

COMMUNITY GRANTS FUND - APPLICATION FORM

The Parish Council recognises the value of community activity and the need to have sustainable infrastructure to deliver this. Through this Grant Fund, communities can work with the parish councillors to identify community infrastructure needs and apply for funding for projects that would make the most difference for local residents. Resources are limited and there is no guarantee of funding even if grant applications meet the criteria.

This document explains

- Who can apply for the fund?
- What types of projects could be supported?
- What conditions are attached to an offer of funding?
- How to apply for funding

Who Can Apply for Funding?

- Funding is available for constituted voluntary or community groups and not-for-profit organisations based in the Shinfield Parish.
- Schools and Churches but only where the project will benefit the wider community.

What kind of projects can be supported?

Grants are available from £3,000 to £30,000 and upwards, to support projects that improve existing, or establish new, facilities for community, sport, education or public amenity use. Schemes should ensure that facilities are safe, accessible and fit for purpose and address gaps in local community provision or increase community involvement. Applications will be considered on a case by case basis but these are the main priorities for funding:

- Health and safety requirements (such as roof repairs, sports-related play surfaces, boiler or heating system replacement, re-wiring, dry rot), improvements to accessibility (such as ramps, accessible toilets, parking, foot and cycle path, lighting).
- Modernisation where there is evidence the existing condition is affecting use (such as kitchen, toilets, sports pitches, play parks hall flooring).
- Extensions, new buildings or facilities to meet increased demand or proven deficits in local provision (such as extended community facilities, cemetery provision, skate parks, youth buildings) or feasibility studies to determine viability of such projects.

There are some specific exclusions to Community Grants and you cannot apply for the following:

- Revenue funding (staff and general running costs including low level repairs)
- Projects where there is an alternative primary source of funding made available from another body.

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- Works on private property where public access is not secured or that mainly benefit an individual or business.
- Projects that exclusively promote political or religious activities
- Projects that have already started before a funding decision is made

The following types of projects will be ineligible for funding except in the specific circumstances shown here:

- If your project involves work that would normally be the responsibility of another organisation, such as the borough or county council or a government agency, for highway improvements, street lighting, signage or similar work, it will be ineligible **unless** there is evidence of a broader public benefit (e.g. community safety) and the responsible authority confirms that the work is outside its scope and is prepared to take on future maintenance responsibility.
- If your project relates to school or religious facilities it will be ineligible **unless** those facilities are made available for more general community use beyond predominantly school or church related activity, without discrimination. This wider community benefit and lack of alternative facilities will need to be clearly evidenced.
- If your project is based outside of the borough it will be ineligible **unless** there is a clear reason for this and evidence to show a substantial benefit to Shinfield residents.

If any of these points apply to your proposal this can be discussed at the Expression of Interest stage and, if the proposal is then taken forward, the application form allows you to provide more detailed evidence on which your proposal will be assessed.

WHAT CONDITIONS ARE ATTACHED TO AN OFFER OF FUNDING?

PARTNERSHIP FUNDING

All applicants must contribute some partnership funding.

EVIDENCE OF NEED

- All applications must provide evidence that the project is needed by the local community and that it cannot be funded in full, from the applicant's own resources. There are various ways to provide this evidence.

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- The need might be identified in the Neighbourhood Plan, which will provide evidence that the community has already been consulted on the issue. The current Neighbourhood Plan is published on our website www.shinfieldparish.gov.uk

If you have carried out your own community consultation, you can provide a summary of the results and the notes from any meetings or consultation events you have held. You may also be able to provide supporting evidence about the people in your community and their current and future needs from the Ward Profiles published on the Wokingham Borough Council Website. For projects relating to health and safety issues, you might have a survey or specialist's report to confirm the extent of the work needed.

It will not be enough to make general statements about the need to improve facilities. We will need evidence that you are addressing one of the priorities listed previously, that you have investigated the best options and that you have community support for your project. You will also have to show that you do not have sufficient funds to carry out this work.

LOCAL COUNCILLOR SUPPORT

All applications must be supported in writing by the parish councillors where the project is proposed and you will need to engage with them before you submit your application. The parish councillor contact details are available on our website www.shinfieldparish.gov.uk

SUSTAINABILITY

You must be able to maintain the improved or extended facilities without further financial support from the Council and you will be asked to provide a financial plan to show that this is the case. All projects must have an impact on the community for a minimum of five years and larger projects may be asked to prove longer-term sustainability.

OPEN ACCESS

Any facility supported by funding must be available to all the local community at reasonable cost and benefits must not be restricted by any reference to a person's race, age, gender, religion, belief, sexual orientation or any other protected characteristic. Any restrictions that relate to the nature of community activity carried out must be fully explained in the application.

PROPERTY OWNERSHIP

You must own the building or facility concerned, or have permission from the owner for the work to be carried out and security of tenure for at least five years, and we will ask for evidence of this.

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You will be responsible for securing all permissions for the works to be carried out, including planning, building control, amendments to lease or any relevant regulatory body requirements and we will ask for evidence that all permissions have been granted and conditions met before the project starts.

PROCUREMENT

In all cases any contracts or tenders placed by the applicant must follow the Parish Council's Standing Orders and Financial Regulations. Procurement must adhere to the local government best practice guidelines so that best value is secured. Works valued between £3,000 and £60,000 (excluding VAT) must be commissioned on the basis of at least three competitive quotes, while works valued over £60,000 must be subject to a full tender process. More information will be provided if a grant is awarded. No costs can be included for work carried out before a funding decision is made.

MONITORING

If your application is successful your project will be monitored throughout to ensure that it is delivered as planned. Your funding agreement will also include some specific outcomes, taken from the information provided in your application, which will be monitored one year after project completion to ensure that the identified community benefits have been, and will continue to be, delivered.

PAYMENTS OF GRANT

The council will pay grants in arrears based on a claim for works completed. Stage payments will be considered where appropriate.

The Council may be prepared to offer long term loans for Capital projects such as refurbishment or extensions to premises; these would normally be repayable over an agreed period. Loans to charitable organisations may be interest free but loans to private member clubs with premises within the parish may carry interest.

In all cases the applicants will be required to submit up to date accounts and a fully costed business plan, the parish council will examine all proposals in detail. Such grants or loans will need to be secured on property or land. Full discussion between the applicant and parish council representatives should take place in advance of any application being made. The project will be reviewed by the Councils Finance and General Purposes committee and an initial offer made, subject to acceptance of the terms offered final approval of funding will be at the discretion of Full Council.

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Loans

The council will seek any loan to be registered with the Land Registry in the way a normal mortgage would be registered. Should the organisation fail, or the property be sold at some later date any outstanding loan will be repayable.

Grants and Loans are subject to repayment on demand if the lender defaults on any agreed payments without discussing the situation with the council, and loans, grants for projects not on council owned land will be subject to immediate repayment should the organisation become bankrupt or any agreement to sell the land in question considered

PART A	
Box 1 NAME OF PROPOSING ORGANISATION	
Box 2 NAME OF PROJECT	
Box 3 PROJECT ADDRESS (please provide a full address and plan/map identifying the location)	
Box 4 Please give a named contact, address, phone number and email for the application.	

COMMUNITY GRANTS FUND - APPLICATION FORM**Box 5**

AMOUNT APPLIED FOR (Please note the maximum sum is £30,000)

Are you VAT registered?

Yes / No

PART B**Box 6**

Does the project relate to new development in the Parish and how does it mitigate the impact of additional people and houses?

Box 7

Grants are available exclusively to organisations operating from a base within Shinfield Parish. Please provide evidence that a significant proportion of those who will benefit from this project are residents of this parish.

COMMUNITY GRANTS FUND - APPLICATION FORM**Box 8****How much will the overall project cost?****(Please provide a breakdown including any quotes or outline costs).****Box 9****How will the project be funded?****Evidence of loans (offer in principle) and reserves (audited balance sheet) must be supplied.**

£

Reserves _____

Bank Loan _____

Donations _____

Grant Applied SPC _____

Total _____

COMMUNITY GRANTS FUND - APPLICATION FORM**Box 10**

Who is responsible for delivery of the project? Please provide the name or role of the person who has overall responsibility and how this will be monitored.

Box 11

Please indicate timescales and milestones for the project. When will you expect to claim instalments of grant?

COMMUNITY GRANTS FUND - APPLICATION FORM**Part C****Project explanation and justification****Box 12****Have you discussed your plans with the Planning Officer / will you require planning permission?****Box 13****What are the outcomes of the project and who will benefit? How will you measure the success?**

COMMUNITY GRANTS FUND - APPLICATION FORM**Box 14**

Please declare here any relationship you may have with an officer or member of the Council

Signed

Dated.....