

Capital Grants Guidance Notes

Blaby District Council's Capital Grants Scheme is administered by Community Action Blaby District. Please take the time to read these guidance notes carefully. They give you information on how to apply for a grant, and we suggest that you refer to them as you fill in your application form.

Introduction

The Capital Grants Scheme helps Parish Councils and voluntary and not-for-profit community groups to **provide or improve facilities for the benefit of the community**. The grants are issued in order to provide or improve physical assets and are not available for day to day running costs or project revenue costs. However help *can* be given to first-year only running costs associated with a capital project.

Grants of up to £5,000 are available, but the amount we can award can not normally be more than 50% of your total project cost. In other words, you will need to be able to raise at least 50% of the funds needed for the project from other sources. Volunteer time and donation of goods or services can be counted towards this requirement.

Requests for grant aid for revenue expenditure or small items of equipment (worth less than £1,000) are dealt with through the Revenue Grants scheme. Groups may only receive one Blaby District Council grant per year, and Community Action's grant staff are happy to advise you which scheme would be most appropriate for your project.

Applications are invited quarterly. Application deadlines for the 2010/11 funding year are:

- 28 May 2010
- 27 August 2010
- 26 November 2010
- 25 February 2011

In the event that the grants scheme is over-subscribed applications will be prioritised according to those who have not received funding from Blaby District Council in the last three years and those that best meet the priorities detailed on page 4 of these notes.

Who can apply?

We can accept applications from organisations that operate within the boundaries of Blaby District or for projects that will operate within the boundaries of Blaby District, for the benefit of the residents of Blaby District.

We can accept applications from:

- ▶ Youth clubs
- ▶ Societies
- ▶ Parish & town councils
- ▶ Schools – for extra-curricular and environmental activities
- ▶ Religious organisations – for non-religious projects open to all, such as community facilities, youth clubs.
- ▶ Other charities and non-profit-making organisations
- ▶ Sports clubs
- ▶ Community groups

We cannot entertain applications from individuals.

To be eligible for a grant, you must:

- Have a constitution and management committee (i.e. Chairperson, Secretary & Treasurer).
- Have a policy that has no restriction on membership nor restricted access to your activities or facilities other than by payment of a reasonable, affordable subscription.
- If your project involves young people or vulnerable adults your organisation must operate a “child protection policy” or “vulnerable adults policy” and comply with current legislation and good practice concerning Criminal Records Bureau (CRB) checks.
- Not have received an award from the fund for a capital project in the previous or current financial year for a project relating to the same asset.
- Demonstrate that your project addresses at least one of our key priorities (see page 4).
- Demonstrate that you can raise additional funding required for your project.
- Where a scheme involves alterations to land or buildings, be the owner of the land or building or a tenant with a written agreement which will not expire within the next five years. If your request is supported we will ask to see a copy of your title to the property (title deeds or lease).
- Supply a copy of three recent quotations for all purchases and works.
- Supply a copy of your most recent accounts.
- Supply a copy of bank statements covering at least the three months immediately prior to the date of your application.
- Have adequate insurance covering the project. If your request is supported we will ask to see a copy of your insurance policy and latest renewal document.
- Be able to commence work on the project within six months of the date of any approval to this application and complete your project within nine months of the date of any approval.

- Have a site visit from Community Action Blaby District at your premises or the location where your project will take place. Please call us on 0116 272 7669 to arrange a visit prior to the application deadline. It is often helpful to arrange this visit early in the application process so we may give you guidance on completing the form.

If you need any assistance adopting protection policies or have any questions regarding eligibility issues, please contact Community Action's grants staff on 0116 272 7669.

What we can contribute towards

We can help with such items as:

- Furniture
- Equipment
- Vehicle purchase
- Alterations to buildings
- Major maintenance which involves replacing and/or improving the fabric of a building
- First year running costs associated with a capital scheme

We can only provide finance for schemes associated with disability access or facilities if they form part of a wider, more extensive scheme.

Priority will be given to projects which will result in increased participation or the enhancement of services.

What we cannot contribute towards

- Ongoing project running costs of a scheme after its first year of operation.
- If the applicant is an educational establishment, we cannot fund projects which form part of the curricular programme or which take place during normal school hours.
- Day to day maintenance or repairs.
- Schemes which are the statutory responsibility of or which are controlled by a statutory organisation (excepting Parish Councils).

Due to the limited availability of resources we cannot normally support a request for grant aid from an organisation that has received a Blaby District Council grant in the previous twelve months.

Key Priorities

Key Priorities have been established through consultation with communities in the development of the Blaby District Sustainable Communities Strategy. The grant programme prioritises projects that focus on one or more of the following **Key Priorities**:

▶ **The contribution of children and young people where:**

- Young people make positive choices about health and behaviour.
- Young people are actively involved in planning and delivering improvements to services.
- All young people can reach their potential.

▶ **A clean, attractive and sustainable environment where:**

- The physical environment across the whole District makes people proud.
- We are all doing everything we can to respond to the challenges of climate change.
- People can afford to live in high quality, sustainable homes in strong viable communities.
- It is easy to get about using sustainable transport networks.
- The economy is prospering and prosperous.

▶ **The safety, strength and health of the community where:**

- People work together to make their communities safer.
- Anti-social behaviour is a thing of the past.
- Communities and individuals have the skills and confidence to actively work together in their communities.
- All people are as healthy and active as they can be.
- Older people are independent and enjoy a good quality of life.
- People from differing backgrounds are active in their communities.

▶ **High quality, responsive and efficient and valued public services where:**

- Agencies communicate and work together to provide customer focused services.
- Services perform well in the eyes of the customer.
- Infrastructure is available to support locally accessible services.

In addition, Blaby District Council currently has priorities in the following three areas:

- Children & young people
- Economic development
- Vulnerable people

Examples of projects which we might support

The contribution of children and young people:

A project which:

- Increases the number of children and young people participating in sporting activities, activities associated with the arts, health or fitness related activities or contributing to the wider community.
- Develops or improves access for children and young people to the countryside.
- Improves or enhances play facilities or social activities.

A Clean, Attractive and Sustainable Environment:

A project which:

- Encourages traditional and or conservation-based management of a site accessible to public view or use (including school grounds).
- Encourages communities to develop a cleaner environment. Increases recycling or reduces fly-tipping, graffiti, abandoned vehicles and such like.
- Encourages environmental education in schools, groups or the wider community.
- Encourages people to use specific countryside sites or the wider countryside.

The safety, strength and health of the community:

A project which:

- Addresses problems of crime and disorder in partnership with other agencies.
- Discourages offences committed against individuals such as domestic violence and racism.
- Prevents young people committing crimes.
- Supports victims or potential victims of crime.
- Engages people in arts, heritage, sporting or healthy activities.
- Promotes awareness of healthy activities.
- Involves more people in community activities.
- Encourages communities to work together.

High quality, responsive and efficient and valued public services:

A project which:

- Involves people in decision-making.

- Increases equality, access or opportunity.
- Improves access to local health services and activities, community services or facilities.

If you have any doubts about whether your project would qualify for a grant please telephone Community Action on 0116 272 7669 before completing the application.

Completing your application form

Please ensure that you answer every question on the application form. Should you need more space, please continue on a separate sheet. These notes give further information for each section of the application form:

Section 1

Complete this section after completing your budget on page 5. Please note that the figure in 1b can not be more than £5,000.

Section 2

b) This is the physical address where your group meets, not necessarily where mail is sent. If your club has no fixed meeting location, leave blank.

f) If you do not yet have a constitution, please contact Community Action for assistance.

g) Geographic area, ie: what neighbourhood(s), village(s), district(s) or counties does your club cover.

o & p) If your group needs a child protection policy or vulnerable adult policy and does not yet have one, please contact Community Action for assistance.

Section 3

d) Outcomes are the improvements that will come about for the community or individuals as a result of the funding. For example, "Older people in the village will feel more connected and lead more active lives" as a result of a new coffee morning; or "Young people will learn about healthy eating and exercise" as a result of funding for a Keep Fit project.

f) Key Priorities are outlined on page 4 of these guidance notes.

Section 4

Please note the deeds or lease for the property will need to be produced for inspection if your grant application is successful.

Section 5

a) If you are unsure if your project requires planning permission, please contact Blaby District Council's Planning office on 0116 272 7705. Please note, in some cases we may need to see a copy of correspondence from the council confirming that Planning Permission is not required.

Section 6

a & b) Please provide as much detail as possible on the budget for your project. If figures are not exact, note they are estimates, but quotes should be obtained for all major expenses before the grant application is completed.

d & e) These questions help the Review Committee assess your organisation's ability to raise additional funds and to continue the project in the future. If you need ideas on how to raise additional funds, contact Community Action.

If you require assistance completing the application form please contact Community Action on 0116 272 7669 to make an appointment.

What happens now?

If we require additional information or documentation we will normally contact you within 21 days of receiving your application. If you have not yet had a site visit from Community Action staff, you will need to schedule one before the application deadline.

Once your application is complete, it will be held for consideration by our panel which consists of representatives of the District Council and the voluntary sector and includes a representative of the Blaby Together Board. The panel normally meets within 14 days of the quarterly application deadline. You will be notified of the outcome within 14 days of the panel's decision.

If your application is successful, we will send your organisation a notification letter inviting you to receive your cheque at an awards ceremony. If there are any conditions attached to the grant, they will be specified in the letter and will require your agreement before the cheque is awarded.

Terms & conditions of grant

If your organisation is awarded a capital grant you must:

- Acknowledge the support of Blaby District Council in association with Community Action Blaby District in all of your project's promotional material.
- Ensure that you have appropriate insurance cover for your asset and project.
- Commence expenditure on your project within six months of notification of the award.
- Complete and return our short monitoring form at the end of your project, including copies of invoices showing the expenditure on your project.

What happens if your application is unsuccessful?

Community Action Blaby District will be happy to supply feedback on unsuccessful applications.

Useful funding contacts

Leicestershire County Council (LCC) 0116 232 3232

LCC offers SHIRE Grants & Loans for voluntary groups, clubs, schools & small parish councils. SHIRE Grants include Arts Development, Sports, & Environment grants. www.leics.gov.uk

Leicestershire & Rutland Rural Community Council (RCC) 0116 266 2905

RCC can supply a funding advice pack listing funding opportunities available throughout Leicestershire & Rutland. They also administer grants for Village Hall and Community Buildings, Playing Fields and Community Climate Change grants. www.ruralcc.org.uk

Voluntary Action Leicestershire (VAL) 0116 2575050

VAL's Group Support Service offers advice, support and information to Voluntary and Community Sector Groups in Leicester and Leicestershire on a range of issues, including funding. www.valonline.org.uk

Leicestershire Funding Toolkit www.fundingtoolkit.org

On this website there is a 'grant-search' facility which can be accessed free of charge. After logging on you will need to register and then you will be able to search for other potential funders for your project. The site also gives advice and guidance on the completion of application forms.

Leicester-Shire & Rutland Sport 01509 226745

Leicester-Shire & Rutland Sport employ a full time Funding Advice Officer who can provide support for your club to access small sums of money to help develop your club. www.lrsport.org

Useful contacts within the Council

Council staff may be able to give your group useful information, advice, and referrals. The following staff are available, and we encourage you to contact them if relevant to your project or group:

Arts & Heritage Development Officer 0116 272 7617

Supports and develops local arts and heritage projects and groups.

Children & Young Persons Coordinator 0116 272 7526

For projects/initiatives specific to children and young people.

Community Safety Team **0116 272 7725**
Is active in the areas of anti-social behaviour, home security, domestic violence and youth outreach.

Countryside Officer **0116 272 7669**
For projects involving parks, green spaces or nature.

Environmental Protection team **0116 272 7643**
Can provide information and guidance on improving the environment and environmental crime.

Health Promotion Officer **0116 272 7544**
For projects/initiatives aiming to improve health and wellbeing.

Planning Department **0116 272 7705**
The Development Control Team in the planning department can advise on planning permissions and can also be contacted by email on planning@blaby.gov.uk

Sports Development Officer **0116 272 7523**
Works closely with local governing bodies, schools and clubs.

**If you have any further questions please call the grants staff at
Community Action Blaby District on 0116 272 7669.**