

WARWICKSHIRE COUNTY COUNCIL

COMMUNITY BUILDINGS CAPITAL GRANT FUND:

ONE-OFF FUND, 2016/17



PLEASE READ THESE GUIDANCE NOTES CAREFULLY.

They will help you decide whether or not you can apply to the fund, and give information on how to fill in the form.

The WCC Community Buildings Capital Grant Fund

The Warwickshire County Council Localities and Partnerships Team is making available this one-off grant fund of £60,000 to promote the delivery of localised services from community buildings.

The Fund will help local organisations to improve community buildings so that the services delivered from them reach more people.

The Council's One Organisational Plan states that the core purpose of Warwickshire County Council is to:

Develop and sustain a society that looks after its most vulnerable members, delivers appropriate, quality services at the right time, and seeks opportunities for economic growth and innovation.

The grants awarded through this scheme will contribute to delivering Warwickshire County Council's core purpose.

Defining 'Capital'

Warwickshire County Council uses a definition of 'capital expenditure' from the Local Government Act (2003) (<http://bit.ly/1kJxdhy>). The rules for defining capital expenditure can be complicated.

The following points give a **basic outline** of what sort of projects will be eligible for this fund:

- The purchase of a building or piece of land;
- The replacement of structurally integral parts of a building;
- The replacement or significant repair of water, heating, and security systems;
- The replacement or significant resurfacing of a car park or play area;
- The installation of accessibility equipment/modifications;
- The installation of a new suite of equipment (e.g. kitchen, ICT hardware);
- The purchase of tangible assets (e.g. vehicle, furniture);
- The purchase of intangible assets (e.g. IT system);
- Where the total cost of the capital project is more than £6,000

Please note that applications will be assessed against the full definition. **We strongly recommend you discuss your idea with us before completing an application form.**

The Fund in Detail

The Fund will provide grants of between £6,000 and £12,000 for capital projects.

The closing date for the Community Buildings Capital Grant Fund is **midday on Friday 16 December 2016.**

Bids should clearly align with the core purpose of the WCC One Organisational Plan (see above).

Specifically, the Community Buildings Capital Grant Fund is being made available to:

- improve the suitability of community buildings for providing services to people;
- expand and diversify the range of community-delivered alternatives to County Council services, and,
- encourage a diverse range of Warwickshire residents to use community facilities and in particular those who are currently under represented.

The Fund will prioritise those applications which:

- demonstrate how a service will reduce or prevent the need for people to use a County Council service;
- are able to provide additional match funding from another source;
- can complete the work within 2 years of award;
- are able to demonstrate sustainability, for example by meeting on-going maintenance costs;
- enable residents to actively participate in their communities to bring about positive change; and,
- address disadvantage, poverty or social isolation.

Successful applicants will provide monitoring on a six-monthly basis and be evaluated by the Localities and Partnerships Team. Decisions on grants awarded from the Community Buildings Capital Grant Fund will take into account other funding opportunities across the Council and its Public Sector partners, and will seek to avoid duplication.

Who is eligible to apply?

- ✓ Constituted 'not-for-profit' community organisations in Warwickshire;
- ✓ Non-constituted or new 'not-for-profit' groups working in Warwickshire that can be supported by a mainstream service or community group willing to administer the funds through an organisational bank account;
- ✓ Warwickshire Town and Parish Councils.

Who is not eligible to apply?

- ✗ Statutory organisations, where they are the main bidder or a funding recipient;
- ✗ Individuals;
- ✗ Groups or organisations that have failed to meet the conditions of previous awards from Warwickshire County Council, including the timely submission of receipts/evaluations.
- ✗ Organisations that do not operate and adhere to health and safety, equalities, and safeguarding policies.

What will not be funded by the grant fund?

- ✗ Bids that promote religious or party political beliefs, or for any activity deemed by the administering Councils to be lobbying;
- ✗ Bids for personal profit or the benefit of an individual;
- ✗ Costs relating to items or work already carried out before the grant has been awarded;
- ✗ Loans or debt repayments.

Application process and help

It is strongly recommended that all bids to the Fund are developed in discussion with a member of your area's Localities and Partnerships Team. This may avoid the need for applicants to supply further information and delay the process.

Some advice on how to complete the form can be found on the following pages. Alternatively you can contact Warwickshire Community and Voluntary Action (**01788 574258**) for advice about how to fill in a grant form.

We prefer typed applications submitted by email. Hand written forms must be legible and must be received by us before the deadline. Please ring 01926 412980 in advance to notify us to expect a postal application.

Your application will usually be acknowledged within 5 working days along with notification of when your bid will be considered. You may be asked for additional information.

Applications will be scored by a panel of officers against the criteria set out below:

Criterion	Maximum score	Criterion	Maximum score
1 – Evidence of the provision of a service or facility that will reduce people's need to use a County Council service	4	5 - Evidence of need for the capital improvement and the service provision that will result	4
2 - Evidence of increased accessibility of the community building and increased participation in services, particularly by diverse groups	4	6 – Evidence of a viable partnership relationship with Warwickshire County Council	4
3 - A clear approach to monitoring the delivery of the capital project within the specified costs and timescales (max. 2 years)	4	7 - Evidence of the organisation's ability to sustain costs associated with the capital improvement (e.g. maintenance, utilities)	4
4 - Evidence of the project's contribution towards reducing local disadvantage, poverty and/or social isolation, fostering good relations between different groups, and promoting equality of opportunity	4	8 - Evidence of the contribution of funding from other source/s	4
Scoring range			
Criterion not met = 0 points	Criterion partially met = 1,2,or 3 points	Criterion met = 4 points	

- The maximum score for applications is 32 points.
- Applications scoring 0 against any one of criteria 1 to 7 will not be awarded regardless of the combined total of the application.
- The benchmark for scoring is 20. Applications scoring 19 or less will not be awarded.
- Taking points b) and c) into account, grants will be awarded to the highest scoring applications.

All successful applicants will be required to complete reporting returns on their work, including proof of delivery and receipts for all money spent, in line with the 'Grant Acceptance Conditions'.

The Small Print

Warwickshire County Council works in partnership with other agencies in Warwickshire. We may share your application with these partners to inform the decision making process. In submitting an application you are agreeing that we may share it with our partners. These agencies are: Warwickshire's District & Borough Councils; Warwickshire Clinical Commissioning Groups; Office of the Warwickshire Police & Crime Commissioner; Warwickshire Association of Local Councils; Warwickshire Community & Voluntary Action.

For further information or advice on making an application please contact your area's Localities and Communities Officer:

Stratford District – Amanda Wilson Patterson. amandawilsonpatterson@warwickshire.gov.uk 07780 995817

Warwick District – Alistair Rigby. alistairrigby@warwickshire.gov.uk 01926 412046

Rugby Borough (Urban) – Hannah Cramp. hannahcramp@warwickshire.gov.uk 01788 533656

Rugby Borough (Rural) - Louise Boffey. louiseboffey@warwickshire.gov.uk 01788 533656

Nuneaton & Bedworth Borough – Mike Slemensek. mikeslemensek@warwickshire.gov.uk 01926 737767

North Warwickshire Borough – Lori Harvey. loriharvey@warwickshire.gov.uk 01926 737767

Please send your completed application forms to the relevant officer above or by post to Jane Coates, WCC Localities & Partnerships, First Floor, Barrack St, Warwick. CV34 4RR.

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ADVICE ON HOW TO WRITE A GOOD BID

Please highlight the district or borough location of the community building: You can either delete non-relevant areas or use bold, <i>Italics</i> or colour to indicate the area.				
North Warwickshire Borough	Nuneaton & Bedworth Borough	Rugby Borough	Warwick District	Stratford on Avon District
Name of applying organisation		The name of your group or organisation		
Organisation's structure		State whether your organisation is a charity, social enterprise, Parish Council etc., and state your charity/company registration number.		
Name of main contact person, and postal address		These details must be for the person we can contact to discuss the bid. Make sure to include the post code.		
Email address of main contact		Check you have spelled your email address correctly!		
Phone number of main contact		This should be a number where the main contact person is available and free to discuss details of the bid.		
Contact details of alternative person (where relevant)		If the main person is not contactable for a period of time, please provide details for someone else who knows about the bid and can answer questions on it.		
Full contact and address details of the community building on which the funding will be spent.		Include the full postal address including postcode, telephone number, and the web-link (if a website exists to advertise the building).		
How much money are you requesting? Please state if the total includes VAT or not.		This box should contain <u>only</u> the total value of your grant application. If you have to pay VAT you need to make sure your grant request includes VAT. (We will not make a further VAT payment on top of any award made.)		
Details of building ownership		Provide the name and contact details of the building's owner.		
Have you got consent to make alterations to the building including usage?		Use this space to confirm that you have received consent from the building owner to make the proposed changes including any resulting change of use. We will ask for written evidence of consent before making any grant payments. <u>If you have not got consent you should not submit an application.</u>		
Please list what the building is currently used for, the hours when it is open for public use, and its capacity.		List here the groups currently booking or using the building, and whether each booking is open to the public, or private. Also include the total number of hours per week the building is open to the public. Also provide the building capacity. If there are several rooms with different capacity figures for		

	each, please include those numbers.
Describe what you will spend the money on.	Show us the cost breakdown of your grant so that we can clearly see how you intend to spend the money. Make an itemised list with a cost next to each item. Those applications that show researched figures rather than estimates will be more favourably scored. You are encouraged to attach quotes to your application.
<p>The Community Building Capital Grant Fund has been made available to:</p> <ul style="list-style-type: none"> improve the suitability of community buildings for providing services to people; expand and diversify the range of community-delivered alternatives to County Council services, and, encourage a diverse range of Warwickshire residents to use community facilities and in particular those who are currently under represented. <p>Please detail how your work will address these areas.</p>	<p>This section is likely to be the longest when completed. This is where you can 'sell' the idea behind your application and show us exactly how your proposal meets the criteria for the Community Building Capital Grant Fund.</p> <p>The focus of the fund is on increasing the usage of community buildings and diverting people away from needing to use County Council services. Make sure you tell us how the improvement works will increase usage. You can include projected figures to back up your proposal. If you plan to open for longer hours tell us how many extra hours, and what will be offered in those hours.</p> <p>It is also worth explaining what the benefits of the improvements are for you and for the different people using the building.</p> <p>If the building improvement will enable something completely different to take place from the venue, make sure you explain how the new piece of work will result in an improvement for the people who are currently in need of the service.</p> <p>If the building capacity will be increased tell us how many more people will be able to use the building and how your service/s will be able to expand.</p> <p>If your range of services will change because of improvements to the building describe what the new range of services will be.</p> <p>If you will be able to bring in a diverse range of people to use the building, tell us who these people are and how you intend to involve them. Please also explain how you will ensure the building and services are accessible to people with differing needs.</p>
How will you meet any ongoing building and service costs and overheads once the grant is spent?	You need to clearly explain how you plan to ensure the building and its services will stay open in the future: where will your income come from? (We expect that there will not be any more community building grant money available from WCC after this one-off round, so all proposals must explain how ongoing costs will be covered after the grant is spent.) Stronger sustainability models will make your proposal more attractive.
Please explain what evidence you have got to show that the grant will lead to an increase in diverse people and services using the building.	We want to see that you can prove there is a local need to justify giving you a grant. Strong applications will be accompanied by proof that something is needed and important to local people, and why. This can be done by gathering comments

	<p>from local people, using statistical information and data, speaking to local groups and agencies, and many other ways. The best applications will have more than one piece of evidence to indicate that an increase in usage will result.</p>
<p>What resources will be secured from other sources to support the work?</p> <p>(‘Resources’ could be human or financial, and could come from your own organisation or another funder.)</p>	<p>We would like to see what your own organisation is committing to support your application. It does not have to be money. You can include volunteer time, existing resources that you already have, or anything else that you will use to support your grant. If you are <u>not</u> putting any other resources in at all, please explain why not.</p> <p>We need to know if you have applied for funding from other grant funds. These include other council funds, or requests to other organisations, such as local or national grants/trusts or Lottery funding. You can apply to us for money if you have asked another grant fund for the same thing, but we won’t give you the money if your other request is successful.</p> <p>If you have applied for match funding please tell us when you will know if you have been successful through the other fund.</p>
<p>Describe the risks you have identified in delivering the improvement work. How do you intend to manage and minimise these risks?</p>	<p>Use this section to show us that you have thought through and understood the things that could go wrong, and what solutions you have identified to decrease the level of risk. This could be things like reliance on volunteers, cash flow, match-funding, etc..</p>
<p>Please describe how you intend to build effective partnership working with the County Council.</p> <p>Also include the names of any other groups or agencies working with you on this improvement project and briefly describe their role.</p>	<p>The Community Buildings Capital Grant Fund wants to contribute to the development of strong relationships across sectors. Therefore all applicants will need to show how they will work more closely with Warwickshire County Council. Tell us the name of any specific Council team with which you plan to work. Also make sure to include the type of service or activity that will be linked.</p> <p>You are welcome to submit bids that show partnership working with more than one agency, and also across sectors. If you are working with other partners make sure to tell us who they are and what role they have agreed to play in the proposal. Please ensure your named partners know they have been named!</p>
<p>At the end of the funded period describe how you will show that:</p> <ul style="list-style-type: none"> the work has been completed in line with the proposal; people have been diverted away from County Council services; the capacity of the building and its services have increased; the money has been spent in accordance with the original 	<p>All council grant awards are evaluated for successful spending, and if you get a grant from us you will be required to provide six-monthly monitoring information and an annual evaluation report.</p> <p>You should use this space to tell us what monitoring information you will collect. The monitoring must cover all of the criteria for the grant fund.</p> <p>We will also want to know what the people affected by the improvements thought about the work.</p> <p>If equipment has been purchased, you can send us</p>

agreement; • the building costs are sustainable • a diverse range of people have accessed the building, services and/or facilities	photos of the equipment once it is in your possession, or even in use. We also need a copy of all receipts. We would also like to know from you whether the work went well or not, and how you plan to improve things in the future.	
Please complete the accompanying quarterly breakdown spreadsheet. Include: • the projected start and end dates for spending the money; • how much money will be spent in each quarter of the funded period; • what the money will be spent on.	Spreadsheet completed and attached? Yes/No This must be Yes at the point of submission.	
Please also submit a copy of your most recent year's financial accounts and your governing document.	Financial accounts and governing document appended? Y/N You must send these in with your application form.	
Does your group have its own bank account? (This cannot be an individual's account.)	Yes Delete as necessary	No Delete as necessary
If 'No' to the above, give the name of the group or organisation that has agreed to administer the money for you	We will need to contact this organisation if we need to pay the money to them. Make sure to provide a contact name, address, and phone number. We will get their bank details from them.	
Date form submitted	The date you email or post in the form.	

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APPLICATION FORM

Please highlight the district or borough location of the community building:				
North Warwickshire Borough	Nuneaton & Bedworth Borough	Rugby Borough	Warwick District	Stratford on Avon District
Name of applying organisation				
Organisation's structure				
Name of main contact person, and postal address				
Email address of main contact				
Phone number of main contact				
Contact details of alternative person (where relevant)				
Full contact and address details of the community building on which the funding will be spent.				
How much money are you requesting? Please state if the total includes VAT or not.				
Details of building ownership				
Have you got consent to make alterations to the building including usage?				
Please list what the building is currently used for, the hours when it is open for public use, and its capacity.				
Describe what you will spend the money on.				
The Community Building Capital Grant Fund has been made available to: <ul style="list-style-type: none"> improve the suitability of community buildings for providing 				

<p>services to people;</p> <ul style="list-style-type: none"> • expand and diversify the range of community-delivered alternatives to County Council services, and, • encourage a diverse range of Warwickshire residents to use community facilities and in particular those who are currently under represented. <p>Please detail how your work will address these areas.</p>	
<p>How will you meet any ongoing building and service costs and overheads once the grant is spent?</p>	
<p>Please explain what evidence you have got to show that the grant will lead to an increase in diverse people and services using the building.</p>	
<p>What resources will be secured from other sources to support the work?</p> <p>(‘Resources’ could be human or financial, and could come from your own organisation or another funder.)</p>	
<p>Describe the risks you have identified in delivering the improvement work. How do you intend to manage and minimise these risks?</p>	
<p>Please describe how you intend to build effective partnership working with the County Council.</p> <p>Also include the names of any other groups or agencies working with you on this improvement project and briefly describe their role.</p>	
<p>At the end of the funded period describe how you will show that:</p> <ul style="list-style-type: none"> • the work has been completed in line with the proposal; • people have been diverted away from County Council services; • the capacity of the building and its services have increased; • the money has been spent in accordance with the original agreement; • the building costs are sustainable • a diverse range of people have 	

accessed the building, services and/or facilities		
Please complete the accompanying quarterly breakdown spreadsheet. Include: <ul style="list-style-type: none"> the projected start and end dates for spending the money; how much money will be spent in each quarter of the funded period; what the money will be spent on. 	Spreadsheet completed and attached? Yes/No	
Please also submit a copy of your most recent year's financial accounts and your governing document.	Financial accounts and governing document appended? Y/N	
Does your group have its own bank account? (This cannot be an individual's account.)	Yes	No
If 'No' to the above, give the name of the group or organisation that has agreed to administer the money for you		
Date form submitted		