

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY & FINANCE COMMITTEE

Agenda Item No.

meeting date: TUESDAY, 12 JUNE 2012
title: VILLAGE AMENITIES GRANT FUND
submitted by: MARSHAL SCOTT – CHIEF EXECUTIVE
principal author: MELISSA WATTS – REGENERATION PROJECTS OFFICER

1 PURPOSE

1.1 This report invites committee to consider and agree a formal administrative procedure for allocating grants totalling £100,000 to enhance village amenities throughout Ribble Valley.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives – To protect and enhance the existing environmental quality of our area.
- Corporate Priorities – To maintain critical financial management and controls and to ensure the authority provides council tax payers with value for money

2 BACKGROUND

2.1 Members have previously considered the use of performance reward grant to support a range of project initiatives proposed by the Ribble Valley Strategic Partnership. For information a summary of current projects is attached as Appendix A and an update will be made available at Committee. One of the principle projects was the delivery of a second round of schemes that would give local communities the opportunity to bid for funding to support village amenities.

2.2 The scheme proposed has been designed to make available a pot of £100,000 into which groups can bid on a competitive basis. It is anticipated that there will be a strong demand for grant assistance and as members have previously recognised it is important to have a clear protocol and application process in place.

2.3 The proposals contained in this report seek to put these in place, mirroring previous, similar schemes operated by the Council and the Strategic Partnership.

3 ISSUES

3.1 These procedures are derived from the considerations given when the Council administered a similar grant scheme in 2007 to community groups and Parish Councils across Ribble Valley.

General Matters

- An application form, appraisal form and offer letter will need to be used in the administration of the grant scheme.
- The proposed forms are attached as appendices to this report.(Appendix 1, 2 & 3).

- A firm deadline date for the submission of applications should be established. If the process is agreed it is anticipated to launch the fund by the end of June, in which case a deadline of 31st July would be likely to apply.
- A panel of Officers and Members including the Chief Executive, will consider all applications and be responsible for approving grant offers.

Financial Matters

- The funds should be used for one-off schemes: and pump priming (which could include capital/revenue) however this would only be acceptable if a plan was submitted of how the scheme would be self sustaining in the future.
- Funding prior to expenditure may be possible in some limited cases, and only with approval the of the Director of Resources.
- There would be no maximum or minimum grant. The allocation of funds would be considered when all the applications had been received. There would be no set percentage for match funding requirements, however projects will be required to evidence some match funding for the project.
- There was a need to make sure that RVBC was not responsible for the financial accountability of individual schemes if they went wrong and were funded from RVBC monies.
- Grants would be paid on receipt of original signed invoices but there would be flexibility if schemes were being done in stages and it would be possible to pay in instalments provided that evidence of completion of that stage was submitted.
- Care should be taken with bigger applications eg a mini bus that is later sold on - the money should come back to RVBC to be re-circulated. The offer letter and grant agreement terms would set out such circumstances where re-payment is expected.
- Grant amount payable would be geared to the size of the original approval, against actual costs, with the original grant approved being the maximum possible.
- VAT would only be payable as part of the grant where the organisation is not that registered.

Publicity

- A letter would be sent to all Parish Councils once the terms of the scheme were agreed. This should also include a poster for the parish noticeboard informing community groups of the scheme. Other established groups within the Ribble Valley Strategic Partnership would also be circulated.
- A press release would be prepared and distributed. This would contain the firm deadline for receipt of grant application forms.
- Information will be displayed on the Council's own website.

Council Support

- The Regeneration Team would administer the process and be responsible for project monitoring.
- The Partnership Officer would be available to assist groups in developing and submitting project bids.

Selection of Schemes

- There will be no formal geographical split.
- Schemes will be judged on their own merits but examples of possible schemes could be offered to parishes which reflect this Council's own corporate objectives.
- An explanation of how the project would improve or benefit the community should be submitted with the application.

Conditions

- The grant conditions are incorporated into the forms attached as appendices.
- Applicants should give an indication of the project completion date.
- A work plan should be submitted.
- A link between the projects objectives and how they will be achieved should be made clear.
- Schemes where a third party is involved (for example Lancashire County Council) should provide evidence of a start/end date.
- Applications should ideally show how the project relates to the community strategy and corporate strategy objectives.

Feedback

- Successful applicants will be encouraged to give feedback to the Borough Council on the process and will be required to submit project monitoring reports and impact report following completion of the project.

4 OTHER GENERAL CONSIDERATIONS

4.1 There are several general matters to draw to members attention for discussion and agreement:

- Where a group is submitting several applications there should be a clear indication of the priority of each. Whilst there would not be an intention to limit groups to one project, it is important that groups prioritise for themselves their requirements.
- Members should note the third bullet in Section 3, financial matters relating to the level of grant available. In general, this provides greater flexibility to consider a

wider range of proposals. However, CMT did consider the option to set a maximum grant of say £10,000.

- There should be a point when funds allocated to projects that have stalled are reallocated. This is likely to need specific consideration on an ad hoc basis dependent on the nature of the project and would be brought to members to agree but this should not be assumed by applicants. The committee though should be willing to consider a latest start date as a revised condition of any grant award if appropriate, in view of possible delays.
- Details should be given of any revenue expenditure implications of the project and how these are to be covered.
- Details of partner organisations and input from them should be clearly set out.
- In considering projects regard will be given to any previous grants made.

5 RISK ASSESSMENT

5.1 The approval of this report may have the following implications:

- Resources – The budget provision for the grants is allocated. There will be a substantial amount of officer time demanded to administer the scheme.
- Technical, Environmental and Legal – Ownership of any assets acquired with grants will remain in the ownership of the applicant organisation. However, should such assets be later sold, any resulting funds up to the value of the grant would be returnable to the Council.
- Political – No implications identified.
- Reputation – Whilst the recipients of grants will no doubt consider the Council's reputation to be enhanced there is always danger in schemes such as this. If the pots of money are over subscribed there may well be concerns raised by unsuccessful applicants. The system outlined above will however allow transparency and protect the Council from criticism should difficult decisions have needed to be made in grant allocation.
- Equality and Diversity – The grant application process will be open to all. Applicant organisations are also asked to confirm that they did not unfairly discriminate as part of the application process.

6 RECOMMENDED THAT COMMITTEE

6.1 Endorse the conditions, procedures and timescales for the allocation of the grants as specified in Section 3 above and included on the attached forms and ask the Chief Executive to publish the invitation to bid and to put in place the grant panel to consider and approve the bids.

6.2 Ask the Chief Executive to keep this committee informed of progress.

MARSHAL SCOTT
CHIEF EXECUTIVE

MELISSA WATTS
REGENERATION PROJECTS OFFICER

BACKGROUND PAPERS

- 1 Village Amenities Grant Application Form
- 2 Village Amenities Grant Appraisal form
- 3 Village Amenities Grant offer letter

For further information please ask for Melissa Watts, extension 4424.

REF: MW/CMS/P&F/120612

APPENDIX A

POLICY & FINANCE COMMITTEE

Project update

| Applicant Number | Name of Group/Project | Description of Project | Notes | Grant (£) | Total paid to-date (£) | Balance (£) | Comments |
|------------------|-----------------------|--------------------------------------|-------|-----------|------------------------|-------------|--|
| 1 | Ribble Valley BC | To provide Tourist Information Kiosk | | 80,000.00 | 0.00 | 80,000.00 | Remains unspent but funds have been "ring fenced" for Tourism. |
| 2 | Pennine Ground Work | Community Food Growing | | 50,000.00 | 0.00 | 50,000.00 | Not spent, but funding plan for fencing off and preparing four new allotment sites at Gisburn, Sabden, Whalley and Calderstones is complete (Budget £20,000). Plans for new school food growing sites at Longridge High/ St Cecilia's, St Augustine's High School and Clitheroe Royal Grammar School and improvements to the site at Bowland High and the formal applications showing project costs are ready for consideration (Budget £10,000), Plans, initiating new sites and extensions of sites at ten primary schools, including those at Longridge, Clitheroe, Bolton by Bowland, Gisburn, Grindleton, Sabden, Hurst Green, Langho, Dunsop Bridge and Whalley are nearing completion (Budget £20,000). |

| Applicant Number | Name of Group/Project | Description of Project | Notes | Grant (£) |
|--|----------------------------|---|-----------------------|-----------|
| 3 | Ribble Valley BC | Mobile Resource Centre | £25k per Annum - 3Yrs | 75,000.00 |
| 4 | LCC - AONBS | Hydro Energy Site | | 15,000.00 |
| 5 | Forestry Commission | Gisburn Mountain Bike Trails | | 35,000.00 |
| 6 | HARV | Domestic Violence Worker - | £21k per Annum - 2Yrs | 42,000.00 |
| Ribble Valley Village Amenities | | | | |
| 7 | Ribchester Play on Project | Upgrade & renewal of Ribchester Play area & playing Field | | 5,000.00 |

| Total paid to-date (£) |
|------------------------|
| 29,346.80 |
| 15,000.00 |
| 0.00 |
| 42,000.00 |
| |
| 5,000.00 |

| Balance (£) | Comments |
|-------------|--|
| 45,653.20 | Money has been allocated to fund "STAN", the van, for three years. This is made up of a payment of £15,000 per year to Rossendale Borough Council and a budget of £10,000 per year for RVBC purposes to cover contingencies such as weekend and evening work. The spend is slightly under budget after the first year. |
| 0.00 | COMPLETED |
| 35,000.00 | Further grant funding has been received from RDPE and the project build is now under way. Payment will be made to the Forestry Commission on completion of the construction of car parks and learner trails. |
| 0.00 | Completed |
| | |
| 0.00 | Completed |

| Applicant Number | Name of Group/Project | Description of Project | Notes | Grant (£) | Total paid to-date (£) | Balance (£) | Comments |
|------------------|---------------------------------|---|---|-----------|------------------------|-------------|---------------------------------------|
| 8 | Ribchester Village Hall | Improve insulation & upgrade heating | | 5,000.00 | 0.00 | 5,000.00 | To be completed summer 2012 |
| 9 | Chatburn Play Ground | Refurbishment of equipment & surface | | 4,000.00 | 4,000.00 | 0.00 | Completed |
| 11 | Gisburn Playing Fields | Develop Gisburn Playing fields with a section for teenagers | | 5,000.00 | 5,000.00 | 0.00 | Completed |
| 12 | Downham Village Hall | Upgrade village hall kitchen equipment | Grant split £6057.7 Fiswal + £442.30 - O Assheton | 6,500.00 | 6,500.00 | 0.00 | Completed |
| 13 | Gridleton Pavilion | Community room and replacement of changing facilities | | 10,000.00 | 0.00 | 10,000.00 | To be completed summer 2012 |
| 14 | Rimington Memorial Institute | Installation of double glazing | | 5,000.00 | 5,000.00 | 0.00 | Completed |
| 15 | Chipping Play Area | Refurbishment of play area | | 10,000.00 | 10,000.00 | 0.00 | Completed |
| 16 | Dunsop Bridge Woodlands Project | Provision of new woodlands paths around Dunsop Bridge | | 10,000.00 | 0.00 | 10,000.00 | Awaiting further information from LCC |

| Applicant Number | Name of Group/Project | Description of Project | Notes | Grant (£) | Total paid to-date (£) | Balance (£) | Comments |
|--------------------------|--|--|--|-----------|------------------------|-------------|---|
| 17 | Sabden & Heyhouses Community Hall | Improvements to energy efficiency of Community Building | | 10,000.00 | 10,000.00 | 0.00 | Completed |
| 18 | Longridge Station Buildings | Furniture & Equipment | | 6,000.00 | 6,000.00 | 0.00 | Completed |
| 19 | Newton Village Hall | Insulate hall, improve lighting and create storage space | Grant split £1800 - Paul wilson electrical + £5700 - Ceiling systems | 7,500.00 | 7,500.00 | 0.00 | Completed |
| 20 | Mellor Brook Community Centre | new extension/ entrance and refurbishment of toilets | | 10,000.00 | 94,000.00 4,150.88 | 5,849.12 | Work ongoing |
| Emerging Projects | | | | | | | |
| 21 | Whalley Playing Fields Sports Facility | Business Plan - QE2 Playing Fields | | 8,000.00 | 0.00 | 8,000.00 | The study is now progressing under the auspices of QE2 Trust to assess the feasibility of a project at the Playing Fields to provide improved youth facilities. |
| 22 | One Stop Voluntary Sector Hub | Hot Desk Space | | 5,000.00 | 0.00 | 5,000.00 | Unspent and awaiting developments with Ribble Valley Voluntary, Community and Faith Sector groups who are currently approaching other funding streams. |

| Applicant Number | Name of Group/Project | Description of Project | Notes | Grant (£) | Total paid to-date (£) | Balance (£) | Comments |
|--------------------|---------------------------|---|----------------------------------|-----------|------------------------|-------------|---|
| 23 | Ribble Valley Food Events | Clitheroe Fine Food Street Market | | 12,850.00 | 12,850.00 | 0.00 | Completed |
| 24 | Air Monitoring | Pollution Monitoring PM10 Particulates | | 5,500.00 | 0.00 | 5,500.00 | Money not needed, as assessment was not undertaken |
| 25 | Dog Waste Bins | Provide and empty 20 additional bins | Covers service to March 2012 | 13,370.00 | 44,720.00 | 13,370.00 | 0.00 Completed |
| 26 | Administration Charge | 7.5% Admin Fee | | 36,000.00 | 36,000.00 | 0.00 | |
| 2nd Tranche | | | | | | | |
| 27 | Administration Charge | 7.5% Admin Fee | | 12,680.00 | 12,680.00 | 0.00 | |
| 28 | Ribble Valley BC | Co-ordinated Activities & Mentoring in castle grounds | | 10,000.00 | 0.00 | 10,000.00 | The Clitheroe Castle Grounds Activities project has commenced |
| 29 | Various | Village Amenities Improvements | Project transferred to RVSP code | 0.00 | 0.00 | 0.00 | |
| 30 | Ribble Valley BC | Ribble Valley Walking Week | | 2,000.00 | 0.00 | 2,000.00 | To be implemented |

| Applicant Number | Name of Group/Project | Description of Project | Notes | Grant (£) |
|------------------|-----------------------|---|----------------------------------|-------------------|
| 31 | Class of your Own | Eco-Classroom & Renewable Centre | | 2,000.00 |
| 32 | Ribble Valley BC | Hield Well 'Tarry-a-while site' Clitheroe | | 10,000.00 |
| 33 | Ribble Valley BC | Partnership Officer | Project transferred to RVSP code | 0.00 |
| 34 | Ribble Valley BC | Unallocated | | 139,046.50 |
| Total | | | | 647,446.50 |

| Total paid to-date (£) |
|------------------------|
| 0.00 |
| 0.00 |
| 0.00 |
| 0.00 |
| 224,397.68 |

| Balance (£) | Comments |
|-------------------|---|
| 2,000.00 | Awaiting further project details |
| 10,000.00 | Preliminary work on the project around Hield Well and surrounding area has started with a view to applying for Big Lottery Heritage funding in November 2012. |
| 0.00 | |
| 139,046.50 | |
| 423,048.82 | |

Ribble Valley Borough Council

Council Offices
Church Walk, Clitheroe
Lancashire BB7 2RA

Telephone: 01200 425111
www.ribblevalley.gov.uk



Application for a Village Amenities Grant

Thank you for applying for a Village Amenities grant. I would ask you to complete and return this form to me by xxxxxx at the very latest.

Your application will be considered by a Grant Panel who will consider carefully the information you provide. Please supply all relevant information to assist this process.

Before completing the application form please read the criteria information and ensure that, if necessary, all supporting information is attached. We would also welcome any other information you think would help us understand the project and the need for it, such as photographs etc.

Should you wish to discuss your application please do not hesitate to contact one of the following officers:

Melissa Watts 01200 414424 melissa.watts@ribblevalley.gov.uk
David Ingham 01200 414549 david.ingham@ribblevalley.gov.uk
Colin Hirst 01200 414503

Yours sincerely

Colin Hirst
Head of Regeneration and Housing

Name of Organisation or Group

Name of Project

Charity number (if applicable)

If you are not a registered charity please enclose a copy of your constitution

VAT Is your organisation VAT registered

YES NO If YES please give your VAT number

Contact name

(this should be the name of the person managing the project)

Contact address:

Daytime telephone number:

Mobile:

E-mail address:

Objectives of your organisation both generally and how your work benefits the residents of Ribble Valley:

DETAILS OF THE PROJECT

Purpose for which the grant is requested. What are its main objectives?

Who in particular will benefit from the project?

Why do you believe there's a need for this project? Is there any evidence of that need?

How will the project be managed?

Please provide details of previous grants received from the Council and indicate any link with this proposal

Estimated Cost? If the purpose of your application is for financial support to undertake a specific project or purchase one-off items. Please indicate where the VAT is included in the values quoted. £

What financial contribution will your organisation be making? £

When do you expect the project to be completed?

Financial Support

If the purpose of your application is to pump prime a scheme that is intended to run into the future what are your annual estimated costs?

£ And how will these be funded in future?

Please supply details of any other applications for grant aid that have been made to any other organisation for this project

| Organisation | Amount requested | Approved | Refused | Pending |
|--------------|------------------------|--------------------------|--------------------------|--------------------------|
| | £ <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | £ <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | £ <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

What level of financial support are you requesting from this Council?

£

Please provide a full copy of your most recent audited accounts if you are requesting a grant of over £1,000 (a financial statement is required for grants below £1,000) and complete the pro-forma below. If you are a new organisation please give an estimate of your first year's income and expenditure.

| | |
|----------------------------------|------------------------|
| Turnover for last financial year | £ <input type="text"/> |
| Total income | £ <input type="text"/> |
| Total expenditure | £ <input type="text"/> |
| Surplus/Deficit | £ <input type="text"/> |
| Reserves | £ <input type="text"/> |
| General cash balances | £ <input type="text"/> |
| Earmarked funds (please detail) | |
| | £ <input type="text"/> |
| | £ <input type="text"/> |
| Total | £ <input type="text"/> |

Note: No application for financial assistance will be considered unless a copy of your accounts is attached.

What other partners will be involved in the project?

| Partner | Role |
|---------|------|
| | |

What provision have you made for the revenue costs or maintenance of this project?

In the event of any exceptional advanced payments, I/we agree that I/we will repay to the Council any grant awarded if the project for which the grant was awarded for does not take place. I confirm that the information given above is correct.

Signature of applicant

1 The Overall Aim

Through the awarding of a village amenities grant the Council wishes to:

- (i) Sustain a strong and prosperous Ribble Valley.
- (ii) To help make peoples lives safer and healthier.
- (iii) To protect and enhance the existing environmental quality of our area.

2 General

- (i) Applications must clearly demonstrate that the purpose of the grant that is sought is to provide services or facilities that will meet the needs of communities in the Ribble Valley or directly benefit residents of the Ribble Valley as a whole. Applicants must demonstrate that they support or develop community action in a way that fits with the aims and objectives of the RVSP and RVBC.
- (ii) Applications will only be accepted from organisations or groups operating on a non-profit making basis. A valid constitution or memorandum and articles of association, which clearly indicates the voluntary or charitable status of the organisation, should accompany all applications if appropriate.
- (iii) Applicants should demonstrate that they abide by the rules of their constitution, they are democratic and make efforts to involve users in a significant way in the decision making process of their organisation. The organisation must be able to demonstrate that membership of their organisation is open to all members of the community and that the organisation does not discriminate unfairly against anyone on the grounds of race, gender, creed, ethnic origin, sexual orientation, age or disability.
- (iv) Applicants should demonstrate that their organisation is financially sound and well managed and that any project or proposed project is properly planned and organised. Applicants must demonstrate value for money and evidence of their own fundraising activity and ability to attract funds from other sources. Applicants should demonstrate that they have planned for the longer-term financial sustainability of their organisation as a whole and for any specific activity or project that they are applying for, ie they should have a business plan.
- (v) Applications will only be considered if they include a statement showing how much an organisation has in all its bank accounts. If the organisation has significant balances and/or generates significant surpluses then a full justification for the amount of grant being sought will be required. Applicants seeking grants of over £100 will be required to submit their most recent set of accounts. Applicants seeking grants of over £1,000 will be required to submit audited accounts and to enter into, if required, a service level agreement with the Council.
- (vi) The Council's grants scheme will not normally fund the following:
 - ❖ Capital projects on which work has already started or in aid of expenditure already committed or paid.
 - ❖ Commercial organisations/businesses.
 - ❖ Any activity that is designed to promote political party politics or influence government policies.
 - ❖ Applications from the County Council or other government agencies.
 - ❖ Applications from religious organisations unless there is a clear broad community benefit.
 - ❖ Annual revenue expenditure.
 - ❖ Schemes that can be funded by the Council's other grant aid schemes.
 - ❖ VAT where the organisation is VAT registered.

(vii) Applications should not contravene the policies and principles of this Council. Organisations receiving grant support will have to provide details as to how they will publicise the Council's support.

(viii) Applicants who have received funding from the Council and the Strategic Partnership should provide a year-end or end of project report to the council showing how the grant has been used.

(ix) All grants must normally be claimed within six months of the offer being made.

(x) Organisations submitting more than one project should clearly indicate the relative priorities they attach to each.

3 Capital Grants

Note: Capital grants refer to buildings infrastructure or equipment with a life expectancy of not less than two years and have a purchase value of not less than £1,000.

- (i) Where, in the opinion of the Policy and Finance Committee, a major capital scheme is of such strategic importance to the district and will complement policies and plans identified in the Community Strategy or Council's Corporate Plan then recommendations for financial support over £10,000 will be made to Policy and Finance Committee for inclusion in the Council's capital programme, if appropriate.
- (ii) Premises, land or equipment in respect of which a grant is given must either be in the ownership of the applicant or secured by a long-term lease (not less than 10 years)
- (iii) Applicants must demonstrate that all licences and consents have either been obtained or there is a plan to achieve them, including planning and building control approvals, and that the balance of funding is in place (or soon will be). Some grant awards may be conditional on the receipt of such consents or licenses.
- (iv) Applicants must demonstrate that provision has been made for ongoing running and maintenance costs once the project has been completed.
- (v) Three written estimates of building and/or purchase should be sought and if possible supplied with the application.
- (vi) Grants will be paid in arrears, either in full or part, following the submission of completed claim forms and receipts or invoices relating to the equipment purchased or services provided. There may be provision for phased payments where the council deems it appropriate.

4 Revenue Grants/Pump Priming

- (i) Revenue grants will be available for one-off items of expenditure providing the applicant demonstrates that any such scheme is sustainable following the initial grant award.
- (ii) Where possible, applicants should display evidence of partnership with the local community and, where appropriate, with relevant sections of the Council and other agencies demonstrating links to other relevant initiatives.

For further information please contact

| | |
|---|---|
| Melissa Watts Regeneration Projects Officer Ribble Valley Borough Council Council Offices Church Walk Clitheroe Telephone: 01200 414424 | David Ingham Ribble Valley Strategic Partnership Officer Ribble Valley Borough Council Council Offices Church Walk Clitheroe Telephone:01200 414549 |
|---|---|

Ribble Valley Borough Council

VILLAGE AMENITIES GRANT

Appraisal Form for Project Support

Name of organisation or Group.....

Name of Project.....

Date of appraisal.....

| | | |
|---|---|--|
| | | |
| 1 | Grant amount requested | |
| 2 | Estimated total cost of the project | |
| 3 | Financial contribution being made by the organisation | |
| 4 | Details and source of any match funding secured/unsecured | |

| | | |
|---|--|--|
| | | |
| | Is the application being submitted from an organisation or group on a non-profit making basis? | |
| | Does the application include a valid constitution or memorandum or articles of association which clearly demonstrates the voluntary | |
| 5 | Is the purpose of the grant to provide services or facilities that will meet the needs of communities in the Ribble Valley or directly benefit residents of the Ribble Valley as whole? | |
| 6 | Does the application demonstrate that it supports or develops community action in a way that is sustainable and contributes to local community life? | |
| 6 | <p>Will the project support any of the councils ambitions and priorities</p> <ul style="list-style-type: none"> • To match the supply of homes in our area with the identified housing needs • To help make peoples lives safer and healthier • To protect and enhance the existing environmental quality of our area | |

| | | |
|----|---|--|
| | Does the applicant demonstrate that membership of their organisation is open to all members of the community and that the organisation does not discriminate unfairly against anyone on the grounds of race, gender, creed, ethnic origin, sexual orientation, age or disability. | |
| 8 | Does the applicant demonstrate that they are financially sound and well managed? | |
| 9 | Is it clear that the proposed project has/will be properly planned and organised? | |
| 10 | Does the application demonstrate value for money and evidence of the organisations own fundraising activity and ability to attract funds from other sources? | |
| 11 | Has the organisation submitted a statement or audited accounts showing how much the organisation has in all its | |

| | | |
|----|---|--|
| | bank accounts? | |
| 12 | Could this project be funded under another of the councils grant schemes? | |
| 13 | Does the application in any way contravene the policies and principles of this council? | |
| 14 | Does the application clearly demonstrate that provision has been made for ongoing running and maintenance costs once the project has been | |
| 15 | Have quotations been included with the application? | |
| 16 | Is a financial contribution being made by the organisation or is the application for 100% funding | |

| | |
|---|--|
| Has the project met all the essential criteria of the grant? | |
| Are there any areas of concern or any further information needed? | |

Recommendation of Officer Panel... xxxxxxxxxxxxxxxx
 Xxxxxxxxxxxxxxxxxx
 xxxxxxxxxxxxxxxx

Recommended financial contribution from the Council.....

APPENDIX 3



Telephone: (01200) 414424

Fax: (01200) 414487

Ask For:

My Ref: xxxxxxxxxxxx

Date:

Your Ref:

xxxxxxxxxxxxx

Dear xxxxxxxx,

APPLICATION FOR FINANCIAL ASSISTANCE

Ribble valley village amenities grant fund

1. I am pleased to write to you, with reference to your application seeking financial assistance under the above grant scheme towards the cost of xxxx

GRANT PAYABLE

2. On the basis of the details provided in your application and subject to the terms and conditions set out in this Offer Letter. Based on your stated eligible expenditure of **£xxx** I am pleased to advise you that the Council is to offer you a grant of up to **£xxxx**
3. The eligible costs exclude any expenditure that does not qualify for financial assistance under the terms and conditions set out by the Council.
4. In the event of the total eligible expenditure being less than that which would enable you to claim the full grant, the Council will reduce the final amount of grant paid, or seek repayment of any grant already paid to reflect the changes in funding profiles.

THE SCHEME

5. The scheme should be carried out, as far as possible, in accordance with the quotations and/or plans submitted with your application. You must obtain the Council's prior written approval for any proposed changes. Should you incur any additional expenditure, not detailed in your application, no additional grant will be payable.
6. The Council does not accept any liability for the acts or omissions of any of your contractors or suppliers. Approval of the grant application, or payment of grant, does not imply any warranty by the Council as to the quality of the goods or works that are the subject of this application, nor of the competence of any of the contractors or suppliers named in your application.
7. All building works must be completed in accordance with the relevant Town & Country Planning Acts and Building Regulations approvals. This offer of grant assistance does not form any approval under the Town & Country Planning Acts, the Building Regulations or any lease of covenant where the Council's consent is required. Any approvals required under these provisions, or under any other Regulations, must be obtained separately by you before any work commences.

PAYMENT OF GRANT

8. The scheme (as amended and agreed where appropriate) must be completed to the satisfaction of the Council.
9. Grant will not be released until you have demonstrated that you have paid your contractors and/or suppliers. **Copies of detailed (broadly item costed) receipted invoices should therefore accompany all claims for payment.** The Council reserves the right to seek any further information that it may deem necessary to satisfy itself that the amounts have been paid.
10. Exceptions may be made under **exceptional circumstances** and funding used to 'front-fund' or 'pump-prime' projects. If this is deemed necessary the applicant must make a written request to the Council stating why the funding is needed before expenditure has been incurred.
11. Under the terms of the grant programme retrospective assistance is not permissible. Only expenditure incurred after your formal acceptance of this grant offer will be accepted as evidence of spend.
12. The VAT element of the cost must be shown separately. Grant will only be paid on the VAT elements of the work if the Applicant is not registered for VAT.
13. The Council can accept no liability in respect of loss attributable to any delay in the payment of claims or to any suspension, reduction or cancellation of grant.

MONITORING

14. If you are not able to claim the funding available within 6 months of this letter, a monitoring form will be sent to you. The 'Monitoring Form' records information on the progress being made towards the achievement of the project detailed in the application form. This **MUST** be completed in order for your project to retain its eligibility for grant funding. If the forms are not returned, the Council reserves the right to withdraw any offer of grant. This is so that the Council can reallocate available, or unspent funds, to other projects.
15. You will also be sent a "Capital Asset Register" form where you will be required to provide details of all 'capital assets' acquired and/or improved with the benefit of grant assistance. To ensure the accuracy of the register, details of any 'capital assets' that are subsequently sold must also be notified to the Council, so they can be removed from the register. This is because the Council, as a funder of the asset, retains an interest in its development and use and ensures that the Council is aware of any future changes to its purpose. A 'capital asset' is defined as:
 - (i) *Land and buildings (including any interest in land); and*
 - (ii) *Items of equipment and other movable and immovable assets costing £2,500 or more; which on the date of purchase had a useful life of more than one year.*
16. Representatives of Ribble Valley Borough Council shall have the right to inspect the project and you must permit such inspections on the receipt of reasonable notice. You must also provide copies of any documents they require and agree to provide any appropriate written or oral explanations they request.

17. If match funding was included within the application, evidence of this match funding must be presented in writing to the Council.
18. Failure to comply with any of the above monitoring regulations may result in the offer of grant being withdrawn.

PUBLICITY

19. Any publicity regarding the project should ensure that assistance from Ribble Valley Borough Council is fully acknowledged. You are required to co-operate in any publicity arranged by the Council.

WITHOLDING PAYMENT OR REQUESTS FOR REPAYMENT OF GRANT

20. The Council reserves the right to withhold any or all of the grant or to require part or all of the grant to be repaid if:
 - (a) There is a substantial or material change in the nature, scale, costs or timing of the project without prior agreement.
 - (b) There is unsatisfactory progress towards completing the project or the future of the project is in jeopardy.
 - (c) In respect of premises, for which financial assistance has been awarded, where they cease to be occupied by the Applicant or are in whole or in part sold, leased or demolished.
 - (d) A 'capital asset' acquired with financial assistance is sold or leased to another party; **unless**, with the prior approval of the Council, it is used as part payment against equipment that will upgrade the applicants operations.
 - (e) Any of the information provided on the application form, in supporting documentation or subsequent correspondence is found to be substantially incorrect or incomplete.
 - (f) The Applicant fails to comply with any condition in this offer letter.

21. Any over-payment of grant must be repaid forthwith to the Council on its first demand, or upon the Applicant becoming aware that grant has been over-paid, whichever first occurs.

- 22. If the funding has not been spent within 6 months of this offer letter, the Council reserves the right to withdraw this offer of funding.**

AMENDMENTS TO THIS LETTER

23. No amendment or variation to the terms of this letter will be effective unless agreed in writing by the Council.
24. The Council reserves the right to withdraw this offer of funding at any time.

ACCEPTANCE

25. This offer can only be accepted by an authorised signatory signing the enclosed copy letter and returning it to Melissa Watts by xxxx. If the acceptance is not received by this date the offer will be deemed to have lapsed.

26. No payments will be made under this offer until the Council has received this written acceptance.

Yours sincerely

xxxxxx

I accept the offer of grant assistance upon the terms and conditions stipulated in this offer letter:

Name:
(BLOCK CAPITALS)

Position:
(BLOCK CAPITALS)

Authorised signatory on behalf of:
(BLOCK CAPITALS)

Date:

Signature: