

# Guidance for Capital Grant Applications

\*\*\* THESE NOTES HAVE BEEN EDITED TO TAKE INTO ACCOUNT THE FUNDING ARRANGMENTS AT BRIXWORTH \*\*\*

## Timescales

Applications are accepted at any time throughout the financial year with decisions made on a monthly basis whilst funding remains. Applicants will be notified in writing after a decision has been made on their application.

Successful applicants will need to ensure that all grant funding is spent within 12 months of notification of the grant. If all or part of the grant is not spent within 12 months, this will result in the grant being withdrawn unless otherwise confirmed in writing by Daventry District Council.

## Introduction

These guidance notes are to help applicants when completing applications for capital grant funding. They explain what Daventry District Council needs to know from your application to make an informed decision about your proposed project. The guidance notes also outline the process by which each application will be scored as we have to prioritise the limited funds we have. The Chief Executive of Daventry District Council makes the final decision on allocation of funds.

Where there are a high number of good quality applications, the Council may also take into account other issues such as the distribution of funding to projects across the District in the recent past. It may also consider what other funding or income your project has already attracted or is trying to attract to enable it to go ahead. If there are new housing developments planned, the Council may consider how these might impact on existing projects. It is also important to note when considering your project that the Council will be looking to encourage appropriate partnership working.

Daventry District Council only provides grant funding for voluntary and community organisations for specified purposes. Individuals, private businesses, religious bodies, political bodies, and statutory bodies including parish councils and schools, are not normally eligible to apply. However, if such bodies can demonstrate that the purposes for which they are requesting funding have wide community benefit and contribute positively to the ongoing future provision of services to the community, an application will be considered.

In addition to capital grant funding, Daventry District Council offers funding towards one-off community events and smaller community projects towards the purchase of small items of equipment and training. There is a separate application form for these grants and this form should not be used for that purpose.

## Capital Funding

For building works or improvements to land or buildings, the organisation must either own the property or land or have some form of long-term lease agreement with the land/building owner. Once the final agreement has been made to fund a particular project, an agreed percentage will be paid against each contractual invoice submitted up to the total amount of funding.

The following will be taken into account the following points when making a decision for funding:

- The level of support from Brixworth Parish Council
- The application score achieved;
- The total demand for grants in relation to budget available
- The availability of match funding;
- The amount of leverage to be gained;
- The extent to which the project could be funded from the organisation's own reserves;
- Elements of duplication;
- Wider community benefits;
- Overall sustainability;
- The additional indirect or in-kind support provided to the organisation;
- The Council's support as a proportion of the organisation's total service costs;
- DDC funding and support provided to the organisation or to that part of the district in recent years.

For further information or help completing the application form, please contact the **Community Development Co-ordinator** on **01327 302312** or e-mail [communitygrants@daventrydc.gov.uk](mailto:communitygrants@daventrydc.gov.uk)

## ***Guidance for Individual Questions***

### **Section One: About your Organisation**

- 1a Please enter the official and full name of the organisation making the application.
- 1b Please provide the applicant organisation's registered address and contact details.
- 1c Please provide the details of the applicant organisation's main contact – this must be someone who knows about the details of the project and where all correspondence will be sent.
- 1d Please tick what status your organisation has and insert the registration number if appropriate.

The following categories are **not eligible** to apply:

- Individuals;
- Private businesses;
- Statutory bodies;
- Religious bodies where the monies will be used for religious purposes or religious buildings;
- Political parties or political lobbying;
- General fundraising or for unspecified purposes;

- Schools.

Additional information on alternative sources of funding can be sought from Daventry District Council's Community Development Co-ordinator on 01327 302312.

- 1e Please state the aims, objectives and purpose of your organisation.
- 1f Please state to the nearest month when the organisation was set up. [This helps us to see the profile of the organisations we are assisting, e.g. well-established or new ones].
- 1g Please state whether or not you are registered for VAT.
- 1h Please provide the details of the account where payments will be deposited if you are awarded a grant.
- 1i Please enclose a copy of your equal opportunities policy or explain:
- why you do not have a policy or
  - how you intend to ensure that there is equality of opportunity and access to your project or service, giving specific examples.

## Section Two: About Your Project

- 2a Please tell us the name of your project that you require the funding for.
- 2b Please advise of the date that your project is scheduled to start and finish. Successful applicants will be expected to complete their project within one year (12 months). After this time, all or any part of the funding not already drawn down will not be allocated unless otherwise confirmed in writing by Daventry District Council. Please note that we do not fund projects in retrospect, therefore please do not commit to purchase, contract or other binding agreement to the project before a formal grant offer has been made.
- 2c Please give us a brief summary of what your proposed project intends to achieve. Is this a new, existing or extended project? Explain what the funding you are requesting will be spent on. This will provide us with a general picture of how you see the project as a whole. (No more than 150 words). A project plan will be required in question 2m.
- 2d We need to understand where you wish to base the project and how much of the District the project will cover. The project will not be eligible for funding if it is not within Daventry District. **Wherever the Council invests in a project, we want to see it remain within the District for at least five years.**
- 2e For your project to be eligible for Daventry District Council Capital Grant Funding, you need to explain to us how **the project** meets at least one (but preferably more) of our three objectives. Scoring is relative to the extent to which corporate objectives are met by the project.

**Three additional points will be given to organisations who provide sufficient evidence that they have met ALL 3 of Daventry District Council’s Corporate Objectives**

The Council's Corporate Objectives are:

**Improve our Business Economy, Learning and Skills**

- Develop Daventry Town
- Maximise economic opportunities in the rural areas
- Facilitate and develop opportunities for employment and learning
- The District is recognised as being open for business

**Protect and Enhance our Environment**

- Reduce adverse environmental impact
- Reduce the amount of waste generated
- Deliver attractive public spaces
- Preserve the District’s heritage

**Promote Healthy, Safe and Strong Individuals and Communities**

- Improved access to services
- Encourage a safe and healthy lifestyle
- People have the housing they need
- Support the community & voluntary sector

<b>Question element</b>	<b>Information and evidence required.</b>	<b>Score awarded</b>
Improve our Business Economy, Learning and Skills	If there is no statement or description of the relevance or otherwise of the project to this objective:	0
	If there is sufficient documented evidence to demonstrate the project meets this objective in a limited way:	3
	If there is sufficient documented evidence to demonstrate the project meets this objective in a general way, or more than one way:	7
	If there is a well-argued description of how the project meets this objective in a number of high impact ways, and there is sufficient documented evidence to fully support this position:	10
	<b>Maximum:</b>	<b>10</b>
Protect and Enhance our Environment	If there is no statement or description of the relevance or otherwise of the project to this objective:	0
	If there is sufficient documented evidence to demonstrate the project meets this objective in a limited way:	3

<b>Question element</b>	<b>Information and evidence required.</b>	<b>Score awarded</b>
	<p>If there is sufficient documented evidence to demonstrate the project meets this objective in a general way, or more than one way:</p> <p style="text-align: right;">7</p> <p>If there is a well-argued description of how the project meets this objective in a number of high impact ways, and there is sufficient documented evidence to fully support this position:</p> <p style="text-align: right;">10</p> <p><b>Maximum:</b></p> <p style="text-align: right;"><b>10</b></p>	
Promote Healthy, Safe and Strong Communities and Individuals	<p>If there is no statement or description of the relevance or otherwise of the project to this objective:</p> <p style="text-align: right;">0</p> <p>If there is sufficient documented evidence to demonstrate the project meets this objective in a limited way:</p> <p style="text-align: right;">3</p> <p>If there is sufficient documented evidence to demonstrate the project meets this objective in a general way, or more than one way:</p> <p style="text-align: right;">7</p> <p>If there is a well-argued description of how the project meets this objective in a number of high impact ways, and there is sufficient documented evidence to fully support this position:</p> <p style="text-align: right;">10</p> <p><b>Maximum:</b></p> <p style="text-align: right;"><b>10</b></p>	
Additional score if all three corporate objectives are met		<b>3</b>

2f Daventry District Council also needs to understand how your organisation and the proposed project might address three other main themes that are considered in all of its activities:

**Bringing communities together** is a means of combating the inability of some individuals and groups to participate effectively in economic, social, political and cultural life. It is therefore the outcome of a range of activities by which the varying needs of a community, and the groups which constitute it, are recognised, prioritised and met. A cohesive community is one where there is a common vision and a sense of belonging for all communities. The diversity of people's different backgrounds and circumstances is appreciated and positively valued and those from different backgrounds have similar life opportunities. Similarly, strong and positive relationships are developed between people from different backgrounds in the workplace, in schools and within neighbourhoods.

**Access and equality** can be seen as an element of social inclusion. It has a rather more specific meaning, though, when used in the context of service delivery. Daventry District Council needs to ensure that where its money is used to support a project, anybody entitled to receive that service

can reach it or be reached by it, can understand it and that one person using the service can be guaranteed the same full service delivery as the next.

**Crime and disorder** is an issue which Daventry District Council is obliged to address. Where we can influence people to think about improving the safety of an area or can take measures to reduce the likelihood, fear or impact of crime, we must do so. We need you to consider whether the project that you propose will have any impact on the reduction of crime and disorder.

<b>Question element</b>	<b>Information and evidence required.</b>	<b>Score awarded</b>
Bringing Communities Together	<p>If there is no statement or description of the relevance or otherwise of the organisation to this objective:</p> <p>If there is sufficient documented evidence to demonstrate the organisation meets this objective in a limited way:</p> <p>If there is sufficient documented evidence to demonstrate the organisation meets this objective in a general way, or more than one way:</p> <p>If there is a well-argued description of how the organisation meets this objective in a number of high impact ways, and there is sufficient documented evidence to fully support this:</p> <p><b>Maximum:</b></p>	<p>0</p> <p>1</p> <p>3</p> <p>5</p> <p><b>5</b></p>
Access and equality	<p>If there is no statement or description of the relevance or otherwise of the organisation to this objective:</p> <p>If there is sufficient documented evidence to demonstrate the organisation meets this objective in a limited way:</p> <p>If there is sufficient documented evidence to demonstrate the organisation meets this objective in a general way, or more than one way:</p> <p>If there is a well-argued description of how the organisation meets this objective in a number of high impact ways, and there is sufficient documented evidence to fully support this:</p> <p><b>Maximum:</b></p>	<p>0</p> <p>1</p> <p>3</p> <p>5</p> <p><b>5</b></p>

<b>Question element</b>	<b>Information and evidence required.</b>	<b>Score awarded</b>
Crime and disorder	If there is no statement or description of the relevance or otherwise of the organisation to this objective:	0
	If there is sufficient documented evidence to demonstrate the organisation meets this objective in a limited way:	1
	If there is sufficient documented evidence to demonstrate the organisation meets this objective in a general way, or more than one way:	3
	If there is a well-argued description of how the organisation meets this objective in a number of high impact ways, and there is sufficient documented evidence to fully support this:	5
	<b>Maximum:</b>	<b>5</b>

2g Please describe how your organisation works in partnership with other organisations. Give examples of the outcomes achieved from such joint working.

<b>What information and evidence you need to provide</b>	<b>Score awarded</b>
If there is no mention of who the organisation works jointly with:	0
If there is a list of partner organisations:	2
If you can identify positive outcomes achieved from partnership working:	3
<b>Maximum:</b>	<b>5</b>

2h Please tell us about the people your project is designed to help. You may have one particular group or several groups in mind. We need as clear a picture as possible of who they are, the number of people and the problems they face etc.

<b>What information and evidence you need to provide</b>	<b>Score awarded</b>
If there is no mention of who the project will benefit:	0
If you list beneficiary group(s):	1
If you can approximate the number of people you propose to help:	1
If you describe clearly how the barriers, difficulties or problems that the beneficiary group(s) face(s) will be overcome:	3
<b>Maximum</b>	<b>5</b>

- 2i Please tell us what experience and expertise your organisation has in dealing with the beneficiary group(s), for instance by listing any accreditation or qualifications that members of your organisation has, and how you address the needs of the beneficiaries.

<b><i>What information and evidence you need to provide</i></b>	<b><i>Score awarded</i></b>
If there is no mention of what experience or expertise your organisation has or how it intends to address the needs of the beneficiary group(s)	0
If you explain clearly what experience and expertise your organisation has in dealing with the beneficiary group(s):	2
If you can provide examples of how this has provided positive outcomes for your beneficiary group(s):	3
<b>Maximum:</b>	<b>5</b>

- 2j In this question, we want you to explain to us how you know that there is a need for the project that you propose. Please provide detailed evidence that confirms that there is a need:

- With whom have you discussed the issue? (eg. current users, local people, the proposed beneficiary group/s).
- How do you know that your approach will be the best one for your beneficiary group? If you undertook surveys, collected data, held advisory groups or public meetings, please make reference to them.

<b><i>What information and evidence you need to provide</i></b>	<b><i>Score awarded</i></b>
If there is no mention of any consultation or discussion with anybody:	0
If you give a clear explanation of any consultation or discussion with the beneficiary group/s	2
If you can provide documented evidence of the consultation and how it influenced your proposed service or project (eg. consultation surveys, summaries of findings etc...)	3
<b>Maximum:</b>	<b>5</b>

- 2k We need to see that you are aware of any other organisations that operate locally and may provide a service similar to that which you propose. If you tell us that there are none that do anything like you propose, we need you to demonstrate that you have undertaken research to show this. You need to provide a clear explanation of how the service you propose is different from or complements other services or fills a gap:



<b><i>What information and evidence you need to provide</i></b>	<b><i>Score awarded</i></b>
If there is no mention of any other services and no attempt to show whether or not other services exist:	0
If you provide a list of other organisations and services or demonstrate that no other services of the type you propose exist:	2
If you provide a clear explanation of how the service you propose is different from or complements other services or fills a gap where there are no similar services:	3
<b>Maximum:</b>	<b>5</b>

- 2l We need to know whether your organisation has been awarded any quality marks. It is possible that you think a quality mark is not relevant for your organisation, so please explain if this is the case. If you do hold a quality mark, please let us know how it will be relevant to the proposed project and describe what the quality mark was awarded for. Daventry District Council will only support grants relating to sport if the organisation has or is willing to sign up to Northamptonshire Sport's Club Directory.

<b><i>What information and evidence you need to provide</i></b>	<b><i>Score awarded</i></b>
If there is no mention at all of quality marks:	0
If you can give an explanation of how you are currently in the process of obtaining a quality mark and what you are having to demonstrate to achieve it, or if you can give a reasonable explanation of why a quality mark is not required:	3
<b>OR</b>	
If you do have a quality mark and you can explain what your organisation has had to do to demonstrate quality and how this project will be included within those quality standards:	5
<b>Maximum:</b>	<b>5</b>

- 2m Please provide an outline of your project plan, including:

- Who is responsible for project planning, management and financial arrangements.
- Key dates and/or a timeline to project completion.
- How it will be delivered, eg. who will be undertaking the work, what purchases will need to be made.
- How you will monitor the project to ensure it is delivering what you propose.
- How you will let Daventry District Council know if you need to modify the service or project outlined in this application.

- Potential risks that could undermine your project and how you propose to minimise these.
- The cost of maintaining the facility or equipment in the future, eg. the fundraising processes or revenue streams your organisation has.

Please provide a diagram to show who will be responsible for the project in the space provided.

<b><i>What information and evidence you need to provide</i></b>	<b><i>Score awarded</i></b>
If you identify who is responsible for project planning, management and financial arrangements on a day-to-day basis and can provide key project dates or a timeline.	4
If you can identify potential risks to project completion/success and how each risk will be mitigated.	4
If you can demonstrate how you will monitor the project to ensure it is delivering what you propose, including how you will inform Daventry District Council if you want to modify the service or project outlined in this application.	4
If you can demonstrate how you propose to cover the cost of maintaining the facility or equipment in the future?	4
<b>Maximum:</b>	<b>16</b>

### **Section Three: Buildings/facilities related project only**

***If not relevant to your project or service, please go on to Section 4.***

- 3a Please tell us about the nature of tenure you have on the project site and include copies of any lease, licence agreements or other documents that show your tenure in with your application. **The organisation must either own the property or land or have some form of long-term lease agreement with the land/building owner for the application to be eligible.** In case of a new project where the tenure of land is still to be finalised, please enclose written confirmation from the landowner that the tenure or long-term lease will be granted.
- 3b If you do not hold the tenure for the facilities or building, please tell us who does. We need to understand the agreement and nature of the relationship that you have with the owner to use the facility. If there are written agreements which describe this, please copy them and send them in with the application.
- 3c Please tell us for how long your lease or licence remains valid.
- 3d Please tell us if you are paying any mortgage or other charges on the property.
- 3e We need to know where you have reached with any planning permissions, listed building consents or building regulation approval that your project may need.

**Note: It is your responsibility to find out which, if any, permissions you need and to secure such permissions prior to commencement of any project.**

## Section Four: Project or service

- 4a Please tell us how long you intend your project to operate including opening hours/availability. We need to know whether it will operate for one, two or three years or is intended to be ongoing beyond three years. If the project or service will not be ongoing, ie. will complete after one, two or three years, please tell us.
- 4b In this section, please tell us how you will measure the success of your project. We only need your proposals for the next three years.

<i>What information and evidence you need to provide</i>	<i>Score awarded</i>
Objective: If there are one or more relevant objectives	3
Measure: If there are one or more measurable targets	3
<b>Maximum:</b>	<b>6</b>

**GRAND TOTAL OF ALL SCORES = 100**

## Section Five: Project income and expenditure

NB. Although Section Five simply provides us with information on the cost of the project as you have determined it, Daventry District Council reserves the right to query the rationale for any cost or to come back to the applicant organisation for further clarification where costs may appear unrealistic, either too high or too low.

- 5a Detail how much your proposed project costs are likely to be.
- 5b If any costs of the project will be met by free 'in-kind' contributions, please detail them here so that we can see the true cost and benefit of the proposed project to you overall.
- 5c Detail the level of known income and/or existing funds your organisation will directly provide for the project
- 5d We need to know about any external funding (eg. from any of the lottery funding bodies) that has already been confirmed and is earmarked for the project. **Although this is an 'information' question, where different applications have very close scores and there is little to tell between them in terms of quality or helpfulness to the community, our assessors may use this question and question 5e below to help decide between them.** Daventry District Council will look to support projects where the organisation has already raised its own funds and/or has secured external funding commitment from other bodies.

- 5e Here we need to know about any funding that you are anticipating to obtain or apply for. Please include funding from your own organisation and funding anticipated from applications elsewhere (eg. to lottery funding bodies). Applications should have been submitted by the time you make this request to Daventry District Council.
- 5f This is a simple calculation subtracting the potential income (the total of 5c, 5d and 5e) from the expenditure (5a). This is the amount you are asking Daventry District Council to provide in Grant Funding. Please bear in mind that the absolute maximum amount of funding that Daventry District Council will provide is £15,000.

## Section Six: Supporting Information

### Important

**Daventry District Council will only process your application if:**

- You complete all the relevant questions on the form
- The proper people sign the form
- You enclose all the necessary documents
- You complete the checklist below

### **Checklist**

Copies of these documents should be enclosed with your application form.

- Your organisation's articles of association, signed constitution or set of rules.**
- A copy of the lease/licence (if applicable)**
- Your organisation's most recent signed accounts.**  
*These should not be more than twelve months old.*
- Your organisation's equality opportunities statement (if available).**
- Copies of any quotations or notes used to work out your costs.**

**Make sure you have made a copy of this application to keep for your reference.**

If you require help filling out this application form, please contact the Community Development Co-ordinator on 01327 302312 or e-mail [communitygrants@daventrydc.gov.uk](mailto:communitygrants@daventrydc.gov.uk).

**RETURN THIS APPLICATION VIA THE BRIXWORTH PARISH COUNCIL**

We will accept scanned copies of supporting documentation.

## **Section Seven: Declarations**

- 7a The person who has been named as the main contact at 1c should sign and date that the application is correct and true and also sign the contract.
- 7b A key officer of the organisation – but not the same person who has been named at 1c and signed at 7a above – should countersign that the application is correct and true and that the contract (detailed on the last page) is acceptable.