

Local Area Capital Grant

Redhill & Merstham



Local Area Capital Grants : Redhill & Merstham
Information for Applicants

CONTENTS

Policy Statement on Voluntary Sector Support

Introduction to Voluntary Sector Grants 2011/12

Local Area Capital Grants:

Notes to Applicants

Application Form

**Electronic application forms can be downloaded
from the Council website,
www.reigate-banstead.gov.uk**

Policy Statement on Voluntary Sector Support

- The Council recognises the value of the voluntary sector to the lives of people who live and work in the Borough and will seek to provide support within its available resources in partnership with other agencies where appropriate.
- The Council recognises that considerable additional value is provided for every pound of its investment in the voluntary sector
- The Council will seek to target its support to those organisations that contribute towards the achievement of its priorities and those set out in the Community Plan.
- In considering applications the Council will seek to:
 - achieve value for money
 - preserve the Sector's independence
 - make decisions fairly and openly
- The Council considers:
 - grants
 - discretionary rate relief and
 - concessionary rents/provision of accommodation

to be direct financial assistance and therefore the Council will apply the same criteria for award of support.
- The Council will consider indirect assistance as a valuable support for the voluntary sector e.g. specialist advice, access to services.

The Council will publicise widely the availability of support to the voluntary sector and will provide annually a register of support provided.

Introduction to Voluntary Sector Grants 2011/12

Reigate and Banstead Borough Council supports and recognises the work of the voluntary sector and community organisations operating in the borough. As part of our commitment to the voluntary sector we provide a programme of grants to ensure that your important work can continue.

Last year, the Council awarded over £450,000 in grants to the voluntary and community sector as well as providing over £120,000 in additional financial support through rental grant subsidy and discretionary rate relief.

In 2010/11 Grants will be awarded in the following categories:

- **Councillors' Community Awards** to support and promote the work of local community groups
- **Core Funding** for organisations providing services in partnership with the Council
- **Capital Grants** (including grants under the Surrey Community Buildings Grant Scheme) for major projects such as building work.

Grant applications will be assessed against both the Council's Corporate Plan Quality of Life themes and the priorities identified in the Community Plan to ensure they provide benefit to the residents of the Borough.

The Council will also consider the applicant organisation's financial reserves, alternative sources of funding, future business plans and any other support provided by the Council (e.g. concessionary rents, discretionary rate relief) in determining the level of grant.

In addition to the Council's grants programmes available to voluntary community groups across the whole of the Borough, the Council has also secured a sum of £360,000 to support the development of community facilities within the local area around Watercolour, Redhill.

The Council is using its existing capital grants scheme as a model for distributing these funds, and is now inviting interested parties from the Redhill and Merstham area to bid for this funding.

The funds are restricted to capital projects that provide community facilities which benefit the residents of the local area.

Local Area Capital Grants : Notes for Applicants

Local area capital grants are paid to meet the cost of major projects to create or enhance community facilities within a specified area. The test of whether a project would be eligible is that it should either create a new asset for the local community, or substantially enhance an existing one and be based in the specified local area.

Local area capital grants are likely to be higher in value than many other grants that the Council makes. As a result somewhat different arrangements apply to the application process. Applications should not be less than £5,000. Also, due to the restrictions on funding, all projects should be capable of being completed within five years.

Organisations applying for capital grants must complete the capital grants application form. Explanatory notes for the specific additional criteria are set out below.

- **Public Benefit**
The Council is seeking to fund community facilities that can be used by everyone and which benefit the community within the specified area. Applicants are required to submit a policy statement or equivalent (e.g. admissions policy) showing that this is the case. The Council will favour projects that engage with greater numbers of people and which address the Council's 'Quality of Life Objectives' as outlined in our Corporate Plan and the priorities highlighted in the Community Plan.
- **Financing and Sustainability**
Applications that are able to demonstrate additional support and funding from either the private sector, financial reserves, other grant providers or through fundraising initiatives will be considered more favourably. In addition, the applicant must state how the asset will be maintained after the initial works are completed, and how the cost of this maintenance will be financed.
- **Quality Assurance**
Given the high value of the grants, applicants must state how the quality of the works will be ensured (e.g. through the appointment of suitably qualified architects). Please note that payment of the grant will be conditional on the results of site visit(s) carried out by the Council's own qualified staff.
- **Publicity**
The scheme is designed to create assets available to the community for many years. A condition of the scheme is that applicants must acknowledge the financial support of the Council by erecting a plaque (or similar) in a public place and which states that the works were part-financed by Reigate & Banstead Borough Council.

DISCLAIMER

- The award of a local area grant does not imply consent to carry out works and organisations should satisfy themselves that appropriate permissions have been obtained.
- Where the award contributes to equipment/machinery/structures the Council has no liability whatsoever for future maintenance.
- If the funds are not allocated within the initial funding round, any funds remaining will be rolled into a second round of funding.

■ Application Process and Timetable

If you are applying for a local area grant you will need to complete an application form and submit it to the Council either at the address or email address below, making sure that you have addressed the criteria above. Due to the value of the grants concerned applicants may be asked to provide further information to the Council, either in writing or in a presentation to a Panel of Council officers or Councillors. This is particularly likely to apply if the demand for funding outstrips the finances available to support them.

The timetable is set out below:

Last date for submission of capital applications	3rd September 2010
Executive to determine applications	2nd December 2010
Confirmation of grant award	December 2010

■ Grant Payments

As is normal when financing works of this kind, the timing of grant payments will be negotiated with successful applicants. Payments will not normally be released before a significant portion of work has been completed and only once the Council has conducted a site visit and is satisfied with the value and quality of the works.

■ Access to Information

Applicants are asked to note that any information submitted to the Council as part of their application for a capital grant may be made publicly available.

■ Contact Officer

If you require any further information or advice about your application please contact Kamal Mehmood, Partnerships Co-ordinator, by calling 01737 276026 or email kamal.mehmood@reigate-banstead.gov.uk.

■ Completed Applications

Applicants are advised that any information supplied as part of this application may be made publicly available.

Completed applications should be returned either by post to:

Kamal Mehmood, Partnerships Co-ordinator,
Reigate & Banstead Borough Council,
Town Hall, Castlefield Road, Reigate, Surrey, RH2 0SH

or by email to:
kamal.mehmood@reigate-banstead.gov.uk.

Electronic applications and additional copies of the application forms can be downloaded from the Council's website: www.reigate-banstead.gov.uk.

If you submit this form electronically, you do not need to sign and return a hard copy but you should ensure that you save a copy for your own reference. Please include a list of all additional material included with your submission.

**The deadline for the receipt of completed applications
for Borough Council funding is Friday, 3rd September 2010.**

Public Benefit

(a) Please indicate how an allocation would enable your organisation to contribute to the Council’s priorities and estimate approximately how many residents of the Borough would benefit.

.....
.....
.....
.....

(b) Will the asset created/enhanced be available to all members of the community? YES NO

If yes, which sections specifically?

Quality Assurance

(a) How will you ensure that the works are completed to a sufficient standard? Please note that a condition of the payment of the grant is that all works are also subject to inspection by the Council’s own qualified staff.

.....
.....
.....

(b) Explain how you intend to finance the cost of maintaining the asset in the future.

.....
.....
.....

Publicity

What steps will you take to ensure that the Council’s contribution to the works is publicly acknowledged?

.....
.....
.....
.....

Grant allocations are paid directly to successful applicants via BACS. Please provide details of your organisation's bank account into which any payments should be made.

Account Name:

Account No:

Sort Code: - -

Bank Name:

Please set out below any other information in support of your application (attach a separate sheet if necessary).

.....
.....
.....
.....
.....

I certify that the information provided as part of this application is, to the best of my knowledge and belief, true and accurate.

Signed: Date:

Email submission will be taken as acceptance of the statement above.

IMPORTANT NOTE

Applicants are advised that any information supplied as part of this application may be made publicly available.

Completed applications can either be returned by post to:
Kamal Mehmood, Partnerships Co-ordinator, Reigate & Banstead Borough Council,
Town Hall, Castlefield Road, Reigate, Surrey, RH2 0SH

or by email to:
kamal.mehmood@reigate-banstead.gov.uk
by **3rd September 2010**.

If you submit this form electronically, you do not need to sign and return a hard copy but you should ensure that you save a copy for your own reference.
Please include a list of all additional material included with your submission.