

COMMUNITY FACILITIES GRANT POLICY & APPLICATION FORM

ADOPTED 25 MAY 2024

Next Review: May 2025

Introduction

The monies for the provision of these grants come from planning obligations placed on the developers. These are either Section 106 or Community Infrastructure Levy, which are administered by Newark & Sherwood District Council and passed to the Parish Council to administer distribution in the community.

Section 106 (S106)

Planning obligations under Section 106 of the Town and Country Planning Act 1990 (as amended), commonly known as S106 agreements, are a mechanism which make a development proposal acceptable in planning terms, that would not otherwise be acceptable. They are focused on site specific mitigation of the impact of development. S106 agreements are often referred to as 'developer contributions' along with highway contributions and the Community Infrastructure Levy.

Community Infrastructure Levy (CIL)

The Community Infrastructure Levy is a planning charge, introduced by the Planning Act 2008 as a tool for local authorities in England and Wales to help deliver infrastructure to support the development of their area. It came into force on 6 April 2010 through the Community Infrastructure Levy Regulations 2010. Development may be liable for a charge under the CIL, as the local planning authority (Newark & Sherwood District Council) has chosen to set a charge in its area.

Most new development which creates net additional floor space of 100 square metres or more, or creates a new dwelling, is potentially liable for the levy. Some developments may be eligible for relief or exemption from the Community Infrastructure Levy.

Detailed CIL guidance is available on the [Planning Practice Guidance website](#).

Community Facilities Grant

The aims of the grant scheme is to work in partnership with local groups within the Parish to help them provide/improve community facilities, open spaces and recreational amenities which protect, enhance and develop the quality of rural life. The grant scheme aims to develop and improve the network of village halls, community & leisure centres, play and heritage facilities, depending on the source monies being used.

The monies available to the Parish Council for this grant scheme, is provided through the Community Infrastructure Levy (CIL) and Section 106 collected by Newark and Sherwood District Council and passed on to the Parish Council for this purpose.

Grant levels will be up to 50% of the total costs subject to a minimum of £500 and the maximum is subject to available funding.

Who can apply?

- The scheme is open to all voluntary or community based organisations that operate on a not-for-profit basis, or a social community enterprise in the Parish. The organisation must be open to the general public.
- Organisations must submit a copy of the reserves policy and recent accounts (for the last 12 months) with its application.
- Organisations must have a constitution or a set of rules and their own bank account.
- The organisation must demonstrate that they have consulted its users/local community, that they have a business plan, and must have the relevant policies in place such as a child protection policy and equal opportunities policy.

COLLINGHAM *Parish Council*

- The organisation must demonstrate that they have undertaken fundraising activities during the previous 2 years.
Applications for retrospective grants, where a project has already been completed, cannot be considered.

The application form is available at the bottom of this document and applications are to be submitted either as a hard copy to the address shown on the form or via email to the ParishClerk@Collingham-PC.gov.uk. All applications will generally be dealt with twice per year and should therefore be received by 31st July and 31st January each year. Applications received after these dates may be held over until the next submission date.

Once a grant has been received it must be spent within 1 year.

Any alterations to the original application during the progress of the project must be approved with the Parish Council prior to being implemented

The Community Facilities Grant sums available for application is shown on the [website](#);

Community Facilities Grant

Section A - Eligibility of the project for Facilities Improvement Grant funding

The aims of the grant scheme is to work in partnership with local groups within the Parish to help them provide/improve community facilities, open spaces and recreational amenities which protect, enhance and develop the quality of rural life. The grant scheme aims to develop and improve the network of village halls, community & leisure centres, play and heritage facilities.

The grant scheme is open all year round, and you can see on the [website](#) which projects have been awarded a Community Facilities Grant. Please note that there is only a small amount of funding available for allocation each year, so it may not be possible to fund every application that meets the criteria. Please check on the webpage prior to submitting your application to make sure that there are sufficient funds available. It is possible that more than one application could be submitted at the same time, which would exceed the final balance available for allocation. If this occurs, the Council will contact the applicants with a view to supporting as many projects as possible, whilst ensuring their viability. The types of project that might be eligible will be dependent primarily upon evidence that an assessment has been made of local community needs. The project must fit into one of the following categories:

- 1) Community Centres/Village Halls
- 2) Open Spaces

Some examples of the types of projects which might be appropriate are listed below: -

1. Community Centres/Village Halls – funding source S106 & CIL

Upgrading facilities which are the main community centre in a village and which are available for anyone in the community to use. The funding can support works such as new build, extensions, refurbishment, provision of disabled facilities, works to improve a buildings energy efficiency or community safety, and provision of facilities which will enable the hall to diversify its use.

Examples of an eligible project:

- The installation of a new kitchen.
- Complete re-roofing of a facility.
- The addition of solar panels.
- Entrance improvements including access ramps and automatic door openers.

Minor repairs, redecoration and movable equipment items are excluded from the grant scheme.

Examples of projects that would not be eligible for funding:

- A new cooker.
- The replacement of broken roof tiles.
- Painting a meeting room.

2. Open Spaces Grants – funding source CIL only are available to parish councils and community groups for the purchase or leasing of land for formal/ informal public open space, recreation and allotments. Leases must be for a minimum of 25 years or, where land is to remain in private ownership, there needs to be a Covenant or written agreement in place which protects public access and use of the site in perpetuity. Grants are also available for improvement to existing open spaces such as improving access, education or other facilities. Please note that planting enhancements will only be considered as part of whole woodland/orchard development projects.

Examples of an eligible project:

- A new trail and signage in an existing open space that improves accessibility
- Securing a piece of land to develop into a community orchard.

Examples of projects that would not be eligible for funding:

- Repairing a sign
- Replacing or repairing a damaged bench

COLLINGHAM *Parish Council*

Q1. Please provide the project title, a description of the project, its purpose and an explanation of what the Community Facilities Grant funding will be spent on.

Please tick here to confirm that you have attached your organisations Business Plan demonstrating the requirement for the project (if a Business Plan is available).

Q2. Please provide written evidence of endorsement for the project from the membership of your organisation. This could be in the form of meeting minutes or an e-mail from the Chairman or Secretary.

Place a tick in the box to confirm you have attached the details Please note that if you are unable to provide this evidence, the project will not be eligible for Facilities Improvement Grant funding

Section B – Eligibility of the Organisation for Community Facilities Grant funding

This grant scheme is open to all community based organisations that operate on a not-for-profit basis in the Parish. An organisation can apply for Community Facilities Grant funding once during any given financial year. The facilities provided must be open and accessible to the general public with no membership restrictions in relation to the Equality Act 2010, and have wide public and community benefit. Applicant bodies must have a constitution or set of rules. The organisation must demonstrate that they have consulted with the local community, that they have an equal opportunities policy in place and where relevant, have a child protection policy.

B1. Organisations Details

Q3. Name of Organisation:

Q4. Address including postcode:

Q5. If a grant is approved, Please provide sort code and account number for BACS payment to be made to the organisation

Q6. Is your organisation able to recover VAT?

Q7. Are there any membership restrictions on use of your organisation's facilities?

Yes

No

If YES, please explain why:

B2. Main Contact for the Project

Q8. Name:

Q9. Position in organisation:

Q10. Address including postcode:

Q11. Daytime telephone number:

Q12. E-mail address: @

Section C – Details of the Proposed Project

C1. Location and ownership of the facility/land

Q13. What is the geographical location of the proposed project (for example the nearest road or postcode)?

COLLINGHAM *Parish Council*

Q14. What security of tenure do you have on the facility?

Freehold

Leasehold

**Q15. If leasehold, what is the length of the lease and how many years are remaining?
years**

Please note: A lease must be for a term of at least 25 years to be eligible for funding, unless exceptional circumstances apply.

Q16. Is the lease vested in the applicant's name? Yes No

If no, who owns the lease?

If you do not own the asset, please tick here to confirm that you have attached evidence of the land owner's permission for the works to be carried out.

Please note that if you are unable to provide this evidence, the project will not be eligible for Community Facilities Grant funding.

Q17. Is planning permission required before the project can start?

Tick Yes

No

If yes, please provide the planning permission reference number:

Q18. Is a Building Regulation application required? Tick Yes No

If yes, please provide your reference number:

Q19. Please indicate the approximate start and finish dates of the project

Start:

Completion:

C2. Need and Justification

Q20. Are the reasons for doing this project instigated by legislative requirements – e.g.

Health & Safety, Fire Regulations, Equality Act 2010? Tick Yes No

If yes, please provide the details.

Q21. Please indicate how the evidence of need for this project has been gathered. Include details of any research that you have carried out or strategies/ plans which identify this project as a priority (such as a community led plan, village survey, Play Facility Audit and Action Plan, public/user consultation).

Please tick here to confirm that you have attached copies of any documents providing evidence of need for the project.

Q22. What is your justification for this project if there is another similar facility nearby (for example if there is already a similar facility being provided in the same village)?

Q23. Will your project increase the use of a community facility? Tick Yes No

If yes, please explain how:

Q24. Will your project broaden the use of a community facility (an example would be works to improve access on the basis of age or disability)? Tick Yes No

If yes please explain how:

Q25. What attempts have you made to make this project environmentally sustainable? E.g. energy saving mechanisms, recycled materials, local suppliers.

Q26. If the project involves provision for children (up to the age of 18), what consideration have you given to any child protection issues that may arise from the project you are delivering?

Section D- Project costs, sources of funding and sustainability

Grant awards are subject to available funding being available. A minimum of 50% match funding must be provided by the applicant organisation or another grant provider so that the Facilities Improvement Grant Fund can support as many local projects as possible.

Q27. What do you anticipate will be the total expenditure for the project?

With VAT included: £

Excluding VAT: £

Q28. Please list the items that you plan to buy with Community Facilities Grant funds:

-
-
-
-

Q29. How much match funding is being provided? £

Q30. Is the match funding confirmed? Yes No

Q31. Where is it from?

Q32. Is your match funding offer conditional on securing match funding from this grant or any other grant? Tick Yes No

Q33. What level of Community Facilities Grant funding is sought from the Parish Council?

If you are able to reclaim VAT please provide amount ex-VAT as the Parish Council will only pay the amount that cannot be reclaimed. Only if you have indicated at Q6 that you are unable to reclaim VAT, may you include VAT in the Grant funding being applied for
£

Please tick here to confirm that copies of all of the written estimates obtained for the cost of the work are attached to the application.

Please ensure you highlight which is your preferred quote

Q34. Please explain your justification for choosing your quote if it is not the cheapest.

Q35. What do you expect the annual running costs to be? £

Q36. What do you expect the repair and maintenance costs to be? £

Q37. How do you propose to meet these costs in the longer term, as Community Facilities Grant funding cannot be used for this?

Section E – How the Grant Application is Assessed

The Parish Council is the accountable body for the Community Facilities Grant Fund and therefore needs to ensure:

- That the process is transparent and fair to all.
- That projects supported are necessary, viable, will deliver value for money and meet a community need.
- That there is a costed repair and maintenance plan in place. Assessment of proposed projects is therefore carried out by the Parish Clerk and at least 3 Parish Councillors.

The focus of the assessment is on the following:

COLLINGHAM *Parish Council*

- Ownership of the asset and whether consent is in place for any works.
- Endorsement of the local Parish Council.
- Evidence of need for the project (e.g. supported by the findings of EDCs Play Audit and Strategy, identified as a priority in a Parish Plan, community consultation).
- An increase in usage of the asset as a result of awarding the funding (i.e. a greater number of people will use the facility).
- A broader usage of the asset as a result of awarding the funding (e.g. use by disabled people, older or younger people who may not have had access previously).
- That a minimum of 50% match funding is in place.
- That a complete funding package is in place with the offer of a Community Facilities Grant.
- That there is financial sustainability for the asset into the future.

We aim to let you know the decision as soon as possible following it being received, placed on an agenda for discussion and subsequently being discussed at a Parish Council Meeting, by a formal grant offer letter.

Section F – How to claim Grant payments

Grants are paid as soon as approved by the Parish Council. As soon as possible after work has been completed and the expenditure has been incurred, copies of accounts/receipted invoices must be submitted to demonstrate how much has been spent on the project.

The work may be inspected and you will need to show how you have complied with any other conditions set. Submission of the accounts will form the 'Self Certification' confirming that the works specified in your application form have been completed. In addition, please provide details around whether the project was completed on time and to budget and what the impact of the project has been to the community.

Section G – Declaration

By signing your name here (if submitting by post) or typing it (if submitting electronically) you are confirming that the contents of this form are correct, to the best of your knowledge.

Name:
Title:
On behalf of:
Signature:
Date:

Applications can be made:

- in hard copy by post to: Collingham Parish Council, 71 High Street, Collingham, NG23 7LB

or

- via email to ParishClerk@Collingham-PC.gov.uk

We will process the information provided in accordance with the Data Protection Act for the purposes of administering the grant. The information provided will be stored securely by Collingham Parish Council and will be destroyed after 10 years from the date of decision. The name of the community group securing the grant funding, the date of the decision and the amount secured will be available on Collingham Parish Council's website.

The Freedom of Information Act 2000 (FOIA) applies to Collingham Parish Council and therefore information provided by you may have to be disclosed if so requested.