

# Abingdon and Northeast Area Committee



Report of Head of Corporate Strategy  
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To: Abingdon and Northeast area committee  
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## NHB and Capital Grants 2015/16 round two

### Recommendation

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

3. We opened both schemes between 16 November 2015 and 15 January 2016.

4. We received two NHB applications for the Abingdon and northeast area requesting a total of £15,500 against a budget of £30,215 and four CG applications requesting a total of £15,697 against a budget of £21,564.
5. Officers have evaluated the applications using the scoring matrix in the agreed policies and based on these are recommending awarding the NHB grants in appendix one and the capital grants in appendix four. See appendix three for a proportionate breakdown of the additional homes in the area by parish.
6. The committee can amend the officer's scores (using the relevant scoring matrix) if they receive additional evidence or information on an application during the meeting.

### **Financial implications**

7. The committee awarded £23,332 in NHB grants during the first round of awards in January 2015, leaving them a budget of £30,215 for this round of funding.
8. After the first round of capital grants in 2015/16 there was £50,787 left in the budget for all three committees. The Abingdon and northeast area committee receives 42.46 per cent of this giving them a budget of £21,564 for this round of funding.
9. As per the agreed policies NHB grants can fund either revenue or capital projects while CG awards can only fund capital projects.

### **Legal implications**

10. 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.
11. 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**

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

### **Conclusion**

13. The committee must decide whether to award any NHB and capital grants in line with the approved policies.

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

## Scoring summary

Ref no.	Organisation	Scheme	Scheme cost	Amount requested	% of cost requested	Officer score	Recommended award
VNHB\40	Sutton Courtenay Parish Council	Play area improvements	£11,695	£5,500	47.03%	<b>9</b>	<b>£4,125 (75%)</b>
VNHB\38	Abingdon Lawn Tennis Club	New tennis court	£53,271	£10,000	18.77%	<b>6</b>	<b>£5,000 (50%)</b> Lower percentage suggested due to low score and risks.
			<b>TOTAL</b>	£15,500		<b>Total</b>	<b>£9,125</b>
						<b>Budget</b>	<b>£30,215</b>
						<b>Balance</b>	<b>£21,090</b>

### Officer recommended award levels (budget permitting)

10-15 points	High priority – award 100% of request, budget permitting (up to 50% of total cost)
6-9 points	Medium priority, award between 50 and 75% of requested amount depending on the score and merit of the project
0-5 points	Low priority - no funding

### Deductions in addition to the scoring matrix in the policy (next page)

\* Officers will deduct a point from the ‘funding the project’ section if the financial information the organisation shared implies they could afford to contribute more or fund the whole project.

\*\* Officers will deduct a point for every major risk to the council if we fund the project.

## Scoring and award matrix for NHB applications (applied to all 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>10-15 points</b>	High priority – award 100% of request, budget permitting (up to 50% of total cost)
<b>6- 9 points</b>	Medium priority, award between 50 and 75% of requested amount depending on the score and merit of the project
<b>0-5 points</b>	Low priority - no funding

### Deductions in addition to the scoring matrix in the policy

\* Officers will deduct a point from the 'funding the project' section if the financial information the organisation shared implies they could afford to contribute more or fund the whole project.

\*\* Officers will deduct a point for every major risk to the council if we fund the project

<b>Sutton Courtenay Parish Council</b>	<b>Ref</b>	VNHB\40
Refurbishment of Sutton Courtenay play facilities		

<b>Total project cost</b>	£11,695	
<b>Amount requested</b>	£5,500	
<b>Organisation's contribution</b>	£5,195	<b>Organisation's latest bank balance</b> £90,763
<b>Other funding</b>	£1,000	Raised at a community fun day

### Previous grants

None

**This applicant has also applied to the capital scheme for the same project. We can only fund it from one scheme and we suggest funding it from the NHB budget.**

<b>Scoring</b>		
<b>Percentage of new housing in project area</b>		
Sutton Courtenay = 2 per cent of Abingdon and northeast area's total increase.	<b>Score</b>	1/3
<b>New facilities or activities</b>		
The project will replace the existing equipment without expanding the range or creating any new facilities, this limits their score to 1 point.	<b>Score</b>	1/3
<b>Community benefit</b>		
The main benefit is to the children and young people in the village. As this is a large proportion of the community, we have given it maximum points.	<b>Score</b>	3/3
<b>Funding the project</b>		
They've secured all their other funding through a community fun day and from their own reserves.	<b>Score</b>	3/3
<b>Organisation's contribution</b>		
They're contributing 44.42 per cent and have enough in the bank to cover this.	<b>Score</b>	1/3
Based on the financial information they've shared they could potentially afford the whole project without funding, even with their other financial commitments.		
<b>Non scoring comments and considerations</b>		
<b>Consultation</b>		
Their latest RoSPA report gave the play area a medium risk rating and identified some necessary safety improvements. It also identified safety improvements for the skate park next to the play equipment but they've not included them in this project.		
In their 2015 community led plan their residents identified the recreation facilities as an important amenity to both young people and adults.		
<b>Financial and project management plans</b>		
The parish council managed the installation of the play area in 2004, so are familiar with this type of work.		
<b>Project completion within timeframe</b>		
Their start and end dates fit in with our deadlines for this scheme.		
<b>Other consultation comments received</b>		
<b>(Sports participation officer – Cath Dale)</b> I think they're improving the MUGA facilities, not just replacing them, as it would allow Basketball to be played which currently can't be accessed. It's good that they're saving costs and waste by updating the existing equipment.		
<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>£4,125</b>

## Applicant responses

<b>Details of the project</b>	The project delivers sustainable improvements to the village playpark and Multi Use Games Area (MUGA). These facilities are located at the northern end of the village's seven acre recreation ground which has amenities for all including a skate park, football pitches, clubhouse, cricket strip and wheel-chair accessible landscaped footpaths and picnic benches. The playpark has play equipment ranging from toddler swings and slide to a carousel rotating disc and multi-play galaxy rotating swing. The MUGA is a hardcourt area used for both football and basketball or general games and in keeping with the rural surroundings is fenced in with wooden posts and panels. Heavy duty use now requires refurbishment of: 1. Rotating disc –safety matting and disc; 2. Slide platform; 3. Playpark safety surface; 4. MUGA posts and the basketball unit. To ensure sustainability upgraded materials are used where possible and also the aesthetic appearance of the facilities is maintained.
<b>Financial statement from the organisation</b>	£4,348 issued in cheques but not cleared so above bank balance reduced to £86,415. Parish Council has following needs/projects identified: Phase2 Cemetery clearance £10,500; New Facilities on Recreation Ground £15,000; Speed signage £5,000; Defibrillator £3,500; Upgrade office equipment £1,000. War Memorial £10,945 (of it £5,710 will be paid from a grant). After deduction of estimated recurrent expenditure this leaves about £16K from which we will fund our contribution to this project.
<b>Statement about town/parish support</b>	This is an application submitted by the parish council and it's contributing 44% of the cost of the project.
<b>Community benefit</b>	
<b>Who will benefit from your project and how does it help integrate new communities?</b>	The recreation ground is a healthy living space with families enjoying the amenities and used by Football and Cricket Clubs. Children will safely use the improved play facilities and their parents/grandparents bring along picnics or watch the matches. The MUGA is used by clubs, young people and families. Village events in the recreation ground bring existing and newer residents together. This project contributes to the safe and feel-good environment key to community cohesion. Existing residents are concerned about the expansion of housing. It is important to integrate newer residents and these facilities provide a focal point for families to meet.
<b>How did you identify a need in the community for your project or service?</b>	The recreation ground and play facilities was regarded by an overwhelming 91% of under 16s and 87% of adult respondents to the village community-led plan (2015) as very important to important amenities. They were ranked third only marginally below shops and pubs. As a growing village there is increasing use of these facilities. Feedback from Damascus Youth Project and young children shows that these facilities are still current and need refurbishment.
<b>What sustainable and/or energy saving measures does your project include or offer?</b>	This is a project to refurbish play equipment and as such it is ensuring that we are minimising waste and reusing as much of the existing equipment parts where they are still fit for purpose. Where new material has to be used we are ensuring that it is of a specification that will wear better with the increased usage.
<b>Consultation</b>	
<b>What consultation have you carried out with the community or professional advisors?</b>	The original creation of the play facilities in 2004, was led by the parish council and a community group which raised most of the funds at the time. Youth groups and families with young children were consulted and questionnaires completed and responses analysed. The extensive use of the facilities bears testimony to the community ownership of the amenities. For this particular refurbishment professional advice was sought from ROSPA and on-site consultation with contractors. Reports emailed.
<b>New facilities/Activities</b>	
<b>What extra facilities (or equipment) will the project provide?</b>	This project is about improving existing facilities by upgrading the equipment and safety surfaces to ensure that they are fit for purpose for continued use. Sutton Courtenay Parish Council is in parallel starting consultation for provision of additional facilities through its Recreation Ground Working party and the production of a Neighbourhood Plan. However, that will take some time to come to fruition. Meanwhile, improvement work now ensures that there is no reduction in existing facilities.
<b>What new activities will take place because of this project?</b>	The refurbishment of the MUGA will mean that once again it can be used for basketball and other games. This extends the capacity of activities as at the moment the MUGA cannot be used for such a purpose.

<b>Abingdon Lawn Tennis Club</b>	<b>Ref</b>	<b>VNHB\38</b>
Build an eighth tennis court		

<b>Total project cost</b>	£53,271	
<b>Amount requested</b>	£10,000	
<b>Organisation's contribution</b>	£15,014	<b>Organisation's latest bank balance</b> £55,469
<b>Other funding</b>	£28,257	Requested as a loan from LTA

### Previous grants

£9,000 (Capital) and £5,000 (NHB) – 2014/2015 - new tennis court (no.7)

<b>Scoring</b>			
<b>Percentage of new housing in project area</b>			
Abingdon = 25 per cent of the Abingdon and northeast area's total increase.	<b>Score</b>	2/3	
<b>New facilities or activities</b>			
The project will add an eighth court. They currently have six, and we have already funded £14,000 towards a proposed seventh court that they haven't built yet. Lawn Tennis Association (LTA) guidance says the club's existing six courts are enough for up to 360 members, 129 more than their current membership so there is no clear local need for the additional courts. While this project will increase their existing tennis capacity, it won't see any new activities taking place. This would usually limit their score to a maximum of two points, however officers have only awarded one point to reflect the potential lack of local need.	<b>Score</b>	1/3	
<b>Community benefit</b>			
The project will benefit members of the tennis club. There are currently 231 members.	<b>Score</b>	1/3	
<b>Funding the project</b>			
They've got their contribution in the bank and have applied to the LTA for a £28,257 loan. They won't know if this request is successful or not until after our decision.  Their quotes are now a year old (and expired) and it's likely the costs will increase. We deducted a point to reflect the risk that they won't have enough funding to complete the project.  <b>Officers recommend awarding 50 per cent of the amount requested due to the low score and risks associated with this project (lack of need, finances, lease).</b>	<b>Score</b>	0/3	
<b>Organisation's contribution</b>			
They are contributing 28.18 per cent and have enough in the bank to cover this. Based on the information they've shared about their other financial commitments they aren't able to contribute more at this time.	<b>Score</b>	2/3	
<b>Non scoring comments and considerations</b>			
<b>Consultation</b>			
They've consulted a professional about flood risk and plan to consult other professionals on the project build.  Their committee reviews their forward plan frequently but they've not provided any evidence that they've consulted the community to check they need/want more tennis provision at the site.			
<b>Financial and project management plans</b>			
An experienced committee member will manage the build and they will absorb the maintenance cost into their existing budget. They're also building up a sinking fund for future repairs.  <b>They are still securing their new lease from VOWHDC, so we suggest a condition that we won't release any money until the new lease is in place.</b>			
<b>Project completion within timeframe</b>			
Their start and end dates fit in with our deadlines for this scheme.			
<b>Other consultation comments</b>			
<b>(Sports participation officer – Cath Dale)</b> - Prior to awarding funding I would suggest the following: an updated quote; approval from the LTA or other funders; some consultation to confirm the use is going to benefit the community; and a 20 year + lease in place.			
<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>Grant</b>	<b>6/15</b> <b>£5,000</b>

## Applicant responses

<b>Details of the project</b>	To provide an extra tennis court (no. 8) to meet growing demand, and in particular to allow weekend junior coaching and playing to run concurrently with the OLTA and Thames valley League matches on Saturdays and Sundays. Membership has increased over 50% in the last 6 years, and is expected to grow further when peak-time resources are expanded. This is part of a long term plan to introduce further tennis and padel tennis courts.
<b>Financial statement from the organisation</b>	The LTA loan is conditional upon us holding back £1,200 per court per annum of our annual income for a sinking fund to cover the future maintenance costs of our tennis courts, and to have a 10% contingency on the total cost of the project. There are also additional costs associated with extending our lease with VOWHDC. We also have to use our reserves to help pay for court seven.
<b>Statement about town/parish support</b>	No.
<b>Community benefit</b>	
<b>Who will benefit from your project and how does it help integrate new communities?</b>	<p>The club facilities are available for all those who wish to play tennis. The primary beneficiaries of the new courts will be junior players. The new courts will allow junior coaching and play to extend to Saturday and Sunday afternoon when matches are currently played on the existing courts, and offer additional courts during daylight hours for all players.</p> <p>The next phase is to add padel tennis courts, which will open tennis to older and less mobile tennis players, but this will not be started until the proposed courts are completed.</p>
<b>How did you identify a need in the community for your project or service?</b>	Southern Town Park facilities are in need of improvement and extension. We have seen a steady increase in membership, and this is accelerated by our beginners and returnees coaching courses for adults and the junior play sessions for juniors. New local housing developments will bring further potential members.
<b>What sustainable and/or energy saving measures does your project include or offer?</b>	None. The purpose of the courts is to provide facilities where people of all ages can keep fit whilst enjoying themselves.
<b>Consultation</b>	
<b>What consultation have you carried out with the community or professional advisors?</b>	The club committee review forward plans for the club on a regular basis. Present plans were drawn up by an architect member of the committee and were agreed by the committee. Wilsham Consulting Ltd provided a professional flood assessment and we shall use further consultants to undertake archaeological assessments during site preparation phase.
<b>New facilities/Activities</b>	
<b>What extra facilities (or equipment) will the project provide?</b>	Extra facilities are an additional tennis court (no.8). This would be built at the same time as a new court no. 7 for which funding was already granted by VOWHDC but was delayed because of getting the lease finalised with VOWHDC. It is part of a long-term plan to add four full-sized tennis courts, two padel tennis courts and two junior courts.
<b>What new activities will take place because of this project?</b>	Coaching, junior play and social tennis sessions. The padel courts will open tennis to a wider range of participants, as it can be played by less fit and less mobile players for whom the full sized tennis court may prove too challenging.



# **APPENDIX TWO – NHB Grants Policy**

## **(approved August 2015)**

### **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 and northeast area saw 42.92 per cent of the overall additional homes occupied in the district during the relevant 12 month period. The following table shows the distribution of these additional homes between the parishes in the Abingdon and northeast area.

Minus figures show 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 and NE	Abingdon	14,528	14,461	67	25%
Abingdon and NE	Appleford	141	140	1	0%
Abingdon and NE	Cumnor	2,582	2,531	51	19%
Abingdon and NE	Drayton	981	980	1	0%
Abingdon and NE	Kennington	1,755	1,748	7	3%
Abingdon and NE	Marcham	708	721	-13	-5%
Abingdon and NE	North Hinksey	2,020	1,893	127	48%
Abingdon and NE	Radley	1,003	1,004	-1	0%
Abingdon and NE	St Helen Without	845	826	19	7%
Abingdon and NE	South Hinksey	170	168	2	1%
Abingdon and NE	Sunningwell	373	373	0	0%
Abingdon and NE	Sutton Courtenay	1,055	1,051	4	2%
Abingdon and NE	Wootton	1,182	1,183	-1	0%
Abingdon and NE	Wytham	69	69	0	0%
	<b>Total</b>	27,412	27,148	264	
	<b>District Total</b>	52,543	51,928	615	

# APPENDIX FOUR Capital 2015/16 - officer evaluation report

## Scoring summary

Ref no.	Organisation	Scheme	Total scheme cost	Amount requested	% of cost requested	Suggested score	Suggested award
ValeCG\7	St Helen's Without Parish Council	Adult outdoor fitness equipment	£9,995	£4,995	49.98%	<b>11</b>	<b>£4,995</b> (100%)
ValeCG\34	Abingdon Chamber of Commerce	PA & lighting system	£8,159	£4,059	49.75%	<b>11</b>	<b>£4,059</b> (100%)
ValeCG\51	Drayton Village Hall	Replacement front door, PA system and dishwasher	£5,287	£2,643	49.99%	<b>11</b>	<b>£2,643</b> (100%)
ValeCG\43	Sutton Courtenay Parish Council	Play area improvements	£11,695	£4,000	34.20%	<b>8</b>	<b>£3,000</b> (75%)
			<b>TOTAL</b>	<b>£15,697</b>		<b>Total</b>	<b>£14,697</b>
						<b>Budget</b>	<b>£21,564</b>
						<b>Remainder</b>	<b>£6,867</b>

9-12 points	High priority – award 100% of request, budget permitting (up to 50% of total cost)
5-8 points	Medium priority, award between 50 and 75% of requested amount depending on the score and merit of the project
0-4 points	Low priority - no funding

### Deductions in addition to the scoring matrix in the policy (next page)

\* Officers will deduct a point from the 'funding the project' section if the financial information the organisation shared implies they could afford to contribute more or fund the whole project.

\*\* Officers will deduct a point for every major risk to the council if we fund the project.



## 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 100% of request, budget permitting (up to 50% of total cost)
<b>5- 8 points</b>	50 and 75% of requested amount depending on the score and merit of the project
<b>0-4 points</b>	Low priority, no funding

### Deductions in addition to the scoring matrix from the policy

\* Officers will deduct a point from the 'funding the project' section if the financial information the organisation shared implies they could afford to contribute more or fund the whole project.

\*\* Officers will deduct a point for every major risk to the council if we fund the project.

<b>St Helen's Without Parish Council</b>	<b>Ref</b>	ValeCG17
Adult outdoor fitness equipment		

<b>Total project cost</b>	£9,995	
<b>Amount requested</b>	£4,995	
<b>Organisation's contribution</b>	£5,000	<b>Organisation's latest bank balance</b> £44,560
<b>Other funding</b>	£0	

### Previous grants

None

<b>Scoring</b>		
<b>New facilities or activities</b>		
The project will provide a new six-station outdoor gym for anyone to use.	<b>Score</b>	3/3
<b>Community benefit</b>		
The whole community can access the equipment, which is going on the recreation ground.	<b>Score</b>	3/3
<b>Funding the project</b>		
They're funding the rest themselves and have enough in the bank already.	<b>Score</b>	3/3
<b>Organisation's contribution</b>		
They're contributing 50.03 per cent and have enough in the bank to cover this.	<b>Score</b>	2/3
Based on the financial information they've shared they could potentially afford the whole project without funding, even with the other projects they have planned.		
<b>Non scoring comments and considerations</b>		
<b>Consultation</b>		
They decided to install the equipment after seeing it successfully installed in other parishes.		
From their responses, they haven't consulted the community to check if they want/need this equipment, so there is some risk the residents won't use it.		
<b>Project completion within timeframe</b>		
Their start and end dates fit in with our deadlines for this scheme.		
<b>Financial and project management plans</b>		
As a parish council they are familiar with looking after this type of facility but haven't confirmed if they've included the maintenance costs in their ongoing budget setting.		
<b>Other consultation comments received</b>		
<b>(Sports participation officer – Cath Dale)</b> Outdoor fitness equipment is a brilliant idea for getting residents more active but some consultation would have been good to support it. We have previously been into villages and offered circuit type sessions on the equipment to show residents how to use it, and also produced flyers on how to use the different equipment.		
<b>Officer recommended award levels (budget permitting):</b>	<b>Total score</b>	<b>11/12</b>
9-12 points – High priority - award as requested (up to 50 per cent of total cost)	<b>Grant</b>	<b>£4,995</b>
5-8 points – Medium priority – award 50 - 75 per cent of requested amount		
0-4 points – Low priority - no funding		

## Applicant responses – St Helen's Without Parish Council

<b>Details of the project</b>	This outdoor fitness equipment is to be installed in the Sandliegh Road Recreation Ground to enable the residents of St Helen's Without PC, and by virtue of proximity the, residents of Wootton PC to have access to exercise equipment, so that their general physical health may be improved by exercises that improve joint mobility, muscle strength with Cardio-Vascular benefits. Not only do we have a relatively high proportion of mature residents in our area, but we hope by placing this equipment close to our well used children's play area, that we may encourage that parents of those children to use the equipment.
<b>Financial statement from the organisation</b>	The Parish Council has 4 major community projects it is committed to funding: Cholswell Rd Street Lighting: £2,000; Highways/Traffic Calming: £6,000; Shippon Village Hall: £5,500 and the Adult Exercise Equipment: £5,000. This totals £18,500 and so the reserves will diminish considerably as these projects are implemented. However, the Parish Council is also expecting that current County and District responsibilities will be transferred down to parish level, e.g. funding for Children's Centres, Highways verge cutting, etc.
<b>Statement about town/parish support</b>	As the Parish Council we are contributing £5,000
<b>Community benefit</b>	
<b>Who will benefit from your project?</b>	All Residents living within the boundaries of, but not limited by, St.Helens without and Wootton PC. All fitness clubs and users of the Wootton Community Centre, Including the Children's Centre, will be invited to make use of the equipment.
<b>How did you identify a need in the community for your project or service?</b>	This has been observation off similar projects by other PC and town councils. Where this type of system has been installed they have become popular and are used very well to the benefit of the individual.
<b>What sustainable and/or energy saving measures does your project include or offer?</b>	Unfortunately none as it is a physical installation of gymnasium equipment into s green space.
<b>Consultation</b>	
<b>What consultation have you carried out with the community or professional advisors?</b>	As a relatively small parish council we do not have the resources to employ outside professionals for advice. nevertheless we have been looking at the benefits gained in a community from this equipment and , as an example of other experiences attach in the following box the survey carried out by Brent council in 2014
<b>New facilities/Activities</b>	
<b>What extra facilities (or equipment) will the project provide?</b>	This will provide an outdoor exercise environment that did not previously exist.
<b>What new activities will take place because of this project?</b>	This will give residents the ability to carry out physical exercises which has shown to improve their physical and mental well being.

<b>Abingdon Chamber of Commerce</b>	<b>Ref</b>	ValeCG\34
PA & lighting system		

<b>Total project cost</b>	£8,159	
<b>Amount requested</b>	£4,059	
<b>Organisation's contribution</b>	£4,100	<b>Organisation's latest bank balance</b> £7,282
<b>Other funding</b>	£0	

### Previous grants

£1,000 - Festival grant 2014 Christmas extravaganza.  
£1,000 - Festival grant 2015 Christmas extravaganza.

<b>Scoring</b>		
<b>New facilities or activities</b>		
The project will add to their existing PA equipment bank rather than create a new one limiting their score to two points. The purchases include speakers, microphones, safety lighting and stage lighting.	<b>Score</b>	2/3
<b>Community benefit</b>		
They can use the equipment for their own events in the community and are going to offer it to other local voluntary groups free of charge.	<b>Score</b>	3/3
<b>Funding the project</b>		
They're funding the rest of the project themselves and have enough in the bank to pay for their contribution.	<b>Score</b>	3/3
They have received financial support from the town council earlier this year for another project.		
<b>Organisation's contribution</b>		
They're contributing the remaining 50.25 per cent and have enough in the bank to cover this.	<b>Score</b>	3/3
Based on the information they shared about their other financial commitments they can't afford to contribute much more than this.		
<b>Non scoring comments and considerations</b>		
<b>Consultation</b>		
They have spoken to some groups who might borrow the equipment in the future and took advice from the owner of a small film company about what equipment to buy.		
<b>Project completion within timeframe</b>		
Their start and end dates fit in with our deadlines for this scheme.		
<b>Financial and project management plans</b>		
They've not mentioned how they will pay for maintenance and eventual replacements.		
<b>Other consultation comments received</b>		
<b>Officer recommended award levels (budget permitting):</b>	<b>Total score</b>	<b>11/12</b>
9-12 points – High priority - award as requested (up to 50 per cent of total cost)	<b>Grant</b>	<b>£4,059</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>	In 2015 we purchased a basic PA system which can be used for small charity & community events. But we plan to upgrade the basic package we have to enable large scale outdoor events for the town. Many local groups hire these items from companies on a regular basis, if we can help them by removing this cost, it will allow money raised to go directly to where it is needed. The new system is very basic and limited in its use. The increased Health & safety now requires additional lighting & safety equipment. Once purchased, this will be a massive benefit to lots of people, groups & charities. We have invested £1000 so far in equipment, which gives us a good base where to start from.
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<b>Financial statement from the organisation</b>	£2000 to be spent early 2016 on new Gazebo's for community use.
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<b>Statement about town/parish support</b>	We have approached them in respects to a different project and can not apply for 2 in the same financial year. The Town Council grants are for much smaller projects.
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### Community benefit

<b>Who will benefit from your project?</b>	We currently have some equipment available to local charities & groups including Schools, Churches, Yeah baby charity music festival, Against Breast Cancer, Freewheeling cycle festival, Heritage weekend, Atom science festival, Abingdon music centre and more. The equipment we currently have is very basic. Also, we would like some safety lighting to comply with new H&S regulations
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<b>How did you identify a need in the community for your project or service?</b>	A number of local groups hire this equipment for regular events, costing each of them money out of their budgets. This would be available for them to use, in full or in parts and mean that they can concentrate on using their funds for more urgent matters. We would use the equipment for our events including the Local Excellence Markets, Christmas Extravaganza, hustings, training evenings & Fair trade events.
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<b>What sustainable and/or energy saving measures does your project include or offer?</b>	Most of the lighting that we plan to buy is new LED lighting which uses much less electric than standard bulbs. It is also much safer as LED lights do not get hot.
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### Consultation

<b>What consultation have you carried out with the community or professional advisors?</b>	We currently have some equipment available, but is limited. We have spoken to a number of groups, including a professional stage school, and taken advice from someone who runs a small film production company. He has recommended a number of items listed. Our own risk assessment has been used for safety equipment
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### New facilities/Activities

<b>What extra facilities (or equipment) will the project provide?</b>	This equipment will enhance the existing basic PA equipment, and will mean significant improvements. All of the new speakers will be wireless, meaning less of a trip hazard. The inclusion of safety & stage lighting will improve the scope of the equipment to be able to be used at outdoor evening events. The increase of Health & Safety means you have to have more lighting, cable coverings etc.
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<b>What new activities will take place because of this project?</b>	We will be able to build on already popular events, also new groups & events setting up will be able to test their "project" with one less cost to worry about or find funding for. We currently have 19 gazebos that we let local groups use, so we already have the knowledge to how it works. The biggest worry about starting something new, is cost. If we can remove one then great.
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<b>Drayton Hall Management Committee</b>	<b>Ref</b>	ValeCG\51
Replacement front door, PA system and dishwasher		

<b>Total project cost</b>	£5,287	
<b>Amount requested</b>	£2,643	
<b>Organisation's contribution</b>	£2,644	<b>Organisation's latest bank balance</b> £15,888
<b>Other funding</b>	£0	

### Previous grants

£5,000 2014 – Capital - Kitchen refurbishment, replacement windows and fire doors

£1,000 2013 – NHB - Kitchen refurbishment, replacement windows and fire doors

<b>Scoring</b>		
<b>New facilities or activities</b>		
The project will replace the existing front door and PA system and will install a dishwasher in the recently refurbished kitchen, improving the current facilities at the hall, rather than creating new ones. This limits their score to a maximum of two points.	<b>Score</b>	2/3
<b>Community benefit</b>		
The project will benefit anyone in the community as the hall and the various groups and classes are open to all. The doors will also improve the energy efficiency and security of the hall.	<b>Score</b>	3/3
<b>Funding the project</b>		
They're paying the rest of the cost themselves and have enough in the bank already.	<b>Score</b>	3/3
<b>Organisation's contribution</b>		
They are contributing 50.01 per cent and have enough in the bank to cover this.	<b>Score</b>	3/3
Based on the financial information they've shared they have another project coming up that will use up the majority of their reserves, limiting their contribution to these purchases.		
<b>Non scoring comments and considerations</b>		
<b>Consultation</b>		
They haven't included any evidence of consultation or professional advice recommending any of the work/purchases.		
<b>Project completion within timeframe</b>		
Their start and end dates fit in with our deadlines for this scheme.		
<b>Financial and project management plans</b>		
They recently completed a kitchen and window/fire door renovation project so they're familiar with managing this type of work.		
<b>Other consultation comments received</b>		
<b>(Energy strategy and projects officer – Heather Saunders)</b> This project proposes an aluminium door which is not normally considered the best option for energy efficiency. A U value of 1.8 W/m2K is technically required by building regulations.		
<b>Officer recommended award levels (budget permitting):</b>	<b>Total score</b>	<b>11/12</b>
9-12 points – High priority - award as requested (up to 50 per cent of total cost)	<b>Grant</b>	<b>£2,643</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>	We need a new dishwasher, replacement front door, and replacement PA system. The dishwasher will increase the attractiveness of the Hall kitchen for major event hirers, e.g. wedding receptions & parties. More bookings = more funds! Front door now leaks, and isn't wholly secure (if people forget to bolt the 2nd door). Present PA system is so unreliable it is essentially useless, we can increase bookings for seminars and meetings if able to offer a more professional (& working!) system. IF Vale Grant Funding 'pot' doesn't run to sufficient to cover all three of the above, either of the major items (door or dishwasher) would be welcome, the PA system is a much more moderate cost.
<b>Financial statement from the organisation</b>	We are about to have a massive dent in our bank account due to substantial car park repairs, these have been estimated so far at just under £10K, and just over £10K; the car park now sadly resembles a tank training course, the quotes were done before Christmas, and recent rain and present freezing conditions will only make matters worse!
<b>Statement about town/parish support</b>	PC already granted 2016 fund help for other costs, e.g. massive Car Park repairs
<b>Community benefit</b>	
<b>Who will benefit from your project?</b>	All the Hall's regular Groups will benefit, as increased bookings will reduce the likelihood of having to increase hire rates. Our local community groups are:- Rainbows, Brownies, Damascus (youth club), Drayton Wives, W.I., Drayton Bowls Club, Badminton (3), Oxon Home Education, Abingdon Young Farmers (youth club), Drayton Sequence Dance, Drayton Players, plus several fee-paying hirers, e.g. Zumba (2), BounceFit, TinyTalk, BoogieBeat, etc.
<b>How did you identify a need in the community for your project or service?</b>	Hall is well used by the local community, as I've said more bookings (due to improved facilities) will help keep hire fees at the present level, and reduce the possibility of driving any of them away due to increased rates.
<b>What sustainable and/or energy saving measures does your project include or offer?</b>	New, improved front door will help reduce heat loss, and as the present one leaks rain water, will reduce the need to dry out mats or carpet!
<b>Consultation</b>	
<b>What consultation have you carried out with the community or professional advisors?</b>	N/A
<b>New facilities/Activities</b>	
<b>What extra facilities (or equipment) will the project provide?</b>	Dishwasher will obviously make the kitchen more attractive to major event hirers. New PA system will make Hall more attractive for meetings and seminars.
<b>What new activities will take place because of this project?</b>	please see above answer, re greater bookings

<b>Sutton Courtenay Parish Council</b>	<b>Ref</b>	ValeCG\43
Refurbishment of Sutton Courtenay play facilities		

<b>Total project cost</b>	£11,695	
<b>Amount requested</b>	£4,000	
<b>Organisation's contribution</b>	£6,695	<b>Organisation's latest bank balance</b> £90,763
<b>Other funding</b>	£1,000	Raised at a community fun day

### Previous grants

None

**This applicant has also applied to the NHB scheme for the same project. We can only fund it from one scheme and we suggest funding it from the NHB budget.**

<b>Scoring</b>		
<b>New facilities or activities</b>		
The project will replace the existing equipment without expanding the range or creating any new facilities, this limits their score to one point.	<b>Score</b>	1/3
<b>Community benefit</b>		
The main benefit is to the children and young people in the village. As this is a large proportion of the community, we have given it maximum points.	<b>Score</b>	3/3
<b>Funding the project</b>		
They've secured all their other funding through a community fun day and from their own funds.	<b>Score</b>	3/3
<b>Organisation's contribution</b>		
They're contributing 44.42 per cent and have enough in the bank to cover this.	<b>Score</b>	1/3
Based on the financial information they've shared they could potentially afford the whole project without funding, even with their other financial commitments.		
<b>Non scoring comments and considerations</b>		
<b>Consultation</b>		
Their latest RoSPA report gave the play area a medium risk rating and identified some necessary safety improvements. It also identified safety improvements for the skate park next to the play equipment but they've not included them in this project.		
In their 2015 community led plan their residents identified the recreation facilities as an important amenity to both young people and adults.		
<b>Project completion within timeframe</b>		
Their start and end dates fit in with our deadlines for this scheme.		
<b>Financial and project management plans</b>		
The parish council managed the installation of the play area in 2004, so are used to this type of project.		
<b>Other consultation comments received</b>		
<b>(Sports participation officer – Cath Dale)</b> I think they are improving the MUGA facilities as it would allow Basketball to be played which currently can't be accessed. It's good that they are saving costs and waste by updating the existing equipment.		
<b>Officer recommended award levels (budget permitting):</b>	<b>Total score</b>	<b>8/12</b>
9-12 points – High priority - award as requested (up to 50 per cent of total cost)	<b>Grant</b>	<b>£3,000</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>	The project delivers sustainable improvements to the village playpark and Multi Use Games Area (MUGA). These facilities are located at the northern end of the village's seven acre recreation ground which has amenities for all including a skate park, football pitches, clubhouse, cricket strip and wheel-chair accessible landscaped footpaths and picnic benches. The playpark has play equipment ranging from toddler swings and slide to a carousel rotating disc and multi-play galaxy rotating swing. The MUGA is a hardcourt area used for both football and basketball or general games and in keeping with the rural surroundings is fenced in with wooden posts and panels. Heavy duty use now requires refurbishment of: 1. Rotating disc –safety matting and disc; 2. Slide platform; 3. Playpark safety surface; 4. MUGA posts and the basketball unit. To ensure sustainability upgraded materials are used where possible and also the aesthetic appearance of the facilities is maintained.
<b>Financial statement from the organisation</b>	£4348 issued in cheques but not cleared so above bank balance reduced to £86,415. Parish Council has following needs/projects identified: Phase2 Cemetery clearance £10,500; New Facilities on Recreation Ground £15,000; Speed signage £5000; Defibrillator £3500; Upgrade office equipment £1000. War Memorial £10,945 (of it £5710 will be paid from a grant). After deduction of estimated recurrent expenditure this leaves about £16K from which we will fund our contribution to this project.
<b>Statement about town/parish support</b>	This is an application submitted by the parish council and it's contributing 44% of the cost of the project.
<b>Community benefit</b>	
<b>Who will benefit from your project and how does it help integrate new communities?</b>	The recreation ground is a healthy living space with families enjoying the amenities and used by Football and Cricket Clubs. Children will safely use the improved play facilities and their parents/grandparents bring along picnics or watch the matches. The MUGA is used by clubs, young people and families. Village events in the recreation ground bring existing and newer residents together. This project contributes to the safe and feel-good environment key to community cohesion. Existing residents are concerned about the expansion of housing. It is important to integrate newer residents and these facilities provide a focal point for families to meet.
<b>How did you identify a need in the community for your project or service?</b>	The recreation ground and play facilities was regarded by an overwhelming 91% of under 16s and 87% of adult respondents to the village community-led plan (2015) as very important to important amenities. They were ranked third only marginally below shops and pubs. As a growing village there is increasing use of these facilities. Feedback from Damascus Youth Project and young children shows that these facilities are still current and need refurbishment.
<b>What sustainable and/or energy saving measures does your project include or offer?</b>	This is a project to refurbish play equipment and as such it is ensuring that we are minimising waste and reusing as much of the existing equipment parts where they are still fit for purpose. Where new material has to be used we are ensuring that it is of a specification that will wear better with the increased usage.
<b>Consultation</b>	
<b>What consultation have you carried out with the community or professional advisors?</b>	The original creation of the play facilities in 2004, was led by the parish council and a community group which raised most of the funds at the time. Youth groups and families with young children were consulted and questionnaires completed and responses analysed. The extensive use of the facilities bears testimony to the community ownership of the amenities. For this particular refurbishment professional advice was sought from ROSPA and on-site consultation with contractors. Reports emailed.
<b>New facilities/Activities</b>	
<b>What extra facilities (or equipment) will the project provide?</b>	This project is about improving existing facilities by upgrading the equipment and safety surfaces to ensure that they are fit for purpose for continued use. Sutton Courtenay Parish Council is in parallel starting consultation for provision of additional facilities through its Recreation Ground Working party and the production of a Neighbourhood Plan. However, that will take some time to come to fruition. Meanwhile, improvement work now ensures that there is no reduction in existing facilities.
<b>What new activities will take place because of this project?</b>	The refurbishment of the MUGA will mean that once again it can be used for basketball and other games. This extends the capacity of activities as at the moment the MUGA cannot be used for such a purpose.
<b>What new activities will take place because of this project?</b>	please see above answer, re greater bookings

# **APPENDIX FIVE – Capital Grants Policy**

## **(approved August 2015)**

### **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).