



**NORTH HERTFORDSHIRE DISTRICT COUNCIL**

**QUALIFYING CRITERIA AND IMPLEMENTATION PROCESS FOR THE  
COMMUNITY FACILITIES CAPITAL PROJECTS FUNDING SCHEME**

**1. Introduction**

1. This document sets out the criteria for the awarding of grant funding from the Community Facilities Capital Projects Funding Scheme applicable from 1<sup>st</sup> April 2016, and how the scheme will be implemented.
2. The Council's lead officer for the scheme will be the Community Facilities Officer.

**2. Qualifying Criteria**

1. This funding scheme, which has a minimum capital project award of £10,000 and a maximum award of £50,000, has been established to help facilitate capital improvements to qualifying community halls and amenities in the Urban and Rural areas of North Hertfordshire. Qualifying facilities are as follows:-

- > Urban Community Centres
- > Rural Village Halls\*

\* Where applicable any application must be able to demonstrate the support of the relevant Parish Council or Parish Meeting

Other community facilities may apply for a grant and will be considered on their merits on a case by case basis. No new facility built after the adoption of the Council's Community Halls Strategy (Version 1), dated October 2011 ( Appendix A) will however be considered for funding from this scheme.

2. The facilities that are to be the subject of this funding scheme are those considered to be able to demonstrate significant operational improvements to be achieved by their proposed capital project, and also that the project is in accord with the aims and objectives in terms of community facility service delivery as identified in the Council's Community Halls Strategy.
3. Applications (Appendix C) will be invited from community halls and facilities within the district for funding towards an identified and quantifiable capital works project to their building that clearly sets out the benefits to the facility in terms of operational performance and improvements in its service delivery to the local and wider population.
4. No facility will be considered for funding that has already received a capital grant award from the Council under its former Parish Amenity Capital Improvement Fund (PACIF), or the Rural Community Halls Capital Funding Scheme which superseded it, both of which are now closed. No funding from other NHDC grant funding schemes (including from area committees) can be included in projects considered for funding from this scheme.

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5. The scheme cannot be used for on-going staffing or facility operating costs, maintenance or repair costs, or any project associated fees and charges, including any such charges to the Council for Planning or Building Control or similar regulatory body.
6. Only one funding award can be made to a facility in the lifetime of this scheme. In assessing the possible award for funding, the Council will also take into account the financial position of the facility, the degree of reserves held in bank accounts of its managing organisation be that a Management Committee, Parish Council / Meeting or a Charitable Trust, and thus the extent to which it is able to contribute towards the cost of the works being proposed. Typically the Council would only contribute to a maximum of 90% of the costs involved from this fund; however this may be exceeded under certain circumstances at the Council's discretion. Any scheme proposed to alter the operational circumstances of the facility that will result in any increased revenue implications e.g. the building is made larger or will be open for longer must demonstrate how those increased obligations will be met, via a financial projection analysis.
7. Funding will be awarded only where the facility can demonstrate that it is well used and supported, and importantly, that the works will enable additional services to be offered; thus its operation is likely to be sustained for many years following the completion of works to be undertaken. Where a building is leased as part of its application, a facility must also be able to demonstrate that it has a lease agreement in place with an unexpired term of no less than ten years.
8. An analysis of the level of use (individual and group attendances) and range of activities that take place at the facility is to be provided by the facilities managing body; in principle the greater the use, the more likely that funding will be awarded. There may also be a requirement for a Business Plan to support the application, especially for requests for funding approaching or at the upper financial limit stated above.
9. Funding will only be awarded for projects that meet at least one of the Council's Objectives (Appendix B) and can be seen to provide additional social, economic or environmental benefit.
10. As part of the funding assessment process three fully costed estimates, from contractors independent from the facility, must be obtained by the facility for the proposed works, and provided to the Council with a project plan which must include clear delivery milestones and timescales for action. This information will be evaluated for reasonableness and likelihood of achievement by the authority's Property Services Department. A project cash flow forecast must be provided with the Project Plan to allow any awarded funds to be released appropriately. Any scheme which proposed an extension outside of the existing footprint of the facility will need to provide evidence that the land on which such an extension would take place is either within the ownership of the applying body, or if leasehold, then the ownership of the leaseholder, with all relevant permissions in place.
11. Grants awarded under the scheme will only be allocated when all funding for the project has been formally secured and works must be completed within nine months from the date they were awarded. If not completed within this timescale the Council may recall the funding allocated.
12. Financial assistance will not be given retrospectively for works already started.
13. Financial assistance will not be released until receipt of all relevant documentation and approval has been given for works to start. (Facilities will be given further advice on what to submit).

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- 14 Allowances should be clearly shown in costings for possible increases in overall project costs (contingency) and/or variations which may be caused by inflation due to any lag between funding being approved and the start date of the project, when it would be expected that final pricing has been agreed with the contractor(s). In the event that on conclusion of the project and making due allowance for any uplifts to cover contingency and inflation factors, there is a funding surplus, i.e. funding awarded exceeds final project costs, an appropriate adjustment will be made to the extent of the contribution made by the Council.
- 15 If an application to another funding provider towards project costs still awaits a decision at the time of application, the expected date for that decision should be made known to the Council as part of the assessment and award process. If other funders have confirmed their contributions to the project, documentary evidence must be provided. Any approved funding will not be allocated by the Council until any additional project funding sought has been secured in writing by the facility concerned
- 16 Where a funding award is made, the scope or delivery of the project must not be changed without written permission from the Council. If there is a proposal to change any aspect of the project, at any time, the facility must advise the Council's lead officer for the scheme immediately. If changes are made without Council authorisation this may result in the Council's funding being withdrawn.
- 17 Written landlord's consent for the proposed modification(s) to the building concerned must be provided to the Council before any grant funding can be released.

### 3. Implementation Process

1. The scheme operates on a rolling basis and will be open to for applications whilst funding remains available. It should be noted however that the scheme will only be in operation for four years from the 1<sup>st</sup> April 2016. The Council retains the right to amend terms or to close the scheme prior to this date should circumstances demand..
2. Where from receipt of an application a project is considered as being suitable for funding support consistent with the aims and objectives of the Community Halls Strategy, organisations will be contacted by the Council to explore possibilities for funding being awarded. There may be a need for a condition assessment of the building in respect of the proposed works: this will form part of the assessment process.
3. The assessment will include a review of the facility's current financial situation from its published accounts to determine what if any contribution the facility can be expected to make towards the likely cost of works to be undertaken.
4. Each potential funding award will be considered on its merits against the criteria by a team of Council officers, who will make their recommendations to a panel of Councillors. The panel will, in turn, make comments on those recommendations for consideration by the Strategic Director of Finance, Policy and Governance (or deputy) in consultation with the Executive Member for Community Engagement and Rural Affairs. This process will be ongoing throughout the term of the scheme in order that approved funding can be allocated as appropriate on a rolling rather than an annual basis; it is anticipated that the overall application, assessment and decision process should be completed within 12 weeks, but officers will keep applicants informed of progress throughout the process.

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5. Facilities where funding is being considered will be notified of the outcome of the process described above and then, if approved, asked to complete relevant contractual documentation to enable the funding to be made available.
6. On receipt of the signed contractual document, project activities can commence, as shown in the project plan, as soon as orders for the works are placed. Normally funding will be released at the rate of 50% at the start, and 50% on completion of the project following submission of all invoices. However some projects may benefit from funding being released on a stage payment basis. If this is the case, payments can be made as appropriate by agreement against interim invoicing. If stage payments are applied, the final 10% of the funding awarded will be retained, in all cases, by the Council until the project has been completed.
7. Facilities granted funding will be expected to be in regular contact with the lead officer at the Council to whom at least monthly progress reports must be made once the funding has been approved, through to conclusion of the agreed works. The frequency of reporting may be reduced or increased as appropriate for the project time-scales involved, but such variation will be agreed with all parties involved.
8. On completion of the project a final report and financial statement will be required from the facility concerned within two months of the project's completion.
9. Each facility supported will be required to erect a plaque acknowledging the Council's financial assistance and there may be a requirement for a formal completion event (or similar) to publicise this support. The suggested design / wording of the plaque will be advised by the Council and the costs will be included in the funding award.

End

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### Appendix A

#### Community Halls Strategy

The Community Halls Strategy can be found on the Council's web site via the following link

<http://www.north-herts.gov.uk/home/community/community-centres-and-facilities/community-halls-strategy>

### Appendix B

#### NHDC Objectives

The Council has identified the following three objectives for 2016/17:-

- **Attractive and Thriving** - To work with our partners to provide an attractive and safe environment for our residents, where diversity is welcomed and the disadvantaged are supported.
- **Prosper and Protect** - To promote sustainable growth within our District to ensure economic and social opportunities exist for our communities, whilst remaining mindful of our cultural and physical heritage.
- **Responsive and Efficient** – To ensure that the Council delivers cost effective and necessary services to our residents that are responsive to developing need and financial constraints

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Appendix C

Application Form

This form must be used for all applications for funding from the scheme.

<b>COMMUNITY FACILITIES CAPITAL PROJECTS FUNDING SCHEME</b>	
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Unique Registration Number (for official use only)	
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Please read the appropriate criteria documentation before you start filling in this form.

**PART 1. ORGANISATION DETAILS**

1. Name of your organisation: .....
2. Name of main contact: ..... Position held: .....
3. Postal address of contact: .....  
.....  
Phone / fax: ..... E-mail: .....
4. Is your organisation a Registered Charity?  Unregistered Charity?   
Parish Council?  Social Enterprise or CIC?
5. In which year was your organisation set up: ... ..
6. What are the main activities of your organisation? .....  
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.....  
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7. How many people are involved in running your organisation? Please enter numbers below:  

Committee Members		Paid staff (Full time)		Paid staff (Part time)		Other	
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8. Management Committee Details:

Name	Home Address	Position Held
.....	.....	Chair
.....	.....	Secretary
.....	.....	Treasurer

9. If your application is successful, we will transfer the money directly to your organisations account.

Please tell us:

Bank name: ..... Sort code: .....

Branch: ..... Account code: .....

Account name: .....

**PART 2 – PROJECT/SCHEME DETAILS**

10. What is your project/scheme called? .....

Who will manage the project? (Must be a named individual) .....

11. Which other organisations are your partners (e.g. funders, local community groups etc.) in this project/scheme, if applicable? .....

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12. Briefly describe the project/scheme for which you are applying for funding.

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13. Who will be the main beneficiaries from the project/scheme i.e. what will the benefits be to the local community/local groups? .....

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Is your project/scheme targeted at a particular section of the community? Yes

Is your project/scheme open to all? Yes

14. To which of the Council's Objectives does your project/scheme contribute? (For full details please see attached list on Page 6).

a. Attractive and Thriving

b. Prosper and Protect

c. Responsive and Efficient

15. Please indicate how your project/scheme supports, and meets those priorities identified in 14 above.

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16. If appropriate to your application: what new activities will take place at your centre/amenity if funding was approved?

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17. If appropriate to your application: how many people use your amenity/facility/centre on an annual basis? What increase in usage do you anticipate if funding was approved? Please supply supporting evidence.

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18 Please supply an outline Project Plan of the work you are planning to undertake.  
Note: More detailed project planning information may be required as your application is assessed as part of the funding schemes criteria.

19 Please supply a copy of the current insurance schedule document for the facility. If you cannot, please tell us why.

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20 a) If appropriate to your application: do you own the building? Yes  No

If not, please tell us who does and provide written evidence of consent for proposed works and evidence of compliance with relevant lease / occupancy terms

.....  
b) If appropriate to your application: do you own the land? Yes  No

If not please tell us who does and provide written evidence of consent for proposed works.

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.....  
23. If appropriate to your application: has Planning Permission and/or Yes  No

Has Listed Building Consent been applied for? Yes

If **Yes** and granted, please provide a copies of relevant documents with your application

If **No** please explain why. Please note NHDC Building Control Dept. must be consulted for all Capital Works projects for approval.

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24. Has work already started on your project? Yes  No

**PART 3 – FINANCIAL DETAILS**

25. Please provide a detailed breakdown of project/scheme expenditure below.

**a. Capital Expenditure:**

- 1. Professional fees, e.g. survey ..... £.....
  - 2. Building costs (capital) ..... £.....
  - 3. Equipment costs ..... £.....
  - 4. Other ..... £.....
  - 5. Contingency ..... £.....
  - 6. Inflation ..... £.....
- Total £.....

**b. Revenue Expenditure:**

Please note Revenue Expenditure is not covered by grants from this scheme

**c. Income:**

Please provide details of planned or expected other funding or income for this project.

- 1. Other grants (e.g. Big Lottery, Biffa, Defra) ..... £.....
  - 2. Fund raising ..... £.....
  - 3. Parish Council ..... £.....
  - 4. County Council ..... £.....
  - 5. Other ..... £.....
- Total £.....

**d. Other Information**

Please give details of any professional or other services being provided to you voluntarily, and an approximate value if possible.

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**e. Accounts**

Please provide a copy of the most recent audited / certified accounts of your organisation.

26. What is the total of grant funding you are seeking from NHDC? £.....

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27 Please supply copies of **three** independent quotations for all work to be undertaken. If you cannot supply the number of quotations required, please tell us why.

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**PART 4 – LOCAL CONSULTATION**

28. How have you identified a need for your proposed new project/scheme?  
(Have you consulted / surveyed existing users / local residents?) .....

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29. Were there any problems identified in the consultations? If so, what solutions have you identified?

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30 If applicable: is the Parish Council supportive of the project/scheme? Yes

(Note: such support should also confirm where necessary, any commitment from the Parish/town/community council that they will provide adequate revenue to continue future maintenance or operation of the facility)

**PART 5 – EVALUATING YOUR PROJECT**

31. How will the project/scheme be evaluated for success once the works have been completed?

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32. If applicable: how will future running costs of the new / improved scheme be covered? Please give specific figures or estimates. (i.e. How will funds be generated to cover any additional staff, maintenance, services, etc.?) (Note: see question 30 above in regard to areas and projects covered by town/parish/community councils)

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**DECLARATION**

33. **Conditions for Awards of Grant Funding**

- The Council will not fund completed projects, or where works have already begun, but uncompleted project stages may be eligible.
- Grant funding awarded may only be spent on the activities as described in the application.
- The Council will require full details of how awarded grant funding was spent, and the provision of receipts, within one month of the completion of the project.
- Details supplied which later prove to be incorrect may prejudice a subsequent application.
- Any unspent grant funding must be returned to the Council.

34. **Declaration**

I declare on behalf of the organisation stated in Part 1.1.above that:

- The application is submitted with the support of the organisation's Management Committee.
- To the best of my knowledge and belief the information I have given is correct.
- I understand the conditions on which grant funding is awarded and agree to adhere to those conditions.
- I authorise the Council to make any necessary enquiries to verify the information on this form, and to cross check the information within the Council or with other organisations.
- I understand that additional conditions may be attached to the award of any grant.

Signed ..... Print Name .....

Office Held ..... Date .....

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### Important

Your application can only be processed if **ALL** the questions are answered, the form is signed and if we receive **ALL** necessary enclosures. Please use the checklist below to ensure that you are sending us everything that is required to process your application. Please note if all these questions are not answered your application **will be returned to you for completion** and this will delay the consideration of your application.

- All questions are answered completely.
- The form has been signed by either the Chair, Vice Chair, Treasurer or the Secretary of your Management Committee.

#### You have enclosed:

- A copy of your constitution, dated and signed as adopted by your group;
- An outline Project Plan, and Cash Flow Forecast;
- Where relevant a copy of the most recent ROSPA/Independent Safety Report.
  
- Copy of your latest Insurance documentation.
- Where relevant a copy of any relevant Planning / Listed Building Consent documentation.
- A copy of your organisations most recent annual accounts, dated & signed as approved.
- Three competitive and independent quotations for all proposed works.

If you have ticked all the boxes as required, your application is now complete. Please submit by hand (keeping a copy for your records) to:

Peter Underwood at anytime throughout the year at:

**Communities Team**  
**NHDC Offices**  
**Gernon Road**  
**Letchworth**  
**Herts**  
**SG6 3JF**

(Tick)