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<b>Report To:</b>	<b>Education &amp; Communities Committee</b>	<b>Date:</b>	<b>5 May 2015</b>
<b>Report By:</b>	<b>Corporate Director: Education, Communities &amp; OD</b>	<b>Report No:</b>	<b>EDUCOM/56/15/JA</b>
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<b>Subject:</b>	<b>Community Facilities Fund</b>		

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## 1.0 PURPOSE

- 1.1 To seek Committee approval of the criteria for eligibility for the Community Facilities Fund and the process for the approval of applications.

## 2.0 SUMMARY

- 2.1 A sum of £150k was approved in the 2015-16 budget for the Community Facilities Fund. Funding has been disbursed in previous years via the CFF to a number of community groups. As the overall level of funding available is lower than in previous rounds of the fund the maximum grant available has been limited to increase the potential reach of the fund.
- 2.2 A process for application to the fund is attached at Appendix 1 of the report. Officers will assess any applications to the fund against the eligibility and appraisal criteria attached at Appendix 2.

## 3.0 RECOMMENDATIONS

It is recommended that the Committee:

- 3.1 Approves the process for application to the Community Facilities Fund detailed at Appendix 1.
- 3.2 Approves the eligibility criteria detailed at Appendix 2.

**Patricia Cassidy**  
**Corporate Director: Education, Communities and Organisational Development**

#### 4.0 BACKGROUND

- 4.1 A Community Facilities Fund was set up in 2010 with the aim of supporting the development of community facilities in Inverclyde. The initial fund amounted to £1,200,000; this fund has been fully committed.
- 4.2 An additional sum of £150,000 was allocated to the Community Facilities Fund in the budget approved in February 2015.
- 4.3 In order to ensure that this fund is disbursed fairly and equitably, an application process and eligibility criteria are presented herewith for approval.
- 4.4 Following approval of the process and criteria applications will be invited from community groups to the fund by the end of August 2015. It is proposed that the final decision on applications will be made by the Grants Sub-Committee in October 2015.

#### 5.0 THE APPLICATION PROCESS

- 5.1 The application process is detailed in Appendix 1.
- 5.2 The intention is that only applications meeting the eligibility requirements detailed in Appendix 2 will be passed to the Grants Sub-Committee for consideration.
- 5.3 Applications not meeting the eligibility criteria will be returned to the applicant by mid-September 2015. Where the application clearly does not qualify the application will be refused. Where the application fails on less major technical grounds the applicants will be given the opportunity to resubmit an amended application ahead of the grants being determined

#### 6.0 IMPLICATIONS

##### Finance

- 6.1 The assessment of applications against the eligibility criteria proposed will be undertaken with advice from Finance.

##### Financial Implications:

##### One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report £000	Virement From	Other Comments
N/A					

##### Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact £000	Virement From (If Applicable)	Other Comments
N/A					

##### Legal

- 6.2 The assessment of applications against the eligibility criteria proposed will be undertaken with advice from Legal and Property Services.

## **Human Resources**

6.3 None

## **Equalities**

6.4 None

## **Repopulation**

6.5 None

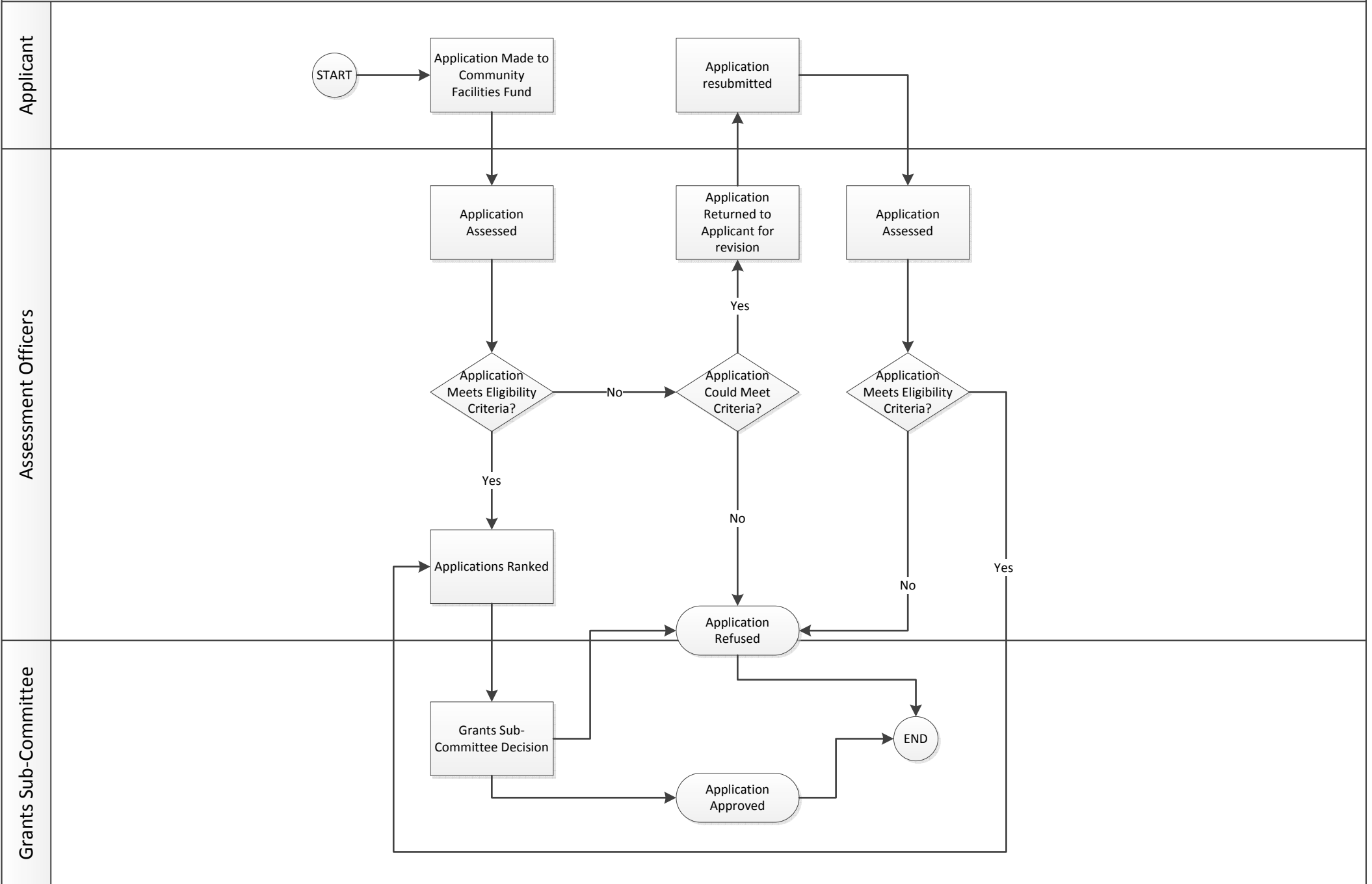
## **7.0 CONSULTATIONS**

7.1 Legal and Property Services have been consulted on the eligibility criteria.

## **8.0 BACKGROUND PAPERS**

8.1 Community Facilities Grant – Environment & Regeneration Committee – August 2012

# Community Facilities Fund Application Process



These guidelines will help you put together an application for funding from the Community Facilities Fund. They set out the procedures and criteria for making awards.

This funding stream is for capital expenditure only.

Capital expenditure is defined as expenditure on the purchase, upgrade or construction of an asset. This includes any costs directly incurred in the process, such as: Architect, Quantity Surveyor and Engineers fees, as well as Solicitors fees in respect of planning, building warrant, asset purchases or leases.

We cannot fund projects that are already underway, where building contracts are already let.

### **What kind of project is eligible to apply for funding?**

The provision of new community facilities.

Extension or upgrading of existing community facilities.

The purchase of major items of non-personal equipment with an effective working life of not less than 7 years.

### **What kind of projects will we prioritise?**

The Community Facilities Fund will prioritise applications from projects where the need and impact are greatest and the outcomes are clear. In all cases the need to secure the greatest community benefit from the level of funding available will be considered.

### **The following types of projects are not eligible:**

Purchase of vehicles.

Bars, dining rooms, dedicated social areas and associated spaces.

Personal equipment.

General equipment not having a life expectancy of more than 7 years.

Works on buildings with a life expectancy of less than 20 years.

Works undertaken solely to comply with the requirements of the duty to make adjustments under the Equality Act 2010.

Work undertaken solely to comply with a requirement placed upon the organisation by any part of Inverclyde Council.

Feasibility studies and design competitions.

Speculative purchase of land and/or facilities for utilisation/development in the long-term.

Purchase of land and/or facilities as a means of saving on payment of rent.

Any projects which have been started prior to an application being made or a decision being taken by Inverclyde Council or our approval being given to proceed. Letting of a construction contract constitutes a project start. Engaging design consultants does not constitute a project start. We cannot provide funding retrospectively.

### **What are the requirements that a project will have to meet?**

The project must have meaningful community access, provide community benefit and not be for private gain.

There must be a clear need and demand for what is proposed.

Financial need must be clearly demonstrated in order to be considered eligible for the requested level of funding.

In all cases, applicants must demonstrate the operational viability of the project for the period of the award. Maintenance and eventual replacement must be planned and funded by the applicant, taking account of realistic income projections.

The facility must be fit for purpose in terms of: Location; scale and content; design, accessibility; management and environmental impact.

The project must be able to show that with funding from Inverclyde Council you have the finance or will be capable of raising the balance of finance to start up to 12 months of the date of the award.

The applicant must be able to complete the project within a set timescale.

Applicants should be able to demonstrate security of tenure for at least ten years (from date of completion). This can be through ownership or by way of a lease.

## **Who is eligible to apply for funding?**

Local community, voluntary and third sector organisations including clubs.

Applications may be considered from groups based outwith Inverclyde if the application relates solely to Inverclyde and meets all of the other criteria for funding. In general however priority will be given to applications from groups based solely in Inverclyde.

Where membership of the applicant organisation is required, membership is open to all sections of the community & the applicant's constitution incorporates an appropriate "Open to all clause"

Example:

*Membership is open to all and no application for membership will be refused on other than reasonable grounds.*

*There will be no discrimination on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex; sexual orientation, political or other opinion.*

The organisation does not distribute profits to the proprietors, directors and/or shareholders but reinvests all surpluses in the project or facility. For club projects, the applicant's constitution must incorporate an appropriate "Dissolution clause."

Example:

*If, upon the winding up or dissolution of the club there remains after the satisfaction of all the club's debts and liabilities any property whatsoever, the same shall be given or transferred to some other organisation or organisations having objects (that is, aims and activities) similar to the objects of the club, such organisation or organisations to be determined by the members of the club by resolution passed at a General meeting at or before the time of the dissolution, and in so far as effect cannot be given to such provision then to some charitable objects.*

## **What are the potential outcomes for my application?**

Where an application meets all of the relevant criteria it will be considered together with all other qualifying applications by Inverclyde Council's Grants Sub-Committee. The sub – committee may award the total sum applied for or may award a lesser sum dependent on the applicant increasing their contribution.

If the criteria are not met in full the applicant will be advised and given the opportunity to revise the application before that process takes place. Any applications not meeting the criteria at the time of the meeting will not be considered.

## **What information will I need to submit alongside my application form?**

Governing documents

*Memorandum and Articles of Association/  
Constitution*

Minutes adopting the organisations governing documents

Minutes giving authority to apply for funding

List of names & addresses of office bearers  
Dimensioned design drawings. Sketch proposals  
Accommodation schedules.  
Photos of existing site  
Site plan or location plan  
Planning Permission in Principle or Full  
Planning Permission & stamped approved drawings.  
Evidence of Security of tenure of project site.  
*Owned sites require copy of title deed documentation **and** solicitor's letter confirming ownership*  
*Or*  
*Leased sites require copy of fully-signed lease, rental or access agreement*  
Quotation or estimates Quotation or estimates Quotation or estimates  
Outline specification of works  
BCIS specification of works  
Income and expenditure projection for the first three years of the facility  
Latest & previous 2 years annual accounts  
Current Bank statement  
Business Plan  
Detailed programme of use  
Management or access agreements  
Child protection policy

## **Funding**

### **How much funding can I apply for?**

Projects with a total value of between £10,000 and £50,000 (Inc. VAT) are eligible to apply for up to a maximum of 75% funding.

Funding may be considered for contributions towards larger projects however where this is the case the maximum funding available from the Community Facilities Fund will be £25K and projects will be expected to demonstrate that the balance of funding is available from sources other than Inverclyde Council.

### **How much of an 'applicant contribution' is required?**

Projects require a minimum applicant contribution of 25%

We will expect applicants to meet at least 25% of the eligible project costs from their own resources, which may include bank borrowing and members' loans. Alternatively applicants may fund the balance of the project costs from other funding streams provided that there is no intention to seek further funding from Inverclyde Council.

Where the applicant's contribution is made up in part, or whole, of borrowings from a bank or another financial institution or a loan from sources other than members, Inverclyde Council reserves the right to ask for a standard security on the facility to protect our investment. The applicant will be responsible for all costs connected with this matter

In kind contributions are valued and will be counted toward the 25% applicant contribution of the total project cost. They will not however be match funded by Inverclyde Council.

## **Additional considerations**

### **Value Added Tax**

If your organisation is not registered for VAT or is not in a position to have the project zero-rated for VAT purposes (as is sometimes the case for charities approved by HMRC) it is essential that the VAT burden is included in the project costs.

We recommend that you consult your local VAT office on the scope to obtain exemption or partial exemption from VAT for your project.

## **Contracts / appointments**

Prices must be the result of competition with a minimum of three tenders/quotations for projects up to a total cost of £50K.

Any project over £50K will require to follow a more rigorous procurement process.

## **Equalities**

As a public sector body Inverclyde Council must adhere to the general equality duty as outlined in the Equality Act 2010. A number of people from different groups in society are protected under this legislation. The protected characteristics relevant to our general duty are: age, disability, gender reassignment, race, religion, sex, and sexual orientation. The Equality Act encourages us to think about providing opportunities for all of the protected groups. Funding applicants should be able to demonstrate an inclusive approach.

## **Data protection**

Inverclyde Council will use and process information in accordance with the requirements of the Data Protection Act 1998. The information you provide us with may be held on files, both paper and electronic. We will use this information to process applications, investments and payments, to prepare statistics and to monitor and evaluate effectiveness of both individual grants and our investments. Please note that by signing the application form you are giving explicit consent for the data collected about you and/or your organisation to be recorded, processed and used for the purposes outlined above or for any other legitimate reason connected with the work of Inverclyde Council

## **Freedom of information**

As a public body, Inverclyde Council falls under the requirements of the Freedom of Information (Scotland) Act 2002 and the Environmental Information (Scotland) Regulations 2004 to disclose any information (including applications for funding and ancillary written documents) it holds on a particular topic when requested to do so by a person or organisation. In certain circumstances some of the information may be subject to an exemption and will not have to be disclosed.

However you must inform us in writing as soon as possible if this places a burden on you or your organisation. Inverclyde Council will be able to advise you further on this matter. For the avoidance of doubt Inverclyde Council's decision with regards to questions of disclosure and non-disclosure shall be final.



## **Appraisal Process**

Projects meeting the above criteria will be appraised against the following criteria prior to any decision on final funding:

### **The Business Plan**

Please submit with your application a full Business Plan. You **must** incorporate the following-

- You have undertaken appropriate research to identify the need for the project
- Your income and expenditure projections are achievable
- You have identified all costs associated with the project
- You have identified how you will meet the running costs of the project
- You can clearly identify who will be the beneficiaries of this project
- You have the support and commitment of all relevant partners
- You have appropriate capacity and management arrangements
- That you have identified the appropriate staff and resources required to deliver services
- You have obtained or are processing the appropriate statutory requirements

**This is not an exhaustive list but is intended as a guideline to applicants on the key components of a Business Plan.**

**Maximum Potential  
Score: 40**

### **Evidence of Need and Community Benefit**

Explain why the project is necessary, giving relevant up-to-date information to justify the project.

Demonstrate how the project enhances current provision and justify how it does not duplicate existing local provision.

**Maximum Potential  
Score: 40**

### **Sustainability**

Explain how the project is sustainable in the medium to long term

Outline how the project meets and contributes to environmental sustainability.

**Maximum Potential  
Score: 10**

### **Accessibility and Equality**

Demonstrate how the project meets all legislative requirements and contributes to good practice around accessibility and equalities for all users of the Project.. For example, are

facilities fully accessible to disabled people, do you require assistive technology to open up the service to all users, does the Organisation operate and implement a comprehensive Equal Opportunities policy?

**Maximum Potential**

**Score: 10**