



SSDC Community Grants Policies

March 2016 revision

All Community Grants		
1	Corporate Priorities	<ul style="list-style-type: none"> The assessment of grant applications will be linked to the Council's priorities in the SSDC Council Plan 2012-2015. These are summarised in the application pack (and published on-line) and incorporated into the grants assessment and scoring system. Specific guidance linked to specialist work areas (eg. Sports, Arts, Leisure and Play provision) are published where relevant. Area Committees may set their own priorities for the year and will publicise these where relevant.
2	Area or District-wide?	<p>An organisation should be considered for District-wide funding if:</p> <ul style="list-style-type: none"> a) 40% or more of the organisation's activity is benefiting people in 2 or more SSDC areas, or b) It is unique in the district and no equivalents exist in the areas, or c) It may have a local base but plans to develop quickly across the district. <p>District-wide organisations receiving core funding should apply to the areas separately for local project work or when piloting new local initiatives.</p>
3	Repeat Funding & Service Level Agreements (SLAs)	<ul style="list-style-type: none"> Grant funding is for one year only. A second grant application for the same project will not be considered within 3 years of the first award. All organisations requesting repeat funding should have a Service Level Agreement with SSDC . SLAs will be based on: <ul style="list-style-type: none"> a) an agreed set of annual measurable targets against which performance will be monitored; b) monitoring of the continued health of the individual organisation; c) value for money being demonstrated. SLAs will be either: <ul style="list-style-type: none"> d) for 1 year, if SSDC wishes to support the organisation's core running costs on an ongoing basis, but wishes to consider funding annually or e) for 3 years if an organisation is: <ul style="list-style-type: none"> (i) assessed to be a key or substantial partner making a significant contribution to corporate and strategic priorities and/or (ii) is delivering services on a long-term basis as delegated by the council. f) 3 year SLAs will be reviewed in the 3rd year of operation. Where SSDC has an SLA with an organisation, at least one year's notice will be given if funding levels may change.
4	Funding/costs	<ul style="list-style-type: none"> SSDC will consider grants for up to 50% of the total project costs. Applications for minimum of £101 and a maximum of £12,500 will be considered. Requests of over £12,500 or for £100 or under

		<p>are beyond the remit of these community grants policies.</p> <ul style="list-style-type: none"> • Project costs will be monitored to ensure that the SSDC contribution does not exceed 50% of the total project costs. • Grants will be awarded subject to other funding being secured. The applicant group is expected to make a contribution from their own funds/fundraising unless there are exceptional circumstances. • SSDC will only fund projects where a contribution is being made by the Town or Parish Council unless there are very exceptional circumstances. This contribution should be proportionate to the size of the Parish. Applicants should approach their Town/Parish Council for funding before coming to SSDC. The greater contribution received from the Town/Parish Council and the less requested from SSDC will help the application achieve a higher score when the grant is assessed.
5	VAT	SSDC may be able to recover VAT on major schemes costing over £100,000. Gifts in kind may be offered where appropriate.
6	Publicity	SSDC should be acknowledged on publicity material. A simple menu of 'publicity opportunities' is sent out with all grant offer letters.
7	Monitoring	<ul style="list-style-type: none"> • Monitoring arrangements will be a condition of grant and will be included in offer letters. • Monitoring will be proportionate to the size of grant and organisation. • Monitoring information will be fed back to the relevant Committee.
8	Non-financial support	Other forms of Council assistance such as 'help in kind' will be discussed with applicants and specified in applications and committee reports.
9	Delegation	<ul style="list-style-type: none"> • Requests for £1,000 or under are delegated to the Area Development Manager (or other nominated officer) following consultation with Area Chair, Portfolio Holder or Ward Member as appropriate and reported to the relevant committee for information only. • Requests for £100 or under will not be considered under these Community Grants policies.
10	Retrospective support	Funding will not normally be considered for expenditure that has already been incurred.
11	Reserves	<p>SSDC will normally only fund projects where a maximum of 1 year's running costs is held in free reserves.</p> <p>If a group has dedicated reserves for a particular project, these should be ring-fenced.</p>
12	Offer letters/grant conditions	<p>All grants offered by SSDC will be based on a set of conditions, which will be presented in Committee reports, to include the following:</p> <ul style="list-style-type: none"> • Projects must start within 6 months of the grant being offered or as otherwise specified in the offer letter • A project update will be provided every 3 months, and completed evaluation form returned at the end of the project/year • Publicity options • Return signed acceptance slip • Grants can only be paid for a single year and a second application is not allowed for the same project within 3 years (unless SLA)

		<ul style="list-style-type: none"> Any changes to the project should be notified to SSDC Share good practice with other organisations All other funding sources are secured Grants are only payable upon receipt of invoices or receipts which provide evidence of the costs of project/purchase Evidence is supplied of the following: <ul style="list-style-type: none"> relevant permissions being obtained (eg. planning permission) adequate insurance cover Equal Opportunities Policy or equivalent statement <p>Other monitoring arrangements, as specified by the committee awarding the grant.</p>
13	Loans	<p>SSDC will help applicants access loans from other sources where possible, and consider loans only when alternative forms of borrowing are not available or at a prohibitive cost.</p> <p>Details of SSDC's Loans Policy are set out in the Council's Financial Procedures Rules, including:</p> <ul style="list-style-type: none"> The maximum amount of a loan shall normally be £150,000. Small loans of £5,000 or less may be considered by the Area Portfolio Holders in consultation with the Area Development Manager. Interest will be charged at the Public Works Loan Board rate Loans should be guaranteed by the town/Parish Council or similar trustees The maximum repayment period will be 10 years and repaid in instalments in accordance with the agreed payment reschedule.
14	Insurance	Applicants must provide evidence that they have adequate insurance cover where appropriate.
For projects involving Buildings, Facilities & Equipment		
15	Quotes/standards	<ul style="list-style-type: none"> 3 estimates or quotes should be submitted with applications where possible. Play area refurbishments will only be eligible for grant aid if the contractor is selected from the SSDC approved list. SSDC Building Control service will normally be used for all projects receiving grant aid, where Building Regulations are required.
16	Leases	<p>Capital grants can be awarded to leased facilities on the following grades:</p> <p><£5k grant = minimum 10 yr lease. >£5k grant = minimum 15 year lease</p> <p>Proof of ownership or evidence of an appropriate lease is required at the application stage.</p>
17	Access	<ul style="list-style-type: none"> Shared use of buildings and equipment should be demonstrated, where appropriate, and will be a condition of grant. Proper signage to buildings/facilities will be a condition of grant. Capital projects will need to have incorporated disabled access and an access statement will be required where relevant (SSDC may be able to help with this).
18	Maintenance	<ul style="list-style-type: none"> Capital grants are offered on a one-off basis therefore projects should include a strategy for maintenance of equipment to applicable standards, and a strategy for replacement (or

		<p>otherwise) if appropriate.</p> <ul style="list-style-type: none"> • Routine maintenance and replacement of equipment is not normally eligible for grant aid.
19	Rent	<ul style="list-style-type: none"> • Organisations occupying SSDC owned property should be assessed and treated in the same way as any other organisation. SSDC support should reflect the value placed on the work of the organisation not the cost of the accommodation. Applicants should apply for a grant in the normal way and include rental costs in their budget.
20	Planning permission	<ul style="list-style-type: none"> • Outline planning permission/building regulation approval should normally be obtained before a grant application goes to committee. • Awards will only be offered subject to planning permission (and other relevant permissions) being given (where relevant).
21	Rate Relief	<p>Applications for Rate Relief should be made directly to SSDC Business Rates section, who will apply a clear set of eligibility criteria. Officers will advise organisations on this.</p>