

Guidelines for Capital Grants Programme 2016/17	10th May 2016
To: The Leisure and Development Committee For Decision	

Linkage to Council Strategy (2015-19)	
Strategic Theme	Resilient, Healthy and Engaged Communities.
Outcome	Citizens will have access to recreational facilities to help them develop their physical, emotional and cognitive health.
Lead Officer	Wendy McCullough – Head of Sport and Wellbeing.
Cost: (If applicable)	£750,000 (Budget to be set by Members annually)

The purpose of this report is to seek approval from Members on the provision of a Council budget, and guidelines for allocating the funds to external organisations for community, sport and leisure capital infrastructure projects.

Background

It is recognised in Council's Sport and Leisure Facility Strategy that some need is best met by Council's own facilities while other need can best be met by working in partnership with external bodies such as schools, the community and private sectors and clubs.

Additionally, especially in rural areas, Council investment in non-council facilities can provide a more cost effective way to meet local need. This requires that any such investment is properly conditioned, and that the necessary legally binding public access agreements are in place to ensure that any part-publically funded facilities continue to meet the need for the life of the public investment.

Accordingly, Council can consider initiating an annual Community, Sport and Leisure Facility Capital Grant Scheme incorporating the necessary evaluation and controls to ensure both probity and the delivery of Council's strategic objectives are achieved.

To this end, the purpose of the capital grants programme guidelines is to detail the proposed approach in relation to providing capital grants to local sports and community organisations who request support towards the development of new, or the enhancement of existing facilities to meet unmet need. This also underpins Council's commitment to distributing grants fairly, efficiently and effectively. The proposed guidelines are attached as Annex A.

Strategic Aim

To support external infrastructure projects that are aligned to Council's aims and objectives in respect of community, sport and leisure facilities and that can meet local need in a more cost effective manner than facilities owned, operated and maintained by Council.

Purpose

To support qualifying external infrastructure projects that require additional capital funding to achieve completion.

General Principles

1. This is a competitive fund and grant awards will be determined on the basis of merit. Applicants are advised that organisations which have been successful in securing funding in the past will not automatically be guaranteed funding in the future. All applications must be completed in full and retrospective applications will not be considered.
2. Groups must demonstrate their commitment to promoting social inclusion, equality of opportunity, and good relations in accordance with Section 75.
3. It is a prime responsibility of the Council to ensure the proper and efficient use of and accountability for public funding. Groups will therefore be required to demonstrate the need for financial assistance. The group's financial reserves levels will be reviewed taking into consideration restricted and unrestricted funds.
4. The Council will undertake due diligence on the project promoters financial status. The project promoter must satisfy Council that financial need exists and that the promoter / facility will be sustainable.
5. Groups must evidence efforts to maximise their income by securing other sources of funding e.g. through club funds, loans, external grants. Council is therefore "a funder of last resort".
6. Groups will be required to demonstrate the effectiveness and impact of their grant aid and how it will generate positive and measurable outputs and outcomes for the local community, therefore a method of formal monitoring is required in all applications.

Recommendation

The Leisure and Development Committee is to consider the Capital Grants Fund Programme Guidelines for approval and the proposed budget allocation of £750,000 for 2016-17.



DRAFT

Capital Grants Programme / Fund 2016-2017

Guidelines for the Allocation of Funds to External Organisations for Capital Infrastructure Projects

Total Fund Available = Budget to be agreed annually by Council

Subject to Legal Clearance

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1. Introduction

The Capital Grants Fund is available to local sports and community organisations who wish to request support towards the development of new or the enhancement of existing facilities to meet unmet need. Council do not normally provide capital grant funding but this grants programme will fund external projects where they are aligned with Council's corporate objectives. It is a requirement of this fund that any project funded under this scheme has in place a public access agreement, under the direction of Council, for a period of years to be specified by the value of the investment from Council.

Strategic Aim

To support external infrastructure projects that are aligned to Council's aims and objectives.

Purpose

To support external infrastructure projects that require additional capital funding to achieve completion.

Amount of Grant - Aid

Causeway Coast and Glens Borough Council will grant aid up to a maximum of 50% of total evidenced capital project costs. Organisations must match fund the remaining 50% from other sources or from their own resources. (In kind contributions will not be considered).

All applications will be judged on merit. The level of grant awarded will depend on the following:

- The available budget
- The number of applications.
- Preference will be given to projects attracting significant external investment. (They will be scored higher as detailed under section 4, Criterion 8)
- Preference will be given to projects requiring a lesser percentage of Council support (They will be scored higher as detailed under section 4, Criterion 9)

There is no guarantee that successful applicants will receive the amount applied for. Any award will be strictly at the discretion of Council. Council reserves the right not to award the full extent or any of the allocated budget.

2. General Principles

The following general principles will apply to Causeway Coast and Glens Borough Council's administration of the grant aid programme:

- i. This is a competitive fund and grant awards will be determined on the basis of merit. Applicants are advised that organisations which have been successful in securing funding in the past will not automatically be guaranteed funding in the future. All applications must be completed in full and retrospective applications will not be considered.

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- ii. Groups must demonstrate their commitment to promoting social inclusion, equality of opportunity, and good relations in accordance with Section 75.
- iii. It is a prime responsibility of the Council to ensure the proper and efficient use of and accountability for public funding. Groups will therefore be required to demonstrate the need for financial assistance. The group's financial reserves levels will be reviewed taking into consideration restricted and unrestricted funds.
- iv. The Council will undertake due diligence on the project promoters financial status. The project promoter must satisfy Council that financial need exists and that the promoter / facility will be sustainable.
- v. Groups must evidence efforts to maximise their income by securing other sources of funding e.g. through club funds, loans, external grants. Council is therefore “a funder of last resort”.
- vi. Groups will be required to demonstrate the effectiveness and impact of their grant aid and how it will generate positive and measurable outputs and outcomes for the local community, therefore a method of formal monitoring is required in all applications.

3. Eligibility Criteria

All applications will be assessed against the following eligibility criteria. Applications must score a “pass” in all 5 criterion. If an application fails in any of the 5 criterion it will be deemed ineligible and will **NOT** be progressed for assessment against the evaluation criteria detailed in section 4.

	Criterion	Pass	Fail
1	Applications must be from properly constituted not for profit groups. Evidence that a constitution has been formally adopted must be supplied (for example: a copy of the minutes adopting the Constitution). Council will carry out due diligence of legal status.		
2	Applications will only be considered from Sports Clubs and Community projects geographically located within the Causeway Coast and Glens Borough Council area.		
3	Applications should add value to existing provision or opportunity (e.g. a project or activity which meets unmet demand and/or generates additional services). Activities should not duplicate current provision or cause displacement.		
4	Applications will only be considered where a viable and sustainable outline business case has been prepared and presented with the application?		
5	All requests for funding will satisfy the definition of capital which is defined for the purpose of this programme as the following: <ul style="list-style-type: none"> • Grant aid for an asset that would be expected to last at least 15 years. • Resources unitary in nature, e.g. a building extension, 		

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	<p>new pitch, provision of enhancement lighting to enable extended use of facilities.</p> <ul style="list-style-type: none"> Total projects over £30,000. 		
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a. What is ineligible?

- Applications are not open to individuals.
- Clubs or organisations which have restrictive memberships.
- Revenue funding.
- Specific minor components in a substantive scheme (e.g. a minor enhancement programme including minor footpath amendments, gates, exterior security lighting, or hand rail provision, etc).
- Ancillary services (e.g. car parking, drainage etc) will not be considered unless they form part of a substantive capital project.
- Works needed to repair and maintain existing facilities.
- Any applicant/facility which has successfully received funding from the Capital Grants Programme (or equivalent in the predecessor Councils) will be ineligible to apply for funding for 5 years after completion of the previous project. In this instance, the completion date will be the date the last payment was made to you from Council. The condition applies jointly to the facility of previously supported schemes as well as applicant organisation.

4. Evaluation & Assessment Criteria

Applications which have satisfied the eligibility criteria detailed in section 3 (a) will be evaluated against the following assessment criteria:

	Criterion	Score (0-10)	Weight	Max Points Available
1	Compliance with good governance practices		x 1	10
2	Alignment with Council's programmes and activities		X 2	20
3	Providing community or sporting access to facilities in areas of relevant need (as defined in the relevant Council strategies, for example Council's Health & Wellbeing Strategy)		X 3	30
4	Demonstration that the project has local support		X 2	20
5	Demonstration that there is unmet demand that can be met by the investment OR even if an existing facility can meet demand, is it of such poor quality (due to design / specification or condition) that it is (or will become) unfit for purpose?		X 4	40

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6	Will the (existing or proposed) facility be more accessible for particular user groups (disabled people etc.) and within reach of adequate catchment?		X 3	30
7	Will the investment provided by Council achieve value for money in either improved performance of the asset in question or enhanced direct opportunities for the Borough through the provision of a new asset?		X 4	40
8	Evidence that the investment (in new / improved facilities) will "reach" sufficient numbers of beneficiaries, and what would the per capita subsidy be for those beneficiaries?		X 3	30
9	Attracting significant external investment to the Borough (The fund will freeze on the day of assessment and at that point projects with the most external funding will score the max 40 points available, the rest will score pro-rata after that)		x 4	40
10	The percentage of funding required from Council (A higher score will be given to projects requesting a lesser % from Council against the overall project costs)		X2	20
11	The extent to which the (existing or proposed) facility will deliver against wider criteria including sustaining the tourist economy, meeting needs of temporary / seasonal residents , delivering benefits to the local economy, and meeting regional needs (specialist facilities with greater "reach")? (Up to 2.5 points for each criterion)		X 2	20
12	Can the (existing or proposed) facility increase its amenity value by becoming more universally accessible (club, schools, church and community facilities etc.)?		X 2	20

Please Note:

- Maximum of 320 points available.
- Applicants must score **70%** or above to be considered for a Capital Grant.

5. Conditions of Grant

- i. Clubs or organisations will obtain and maintain all appropriate statutory approvals and at all times comply with legislative requirements.
- ii. Applicants will submit accounts for at least the previous **TWO** financial years and must satisfy Council that they are financially sound.
- iii. Applicants to the process will submit all documentation relevant to demonstrate good governance practices (e.g. Child protection policy, equity statement, financial processes etc).
- iv. Club or organisations will be required to sign up to a Public Access Agreement under the direction of Council.
- v. Clubs or organisations must demonstrate evidence of local support (i.e. from user groups based in the same geographic region who will use and benefit from the facility).

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- vi. Reasonable access will be available to Council officials for monitoring and post project evaluation.
- vii. Clubs or groups must maintain adequate insurance to indemnify Council, users and visitors during and after project completion.
- viii. Clubs or groups must maintain the facility in a reasonable state of repair.
- ix. Projects already commenced before Council has issued and received a satisfactorily completed Letter of Offer will be excluded from consideration.
- x. Council's Core Themes are contained within the corporate plan and are available at www.causewaycoastandglens.gov.uk All projects must be compatible and in no way conflict with Council's Corporate Theme's.
- xi. Legal costs incurred by the recipient organisation in relation to this grant are not covered under the Letter of Offer.
- xii. The recipient will comply with Public Procurement Policies as defined by Council at the point of grant award.
- xiii. Payment of the grant will be retrospective.
- xiv. Only those aspects of the project that are defined in the architect or Quantity Surveyor submission will be considered eligible for payment.
- xv. The recipient organisation may not assign any interest in the property without the written consent of Causeway Coast and Glens Borough Council.
- xvi. In the event of breach of grant conditions the Club or group, will be required to repay the grant in full if the breach occurs in the first 5 years or at a rate decreasing on an annual basis for fifteen years at the rate of one fifteenth of the capital payment for every full or part year after award of grant. This will be entirely at Council's discretion.

6. Process

- i. The Capital Grant Scheme will be an ongoing programme, subject to funding availability. Application submission dates will be communicated via advertising and local media at the start of each financial year.
- ii. Applicants must:
 - a. Submit with the application form an Outline Business Case
 - b. Submit with the application form an agreed programme of works provided by an architect which defines the start and finish date of the project.
 - c. Confirm that funding is substantively in place to complete the project.
If documentation is not provided to confirm the funding package within 6 months of the application closing date then the application will be withdrawn.

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- iii. Applications will be evaluated against the criteria in section 4 and on the achievement of a 70% threshold, will be presented to Committee (and then full Council) in priority order as a shortlist of applications.
- iv. The applicants on the shortlist will make formal request for funding on the basis of:
 - a. an agreed programme of works provided by an architect which defines the start and finish date of the project and;
 - b. confirmation that funding is substantively in place to complete the project.
- v. Applicants from the short list may be asked to make a presentation to Committee, with a report on each application submitted the following month for Members' consideration.
- vi. Successful applicants will be provided with a letter of offer which when signed by the applicant will constitute a legal agreement between Council and the applicant.

Data Protection Act

- We will use the information you give us on the application form during assessment and for the life of any grant we award you to administer and analyse grants and for our own research.
- We may give copies of this information to individuals and organisations we consult when assessing applications, when monitoring grants and evaluating the way our funding programmes work and the effect they have. These organisations may include accountants, external evaluators and other organisations or groups involved in delivering the project.
- We may also share information with other government departments, organisations providing match funding and other organisations and individuals with a legitimate interest in applications and grants, or for the prevention or detection of fraud.
- We might use the data you provide for our own research. We recognise the need to maintain the confidentiality of vulnerable groups and their details will not be made public in any way, except as required by law.

Freedom of Information Act

The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold, subject to certain exemption that may apply. This includes information received from third parties, such as, although not limited to, grant applicants, grant holders and contractors. If information is requested under the Freedom of Information Act we will release it, subject to exemptions; although we may consult with you first. If you think that information you are providing may be exempt from release if requested, you should let us know when you apply. For further information please visit the Information Commissioner's Office at www.ico.gov.uk