



**Working
together with the
Voluntary Sector creating
self-reliant, thriving
communities**

**Grant Application Pack
2012/2013**

Supporting the Voluntary Sector Information for applicants



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Additional application packs can be downloaded
from the Council website,
www.reigate-banstead.gov.uk/vcsgrants

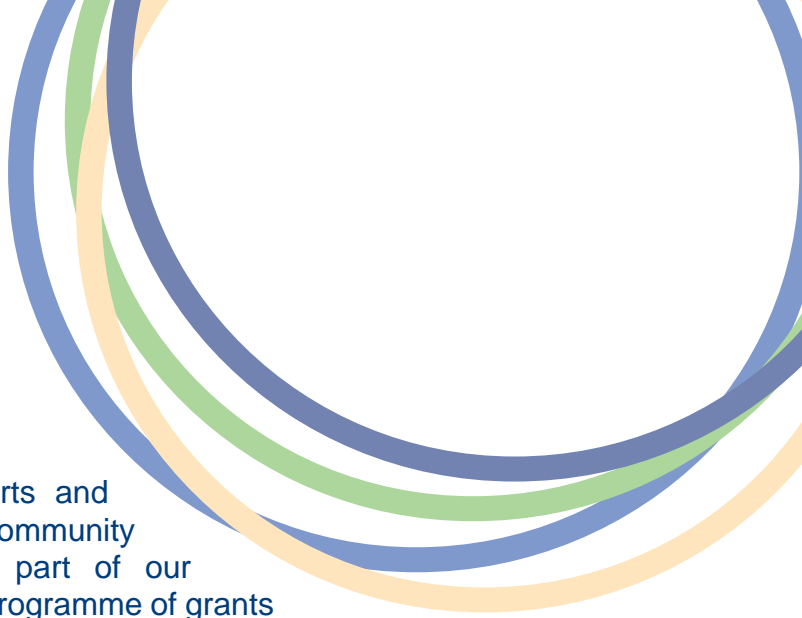
Policy Statement on Voluntary Sector Support



- 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 2012/13



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 £415,000 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 2012/13 Grants will be awarded in the following categories:

- Capital Grants for major projects such as building work.
- Core Funding for organisations providing services in partnership with the Council.
- Councillors' Community Awards to support and promote the work of local community groups.

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. Further information can be found on the Council's website at: www.reigate-banstead.gov.uk/planspolicies.

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.

The deadline for the receipt of completed applications for Borough Council funding is Friday 2 September 2011.

If you require any further information please contact Kamal Mehmood, Partnerships Co-ordinator, on 01737 276026 or email kamal.mehmood@reigate-banstead.gov.uk.

Electronic applications and additional copies of the application forms can be downloaded as a pdf from the Council's website: www.reigate-banstead.gov.uk/vcsgrants. Completed applications should be returned to:

Kamal Mehmood, Partnerships Co-ordinator, Reigate & Banstead Borough Council
Town Hall, Castlefield Road, Reigate, Surrey, RH2 0SH
or email to kamal.mehmood@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.

Supporting the Voluntary Sector

Capital Grants and the Surrey Community Building Grants Scheme - Notes for Applicants

Surrey Community Building Grants Scheme

These grants are funded equally by the Borough Council and Surrey County Council. The applicant must be able to commit funds towards the project equal to the amount requested from each authority. Grants are available for capital schemes relating to village halls, community centres and voluntary youth buildings subject to meeting the grant criteria.

Grants are available towards the following types of project:

- Providing new community buildings
- Extensions to existing buildings
- Provision of disability access and facilities
- Major structural work
- Major refurbishment
- Unforeseen urgent repairs
- Provision of car parking
- Special consideration will be given to applications made in order to comply with Part 3 of the Disability Discrimination Act 2004.

Grants are not available for general maintenance e.g. decorating.

This scheme is administered by Surrey Community Action (formally the Surrey Council for Voluntary Service). Information is available on the Surrey Community Action website, www.surreyca.org.uk under Communities - Village and Community Halls.

Further information and application forms are available from:

Douglas Williams
Village and Community Halls Adviser
Surrey Community Action
Astolat
Coniers Way
New Inn Lane
Burpham
Guildford
GU4 7HL
Tel: 01483 447125 Ext 225
Fax: 01483 440508
Email: dougw@surreyca.org.uk

Tripartite Grant application forms must be returned to Surrey Community Action by **31 August 2011**.

What are Capital Grants?

Capital grants are paid to meet the cost of major projects – usually for building works such as replacing an old and leaky roof. The test of whether a grant application might fall under this heading is that it should either create a new asset for the local community, or substantially enhance an existing one.

Capital grants are likely to be higher in value than many other grants that the Council makes – typically between £5,000 and £20,000. As a result somewhat different arrangements apply to the application process. Also, due to the high value of the grants concerned, the Council is unable to award many grants in any given year.

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 assets that can be used by everyone and which benefit the whole community. 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. Further information can be found on the Council's website at: www.reigate-banstead.gov.uk/planspolicies.

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 capital 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.

Application Process and Timetable

If you are applying for a capital grant you should complete the appropriate application form and submit it to the Council at the 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 capital grants outstrips the finances available to support them.

The timetable is set out below:

Last date for submission of capital applications	2 September 2011
Executive to determine applications	8 December 2011
Preliminary notifications of grant award	December 2011
Confirmation of grant, following approval of Council's 2012/13 budget	March 2012

Grant Payments

As is normal when financing works of this kind, the timing of grant payments will be negotiated with successful applicants but will not normally be made in advance of significant completion of the works, following site visit(s) by the Council to confirm the value and quality of 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.

Completed Applications

Completed applications should be returned either by post to:

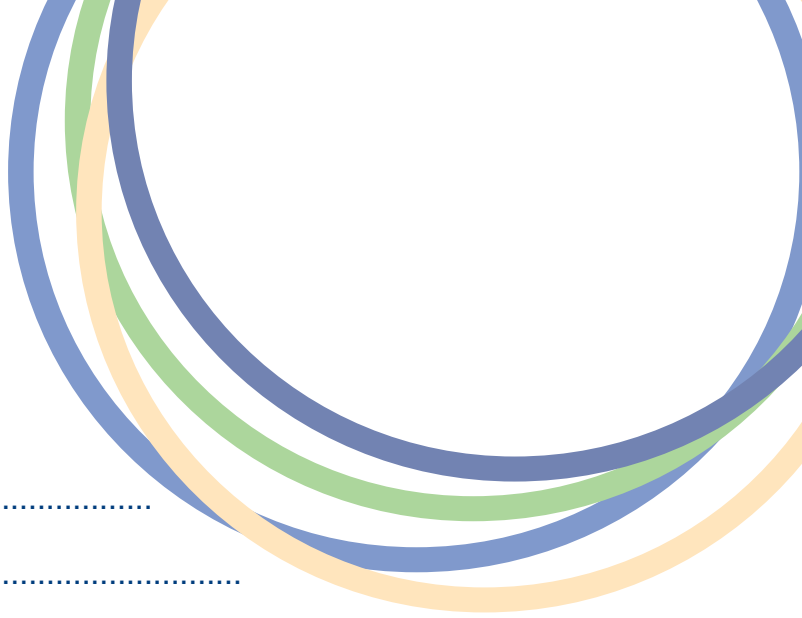
Kamal Mehmood, Partnerships Co-ordinator,
Reigate & Banstead Borough Council, Town Hall, Castlefield Road, Reigate, Surrey, RH2 0SH
or by email to: kamal.mehmood@reigate-banstead.gov.uk.

If you submit your application 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.

Applications should be submitted by 2 September 2011.

Contact Officer

If you require any further information or advice about your application please contact Kamal Mehmood, Partnerships Co-ordinator.



Application for Capital Grant

Name of organisation:

Address of organisation:.....

Postcode:.....

Charity Number:

Contact Name:.....

Position in Organisation:.....

Contact Address:

Postcode:.....

Telephone No: Daytime: Evening:.....

Email:.....

Amount of Grant Requested: £.....

State the purpose of the grant and include an estimate of the total cost of the works.
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Estimated cost: £.....

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.

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- (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.

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

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Publicity

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

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A copy of your audited accounts should be enclosed with this application.

- (a) Estimated cost of work £
- (b) How will the works be financed?
Please indicate any other funding which you have secured or that you are intending to apply for.
.....
.....
.....
.....
- (c) Please state your organisation's reserves declared in your organisations most recent audited accounts. Please indicate whether these reserves have been earmarked for specific purposes or are available to finance general expenditure.
Date of audit:.....
Total reserves £
Available reserves £
- (d) Please indicate any fundraising activities undertaken to support your capital project during the last financial year both successful and unsuccessful, and state the total amount raised.
.....
.....
£
- (e) Amount of grant currently being received from the Council, if any. £

Are you in receipt of any of the following:

Rate Relief: Mandatory Discretionary
Amount £ Amount £

Other support/assistance from the Council (please specify below):
.....
.....
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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).

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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 emailed to:
kamal.mehmood@reigate-banstead.gov.uk.
by **2 September 2011.**

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.

Supporting the Voluntary Sector

Core Funding - Note for applicants

What is Core Funding?

Core funding is a public commitment from the Council to provide an agreed level of grant support on a three year rolling basis. This will enable organisations to plan their operations on a longer-term basis than an annual cycle of grants allows.

The Council allocates “core funding” to a small number of organisations. These are typically long established partners to whom more substantial sums are paid.

It is at the sole discretion of the Council which organisations are granted core funding and the Council will normally issue invitations to those groups deemed suitable. Other organisations are welcome to apply, but are strongly advised to contact the Council before doing so.

Organisations which are awarded Core Funding should also apply for Discretionary Rate Relief.

In exchange for Core Funding, recipients will be asked to make new commitments to the Council.

Organisations receiving core funding must:

- Submit a business plan (or equivalent) as part of their application, setting out what will be achieved with the funding. The business plan must:
 - Contain specific targets against which achievements can be measured
 - Link organisational objectives and targets to the Community Plan and the Council’s Corporate Plan
 - Provide information regarding the number of clients who benefit from the services they provide and indicate what proportion are borough residents
 - Illustrate the number of new clients they anticipate will engage with their services in the subsequent fiscal year as a result of this award
 - Demonstrate the results of customer satisfaction surveys undertaken
 - State how customer satisfaction will be measured over the core funding period
 - Set out the applicant’s financial position, including known and anticipated sources of future funding

Applicants must also:

- Agree that the data submitted in the business plan is subject to inspection and validation by the Council as and when required. This work will either be carried out by Council staff or by the Council’s accredited internal audit contractor, and will be arranged at a mutually convenient time.

- State the nature of any other support received from the Council including, where possible, an approximate financial value of this support (for example, discretionary or mandatory rate relief, provision of premises at concessionary rents etc).

Application Process and Timetable

If you are applying for core funding you should complete the appropriate application form and submit it to the Council at the address below, together with your business plan and other relevant papers.

Due to the value of core funding awards and the long-term nature of the commitment applicants may be required to present their case to a panel of Councillors who will then make a recommendation to the Council's Executive.

The timetable is set out below:

Last date for submission of applications	2 September 2011
Presentation to Panel	October 2011
Executive to determine recommendations from Panel	8 December 2011
Preliminary notifications of grant award	December 2011
Confirmation of grant, following approval of Council's 2009/10 budget	March 2012
Grant or first instalment paid (where appropriate)	April 2012

Disclaimer

The Council introduced Core Funding in order to help selected Voluntary Sector partners plan for the future with greater financial certainty. Where core funding is granted the Council is making a public funding commitment for the following three years. However, applicants must understand two key limitations of this commitment:

Core funding grants are linked to agreed measurable targets and outcomes. In the event that these are not delivered, the Council reserves the right to reduce or cancel future years' allocations. Should such a decision be under consideration the organisation(s) concerned will be consulted, and given the opportunity to present their case.

Notwithstanding the above, there is a legal limitation on the power of the Council to "fetter its discretion" in the future. In practice this means that the Council retains the legal right to alter future allocations as it sees fit.

Access to Information

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

Completed Applications

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.

If you submit your application 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.

Applications should be submitted by 2 September 2011.

Contact Officer

If you require any further information or advice about your application please contact Kamal Mehmood, Partnerships Co-ordinator.



Application for Core Funding

Note to applicants

Core funding applications will primarily be determined by reference to the applicant's business plan and a presentation to the Panel. Accordingly, this form should be used to summarise key information, with appropriate cross-references to the main document. Please refer to the notes for applicants, and ensure that all points within those notes are addressed either on this form, as part of your business plan or in a separate attachment.

Name of organisation:

Address of organisation:.....
.....

Postcode:.....

Charity Number:

Contact Name:.....

Position in Organisation:.....

Contact Address:

Postcode:.....

Telephone No: Daytime: Evening:.....

Email:.....

Amount of Grant Requested:

- for next year (2012/13) £.....
- for the year after (2013/14) £.....
- and the year after that (2014/15) £.....

Summarise the purpose of the grant. Your business plan should contain full details about your organisation. Please use this section to summarise key information, cross-referring to your business plan as appropriate.

(a) What **inputs** will the grant enable you to provide (e.g. a full-time member of staff).

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(b) The principal **outputs** or **outcomes** that the grant will generate (e.g. number of clients helped). You do not need to list more than 2 or 3 key outputs/outcomes here

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3.....

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(c) The expected improvement in the level of these outputs and outcomes over the core funding period, and the mechanism for ensuring that these are achieved.

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Please state why your organisation needs a core funding grant, as opposed to (or in addition to) the other forms of support that the Council provides:

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Please indicate how an allocation would enable your organisation to contribute to the Council's priorities.

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Please state how many Borough residents currently benefit from your service and estimate how many new clients you hope to engage over the 3 year period of core funding.

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Year 1

Year 2

Year 3

Finances

(a) Please enclose your business plan which should cover the 3 year grant period, and your latest statement of accounts.

Business Plan enclosed

Statement enclosed

(b) Please state your organisations financial reserves declared in your most recent audited accounts. Please indicate whether these reserves have been earmarked for specific purposes or are available to finance general expenditure.

Date of accounts:.....

Total reserves £.....

Available reserves £.....

(c) Please provide the name and registered office address of your auditors. In providing this information you consent to the Council contacting your auditors, if necessary, as part of the process of assessing your application.

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(d) Please summarise your financial position over the next 3 years and explain the implications for your organisation if the Council is unable to make a core funding award. Applicants may either refer to their business plan, or submit a separate attachment.

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Please indicate any fundraising activities undertaken during the last financial year, both successful and unsuccessful, and give the value of any funds received.

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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 emailed to:
kamal.mehmood@reigate-banstead.gov.uk.
by **2 September 2011.**

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Please include a list of all additional material included with your submission.

Core funding awarded in 2011/12



CORE FUNDING - Total awarded: £358,000

Age Concern Banstead
Age Concern Merstham, Redhill & Reigate
Banstead Commons Conservators
Borough of Reigate & Banstead Arts Council
East Surrey Community Mediation
Furnistore
Home-Start Epsom, Ewell and Banstead
Home-Start Redhill, Reigate & Horley
Redhill Shopmobility
Reigate & Banstead Council of Voluntary Service
Reigate & Banstead District Citizens Advice Bureaux
Reigate & Banstead District Sports Council
Reigate & Banstead Women's Aid

CAPITAL GRANTS 2011/12 - Total awarded: £20,000

Reigate & Redhill YMCA Sovereign Centre