

## **TEWKESBURY BOROUGH COUNCIL**

### **Capital Grant Aid Criteria**

#### **1.0 Objectives**

- 1.1 Tewkesbury Borough Council (TBC) will only support applications that contribute towards the achievement of the Council priorities from its Council Plan.
- 1.2 The Council will help fund projects which are Capital by nature, examples of which are:
  - Purchase of land and buildings
  - Improvements to existing facilities such as alteration, refurbishment or extensions but not maintenance, decoration or furnishings such as carpets and curtains unless they are part of a larger refurbishment.
  - Solar Panels and all types of insulation if they help make the building more viable.
  - New building/construction.
  - Play areas and MUGAs

#### **2.0 Council Vision and Priorities**

“Tewkesbury Borough, a place where a good quality of life is open to all”.

#### **2.1 Use resources effectively and efficiently**

1. To provide customer focused services which answer customer needs

#### **2.2 Promote economic development**

1. To provide support to help businesses or promote local economic growth.

#### **2.3 Improve recycling and care for the environment**

1. To maintain a good quality environment and promote sound waste and resource management.

#### **2.4 Provide customer focused community support**

1. To support the health and wellbeing of our residents.
2. To support projects which develop the community and improve community infrastructure.
3. To maintain a low level of crime.

#### **3.0 Community Strategy Ambitions**

- A thriving economy where businesses succeed.
- A health, safe and inclusive community where people and places matter.
- A sustainable, natural and built environment where the future matters.

Applications should also contribute towards (TBC's) objectives for grant aid which are to:

- 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 Goals
- Support activities and projects that contribute significantly to the well-being of the wider community.

#### **4.0 Eligibility**

Organisations must be:

- A community group or a town or parish council based within the Tewkesbury Borough area and be a “not for profit” organisation
- Open to all unless targeted at a special group e.g. junior club, and not for the benefit of private individuals

Organisations must also:

- Complete the Council's capital project application form together with supply of associated documents i.e. provision of latest audited accounts
- Acknowledge the Council's contribution e.g. a plaque on a building
- Report annually to the Corporate Head of Community Development and Partnerships for a period of three years after completion on the outcomes the project has achieved.

#### **5.0 Procedures**

- 5.1** Capital grant applications are considered by the Council's Grants Working Group which decides the level of grant to be awarded. The Grants Working Group meets quarterly.
- 5.2** 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.
- 5.3** Grants will be subject to the Council's legal terms and conditions which will be in the form of a Legal Charge/Deed for grants greater than £20,000 and a sum of £350 towards the Council's legal costs. Applicants may include the £350 within their total project costs. It may then be paid out of the grant.
- 5.4** The Borough Council may require access to the accounts and records of the applicant for audit purposes. This would include access to bank statements and records to assess actual payments against grant requests.
- 5.5** For grants less than £20,000 a 3 year business plan and specification of works should be included with the application.
- 5.6** For grants more that £20,000 a 5 year business plan and specification of works should be included with the application. These grants will also be subject to a deed to protect the Council's interest
- 5.7** No organisation will be given a grant of more than 75% of the cost of the project.
- 5.8** Capital grants that benefit only, or mainly, members of a particular club or organisation will only receive a grant of up to 50% maximum of the cost of the project.
- 5.9** The maximum available grant will be normally £70,000 towards any single project. Although the

Grants Working Group may decide to award a larger grant in exceptional circumstances within budget.

- 5.10** S.106 contributions may be taken into account when considering what proportion of funding the Borough Council would like to commit to a project.
- 5.11** In all cases, applicants will be expected to contribute a minimum 5% of the total cost with their own funding i.e. not from other grants. The Council will look more favourably on groups which commit above the minimum.
- 5.12** The Borough Council would not normally consider funding a project unless the local parish council has made or is committed to a reasonable contribution. S.106 contributions will not be considered as part of the Parish Council's contribution.
- 5.13** The Borough Council may take into account any previous grants awarded in any one particular Parish, when considering any new applications for that Parish.
- 5.14** Work / goods / services in kind will not be taken into account.
- 5.15** Save in exceptional circumstances (to be determined by the Grants Working Group) the applicant must hold the freehold interest in the property benefitting from the grant, or a lease with at least 21 years to run. The title to the property must be registered at the Land Registry with either Title Absolute or (where appropriate) Good Leasehold title.
- 5.16** Capital grants will only normally be awarded based on the total project costs net of any VAT.
- 5.17** The decision of the Working Group is final.
- 5.18** 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.
- 5.19** 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.
- 5.20** 12 months after completion the applicant should submit a report measuring the success of the project against the objectives set out in the application.
- 5.21** 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.