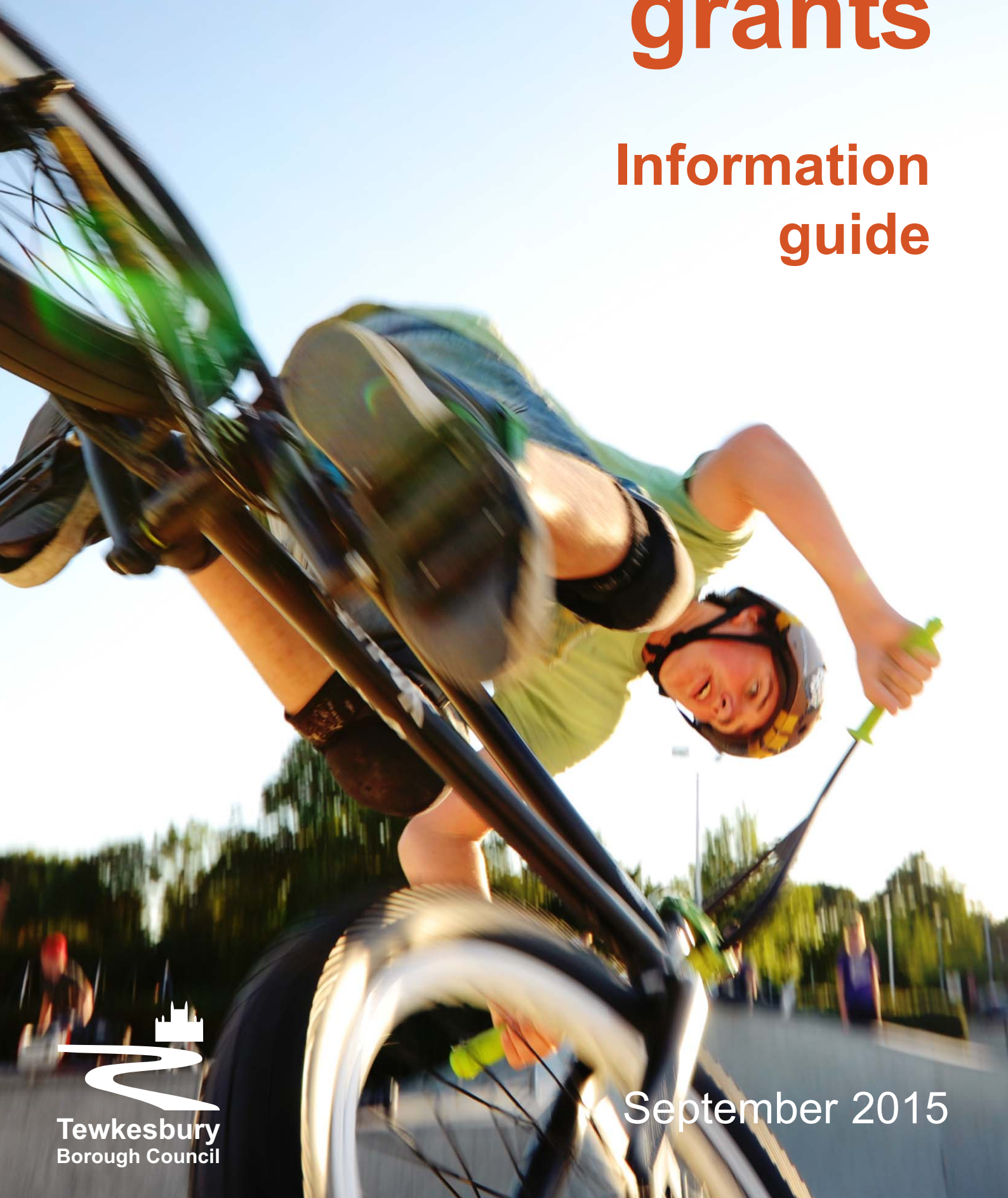


# Community grants

## Information guide



# Community grants

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# Introduction



Tewkesbury Borough Council's community grants are available to support a range of projects to benefit the people in the borough. This guide provides full details on the community grants scheme. It provides details of what the council can fund, who is eligible to apply, any restrictions and what you need to provide with your application form.

It is important that all applicants read this guide as it provides additional information that is not contained within the application forms. All applications must be made on an appropriate application form and a variety of supporting documentation is required. It is important that each question is fully answered on the application form as each application is assessed using a standard process based on answers to the questions.

When reading the information guide and completing your application form if you have any queries please contact the council's Community Funding Officer, **Martha Mundy, on 01684 272099 or [Martha.mundy@tewkesbury.gov.uk](mailto:Martha.mundy@tewkesbury.gov.uk)**

Community grants are subject to council budget approval. Tewkesbury Borough Council retains the right to withdraw its grant schemes at any point.

# Scheme objectives

## Scheme objectives

Tewkesbury Borough Council (TBC) will only support applications that contribute towards the sustainable impact and achievement of at least one of the council's five priorities from its Council Plan.

- **Use resources effectively and efficiently**
  - To meet customer needs
- **Promote economic development**
  - To provide support to help businesses or promote local economic growth
- **Improve recycling and care for the environment**
  - To maintain a good quality environment
- **Provide customer focused community support**
  - To support the health and wellbeing of our residents
  - To support projects which develop the community and improve community infrastructure
  - To maintain a low level of crime
- **Develop housing relevant to local needs**

Applications should also support one of the council's key themes for grant aid:

- Stimulate and encourage a vibrant voluntary sector
- Encourage active involvement of residents within the community to provide services or facilities for the wider community
- Support activities undertaken by voluntary and "not for profit" organisations that complement the Council's Corporate priorities
- Support activities and projects that contribute to the health, well-being and social interaction of the wider community.

## Who can apply?

To apply for a community grant your organisation must be some type of formally governed 'Not for Profit' organisation with a written governing document (E.G Constitution, Trust Deed, Articles of Association etc). You are also required to hold a bank account in the organisations name.

Examples of eligible and ineligible groups are listed in the table below:

Who can apply?	Eligible Groups	Ineligible groups
	✓ Registered charities	✗ Informal groups
	✓ Constituted community groups	✗ Individuals
	✓ Community amateur sports club	✗ Private business
	✓ Social enterprises	✗ Organisations that distribute profits/surpluses
	✓ Town & parish councils	✗ Organisations with selective membership
		✗ Schools

# What the grants can fund

## What the grants can and cannot fund

The council will help fund projects of both a capital and revenue nature on a 'one-off' basis.

What we can fund	What we cannot fund
<p><b>Capital costs such as:</b></p> <ul style="list-style-type: none"> <li>✓ Building improvements</li> <li>✓ Vehicle purchases</li> <li>✓ Playground equipment</li> <li>✓ Sports or community facilities</li> <li>✓ IT equipment</li> </ul>	<ul style="list-style-type: none"> <li>✗ Retrospective applications for work already taken place and paid for</li> <li>✗ Ongoing revenue costs</li> <li>✗ Prize money</li> <li>✗ Projects that mainly benefit individuals</li> <li>✗ General appeals or sponsorship</li> <li>✗ Activities of a religious or political nature</li> <li>✗ Projects occurring outside of the borough or not benefitting residents of the borough</li> <li>✗ Land or building projects where the ownership of that land or a minimum 10 year lease is not yet in place</li> <li>✗ Ordinary activities of a statutory body</li> <li>✗ Travel costs</li> <li>✗ Loans</li> </ul>
<p><b>Revenue costs such as:</b></p> <ul style="list-style-type: none"> <li>✓ Events costs</li> <li>✓ Training fees</li> <li>✓ Start up costs</li> <li>✓ Small equipment purchases</li> <li>✓ General repairs</li> </ul>	



# Summary of the grant scheme

## Capital grants

- Maximum grant available = £30,000
- 50% funding limit. Grants will not exceed 50% of the total cost
- Applications can be submitted at any time
- If applying for grant towards building works, the applicant must either be the freehold owner of the site or have a minimum 10 years left on a lease with express permission to carry out the intended works from the lessor prior to applying. An application not meeting these requirements will be rejected.
- An organisation can receive only 1 Tewkesbury Borough Council community grant each financial year, and there must be a break of at least 24 months between completing your project and reapplying to the scheme
- Unsuccessful applicants may reapply at any time
- Applications must be made using the application form
- Applicants are required to have safeguarding policy in place if working with children and young people, or vulnerable adults and a volunteer policy where appropriate
- Organisations are required to have insurance
- For grants requests over £5,000 additional information will be required including:
  - Up to date bank statements
  - Latest annual accounts
  - At least 2 quotes
  - Confirmation of tenure if applying for a grant to buildings or land
- Grant requests over £20,000 will be required to supply a 3 year business plan (a template business plan is available on request)
- Reasonable monetary support from the local town or parish council
- Other information, particularly in regards of building and land applications, is also welcomed e.g. photo's, drawings and designs, confirmation of other grant support etc.

- Grants must be accepted by the applicant by completing the council's terms and conditions document
- For grants over £20,000 a legal charge will be required. A fee of £350 will be made for this charge and deducted from the grant award.
- Grants are paid in arrears on submission of evidence of expenditure incurred and where required, evidence of statutory sign off e.g. building control completion certificate

## Revenue grants

- Maximum grant available = £3,000
- 80% funding limit. Grants will not exceed 80% of the total cost
- Applications can be submitted at any time
- An organisation can receive only one Tewkesbury Borough Council community grant each financial year, and there must be a break of at least 24 months between completing your project and reapplying to the scheme
- Unsuccessful applicants may reapply at any time
- Applications must be made using the application form
- Grants must be accepted by the applicant by completing the council's terms and conditions document
- Grants paid in advance





# Process for awarding grants

Grants are awarded by the Deputy Chief Executive in consultation with the community grants working group which has a quorum of three elected members. The working group will usually meet, subject to applications received, on a quarterly basis.

Applicants for a land or property related capital project must ensure that they have either a freehold interest in the asset or a lease with at least 10 years left to run before applying for a grant. If the interest is via a lease and there is a break clause or a forfeiture provision contained within the lease then there will be a requirement from the council for either:

1. The lease to be varied; or
2. The landlord to enter into a deed of covenant with the council.

If an applicant is currently negotiating a lease, it is recommended that the applicant does not conclude the lease until they have checked with the borough council that the terms are acceptable.

Capital grants will be assessed against the council agreed criteria which rewards value dependent upon their importance to the council i.e. relevance to helping the council meet its objectives and priorities and supporting the council's key themes for grant aid.

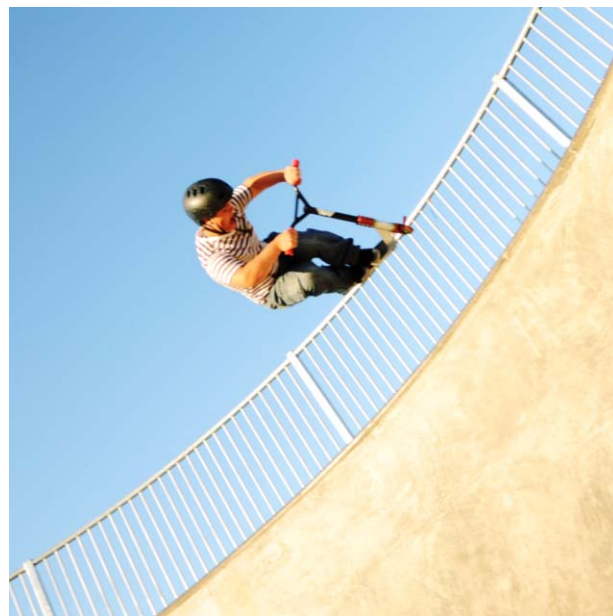
The assessment will lead to a percentage score which will be applied to the total project costs in order to determine the level of grant awarded. When calculating total project costs for larger capital projects, applicants may count works or services in kind.

For capital grants in excess of £20,000 the council will require a legal charge to be made. If a lease contains a prohibition against the charging of the premises then depending on the terms of the lease, the lease may need varying or the consent of the landlord obtained.

Capital grants to be paid in arrears will be paid in relation to the percentage of grant awarded.

For capital grants awarded for new build or refurbishment of existing buildings, the final 5% of the grant will only be paid on receipt of either a practical completion certificate from an appropriately qualified individual or company or a building control completion certificate.

Revenue grants will be decided on a yes / no basis. Successful grants will be paid in full on receipt of signed terms and conditions.



# Process for awarding grants

The decision of the Deputy Chief Executive is final. In exceptional circumstances, the community grants working group and Deputy Chief Executive may wish to support an application in excess of the limits defined within these guidelines. In these circumstances, the recommendation will be referred to the council's Executive Committee for a final decision unless it is related to the 24 month period in which applicants can't apply for a new grant, where a decision will be taken by the grants working group.

Projects should normally be started within 12 months from the award of the grant, and completed no later than 12 months from commencement of the project.

If the scheme/project has not commenced 12 months after date of award of grant then council reserve right to withdraw grant. The applicant will be required to submit a written report on the status of the scheme/project to justify retention of grant award.

12 months after completion the applicant should submit a report measuring the success of the project against the objectives set out in the application.

The applicant will be expected to acknowledge any grant awarded by the council in any general literature produced and to assist in any publicity the council may organise.

The council reserves the right to take into account existing or future s106 funding available.

## Transparency

Tewkesbury Borough Council believes it is important to be open, transparent and accountable to local people. We publish a range of information including community grants to support this principle.

## Further Information

Support for completing the application form and through the application process can be obtained from the council's community team.

The council also employs a community funding officer who can assist organisations in locating and applying for external grant funding.

Please contact Martha Mundy on 01684 272099 or [Martha.mundy@tewkesbury.gov.uk](mailto:Martha.mundy@tewkesbury.gov.uk)

The council may redirect you to alternative funding streams if they are to be seen to be more appropriate.





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