



Rushcliffe Borough Council

Capital Grants to Voluntary Organisations, Town and Parish Councils

Guidance for Applicants – 2009/10

1. The Council working through its Cabinet Member for Resources, allocates one-off grants to bona fide and properly constituted voluntary organisations, town and parish councils in support of projects that will benefit the local community.
2. Facilities owned by religious organisations are eligible for consideration of grant aid only if there is a substantial and well defined programme of local community use.
3. Capital grants (defined as those above £1000) in respect of projects that benefit the local community at large will be capped at a maximum of 20% of the cost of the project, excluding professional fees. (This means that projects must exceed a total cost of £5,000 excluding professional fees to qualify).
4. Capital grants (defined as those above £1000) that benefit only, or mainly, members of a particular club or organisation will be capped at a maximum of 15% of the cost of the project, excluding professional fees. (This means that projects must exceed a total cost of £7,000 to qualify)
5. In either case, the maximum available grant will be £15,000 towards any single project.
6. In all cases (except those where landfill tax or similar grants are involved) applicants will be required to match at least the same amount as the grant they request from the Borough Council from their own resources (i.e. not from other public grants) before the Council will consider making a contribution.
7. To protect the Council's interests and to ensure that there are means by which the Council may attempt to recover its contribution should a project fail within five years of a grant being paid, a formal contract will be required between the Council and recipients of capital grant aid above £7,500. 'Failure' in these terms, will be deemed to include instances where the terms under which the grant was made, change sufficiently for the Council to conclude that the anticipated community benefits and outcomes no longer apply.
8. The anticipated outcomes of projects that receive capital grant aid above £7,500 should be set out on the application form, and it will be a condition of grant that the applicant organisation may be required to report annually on the

9. Payment of capital grants will generally be by a single cheque on completion of the project, with the Council requiring copies of receipted invoices before the payment is released. To help with cash-flow on larger projects, the grant may be paid in two or three stages, again subject to the Council being provided with copies of receipted invoices before each stage payment is released. No interim payments below £1,000 will be entertained.
10. In all cases, the final payment will not be released until the completed work has been inspected by the Council to ensure that it has been carried out in accordance with the specification and to the Council's satisfaction.
11. Applications should state clearly when the project is due to commence and its likely duration. Grants approved for projects which have not commenced within 5 years from the date of approval will be deemed to have lapsed and a further application will be required to be submitted.
12. Any proposed changes to a project after a grant has been approved should be notified to the Council immediately and a new application may be required if these changes are considered substantial.
13. Complaints – If you think that the Council has made a wrong decision then you may make a complaint by either writing to Katherine Marriott, Community Engagement Manager at the address below or contact your local Borough Councillor (see who that is by logging on to www.rushcliffe.gov.uk) who will take the complaint up on your behalf.
You will receive a reply in writing and receive details about the Council's official complaints procedure.

<p>If you need any further help, please let me know Please return completed application form to</p>	<p>Katherine Marriott Community Engagement Manager Rushcliffe Borough Council Civic Centre, Pavilion Road West Bridgford Nottingham NG2 5FE</p> <p>Telephone direct line 0115 914 8320 Email: kmarriott@rushcliffe.co.uk</p>
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Rushcliffe

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Capital Grants to Voluntary Organisations and Parish/Town Councils

Application Form – 2009/10

Section 1 – Details of Applicant

The application must be made on behalf of a bona fide, properly constituted voluntary club or organisation.

The Council will need to see a copy of the organisation's constitution, memorandum and articles of association and/or written rules. A copy of each relevant document should be enclosed with this form.

Name of organisation

Document(s) Enclosed with Application

Name of person

Position in organisation
(Secretary, Trustee, etc)

(Please include Daytime Contact
details (Phone) & E-mail address)

Section 2 – Proposed Project

Notes

- a. Except in very exceptional circumstances, no application for a grant will be considered for a project that has already started or for which a contract has already been signed.
- b. Where a building is involved, sketch plans or more detailed drawings should be attached.

Description of the project for which grant funding is requested
(Use additional sheet if required and include expected outcomes)

Location of proposed project *(including address and post code)*

What is the present use of the site?

Proposed/estimated starting date and duration of project

Proposed start date :
Duration of project:

What, if any, facilities similar to the proposed project exist? *(in or near to the locality to be served)*

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Which group will the project benefit?

(Please tick all appropriate boxes).

Group	Yes	No
Children		
People with disabilities or special needs		
Elderly people		
People on low incomes		
People with learning disabilities		
People who are unemployed		
People who are members of ethnic groups		
State which, if any, other diverse groups		

Please explain how the project meets the needs of the groups you say it will benefit.

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Will there be any restrictions as to who may use the facility or benefit from the project?

YES / NO
(please delete as appropriate)

If YES, please explain what the restrictions are

Please give actual or estimated figures of the number of people overall, and the number of Rushcliffe residents that will benefit from the project per year.

Number of People Overall:

Number of Rushcliffe Residents:

List all environmental and community safety features of the project

1)

If the project involves the provision of facilities for sport, is there a sports development plan?

YES / NO / NOT APPLICABLE
(please delete as appropriate)

If YES, please explain what the sports development plan is.

Section 3 – Management

Note: The application must be submitted on behalf of a properly Constituted voluntary organisation or a Parish or Town Council.

Who will manage the project?

How will you tell people about your project and what it means to them?

How will you measure the success of the project?

Section 4 – General Information

Has Planning Permission been applied for?

YES / NO / NOT APPLICABLE
(please delete as appropriate)

If YES, with what result?

Is the site freehold or leasehold?

FREEHOLD / LEASEHOLD
(please delete as appropriate)

If the site is leasehold:

Who is the landlord?

What was the original term of the lease?

When does the lease expire?

Note: A copy of the lease should be enclosed with the completed application form.

Will a Trust Deed be required?

YES / NO
(please delete as appropriate)

Note: If the future control of the facility is to be vested in trustees, a copy of the Trust Deed should accompany this application form

Section 5 – Costs and Financing of the Project

Notes

- a. At least three estimates/quotations should be obtained for the project, and copies should be enclosed with the application when it is submitted.
- b. A copy of the most recent audited accounts of the voluntary organisation should be included with this application.
- c. Depending on the project, the maximum grant available from Rushcliffe Borough Council will vary from 15% to 20% of the total costs of the project, excluding professional fees, but including VAT. (If a grant is obtained from another source, for example the National Lottery or a parish council, the Borough Council must be advised.)
- d. If a grant is to be given by Rushcliffe Borough Council, the applicant will be expected to find at least the same amount as the Borough Council's grant from its own resources (that is, not from other public grants).
- e. The percentage of grant aid from the Council is calculated on the cost of the project, excluding professional fees.

What is the estimated total cost of the project?

£

What amount of grant are you seeking from the Council?

£

Please give a breakdown of the total cost of the project. Please make sure that VAT and professional fees are indicated separately.

Item

£

Please continue on separate sheet if necessary

How will the total funds required for the project be raised?

Has an application for a grant been made to any other body?

YES / NO
(please delete as appropriate)

If YES, to whom was the application made and with what result?

What will be the annual revenue costs after the project has been completed, and how will they be met?

Section 6 – Additional Information

If you wish to supply any additional information to support your application, please do so here.

If the application is made by or on behalf of a religious organisation, details of how the facility is used by the wider community should be included here.

Please make sure that you have attached copies of all necessary supporting documentation to your application, and indicate below what you have included:

	Please tick if included
a. Constitution	
b. Memorandum and Articles of Association	
c. Written Rules	
d. Three Quotations or Estimates	
e. The Lease	
f. The Trust Deed	
g. The organisation's most recent audited accounts	
h. Other documentation (please indicate what)	

**Declaration and
Signature of Applicant**

I confirm that the organisation on whose behalf this application is made is a non-political voluntary or community group, or a parish or town council and is run on a 'not-for-profit' basis. I certify that the information I have given is accurate to the best of my knowledge

Signature:

Date of Application