

Faringdon 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: Faringdon area committee
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REPORT NO:

New Homes Bonus and Capital Grants 2015/16

Recommendation

- (a) that the Faringdon area committee considers the three applications for New Homes Bonus (NHB) grants and makes awards in line with the agreed policy (appendix two)
- (b) that the Faringdon 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 three NHB applications for the Faringdon area requesting a total of £3,292 against a budget of £29,418 and four CG applications requesting a total of £25,590 against a budget of £42,416.

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

Financial implications

5. Full council set a 2015/16 NHB budget of £124,759 in February 2015 and the Faringdon area committee were allocated 23.58 per cent of this giving the committee a budget of £29,418. 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 Faringdon area committee receives 28.71 per cent giving them a budget of £42,416.

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

Scoring summary

Ref no.	Organisation	Scheme	Total scheme cost	Amount requested	% of total cost requested	Suggested score	Suggested award
VNHB\9	Faringdon Folly Trust	Sculptures and new publicity	£2,410	£1,205	50.00%	8	£904 (75%)
VNHB\35	Watchfield Parish Council	Seating and community noticeboard	£2,965	£1,482	49.98%	13	£1,482 (100%)

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

For applications to all three committees the amount requested is split using the same percentages applied to the budget (Abingdon 42.92%, Wantage 33.50% and Faringdon 23.58%).

Ref no.	Organisation	Scheme	Total scheme cost	Amount requested	% of total cost requested	Suggested score	Suggested award
VNHB2	South & Vale Carers Centre (district wide)	Five replacement laptops	£5,133	£2,565 from all committees, split as follows: £1,101 Abingdon £859 Wantage £605 Faringdon	(Total requested from all committees is 49.97% of the total cost) 42.92% (21.45 % of total cost) 33.50% (16.74% of total cost) 23.58% (11.79% of total cost)	9	£454 (75%)
				Total requested from this committee	£3,292	Total	£2,840
						Budget	£29,418

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:

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

Faringdon Folly Trust	Ref	VNHB\9
New and replacement sculptures and publicity flyers.		

Total project cost	£2,410	
Amount requested	£1,205	
Organisation's contribution	£0	Organisation's latest bank balance £46,000
Other funding	£1,205	Not yet secured.

Previous grants

No previous funding (since 2006)

Scoring

Percentage of new housing in project area		
Faringdon = 37 per cent of the Faringdon area's total increase	Score	2/3
Community benefit		
The folly woodland is open to the whole community.	Score	3/3
New facilities or activities		
The project will replace and add to the range of sculptures at the site and revamp the publicity material (including initial printing).	Score	2/3
Funding the project		
They've applied elsewhere for £1,000 of the £1,205 they still need and should get a decision in late December. They say the remaining £205 will come from 'other sources', but haven't given any details.	Score	1/3
They aren't contributing, despite healthy reserves and haven't approached the town council this time as they've already had some funding this year.		
Organisation's contribution		
No contribution. They have £46,000 in the bank, which they want to keep towards major repairs to the Folly tower in coming years. However, given the low cost of this project a small contribution wouldn't have eaten into much of their reserves.	Score	0/3

Non scoring comments and considerations

Consultation

They haven't consulted the community to know that they want additional sculptures at the site.

Financial and project management plans

They only provided one quote for the sculpture work (from a previous supplier) as they were struggling to find another local sculptor who produces work in the style they were after. However we were able to find a number of local chainsaw sculptors online whose work seems very similar. Therefore we think they could have obtained two quotes to meet our eligibility criteria, but the committee may agree that the work is unique and are happy with a single quote.

Project timeframe

They want to start close to our decision date but that would depend on them getting all their other funding in place by then.

Other consultation comments received

Art development officer (Abi Brown) - I would support this application wholeheartedly. They are a very well established and organised group.

Officer recommended award levels (budget permitting): 10-15 points – High priority - award as requested (up to 50 per cent of total cost) 6-9 points – Medium priority – award 50 - 75 per cent of requested amount 0-5 points – Low priority - no funding	Total score	8/15
	Grant	£904

Applicant responses

Details of the project	The Folly Woodland is being developed as a destination in it's own right. To make it more attractive to visitors and to raise awareness we want to: - install more woodland sculptures (we already have blackbirds, buzzard, mushrooms, troll, mole, bat, cannon) - repair the giant willow pie - create publicity materials that reflect the additions
Financial statement from the organisation	The reserves in the bank are being held for significant repairs to the Tower. The upper part of the staircase needs repair/possible replacement. Ingress of water to the lantern room is a constant battle. The whole of the gothic coronet will need to be repaired within a few years. The bricks forming the square tower will need to be repointed, probably within 5 years. Further fire prevention measures are likely.
Statement about town/parish support	Faringdon Town Council have not been approached for this project. FTC awarded a grant of £1000 this year to enable us to carry out a risk assessment and remedial work to the trees to ensure safety. This is an ongoing activity. FTC no longer have anymore funds to award as grants this financial year.
Community benefit	
Who will benefit from your project and how does it help integrate new communities?	The woodland is by far the best accessible, 'free' attraction in the town which is used by all ages and many elderly people. All children in the Town are likely to visit the woodland probably several times during their school years and perhaps with guides, brownies, etc. Older people walk to the Folly for their regular exercise it is ideal as it is within easy reach, involves a steady climb and has wonderful views. This free, healthy, educational, outdoors,open-all-hours and peaceful facility should be especially beneficial to those on low income, and it's just on the doorstep!
How did you identify a need in the community for your project or service?	Extract from Faringdon Neighbourhood Plan Faringdon Country Park It is proposed that the new sports facilities to the east of the town and the landscape around them should be defined as a new Faringdon Country Park. This would take in a range of landscape characters including farmland, sports facilities and uncultivated areas and offer a coordinated network of walks and leisure activities with the Folly Tower and Woodland as the centrepiece.
What sustainable and/or energy saving measures does your project include or offer?	Not applicable
Consultation	
What consultation have you carried out with the community or professional advisors?	Not applicable
New facilities/Activities	
What extra facilities (or equipment) will the project provide?	The additional woodland sculptures will provide more features to attract local people and their children as well as those from further afield. New publicity materials will raise awareness that there is more to see and do in the Woodland.
What new activities will take place because of this project?	Additional sculptures will encourage more people to visit and spend time in the woodland. Activities such as free play, picnics, hide and seek, Tree and plant identification, Bird watching, finding the sculptures- all in a woodland setting, with a clear boundary and no fear of getting lost. Children can wander freely.

Watchfield Parish Council	Ref	VNHB\35
Seating and community noticeboard		

Total project cost	£2,965	
Amount requested	£1,482	
Organisation's contribution	£1,483	Organisation's latest bank balance £59,859
Other funding	£0	

Previous grants

£500 - NHB 13/14 Recreation ground improvements

Scoring

Percentage of new housing in project area		
Watchfield = 60 per cent of the Faringdon area's total increase	Score	3/3
Community benefit		
The seats and notice board are going in public spaces so benefit the whole community.	Score	3/3
New facilities or activities		
This project will provide new seating and an additional notice board but the range of activities these will provide is minimal.	Score	2/3
Funding the project		
They are funding the rest of the cost themselves and have bank balances that can cover their part.	Score	3/3
Organisation's contribution		
They have a healthy bank balance to cover their contribution of 50.02 per cent and potentially the whole project. Their score reflects this.	Score	2/3

Non scoring comments and considerations

Consultation		
They identified the need for more seating and information points through their community plan.		
Financial and project management plans		
The parish council can absorb the installation of the new seating and notice boards into their general work programme.		
Project timeframe		
Their start and end dates work well with our deadlines.		
Other consultation comments received		
Officer recommended award levels (budget permitting): 10-15 points – High priority - award as requested (up to 50 per cent of total cost) 6-9 points – Medium priority – award 50 - 75 per cent of requested amount 0-5 points – Low priority - no funding	Total score	13/15
	Grant	£1,482

Applicant responses

Details of the project	To provide seating in the public access areas adjacent to the allotments and paddock on the 'Backlands' which is an area of parish land immediately adjacent to the new development of Cowan's Camp (Meadow View) along Star Lane. The footpath through this area allows pedestrian access to the High Street and may be a primary access footway to the local primary school. Other seating is intended for the church area allotment path which also acts as an unofficial pedestrian route to the primary school from Cowan's Camp and Knapp's field developments. These 2 developments represent an 85% increase in civilian housing for the village. The Community noticeboard is intended for the recreation ground adjacent to an existing Parish Council board which is only just large enough for official notices. The Community Board is intended to inform residents old and new (adjacent to new Knapp's field development) of local classes, events, activities and facilities.
Financial statement from the organisation	Balance includes precept for running whole village. Commitments are to the cutting of the village grass and verges, maintenance of the parish cemetery, paddocks and allotments, earmarked contributions towards pedestrian crossing and other road safety measures, salary of clerk and RFO, audit fees, maintenance of recreation ground, footpaths and play areas, maintenance and running costs of Watchfield Sports Pavilion, held reserves for Community Led Plan, elections, local charity contributions, earmarked funds for major drainage project.
Statement about town/parish support	We are the Parish Council!
Community benefit	
Who will benefit from your project and how does it help integrate new communities?	Seating intended for areas used for main pedestrian access to Watchfield Primary School for the 2 large new developments of Cowan's Camp (Meadow View) and Knapp's field. The Community noticeboard will be in the recreation ground used by all residents and immediately adjacent to Knapp's field. The seating will allow new residents to socialise with existing residents who also use these routes for leisure. It is expected that seating in these locations will foster a mind set of caring for the rural environment and valuing it as a leisure resource.
How did you identify a need in the community for your project or service?	The emerging Watchfield Community Plan identified the desire for more seating in the village, particularly in these locations. The plan was derived following extensive gathering of local opinions via groups sessions, activities and suggestion boxes.
What sustainable and/or energy saving measures does your project include or offer?	Seating made from recycled plastic materials to reflect the village's desire for green credentials and minimise the need for maintenance.
Consultation	
What consultation have you carried out with the community or professional advisors?	As previously explained, the desire for additional seating and information points and the possible locations was derived from consultations conducted as part of the Watchfield Community Plan, currently out in draft stage to local organisations.
New facilities/Activities	
What extra facilities (or equipment) will the project provide?	Seating in the locations indicated will represent new facilities. Community noticeboard will be a new facility.
What new activities will take place because of this project?	Socialisation of new and existing residents at seating. Interest stimulated in village and rural environment for residents old and new. Information about local facilities, classes and events via the noticeboard will hopefully increase participation and bring together new and old residents for educational, sporting, social and leisure activities.

South & Vale Carers Centre	Ref	VNHB\2
Five replacement laptops		

Total project cost	£5,133	
Amount requested	£605 (this committee)	£2,565 requested in total - the Wantage and Abingdon area committees are also considering a grant for this project.
Organisation's contribution	£2,568	Organisation's latest bank balance £63,133
Other funding	£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

Percentage of new housing in project area		
The outreach workers that will use these machines work district-wide so we've awarded the highest score possible.	Score	3/3
Community benefit		
The new laptops will have a direct benefit to the five staff using but this is a small and specific group. There's also some marginal benefit to the carers they work with.	Score	1/3
New facilities or activities		
The new laptops will replace existing ones.	Score	1/3
Funding the project		
They're funding the balance themselves but it's unlikely they can afford their contribution at the moment, given their other financial commitments.	Score	2/3
Organisation's contribution		
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.	Score	2/3

Non scoring comments and considerations		
Consultation		
The IT consultant who recommended replacing the laptops is one of the suppliers quoting for them so doesn't necessarily offer an impartial opinion.		
Financial and project management plans		
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.		
Project timeframe		
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.		
Other consultation comments received		
Officer recommended award levels (budget permitting):	Total score	9/15
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	Grant	£454
0-5 points – Low priority - no funding		

Applicant responses

Details of the project	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
Financial statement from the organisation	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
Statement about town/parish support	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.
Community benefit	
Who will benefit from your project and how does it help integrate new communities?	<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>
How did you identify a need in the community for your project or service?	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
What sustainable and/or energy saving measures does your project include or offer?	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.
Consultation	
What consultation have you carried out with the community or professional advisors?	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.
New facilities/Activities	
What extra facilities (or equipment) will the project provide?	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
What new activities will take place because of this project?	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.

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 Faringdon area saw 23.58 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
Faringdon	Appleton With Eaton	392	390	2	1%
Faringdon	Ashbury	236	236	0	0%
Faringdon	Baulking	40	40	0	0%
Faringdon	Besselsleigh	29	30	-1	-1%
Faringdon	Bourton	129	129	0	0%
Faringdon	Buckland	253	254	-1	-1%
Faringdon	Buscot	87	87	0	0%
Faringdon	Charney Bassett	121	120	1	1%
Faringdon	Coleshill	75	75	0	0%
Faringdon	Compton Beauchamp	32	32	0	0%
Faringdon	Eaton Hastings	32	32	0	0%
Faringdon	Faringdon	3373	3319	54	37%
Faringdon	Fernham	95	95	0	0%
Faringdon	Frilford	89	89	0	0%
Faringdon	Fyfield & Tubney	197	201	-4	-3%
Faringdon	Garford	70	70	0	0%
Faringdon	Goosey	55	55	0	0%
Faringdon	Great Coxwell	131	129	2	1%
Faringdon	Hatford	36	36	0	0%
Faringdon	Hinton Waldrist	144	143	1	1%
Faringdon	Kingston Bagpuize	940	931	9	6%
Faringdon	Little Coxwell	68	68	0	0%
Faringdon	Littleworth	95	95	0	0%
Faringdon	Longcot	212	247	-35	-24%
Faringdon	Longworth	238	239	-1	-1%
Faringdon	Lyford	23	23	0	0%
Faringdon	Pusey	28	28	0	0%
Faringdon	Shellingford	79	79	0	0%
Faringdon	Shrivenham	1014	983	31	21%
Faringdon	Stanford	898	900	-2	-1%
Faringdon	Uffington	326	325	1	1%
Faringdon	Watchfield	901	814	87	60%
Faringdon	Woolstone	61	60	1	1%
	Total	10499	10354	145	
	District Total	52543	51928	615	

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\14	Kingston Bagpuize Village Hall	Replacement windows and doors	£39,781	£19,890	50.00%	10	£19,890 (100%)
ValeCG\27	Ashbury Village Hall	Furniture and notice board purchases	£2,468	£1,234	50.00%	7	£923 (75%)
ValeCG\35	Faringdon Town Football Club	Replacement furniture	£6,640	£3,200	48.19%	8	£2,400 (75%)
ValeCG\41	Viscountess Barrington's Trust (Shrivenham)	Additional ladies toilet in the hall and felling some trees on the recreation ground	£2,533	£1,266	49.98%	10	£1,266 (100%)
			TOTAL	£25,590		Total	£24,479
						Budget	£42,416

Officer recommended award levels (budget permitting)

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

Scoring and award matrix for CG applications

Scoring matrix:

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

Award matrix:

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

Kingston Bagpuize Village Hall	Ref	ValeCG\14
Window and door replacement		

Total project cost	£39,781	
Amount requested	£19,890	
Organisation's contribution	£14,561	Organisation's latest bank balance £57,408
Other funding	£5,330	All this funding is secured in grants from: WREN £5,000 TOE2 £330

Previous grants

£500 Community Grant in 2011 for heating improvements to the hall

Scoring

New facilities or activities		
This project replaces the existing windows and doors to improve energy efficiency and security.	Score	2/3
Community benefit		
All users of the hall will benefit from energy efficiency and security improvements. A further benefit is the committee can use the money saved from the energy improvements to fund future projects.	Score	3/3
Funding the project		
They have all their other funding secured and have enough in the bank to cover their contribution.	Score	3/3
Organisation's contribution		
They have healthy reserves to pay for their contribution (36.6 per cent), but they are planning further improvements at the hall in the future, which will eat into much of this.	Score	2/3

Other comments and considerations		
Consultation		
This project doesn't lend itself to public consultation but they commissioned an energy audit, which recommended replacing the poorly fitting, damaged windows and doors.		
Project timeframe		
Their start and end dates are well within our grant deadlines.		
Financial and project management plans		
They have a strong financial plan for the project including a reasonable contingency.		
Other consultation comments received		
Energy Strategy and Projects Officer (Heather Saunders) - The project will reduce energy use and improve comfort. There are additional recommendations in their energy audit they should consider implementing in the future.		
Officer recommended award levels (budget permitting): 9-12 points – High priority - award as requested (up to 50 per cent of total cost) 5-8 points – Medium priority – award 50 - 75 per cent of requested amount 0-4 points – Low priority - no funding	Total score	10/12
	Grant	£19,890

Applicant responses	
Details of the project	Replace 28 year old windows and external entrance doors to include automatic main entrance and side entrance doors, to make the hall more heat efficient and secure, this will include improving access for disabled and venerable people.
Financial statement from the organisation	Energy costs, regular cleaning and maintenance costs to ensure the hall is kept to a safe and high standard.
Statement about town/parish support	Yes letter of support dated 8th January 2015.
Community benefit	
Who will benefit from your project?	14+ Youth Group. Baby & Toddler Group. WI. History Society. Dance and Exercise groups Church Groups Elderly groups. Guides and Brownies, Drama Group. French Classes and other social activities and fund raising activities. KBS Café.
How did you identify a need in the community for your project or service?	By writing to each of the village organisations who currently use the village hall to seek their suggestions and ongoing needs for a future growing village. Support from the Parish Council.
What sustainable and/or energy saving measures does your project include or offer?	New and more efficient windows and doors to replace ageing and rotting inefficient doors and frames this will improve the efficiency and energy costs resulting in cost savings to the community.
Consultation	
What consultation have you carried out with the community or professional advisors?	We have had advise from specialist companies and applied for an efficiency survey audit from TOE2
New facilities/Activities	
What extra facilities (or equipment) will the project provide?	Improve existing facilities and security for all users gender, age and disability and maintain hire costs that are affordable to all.
What new activities will take place because of this project?	Will allow existing activities to continue and attract additional organisations and local residents to use the hall where vacant space is available.

Ashbury Village Hall	Ref	ValeCG\27
Furniture and notice board purchases		

Total project cost	£2,468	
Amount requested	£1,234	
Organisation's contribution	£314	Organisation's latest bank balance £6,426
Other funding	£920	£270 is already confirmed as a donation from the local pub and they've approached the parish council for £150

Previous grants

£3,000 2014/2015 NHB - hall refurbishment

£5,000 2013/2014 Capital - insulation and flooring (extension given for flooring part of the project)

£3,330 2012/2013 Capital - kitchen and cooking facilities

£5,000 2012/2013 Capital - toilets

Scoring

New facilities or activities		
This project will replace 50 wooden chairs with upholstered ones and a noticeboard. It will also buy some new privacy screens to hide the chairs when they're not in use. The existing chairs are still in working order but don't match the others they have already upgraded.	Score	2/3
Community benefit		
People using the village hall may find the new chairs more comfortable than the existing ones and the noticeboard will continue to keep the community informed about what's happening locally. The screens will make the hall appear tidier. Our score reflects that while any user could benefit, it wouldn't be significantly.	Score	2/3
Funding the project		
They've secured over half of the other funding required and have applications pending for the rest.	Score	2/3
Organisation's contribution		
Their current bank balance can cover their contribution of 12.73 per cent.	Score	1/3

Other comments and considerations		
Consultation		
They didn't carry out much consultation, but users have requested better equipment and the management committee have discussed it at their meetings.		
Project timeframe		
They want to start purchasing the items close to the decision date, but this will depend on them securing all their other funding.		
Financial and project management plans		
The committee have carried out a number of projects at the hall previously so have experience of managing a project of this type.		
As well a well-established organisation they should be budgeting for equipment replacements as part of their financial management of the hall which they don't appear to have done.		
Other consultation comments received		
Officer recommended award levels (budget permitting):	Total score	7/12
9-12 points – High priority - award as requested (up to 50 per cent of total cost)	Grant	£923
5-8 points – Medium priority – award 50 - 75 per cent of requested amount		
0-4 points – Low priority - no funding		

Applicant responses	
Details of the project	Having refurbished Ashbury Village Hall with new kitchen, toilets including disabled, fully insulated main hall with low energy lighting, new blinds etc. we now need to enhance it with new equipment: New outdoor noticeboard - 1.Our current one is disintegrating as it was not designed for exterior use. Chairs - the hall holds up to 100 people. 2.We have already purchased 50 chairs and make up the difference with 50 of the old wooden ones but would like to purchase a further 50 new padded chairs to match. 3.Folding display screens - these will be multi use a) they will screen the piles of chairs when the hall used without the need for the chairs eg for pilates, keep fit and toddlers discouraging the children climbing on the chairs b) they give some sound absorption c) they can be used for displays or sectioning off the hall for small events.
Financial statement from the organisation	We have a reserves policy to keep £5000 in our account for emergencies. Having an old building we are aware that unforeseen problems can arise and money may need to be spent on it at any time.
Statement about town/parish support	We have applied to the Parish Council for contribution towards the external Notice Board which they use to display their minutes and notices. At their meetings in the past they have commented on the deterioration of the board. The next meeting is on 23rd November.
Community benefit	
Who will benefit from your project?	The village hall is the venue for the following regular groups: Toddlers, Senior Citizens, Mens Breakfast Club, Pilates, Keep Fit, Parish Council meetings, Fundraising Events, Craft workshops, Church events such as Christmas Bazaar and PCC annual meeting, concerts and village social events such as quiz, invited speakers and entertainers as well as private children's and adult parties The hall is available to hire by anyone with priority given to people living in the parish
How did you identify a need in the community for your project or service?	The community has supported the refurbishment of the village hall over the past three years by attending fund raising events and giving personal donations to help towards the costs as well as letters of support. The hall is now used by many different village groups who have verbally requested these items to members of the Village Hall Management Committee which is made up of representatives from the different groups who use the hall
What sustainable and/or energy saving measures does your project include or offer?	We have already carried out energy saving measures such as double/secondary glazing and low energy lighting as well as insulation. We have not been able to locate any screens or display boards using recycled materials.
Consultation	
What consultation have you carried out with the community or professional advisors?	The Village Hall Management Committee is made up of representatives of different groups who use the hall and also from different areas within the village including a new member from the new houses at Wixes Piece. We use the Parish Newsletter to inform what is happening. The current project to prove equipment to enhance the hall comes as a result of direct requests from users of the hall and discussed at our hall management committee meetings.
New facilities/Activities	
What extra facilities (or equipment) will the project provide?	We believe the new equipment will enhance our hall facilities. The existing noticeboard is designed for interiors and is disintegrating due to weather. We have purchased 50 new chairs and our aim is to purchase another 50 (the hall holds a maximum of 100 people). We have little storage area and screens will hide the stacks of chairs making them less attractive for children to play on as well as serve as good display surface.
What new activities will take place because of this project?	We are proud of our newly refurbished hall and it has already attracted more users. There is capacity for even more events and we believe that this new equipment will attract even more users especially those wanting private parties eg weddings, birthdays, christenings where the chairs are definitely needed. The screens will help attract groups wanting to create displays. The new external notice board is used by all the village.

Faringdon Town Football Club	Ref	ValeCG\35
Replacement furniture		

Total project cost	£6,640	
Amount requested	£3,200	
Organisation's contribution	£3,000	Organisation's latest bank balance £15,178
Other funding	£440	None of this funding is secure yet.

Previous grants

£1,000 Festival grant 2013 - Live at the park

£7,600 NHB grant 2013 - Tractor and accessories

Scoring

New facilities or activities		
This project replaces some of their existing furniture and carpet. They plan to offer the old furniture to other groups, which implies it's still in working order.	Score	1/3
Community benefit		
The football club members are the main beneficiary, but some other groups use the clubhouse as well.	Score	2/3
Funding the project		
They're funding most of the balance themselves and they've plans to raise the rest. Looking at their current bank balance they can afford their contribution and potentially more.	Score	2/3
Organisation's contribution		
They've enough in their reserves to cover their contribution of 51.81 per cent and possibly more. They are however planning a changing room upgrade in coming years and will need to build their reserves to fund it.	Score	3/3
Other comments and considerations		
Consultation		
They've done some consultation about carrying out improvements to the clubhouse but haven't provided any evidence that the furniture and carpet need replacing.		
Project timeframe		
There aren't any issues with their intended start and end dates.		
Financial and project management plans		
As an established organisation they should be budgeting for future furniture and carpet replacements.		
Other consultation comments received		
Officer recommended award levels (budget permitting):	Total score	8/12
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		
	Grant	£2,400

Applicant responses	
Details of the project	We at Faringdon Town Football Club think it is time our clubhouse had a facelift and that we replaced our existing furniture and carpet. The tables and chairs aren't quite as old as the club itself, which is still going strong after over one hundred years, though they are probably older than most of our current players. Our furniture has taken the weight of countless victorious players and unfortunately its fair share of defeated too. It has been part of many a game of musical chairs and has displayed and then been covered in every party food you can dream of. However, the time has come for it to be replaced to reflect the clubs bright future both on and off the pitch.
Financial statement from the organisation	Faringdon Town Football Club is in the midst of upgrading and expanding our changing room facility. We have recently secured planning permission (P15/V1843/FUL) with the Vale council. Tenders for this work are now active and our aim to use as much of our own funding to make this changing room project a success. This will then allow our club to expend and provide more sports provisions for our ever expanding town.
Statement about town/parish support	We have not contacted our local town council for support. They support us in many ways, whilst we take on the financial responsibility of the upkeep of Tucker Park, the home of Faringdon Town Football Club. Due to the amounts required, we felt this grant suited our immediate needs, whilst we will approach the Town Council for assistance with our changing room development approved plans.
Community benefit	
Who will benefit from your project?	All of the football clubs players and members, over two hundred people, will regularly benefit from the project both directly and indirectly. The clubhouse is also available to the local community to hire for parties and other gatherings. The club is also used by several other groups including pool & darts teams, monthly bingo and quiz nights, therefore reaching out to all residents.
How did you identify a need in the community for your project or service?	We have conducted a small local survey of a new housing estate in Faringdon, in which 5% of its residents were questioned. An overwhelming majority said they would be more likely to use the clubs facilities if they were improved. Also, during the year we host many parties booked by local residents and to provide the best facility possible, an upgrade of furniture is needed, to match the recent redecoration, we have funded.
What sustainable and/or energy saving measures does your project include or offer?	The two companies we have contacted to supply the furniture both promotes a sustainable and ethical ethos. The wood used to manufacture their products is sourced from sustainable plantations and they manufacture close to its source. Also our existing furniture will be offered to other clubs and charities for its continued use in a new home.
Consultation	
What consultation have you carried out with the community or professional advisors?	Recently we conducted a local survey to gauge the perception of our club and one of the questions was directly regarding improving and updating our existing clubhouse. 85% of the people questioned answered yes; they would more likely use the facilities if they were improved. Completion of this project would help our club attract more people to use the facilities on offer and potentially increase the number of people remaining active through sport.
New facilities/Activities	
What extra facilities (or equipment) will the project provide?	The completion of Furnish Faringdon Town Football Club will undoubtedly improve our existing facilities and also improve another by the recycling of our existing furniture. It will provide the local community with an updated social hub that can be enjoyed by all.
What new activities will take place because of this project?	We anticipate the refurbishment of our clubhouse will attract more people, from a diverse background to use the facilities. From our survey we know that people are more likely to use the clubhouse once updated, this would continue the trend of many social gatherings occurring at the club also attract new people and groups. Ones like those suggested in the survey e.g. café, toddler group with soft play, more events like Live in the park.

Viscountess Barrington's Trust	Ref	ValeCG\41
Additional ladies toilet in the hall and felling some trees on the recreation ground		

Total project cost	£2,533	
Amount requested	£1,266	
Organisation's contribution	£1,267	Organisation's latest bank balance £48,185
Other funding	£0	

Previous grants

£3,635 Capital 2013 - Refurbishment of small hall toilets.
£5,000 NHB 2013 - Play equipment for recreation ground

Scoring

New facilities or activities		
This project improves the existing toilet facilities in the hall and removing the trees on the recreation ground would create space for a junior football pitch.	Score	3/3
Community benefit		
Ladies using the hall at busy times would benefit from the additional toilet. Removing the trees to make space for a junior football pitch will mainly benefit the football and cricket clubs. However, it's not clear if the trees provide a sound barrier to local residents which would be lost when the trees are removed.	Score	2/3
Funding the project		
They are funding the rest of the project themselves and have plenty of reserves to cover their half and potentially the whole project.	Score	3/3
Organisation's contribution		
Their current bank account can cover their contribution of 50.02 per cent and potentially the whole project. However they state their reserves are the minimum needed to cover their revenue costs, but they didn't provide any information to support this. Our score reflects the fact that they may not need our funding to complete the work.	Score	2/3
Other comments and considerations		
Consultation		
They have support from users for the additional toilet. There's no evidence that felling the trees is necessary from an environmental point of view or that they've considered the environmental impact of removing them to make space for the additional pitch.		
Project timeframe		
They plan to start work soon after our decision date. This is due to nesting times, which affects when they can fell the trees.		
Financial and project management plans		
We had to point out that they needed listed building consent for the toilets. Fortunately, their listed building permission from a previous application still stands (which we also had to highlight as a requirement to them back in 2013).		
It doesn't instil confidence that they failed to look into their listed building permissions twice, despite knowing they own a listed building and after we had pointed out the requirement the first time.		
Other consultation comments received		
Officer recommended award levels (budget permitting):		
9-12 points – High priority - award as requested (up to 50 per cent of total cost)	Total score	10/12
5-8 points – Medium priority – award 50 - 75 per cent of requested amount	Grant	£1,266
0-4 points – Low priority - no funding		

Applicant responses	
Details of the project	Install additional toilet and cubicle in space adjacent to existing two cubicles thus increasing capacity from two to three resources, a 50% increase.. Larger events held at the Memorial hall inevitably lead to queues forming for this facility and the consequent delay to the proceedings and the embarrassment to ladies. Project 2 - To fell 3 large diseased Chestnut trees (as agreed by the VWHDC Aboricultural Officer) stump grind to provide level area on the Recreation Ground close to existing football facilities for a junior football pitch and training ground.
Financial statement from the organisation	Viscountess Barrington's Trust is funded partly through its hiring income and partly through Shrivenham Parish Council in the form of revenue grants and any capital grants to make any improvements to the hall and recreation ground. The reserves/bank balances are the minimum reserves that can be held to support the establishment revenue costs.
Statement about town/parish support	The Parish Council is Sole and Managing Trustee of Viscountess Barrington's Trust and provides funds for any deficit in annual running costs.
Community benefit	
Who will benefit from your project?	The hall and Recreation Ground are the main community hub not only for the village but the surrounding area. The organisations that regularly use these facilities range from Brownies, WI, Shrivenham Amateur Dramatics, Cricket, Football, Tennis, Netball, Pre School, Pilates, Gardening Club, Knitting Circle, Music Groups, Choirs, Blood Donors and Guide Dogs. In addition there are single events held for various village celebrations.
How did you identify a need in the community for your project or service?	Project 1 - Over the years a number of organisation have lobbied the Trust to increase the capacity of the toilets to alleviate what they perceive be a major problem. Project 2 - Currently the Junior Football use part of the Cricket ground out of season which creates friction between Football and Cricket. Both clubs have expressed their desire for this project.
What sustainable and/or energy saving measures does your project include or offer?	Not applicable.
Consultation	
What consultation have you carried out with the community or professional advisors?	On both Projects consultation have been carried out with users and contractors and facilities where inspected and a scope of works were agreed.
New facilities/Activities	
What extra facilities (or equipment) will the project provide?	Project 1 - An additional toilet cubicle. Project 2 - A dedicated area for a Junior football pitch suitable for league matches
What new activities will take place because of this project?	Not applicable

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:

	Total	Abingdon	Faringdon	Wantage
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
Total	£99,295	£42,156	£28,640	£28,499
Percentage	100.00%	42.46%	28.84%	28.70%

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).