include or offer?</b>	We have recycling and general waste bins (checked after every hiring) in every room, taking full advantage of the VWHDC's waste system. The heating system is monitored for energy use in 4 zones enabling us to set temperature levels to the minimum required per letting. We are progressing from the cheapest energy provider to one including green energy as our budget allows. We have an Eco centre award and follow its principles.
<b>Consultation</b>	
<b>What consultation have you carried out with the community or professional advisors?</b>	Sovereign have undertaken a consultation with their housing members as part of forming their proposals. The acoustic work has been a matter of constant feedback for the last eighteen months, both on our hirer forms and in quarterly suggestion sessions run by the management team.
<b>New facilities/Activities</b>	
<b>What extra facilities (or equipment) will the project provide?</b>	Both aspects of this project are to improve the existing facilities. Eight car spaces including 1 Disabled space has proven insufficient for a centre that has 4 hireable rooms. The 4C bus service ceased last year and the overspill parking has become a cause for concern. The acoustic problem in the hall has been apparent from the opening day and both of the faults need to be addressed rapidly to maintain good neighbourly relationships.
<b>What new activities will take place because of this project?</b>	Solving the acoustic problem will allow us to keep our most profitable hirer and improve hiring capacity by keeping larger groups satisfied. The more we increase in numbers the worse the parking problems become. The environment around the Centre is unattractive and owned by Sovereign. By completing this partnership project we will achieve a more efficient use of the space for both parties.

<b>The Abingdon Bridge</b>	<b>Ref</b>	<b>VNHB\27</b>
Outreach workshops and 1-1- sessions on legal highs in Abingdon		

<b>Total project cost</b>	£10,185	
<b>Amount requested</b>	£5,000	
<b>Organisation's contribution</b>	£5,185	<b>Organisation's latest bank balance</b> £63,928
<b>Other funding</b>	£0	

### Previous grants

£5,000 Capital 2011 - Project engage

£2,000 Capital 2013 - ICT and chairs

### Scoring

<b>Percentage of new housing in project area</b>		
Abingdon = 25 per cent of the Abingdon area's total increase	<b>Score</b>	2/3
<b>Community benefit</b>		
The main benefit is to young people in Abingdon that are invited to the 1-1 sessions and workshops. At the moment we don't know how many people this will be so the score reflects this.	<b>Score</b>	1/3
<b>New facilities or activities</b>		
They want to extend their existing range of outreach work to include legal highs. They've not said why they need to run this work separately to their existing sessions or why they can't refer people to other agencies that cover this issue and the score reflects this.	<b>Score</b>	1/3
<b>Funding the project</b>		
They're funding the rest of the cost themselves and have healthy reserves to fund their contribution and potentially the whole project.	<b>Score</b>	3/3
<b>Organisation's contribution</b>		
They have reserves to cover their contribution of 50.91 per cent and potentially the whole project, but they refer to other financial commitments (no values given). Their score reflects that they may not need our funding.	<b>Score</b>	2/3

<b>Non scoring comments and considerations</b>		
<b>Consultation</b>		
This project came about in response to six young people asking for help with legal highs.		
They listed some dates and organisations they've spoken to (many of which don't seem relevant to this subject) but didn't include the results of this consultation.		
As many of the sessions are likely to take place in schools this may put their eligibility into question as the policy says we won't fund projects that primarily benefit schools.		
The council's community safety team weren't consulted and aren't aware of an issue in the Abingdon area around legal highs, and would like the organisation to involve them in the project if it goes ahead.		
<b>Financial and project management plans</b>		
Their budget was very basic. They could potentially integrate this work into their existing outreach work on drug abuse to minimise the cost, or refer people to other agencies already dealing with this issue.		
<b>Project timeframe</b>		
They want to start straight after our decision date, but may have to delay this if they don't have all their contribution available then.		
<b>Other consultation comments received</b>		
Young People Coordinator (Karen Tolley) - Members of the community safety team and the police are better placed to comment on this project however I would support the application based on my personal knowledge and experience of TAB.		
<b>Officer recommended award levels (budget permitting):</b>	<b>Total score</b>	<b>9/15</b>
10-15 points – High priority - award as requested (up to 50 per cent of total cost)	<b>Grant</b>	<b>£3,750</b>
6-9 points – Medium priority – award 50 - 75 per cent of requested amount		
0-5 points – Low priority - no funding		

## Applicant responses

<b>Details of the project</b>	A new form of drug abuse is growing rapidly amongst young people in Abingdon i.e. the use of legal highs. In 2013 nationally there were some 350 legal highs available; this is forecast to rise to 450 this year. By 2016 legal highs are forecast to be the cause of the majority of deaths from substance misuse. Thames Valley Police and GP's struggle to respond. Evidence of their local impact comes from 6 young people coming forward to TAB staff urgently requesting help to tackle their legal high addictions. TAB is not sufficiently funded to respond to this urgent and growing need. The project will target young people aged 13-25 and deliver a series of 1-1 sessions and workshops in schools, youth groups and community organisations. It will also offer awareness raising sessions to teachers, parents, other professionals and the community to equip them to make an appropriate response.
<b>Financial statement from the organisation</b>	Financial commitments include costs associated with centre management, administration, utility bills, internet, cleaning, insurance (public liability and professional indemnity), photocopying, payroll and asset depreciation. There is also a commitment to keep free reserves at a financially acceptable level: the charity's reserves policy states that reserves should not exceed nine months of charitable activity costs and that is the case.
<b>Statement about town/parish support</b>	Since the Abingdon-on-Thames Town Council provides the charity with a generous annual unrestricted grant of £5,300, the trustees deem that it would be inappropriate to approach them for further funding.
<b>Community benefit</b>	
<b>Who will benefit from your project and how does it help integrate new communities?</b>	Young people (13 -25) are the primary target. Highs are a new danger that most people in the Abingdon community are not aware of. The most vulnerable in area of child poverty or in care will be a special target. Young people moving into an area are particularly vulnerable too and will be targeted. Sessions for teachers, parents, professionals, youth workers, members of the business and local community will provide a wider group of adults with essential knowledge of the new dangers and how to deal with them. Any type of drug misuse is disruptive for community cohesion; legal highs more so.
<b>How did you identify a need in the community for your project or service?</b>	We work closely with young people, schools, Thames Valley Police and community groups. All have identified the current most lethal threat to the community is that provided by the new trend in legal highs. It is agreed that there is a need for TAB to work to reduce demand, and with others, to build recovery in communities, whilst other agencies work to restrict supply.
<b>What sustainable and/or energy saving measures does your project include or offer?</b>	For every £1 spent to tackle drug misuse between £5 and £8 is saved by the NHS and other agencies (research 2011). In 2013 there were some 350 legal highs available; set to rise to 450 this year. By 2016 legal highs are forecast to be the cause of the majority of deaths from substance misuse. By preventing young people descending into addiction and self harm, we will enable young people to better integrate and contribute.
<b>Consultation</b>	
<b>What consultation have you carried out with the community or professional advisors?</b>	We have consulted with young people, and with a wide range of organisations including Thames Valley Police, local schools, the College in Abingdon, the independent school sector, the HUB, the Foyer, the Scouts, National Citizens Services group, The Food Bank, Sovereign Housing, the JobCentre and with the Street Pastors and all GP surgeries. We attach a note of these meetings. Further details are available on request.
<b>New facilities/Activities</b>	
<b>What extra facilities (or equipment) will the project provide?</b>	The project will enable TAB to allocate a qualified staff to be deployed into schools, and other organisations to deliver a new approach to tackling a new problem. Very few commercial resources are currently available. The materials and approach will be made available to other organisations after the project has ended leading to sustainability.
<b>What new activities will take place because of this project?</b>	A range of Workshops, 1-1 mentoring sessions, small group work for which we are currently unfunded will be delivered. New materials will be produced. The funding will enable TAB to further develop its outreach work. Without this funding the work will not happen.



<b>Abingdon on Thames Town Council</b>	<b>Ref</b>	<b>VNHB\16</b>
Fun in the Park 2016		

<b>Total project cost</b>	£18,680	
<b>Amount requested</b>	£3,000	
<b>Organisation's contribution</b>	£13,662	<b>Organisation's latest bank balance</b> £2,298,050
<b>Other funding</b>	£2,018	

### Previous grants

£2,000 - NHB 2014/15 – Fun in the Park 2015

£1,000 - Festival 2013 - Fun in the Park 2013/14 (awarded to an organisation working with them.)

### Scoring

<b>Percentage of new housing in project area</b>		
Abingdon = 25 per cent of the Abingdon area's total increase	<b>Score</b>	2/3
<b>Community benefit</b>		
The whole community can access this event.	<b>Score</b>	3/3
<b>New facilities or activities</b>		
The funding will allow existing activities to continue as this is an annual event that has taken place for a number of years.	<b>Score</b>	1/3
<b>Funding the project</b>		
They're contributing a large amount however most of this will come from ticket sales. They plan to raise the rest through sponsorship.	<b>Score</b>	2/3
We gave the event £2,000 last year. This year they're asking for £3,000, but the cost of the event appears to be the same (£18,700). They've not explained why they need a larger grant from us this year.		
<b>Organisation's contribution</b>		
They have large reserves to cover their contribution of 73.13 per cent, but say they can't exceed the amount they've earmarked for this events, although we aren't sure why they couldn't. They could increase their precept to fund the whole event if necessary.	<b>Score</b>	3/3

<b>Non scoring comments and considerations</b>		
<b>Consultation</b>		
They used informal feedback from people who attended last year's event to plan the 2016 event.		
<b>Financial and project management plans</b>		
The event has been running for several years so they are familiar with managing it.		
They were originally planning to run the event with another organisation, which could have applied to the festival scheme for the event (which is a more appropriate scheme), but they decided not to in the end.		
<b>Project timeframe</b>		
The event takes place well after the decision date.		
<b>Other consultation comments received</b>		
<b>Officer recommended award levels (budget permitting):</b>	<b>Total score</b>	<b>11/15</b>
10-15 points – High priority - award as requested (up to 50 per cent of total cost)	<b>Grant</b>	<b>£3,000</b>
6-9 points – Medium priority – award 50 - 75 per cent of requested amount		
0-5 points – Low priority - no funding		

## Applicant responses

<b>Details of the project</b>	This is a family fun day provided for the residents of Abingdon on Thames held in the town centre to reinforce a sense of all being part of one big community. There are opportunities to find out about clubs, charities and societies operating in the town, and a stage and PA system so that local performing groups can show what they do. Due to the success of previous years it has been decided to extend the event to run until 4pm as so many people were disappointed that it closed at 3pm. It is very important that the event is free as it encourages families from disadvantaged areas to join in and feel that they belong to the wider community and not just their neighbourhood.
<b>Financial statement from the organisation</b>	The Town Council has earmarked reserves for this project and cannot go outside of the figure that has been set. Most of the £13662 figure for our contribution above is covered by selling tickets to the evening part of the event which helps to fund the free family activities in the daytime.
<b>Statement about town/parish support</b>	We are the Town Council
<b>Community benefit</b>	
<b>Who will benefit from your project and how does it help integrate new communities?</b>	Exhibitors like Age Uk or Bridge House Care Home help vulnerable elderly people discover life-changing services and memberships. Some special needs residents are able to find out if a sports club could work for them and talk to the other club members to work out practical difficulties. This also applies to children who have recently moved into the area and may not know many of their own age particularly if they have not been able to get into their first choice local school.
<b>How did you identify a need in the community for your project or service?</b>	Need is demonstrated by the enthusiastic way in which people contact us months ahead to find out about the event and the attendance figures which are several thousand each year. We understand that this event is part of the Vale Parks strategy which enables the Green Flag status to be maintained. A copy of the strategy has been requested but not yet received.
<b>What sustainable and/or energy saving measures does your project include or offer?</b>	Rubbish from the event is taken away by an approved contractor who offers recycling facilities. Community groups are encouraged to manage without power and they produce some very creative stall activities which show that electric is not always needed to provide entertainment. The hydro power group use the event to promote their project as do Carbon Cutters so the event contributes to raising awareness of sustainability issues across the local area.
<b>Consultation</b>	
<b>What consultation have you carried out with the community or professional advisors?</b>	After last year's event inputs (including emails, verbal comments, phone calls) from every type of stakeholder in the event were logged, presented in committee papers and discussed in a meeting which was not restricted to event organisers only. Plans are shaped for the following year bearing in mind what has emerged at this meeting.
<b>New facilities/Activities</b>	
<b>What extra facilities (or equipment) will the project provide?</b>	This project is mainly about activities and taster sessions that give local people a chance to try something or meet a club member. All about reducing barriers so that people utilise the facilities that are already in place which could benefit them.
<b>What new activities will take place because of this project?</b>	The annual injection of new membership that comes from the event is much appreciated by the sports clubs, sports facilities and community groups. For some of them it is vital to keep them viable. There is no other regular opportunity for residents to try this number of varied activities and sports for free and with no pressure, knowing that all of them are truly local so travelling to take part will not become a problem.

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

<b>Total project cost</b>	£16,800	
<b>Amount requested</b>	£4,493 (this committee)	£8,000 requested in total - the Wantage area committee is also considering a grant for this project.
<b>Organisation's contribution</b>	£8,800	<b>Organisation's latest bank balance</b> £6,200
<b>Other funding</b>	£0	

### Previous grants

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

### Scoring

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

<b>Non scoring comments and considerations</b>		
<b>Consultation</b>		
They consulted staff, parents and other agencies but haven't provided details of the feedback. Ideally, we would have liked evidence that other agencies support this project.		
<b>Financial and project management plans</b>		
They've not explained how they'll fund 'Futures placed' when our funding ends.		
<b>Project timeframe</b>		
They plan to start close to our decision date but this depends on them having all their contribution in place as we don't release grants until all funding is secure.		
<b>Other consultation comments received</b>		
Young people's coordinator (Karen Tolley) - I have first-hand knowledge of the training and development programme SOFEA offer and I strongly support this application.		
<b>Officer recommended award levels (budget permitting):</b>	<b>Total score</b>	<b>7/15</b>
10-15 points – High priority - award as requested (up to 50 per cent of total cost)		
6-9 points – Medium priority – award 50 - 75 per cent of requested amount		
0-5 points – Low priority - no funding		
	<b>Grant</b>	<b>£3,370</b>

## Applicant responses

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

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

<b>Total project cost</b>	£5,133	
<b>Amount requested</b>	£1,101 (this committee)	£2,565 requested in total - the Wantage and Faringdon area committees are also considering a grant for this project.
<b>Organisation's contribution</b>	£2,568	<b>Organisation's latest bank balance</b> £63,133
<b>Other funding</b>	£0	

### Previous grants

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

### Scoring

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

<b>Non scoring comments and considerations</b>		
<b>Consultation</b>		
The IT consultant who recommended replacing the laptops is one of the suppliers quoting for them so doesn't necessarily offer an impartial opinion.		
<b>Financial and project management plans</b>		
As a well-established organisation they should be including the cost of replacing equipment in their budget setting and financial management processes, which they don't appear to have done.		
<b>Project timeframe</b>		
Their start date is very close to our decision date they may have to postpone this until they have all their other funding in place, as we don't release grants until all funding is secure.		
<b>Other consultation comments received</b>		
<b>Officer recommended award levels (budget permitting):</b> 10-15 points – High priority - award as requested (up to 50 per cent of total cost) 6-9 points – Medium priority – award 50 - 75 per cent of requested amount 0-5 points – Low priority - no funding	<b>Total score</b>	<b>9/15</b>
	<b>Grant</b>	<b>£826</b>

## Applicant responses

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

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

<b>Total project cost</b>	£4,028	
<b>Amount requested</b>	£1,131 (this committee)	£2,014 requested in total - the Wantage area committee is also considering a grant for this project.
<b>Organisation's contribution</b>	£514	<b>Organisation's latest bank balance</b> £84,841
<b>Other funding</b>	£1,500	<b>All of which is secured from:</b> £500 - HDH Wills 1965 Charitable Trust and £1,000 - Robert & Margaret Moss Charitable Trust

### Previous grants

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

### Scoring

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

<b>Non scoring comments and considerations</b>		
<b>Consultation</b>		
There's no clear demand from potential new members, although current members would like the groups to grow. While they've identified the need to grow in their own strategy, it isn't supported by an impartial strategy like a report from OCC or the health service.		
<b>Financial and project management plans</b>		
They've support from Abingdon town council towards their running costs, but not Wantage. They haven't made it clear how they will fund the outreach work after this grant ends.		
<b>Project timeframe</b>		
No issues with project start and end dates as they are well within our timeline.		
<b>Other consultation comments received</b>		
<b>Equalities Officer – Cheryl Reeves</b>		
This application makes a positive contribution to enhancing support services available to people with learning disabilities		
<b>Officer recommended award levels (budget permitting):</b>	<b>Total score</b>	<b>10/15</b>
10-15 points – High priority - award as requested (up to 50 per cent of total cost)	<b>Grant</b>	<b>£1,131</b>
6-9 points – Medium priority – award 50 - 75 per cent of requested amount		
0-5 points – Low priority - no funding		

## Applicant responses

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



# **APPENDIX TWO – NHB Grants Policy**

## **Introduction**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **Opening and closing dates**

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

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

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

Where possible we will avoid opening over school holidays.

## **Scheme eligibility criteria**

All applicants must provide:

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

They must also confirm:

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

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

- copies of any necessary planning, listed building, Diocese faculty and other relevant permissions

- their most recent financial accounts or their working budget and financial plan for the year if they're a new organisation
- a project plan including ongoing maintenance arrangements

Applicants requesting over £25,000 must also provide:

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

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

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

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

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

## **Area committees**

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

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

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

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

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

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

## **Remaining budgets at year end**

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

## **Decision-making**

### **Grants team**

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

### **Area committees**

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

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

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

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

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

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

### **Head of Corporate Strategy**

The head of corporate strategy using delegated powers will decide:

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

## **Cabinet member for grants**

The cabinet member for grants will decide:

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

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

## **Procedure at area committee meetings**

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

## **Declaration of interests**

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

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

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

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

- Organisations must formally accept the grant offer and agree to meet any conditions by completing and returning a grant acceptance form.
- Organisations must provide evidence that they've spent the grant on the project it was awarded for
- Projects awarded less than £10,000 must complete within 12 months of the award date, projects receiving more than £10,000 must start work within 18 months of the award date, unless we give an extension to the term.
- Projects awarded more than £10,000 must complete work within 36 months of the award date
- Organisations must consult the grants team before making any significant changes to the project, to ensure the grant is unaffected.
- The organisation must acknowledge the council's support in any publicity on the project receiving a grant.

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

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

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

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

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

## **Payment of grants**

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

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

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

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

## APPENDIX THREE - Breakdown of Additional Homes in Area by Parish

The Abingdon area saw 42.92 per cent of the overall additional homes occupied in the district during the relevant 12 month period.

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

Area committee	Parish/town	2014 total occupied homes	2013 total occupied homes	Total parish increase	Percentage of area's total increase
Abingdon	Abingdon	14528	14461	<b>67</b>	25%
Abingdon	Appleford	141	140	<b>1</b>	0%
Abingdon	Cumnor	2582	2531	<b>51</b>	19%
Abingdon	Drayton	981	980	<b>1</b>	0%
Abingdon	Kennington	1755	1748	<b>7</b>	3%
Abingdon	Marcham	708	721	<b>-13</b>	-5%
Abingdon	North Hinksey	2020	1893	<b>127</b>	48%
Abingdon	Radley	1003	1004	<b>-1</b>	0%
Abingdon	St Helen Without	845	826	<b>19</b>	7%
Abingdon	South Hinksey	170	168	<b>2</b>	1%
Abingdon	Sunningwell	373	373	<b>0</b>	0%
Abingdon	Sutton Courtenay	1055	1051	<b>4</b>	2%
Abingdon	Wootton	1182	1183	<b>-1</b>	0%
Abingdon	Wytham	69	69	<b>0</b>	0%
	<b>Total</b>	<b>27412</b>	<b>27148</b>	<b>264</b>	
	<b>District Total</b>	<b>52543</b>	<b>51928</b>	<b>615</b>	

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

## Scoring summary

Ref no.	Organisation	Scheme	Scheme cost	Amount requested	% of cost requested	Suggested score	Suggested award
ValeCG\24	North Hinksey Preschool	Toilet refurbishment and replacement flooring	£22,410	£10,000	44.62%	9	<b>£10,000</b> (100%)
ValeCG\39	Abingdon Vale Cricket Club	Replacement mower	£6,600	£3,300	50.00%	7	<b>£2,475</b> (75%)
ValeCG\30	Oxford Wood Recycling Ltd.	Mezzanine floor and tools	£17,579	£8,790	50.00%	7	<b>£6,593</b> (75%)
ValeCG\36	Drayton (Abingdon) Parish Council	Playground refurbishment	£45,000	£7,500	16.67%	10	<b>£7,500</b> (100%)
			<b>TOTAL</b>	<b>£29,590</b>		<b>Total</b>	<b>£26,568</b>
						<b>Budget</b>	<b>£62,406</b>

### Officer recommended award levels (budget permitting)

9-12 points	High priority – award as requested (up to 50 % of total cost)
5-8 points	Medium priority – award between 50 and 75 % of requested amount (officers will recommend the maximum possible)
0-4 points	Low priority - no funding



# Scoring and award matrix for CG applications

## Scoring matrix:

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

## Award matrix:

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

<b>North Hinksey Preschool</b>	<b>Ref</b>	ValeCG\24
Toilet refurbishment and replacement flooring		

<b>Total project cost</b>	£22,410	
<b>Amount requested</b>	£10,000	
<b>Organisation's contribution</b>	£12,410	<b>Organisation's latest bank balance</b> £17,897
<b>Other funding</b>	£0	

### Previous grants

No previous funding (since 2006).

### Scoring

<b>New facilities or activities</b>		
The project will improve the existing toilets and flooring but won't create any new facilities. The toilet improvements include some water saving features like taps with motion sensors.	<b>Score</b>	2/3
<b>Community benefit</b>		
The benefit is limited to the children and staff at the pre-school.	<b>Score</b>	1/3
<b>Funding the project</b>		
They're paying for the rest of the project from their reserves but it will leave little to cover other commitments or emergencies.	<b>Score</b>	3/3
They've not approached the parish council for funding yet, but intend asking them for support in the future.		
<b>Organisation's contribution</b>		
The organisation has enough to pay for their contribution of 55.38 per cent, but it will use up most of their reserves. It's not clear from their comments how much of their reserves they need for other commitments or what additional income they are expecting.	<b>Score</b>	3/3

<b>Other comments and considerations</b>		
<b>Consultation</b>		
Health and safety and insurance assessors identified the flooring work as necessary although we didn't receive any evidence of this in their assessment. Feedback on the current toilets suggest they need improving.		
<b>Project timeframe</b>		
There are no issues with the project timeframe. They plan on completing the work over the Easter holidays.		
<b>Financial and project management plans</b>		
Out of the two quotes provided, they've chosen the much higher of the two which is nearly double. This quote includes replacing the toilet stalls as well as the sanitary ware but still seems expensive. Their other quote only replaces the sanitary ware. Their chosen supplier requires a project manager, which is another additional cost.		
<b>Other consultation comments</b>		
<b>Officer recommended award levels (budget permitting):</b> 9-12 points – High priority - award as requested (up to 50 per cent of total cost) 5-8 points – Medium priority – award 50 - 75 per cent of requested amount 0-4 points – Low priority - no funding	<b>Total score</b>	9/12
	<b>Grant</b>	£10,000

## Applicant responses

<b>Details of the project</b>	We would like to replace the three small toilets and sink units in our preschool building, as they are leaky, smelly and unattractive for young children. This will complement the current adjacent disabled toilet, and planned new accessible toilet in our recently completed annex, the 'Hive'. The main playroom flooring also needs replacing as it is starting to split and areas of lino are missing. This is starting to cause a hazard and does not provide a fully safe, level area for all users. Also through removing the carpeted area it will be easier to keep clean and allow more flexibility of the space. The existing flooring and toilets have been in place since 2004, and the facilities are used by around 100 children every day, over the course of the various clubs we run.
<b>Financial statement from the organisation</b>	New pension scheme (Oct 2016) Wages NEF increase to 30 free hours of childcare
<b>Statement about town/parish support</b>	We will approach the parish council to ensure that they support the work, although it should be noted that local councillors have previously stated their support for improvements at the setting.
<b>Community benefit</b>	
<b>Who will benefit from your project?</b>	Sessional Preschool :- 9.00-3.00 for 47 children (currently)- 2-4 year olds, five days a week, including funded 2, 3 and 4 year olds. We also run breakfast clubs:- 7.45 start-81 children and 8.15 start - 44 children and after School club:- 3.00-6.00:- 66 children . This wrap around care is available for 2-11 year olds, catering for both preschool and school children Holiday clubs (3-11 years) We support 132 families, including LAC, SEN, EYPP.
<b>How did you identify a need in the community for your project or service?</b>	The majority of our parents are working, and need reliable quality childcare, We have expanded over the last few years, recieved 'Outstanding: from Ofsted in November 2014 and therefore have a substantial waiting list. There will be added pressure on our finances over the next few years with 30 free hours of childcare, pensions and the rise in the living wage therefore we would like to update our premises to enable up to maintain standards.
<b>What sustainable and/or energy saving measures does your project include or offer?</b>	Sensor taps are water saving, as they turn off after 10 seconds preventing unnecessary water use. The vinyl flooring proposed will have minimum 37% recycled material content, see link below:- <a href="http://professionals.tarkett.co.uk/products/safety-floors/safety-floors/safetred-design-collection">http://professionals.tarkett.co.uk/products/safety-floors/safety-floors/safetred-design-collection</a> Toilet cubicles and wall panelling, are material of HPL and MFC boards that would be installed is a chipboard which are PE-FC , responsibly sourced which ensures promotion of sustainable forest management, see link below:- <a href="http://www.pefc.co.uk/">http://www.pefc.co.uk/</a>
<b>Consultation</b>	
<b>What consultation have you carried out with the community or professional advisors?</b>	Our health and safety audit and insurance risk assessment show that the floor is starting to crack and tear and requires replacing. Also the taps are often left on by young children, which wastes water and can lead to flooding. The toilets are often mentioned by children that don't like using them (Unappealing and smelly), also parents have commented on them on visits, even though they are cleaned professionally daily.
<b>New facilities/Activities</b>	
<b>What extra facilities (or equipment) will the project provide?</b>	This project will improve existing facilities. By removing the carpeted area the playroom will be more flexible and allow easier and more effective cleaning, especially as we provide for 2 year olds, and they enjoy lots of sensory, messy play, as well as having toileting accidents as they are learning to use toilets. The toilets are currently considered by some children to be not very nice places to be which doesn't encourage their use.
<b>What new activities will take place because of this project?</b>	The playroom will be more flexible and therefore we will be providing a better environment for children to learn. With out carpet we can be more adventurous with messy play, essential for children for this age group. New, higher quality flooring will also ensure a consistent level surface throughout the setting, ensuring that those who may have mobility issues are not disadvantaged, especially as the current flooring is starting to break-up in certain places.

<b>Abingdon Vale Cricket Club</b>	<b>Ref</b>	ValeCG\39
Replacement mower		

<b>Total project cost</b>	£6,600	
<b>Amount requested</b>	£3,300	
<b>Organisation's contribution</b>	£3,300	<b>Organisation's latest bank balance</b> £17,737
<b>Other funding</b>	£0	

### Previous grants

£3,000 NHB in 2013-14 for pitch covers – only needed £100, repaid £2,900.

### Scoring

<b>New facilities or activities</b>		
The project will replace their existing mower but won't increase or create new activities.	<b>Score</b>	1/3
<b>Community benefit</b>		
The only groups using the grounds regularly are the cricket and croquet clubs.	<b>Score</b>	2/3
<b>Funding the project</b>		
They are asking for 50 per cent and are funding the rest themselves and have reserves to cover their contribution and potentially the whole cost.	<b>Score</b>	2/3
They applied unsuccessfully to the town council for a grant in August 2015.		
<b>Organisation's contribution</b>		
Looking at their reserves they can cover their contribution of 50 per cent and potentially the whole cost but we don't know how much of their reserves they need for other commitments.	<b>Score</b>	2/3

<b>Other comments and considerations</b>		
<b>Consultation</b>		
None.		
<b>Project timeframe</b>		
Their start and end dates work with our grant deadlines.		
<b>Financial and project management plans</b>		
Established organisations like this one should have budgeted for replacing key equipment over time. We don't know how they'll fund the mower's maintenance or replacements in the future.		
<b>Other consultation comments</b>		
<b>Officer recommended award levels (budget permitting):</b> 9-12 points – High priority - award as requested (up to 50 per cent of total cost) 5-8 points – Medium priority – award 50 - 75 per cent of requested amount 0-4 points – Low priority - no funding	<b>Total score</b>	<b>7/12</b>
	<b>Grant</b>	<b>£2,475</b>

## Applicant responses

<b>Details of the project</b>	During the 2015 cricket season our current mower broke beyond repair. We are looking to replace this in order to maintain the cricket field, surrounding areas and to enable movement of other equipment frequently used by the cricket club such as covers.
<b>Financial statement from the organisation</b>	Overall running costs of the cricket club and having to ensure bills are paid and up keep during the winter months when the club has limited income as it is the off season.
<b>Statement about town/parish support</b>	Yes in August 2015 - unsuccessful as we were looking to transfer a grant from another project for this purpose.
<b>Community benefit</b>	
<b>Who will benefit from your project?</b>	Abingdon Vale Cricket Club Abingdon Vale Junior Section Thames Valley Croquet Club Visiting Cherwell League cricket sides Oxfordshire County Cricket including the Womens section The club house is also used by a number of other organisation including Abingdon Rock Choir and SlimmingWorld. This mower will ensure the surrounding are maintained.
<b>How did you identify a need in the community for your project or service?</b>	This is an essential piece of machinery that allows the playing fields and surroundings to be maintained to an acceptable level enabling cricket for the local community and the wider community. Abingdon Vale Cricket club is used by its member for cricket five days a week, fulfills county junior, men and womens fixture and is used by local schools and other community projects.
<b>What sustainable and/or energy saving measures does your project include or offer?</b>	Not applicable
<b>Consultation</b>	
<b>What consultation have you carried out with the community or professional advisors?</b>	None
<b>New facilities/Activities</b>	
<b>What extra facilities (or equipment) will the project provide?</b>	Ensure appropriate maintenance of the current playing fields, surrounding areas which are used to by the local community for playing and dog walking and the croquet pitches used by TVCC.
<b>What new activities will take place because of this project?</b>	The mower will ensure the existing facilities are maintained to a high level and allow easy movement of covers providing better cricket facilities which allow abingdon to bid for and host county tournaments and matches providing the local community with a good standard of cricket to view and partake in.

<b>Oxford Wood Recycling Ltd.</b>	<b>Ref</b>	ValeCG\30
Mezzanine floor and tools		

<b>Total project cost</b>	£17,579	
<b>Amount requested</b>	£8,790	(potentially £633 more than they need if receive Big Lottery grant)
<b>Organisation's contribution</b>	£4,455	<b>Organisation's latest bank balance</b> £49,787
<b>Other funding</b>	£4,967	(pending decision from Big Lottery)

### Previous grants

No previous funding (since 2006).

### Scoring

<b>New facilities or activities</b>		
It will expand the current work area and potentially allow them to increase the range of goods they produce. It may also increase the range of skills of the people they work with (Oxfordshire Employment Service and Restore).	<b>Score</b>	2/3
<b>Community benefit</b>		
It will benefit up to 18 people each year but we don't know how many of these will be from the Vale. A mental health charity working to get people back into work is going to refer members to them from their centre on Fleet Meadow, Didcot. While there aren't a large number of people benefiting they are from a vulnerable group. Our score reflects the uncertainty of how many people from the Vale will benefit.  They expect the majority of their furniture sales to be local, which means a large proportion of customers will come from the Vale and the surrounding area.	<b>Score</b>	1/3
<b>Funding the project</b>		
They have their contribution already but their other grant request won't be decided until January. If it's successful they only need £8,157. They've not approached the town council for a grant as they don't think they're eligible.  The charity they're working with aren't contributing to the project.	<b>Score</b>	2/3
<b>Organisation's contribution</b>		
They're contributing 25 per cent and have healthy reserves. They could potentially afford to contribute more, but they refer to a number of other financial commitments that will affect how much they can put in.	<b>Score</b>	2/3

<b>Other comments and considerations</b>		
<b>Consultation</b>		
They've planned the project with a local mental health charity and a couple of consultants. The charity helped plan the volunteering programme. The consultants are helping with business mentoring and advice. There's no evidence of wider consultation or local need for the work.		
<b>Project timeframe</b>		
No issues with their start and end dates.		
<b>Financial and project management plans</b>		
They've taken on consultants to advise on the project. However it's a concern that they're taking on an expansion project when they have £93,000 in loans they're still paying off.		
<b>Other consultation comments</b>		
<b>Officer recommended award levels (budget permitting):</b> 9-12 points – High priority - award as requested (up to 50 per cent of total cost) 5-8 points – Medium priority – award 50 - 75 per cent of requested amount 0-4 points – Low priority - no funding	<b>Total score</b>	7/12
	<b>Grant</b>	£6,593

## Applicant responses

<b>Details of the project</b>	The planned capital spend is part of a larger project in 2016 to grow our organisation in order to provide more and better outcomes for our beneficiaries whilst introducing 2 new products and services to be more sustainable. A social enterprise, Oxford Wood Recycling (OWR) works to improve Reuse rates for commercial and domestic wood waste in our area and also to support people marginalised in finding employment. Our beneficiary volunteers and employees are referred to us by local agencies working with people with disabilities or who have been ill. We aim to transform their lives by offering a route further towards or into employment. We will expand our workshop to manufacture rustic furniture from recovered waste wood in conjunction with a volunteer work placement program supplied by Restore mental health charity. We will erect a mezzanine floor at our premises, improve facilities and employ a full time joiner/trainer.
<b>Financial statement from the organisation</b>	We are repaying a loan of £75,000 for working capital drawn down in December 2014 in addition to a £18,000 loan from 2013. Our salary bill is approx £19,000 each month, rental £3,000 (Jan2016) and Rates £1750 monthly. We have reserves of just over £20,000. We are undergoing a period of rapid growth in order to sustain accomodation in Abingdon after we were forced to leave Milton Park due to redevelopment of site.
<b>Statement about town/parish support</b>	We believe that we are ineligible for grants from our local town council because they do not have a policy of financial support for social enterprises.
<b>Community benefit</b>	
<b>Who will benefit from your project?</b>	The woodworking project will directly benefit 18 people living with or recovering from mental ill health in Year 1. Planned outcomes are that following the project all beneficiaries are better prepared to return to normal employment. The project will also create operational and social impact measuring frameworks designed for use in future In-work employability programmes at Oxford Wood Recycling, to benefit people with Autistic Spectrum Conditions or living with disabilities or with mental health issues.
<b>How did you identify a need in the community for your project or service?</b>	We have developed this project around wood working in conjunction with Restore, who are members of the newly commissioned Oxfordshire Mental Health Partnership, offering employability services under 'Outcomes Based Contracting'. Less than a quarter of people with a long-term mental health problem are employed (Mental Health Foundation, 2010). An Oxfordshire County Council recent report states 'just 9.6% of people in Oxfordshire using secondary mental health services and on the care programme approach are working'.
<b>What sustainable and/or energy saving measures does your project include or offer?</b>	All the basic raw material in the planned manufacture of rustic furniture is recovered locally from commercial and domestic waste. Oxford Wood Recycling's mission statement includes the object of promoting wood reuse and recycling within our region. We have chosen to buy 100% renewable electricity for the project from Eco-trcity.
<b>Consultation</b>	
<b>What consultation have you carried out with the community or professional advisors?</b>	The project has been planned in consultation with and supported by Restore mental health charity, Willmott Dixon construction and Aleron management consultants.  Restore helped us formulate the volunteering programme, tying it in with rustic furniture manufacture. Willmott Dixon are supporting us with business mentoring for the project, as well as with Health and Safety advice and workshop set-up. Aleron are our chosen business advisers for this project.
<b>New facilities/Activities</b>	
<b>What extra facilities (or equipment) will the project provide?</b>	The mezzanine floor and improved wood working equipment and facilities will transform our wood working capabilities from a basic re-sizing service to a full manufacturing service. This will create many more activities for volunteer and beneficiary volunteer programs, run in partnership with local agencies. Besides wood-working, manufacturing will in turn foster the creation of ancillary activities such as sales and marketing. These are also ideal activities for beneficiary employability programs.
<b>What new activities will take place because of this project?</b>	We will now be able to manufacture rustic furniture from recovered waste wood. Our research tells us that furniture of this kind is in demand and is a higher margin product than the raw materials we usually supply, ensuring that we become more sustainable as a social enterprise. We will also be more able to create social value for the community by running employability programs in support of agencies like Oxfordshire Employment Service and Restore.

<b>Drayton (Abingdon) Parish Council</b>	<b>Ref</b>	ValeCG\36
Playground refurbishment		

<b>Total project cost</b>	£45,000	
<b>Amount requested</b>	£7,500	
<b>Organisation's contribution</b>	£20,000	<b>Organisation's latest bank balance</b> £75,510
<b>Other funding</b>	£17,500	All unsecure at the time of applying

### Previous grants

No previous funding (since 2006).

### Scoring

<b>New facilities or activities</b>		
The project will improve their existing play and will incorporate new facilities for disabled children.	<b>Score</b>	3/3
<b>Community benefit</b>		
The play area is open to anyone and the improvements will make it more accessible to disabled users.	<b>Score</b>	3/3
<b>Funding the project</b>		
They have sufficient funds to meet their contribution of £20,000 but the £17,500 they've applied for elsewhere isn't guaranteed yet.	<b>Score</b>	2/3
<b>Organisation's contribution</b>		
They're contributing 44.44 per cent of the cost and have budgeted for their contribution. It's not clear how they'll fund any shortfall if their other applications aren't successful.	<b>Score</b>	2/3

<b>Other comments and considerations</b>		
<b>Consultation</b>		
They've worked with the community on the design of the project to try and make sure it meets their needs. Their last play inspection identified a number of pieces that are starting to show their age and will need replacing soon.		
<b>Project timeframe</b>		
They hope to complete work by the end of the 15/16 financial year if their grant applications are successful.		
<b>Financial and project management plans</b>		
They have thought about their project well, are employing a single contractor who will project manage the work and have applied for all the funding they need. They've decided to replace all the equipment in one go which is usually more cost effective than replacing single pieces. The only slight concern is what they'll do if their other grant requests aren't successful.		
<b>Other consultation comments</b>		
<b>Equalities Officer – Cheryl Reeves</b>		
This application makes a positive contribution to improving access to the playground for children with disabilities. If possible I would recommend in setting the trampoline so that it is flush to the ground and installing an accessible picnic bench to further improve access for wheelchair users.		
<b>Officer recommended award levels (budget permitting):</b>	<b>Total score</b>	<b>10/12</b>
9-12 points – High priority - award as requested (up to 50 per cent of total cost)	<b>Grant</b>	<b>£7,500</b>
5-8 points – Medium priority – award 50 - 75 per cent of requested amount		
0-4 points – Low priority - no funding		



## Applicant responses

<b>Details of the project</b>	To refurbish the Parish Council's Lockway playground, extending the playground, provide replacement/ additional play equipment and a safe rubberised surface To replace the existing logworld slide with a multi-purpose play facility with imaginative play opportunities for children 2-10 years To provide new play equipment including a multi-child see-saw, trampoline and basket swing To extend the playground to accommodate the additional play equipment, with additional safe fencing and gate To provide a seating/picnic table for parents and children To make the play area more suitable for use by disabled children, allowing for inclusive play
<b>Financial statement from the organisation</b>	Income £44k approx. Drayton Annual Precept is £40,000. Additional income is £4,000 Expenditure £44k approx. This covers: Administration (salaries/meeting costs/insurance/audit and other prof fees); Caretaker's fees; grass cutting; grants to village organisations; maintenance costs of the burial ground/allotments/playground and footpaths/rights of way and street furniture etc. £20k is set aside this year for the Playground Refurbishment (Recreation Project fund) and £20,000 for other projects related to the Drayton Neighbourhood Plan Implementation. Reserves policy 6-9 months.
<b>Statement about town/parish support</b>	Drayton PC will be providing £20,000 (50% of annual precept) towards this refurbishment project. These funds have been set aside in the PC's Recreation Project fund (see accounts attached)
<b>Community benefit</b>	
<b>Who will benefit from your project?</b>	This will modernise and update the only playground in the village, and allow disabled children to play alongside able bodied children.- children up to the age of 11, and their parents- Playgroup who meet in the village hall- Drayton Community (Primary) School children, whose walk to and from school passes the Lockway playground- Drayton Pre-School, based in the School grounds, whose parents/toddlers also pass the Lockway playground.
<b>How did you identify a need in the community for your project or service?</b>	The Council's L&GP Committee consulted parents at Drayton Community School, Drayton Pre-School and Drayton Village Hall playschool to develop a 'wish list' and critique of the current facilities, and one supplier's initial design. Comments were also received from parents through the Families in Drayton Facebook page. Two of the LG&P members are parents of young children. One is Treasurer to Drayton Pre-School, another is owner and operator of the Drayton Families Facebook site
<b>What sustainable and/or energy saving measures does your project include or offer?</b>	Rubber surface uses recycled materials Some play equipment removed will be retained for use elsewhere if and when the PC obtains more public land
<b>Consultation</b>	
<b>What consultation have you carried out with the community or professional advisors?</b>	We consulted the primary school, pre-school and playgroup, and via the Families in Drayton Facebook page  Parents have been recruited to the Parish Council and the L&GP Committee to advise and lead on this project  4 suppliers have been asked to design and quote, and users have been asked to comment on these designs  Councillors have visited other playgrounds in the area
<b>New facilities/Activities</b>	
<b>What extra facilities (or equipment) will the project provide?</b>	To replace the existing logworld slide with a multi-purpose play facility with imaginative play opportunities for children 2-10 years To provide new play equipment including a multi-child see-saw, trampoline and basket swing To extend the playground to accommodate the additional play equipment, with additional safe fencing and gate To provide a seating/picnic table for parents and children To make the play area more suitable for use by disabled children, allowing for inclusive play
<b>What new activities will take place because of this project?</b>	More exciting, imaginative and inclusive play for more children - capacity will be increased. We intend to introduce themed play (such as a river/pirate theme) and to add activity panels Extra seating for parents will encourage people to stay longer and engage in conversation The area will be extended to allow for larger equipment and extra seating

# **APPENDIX FIVE – Capital Grants Policy**

## **Introduction**

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

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

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

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

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

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

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

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

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

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

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

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

## How much can organisations request?

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

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

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

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

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

## Opening and closing dates

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

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

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

Where possible we will avoid opening over school holidays.

## Scheme eligibility criteria

Applicants must provide:

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

They must also confirm:

- they have a signed constitution and could provide it on request (except parish or town councils, churches or similar organisations that are governed by a central body and therefore don't have their own constitution)

- the project won't start before a decision has been made, which is usually 12 weeks from the closing date (unless otherwise agreed with the grants team before applying)
- they have all the necessary consents such as planning permission, listed building consent, Diocese faculty etc and could provide these on request
- they will provide additional information to help us evaluate their application on request

Applicants requesting more than £10,000 must provide:

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

Applicants requesting over £25,000 must also provide:

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

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

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

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

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

## **Area committees**

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

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

## Allocation of budgets to area committees

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

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

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

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

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

## Allocation of unspent budgets

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

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

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

## Decision-making

### Grants team

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

### Area committees

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

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

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

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

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

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

## **Head of Corporate Strategy**

The head of corporate strategy using delegated powers will decide:

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

## **Cabinet member for grants**

The cabinet member for grants will decide:

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

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

## **Procedure at area committee meetings**

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

## Declaration of interests

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

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

## Standard conditions for all CG awards

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

- Organisations must formally accept the grant offer and agree to meet any conditions by completing and returning a grant acceptance form
- Organisations must submit evidence that they've spent the grant on the project we awarded it for
- Projects awarded less than £10,000 must complete within 12 months of the award date, projects receiving more than £10,000 must start work within 18 months of the award date, unless we give an extension to the term.
- Projects awarded more than £10,000 must complete work within 36 months of the award date
- Organisations must consult the grants team before making any significant changes to the project, to ensure the grant is unaffected
- The organisation must acknowledge the council's support in any publicity on the project receiving a grant.

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

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

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

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

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

## Payment of grants

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

We pay the grants in two stages, half when we receive their signed acceptance form (for awards under £10,000) or, for awards over £25,000 their grant agreement is in place and we have confirmation that a charge or restriction in our favour has been

placed on the registered title. We pay the balance when the project completes, upon receipt of evidence of expenditure.

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

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