

Area Grants – Application Process

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Purpose of the report

To provide an update on the application process for Area Grants, as requested by the Scrutiny Committee.

Action required

Members of the Scrutiny Committee are asked to note and comment on the report.

Background

Each year SSDC supports a wide range of voluntary and community sector organisations through both on-going partnership funding (via Service Level Agreements) as well as one-off grants.

Community groups generally apply for one-off funding to the Area Development service where they are assessed in line with the Community grants policy. Applications for £1000 or less are awarded under delegated authority by the Area Development Manager in conjunction with Ward Member(s)/Chairman/Portfolio Holder. Applications for £1000 and over are awarded by Area Committees or District Executive.

District wide organisations are generally supported on a longer term basis via Service Level Agreements (SLA's).

In December 2013 District Executive agreed to adopt a revised Community grants policy (appendix A) – the main changes included:

- setting a minimum level of grant funding to £100 or more
- raising the delegated authority from £750 to £1000
- ensure that where possible the SSDC Building Control service is used for all projects requiring building regulations.

Members also agreed to

- dissolve the Corporate Grants Committee
- introduce a single authority-wide application form
- improve website to provide single location for grants information
- record all SSDC community funding on a central system
- produce an annual report to District Executive showing spread of grants across SSDC.

All the above changes have been implemented.

In 2014/2015 SSDC awarded grant funding of:

	Total no of grants awarded	Total £ amount of grant awarded
Area Community grants ¹	68	103,711
District Wide funding (SSVCA, SSCAB & SYRP) ²	3	203,990
Community Health & Leisure Youth Development funding ³	9	900
Funding for Health & Well-being (Arts) ⁴	4	15,150
Equalities & Diversity funding ⁵	1	8,000
TOTAL	85	331,751

Area Community grants for 2014/15¹

By Area	Total no of grants awarded	Total £ awarded	Total £ project costs	% awarded against project costs
North (35 parishes)	23	38,196	178,026	21
East (48 parishes)	20	28,601	150,826	19
West (33 parishes)	13	16,895	47,564	36
South (9 parishes)	12	20,019	146,835	14
	68	103,711	523,251	

Appendix E shows recent case studies of projects that have been supported via the Community grants scheme.

District Wide funding² - Service Level Agreements award - £74,260 to South Somerset Voluntary Community Action (SSVCA), £121,730 to South Somerset Citizen Advice Bureau (SSCAB) and £8,000 to Somerset Rural Youth Project (SRYP). Reported and awarded via District Executive in line with the Service Level Agreement policy.

Community Health & Leisure Youth Development funding³ - £900 was awarded for 9 different play activities across the district. Awarded under delegated authority and funded through revenue budget.

Funding for Health & Well-being (Arts)⁴ - 4 Arts organisations (Actiontrack, Take Art, Somerset Art Works & Somerset Film) were awarded Service Level Agreements amounting to £15,150. Reported and awarded via District Executive in line with the Service Level Agreement policy.

Equalities & Diversity funding⁵ - Service Level Agreement award - £8,000 to Access to All (formally South Somerset Disability Forum). Reported and awarded via District Executive in line with the Service Level Agreement policy.

Community Grant - application process

1. Initial enquiry is received into the relevant Area Development team and discussion on project and funding is held with potential applicant. If applicable an application form and guidance notes are sent to the applicant.

2. Applicant completes the form and submits with all necessary supporting information.
3. The Neighbourhood Development Officer (NDO) will score the application through a points system in line with the Community grants policy. Applicants can only apply for grants of up to 50% of the project value. The assessment form (appendix B) ensures eligibility of the organisation/project and relevance to the Council Plan and Area Development Plan. It also clarifies, where necessary, if SSDC Building Control has/will be used.

Criteria	Scoring	Maximum Score possible
Equalities impact <ul style="list-style-type: none"> • Implications for equalities of the project 	(1-7)	7
Evidence of need <ul style="list-style-type: none"> • Research undertaken, evidence through results and consultation, census information, support from parish council and other groups/ organisations 	(1-5)	5
Capacity of the organisation to do the project well <ul style="list-style-type: none"> • Self-sufficiency without public subsidy, business plan/sinking fund, active fund raising. • Ability to demonstrate effect use or resources eg good volunteer base, general support within the community • Sound proposal based on good practice and wide research • Good publicity about group and project and plans for evaluation • User groups involved in running project 	(1-3) (1-3) (1-3) (1-3) (1-3)	15
Financial need <ul style="list-style-type: none"> • % funding of project cost requested • Appropriate effort to match fund (ie other realistic funding sources – applied or secured, contribution from own funds) • Contribution from Parish Council – proportionate to the size of the parish 	1-15% (3) 16-30% (2) 31-50% (1) (1-3) (1)	7
Innovation <ul style="list-style-type: none"> • New project for the community • 	(1-3)	3
Total Maximum score possible		37
Funding recommended for projects scoring		22+

4. If the project has received the appropriate scoring the Ward Member, Chairman or Portfolio Holder is consulted and approval/refusal is made via delegated authority (£1000 or under) or a report is taken to the relevant Area Committee (over £1000). Applications for over £12,500 are beyond the remit of the Community grants scheme and will require a Capital Appraisal form (appendix D).
5. An award letter with standard conditions, plus any additional conditions (sample - appendix C) is sent to the applicant or a letter with reasons for refusal. Award letters for grants agreed by the Area Committee are sent 5 working days following committee date to

allow for Scrutiny call in. This letter is to be signed by the applicant and returned to the relevant office.

6. Once the signed award letter has been returned and the project is completed - the applicant produces invoices to the project value before payment is made. If the project is less than anticipated then the payment may be reduced, however, payment will not exceed the grant offer.
7. Projects are monitored by the NDO and press releases issued where possible. Applicants can be requested to provide presentations to Area Committees and updates are also reported to committee.

Financial Regulations

Area Committees have the authority to award grants within the policy and guidelines agreed by District Executive and are only required to refer to District Executive any expenditure not covered by an approved budget or within their Area capital programme. There is no limit to how much funding an Area committee can allocate to a particular capital scheme, only to what the Area has in its own Area capital programme. Where the total value per year to any one body is £1,000 and below the relevant Strategic Director or Assistant Director may delegate the approval to the appropriate designated officer – ie Area Development Manager.

Appendix A



SSDC Community Grants Policies

December 2013

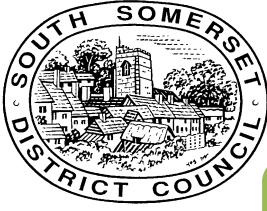
All Community Grants		
1	Corporate Priorities	<ul style="list-style-type: none"> The assessment of grant applications will be linked to the Council's priorities in the SSDC Council Plan 2012-2015. These are summarised in the application pack (and published on-line) and incorporated into the grants assessment 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"> 40% or more of the organisation's activity is benefiting people in 2 or more SSDC areas It is unique in the district and no equivalents exist in the areas 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: <ol style="list-style-type: none"> an agreed set of annual measurable targets against which performance will be monitored; monitoring of the continued health of the individual organisation; value for money being demonstrated. SLAs will be either: <ol style="list-style-type: none"> 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 for 3 years if an organisation is: <ol style="list-style-type: none"> assessed to be a key or substantial partner making a significant contribution to corporate and strategic priorities and/or is delivering services on a long-term basis as delegated by the council. 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

		<p>be considered. Requests of over £12,500 or for £100 or under 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	SSDC will normally only fund projects where a maximum of 1 year's running costs is held in free reserves. If a group has dedicated reserves for a particular project, these should be ring-fenced.
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

		<p>applicable standards, and a strategy for replacement (or 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>

Appendix B



COMMUNITY GRANTS ASSESSMENT FORM

<i>Date app received</i>	<i>Reference no</i>	<i>Grant officer</i>
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Name of project	
Name of group	

Please remember that this assessment could become a document open to the public, so your comments need to stand up to scrutiny! Tip – write your comments so they can be copied and pasted into your committee report, if applicable, this will save you time later on.

Check the covering details/additional information and note any relevant points below:

Comments:

Notes

- District-wide funding**

An organisation should be considered for District-wide funding if 40% or more of the organisation’s activity is benefiting people in 2 or more SSDC areas, it is unique in the district and no equivalents exist in the areas, and/or it may have a local base but plans to develop quickly across the district.

District-wide organisations receiving core funding (eg CAB; SSVCA) should apply to the areas separately for local project work or when piloting new initiatives.

- SSDC owned property/Rent**

Organisations occupying SSDC owned property should be assessed and treated in the same way as any other organisation. SSDC support should reflect the value place 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.

A. Eligibility of organisation/project

Check the applicant has completed **all** sections of the form and included all the relevant documentation as per **Section 5** of the application form.

	Yes	No	Further work needed
Has all supporting information been			

supplied?			
Have applied for upto a maximum of 50% of the project costs?			
Have applied for over £100 or up to £12,500?			
Locally focussed organisation/project, supporting at least one area of focus for the Council Plan/ADP? (see below)			
Do they have less than 1 years running costs in uncommitted reserves?			
Has the Parish Council made a contribution?			
Has the group made a contribution from their own funds and any dedicated reserves?			
Have they received previous SSDC grant aid within the last 3 years (not including SLA)? If yes is this application for a different project?			
Have they met conditions of any previous grants awarded?			
Child protection policy/practice (where relevant) Safeguarding and Equal Opportunities policy?			
For projects that require planning permission - has the project already gained planning consent?			
For projects that require building regulations – has the applicant confirmed use of SSDC building control services? Has the project already gained building regs?			
Has all necessary additional information been supplied?			
If the answer to any of the above is NO – but you believe this application should be assessed – please explain why and refer to the ADM.			

Council Plan/ADP – which areas of focus will this project support

	Yes	Note specific actions supported
Focus One: Jobs Project helps to increase economic vitality and prosperity		
Focus Two: Environment Project helps to enhance the environment, address and adapt to climate change		
Focus Three: Homes		

Project helps to improve the housing health and well-being of our citizens		
Focus Four: Health & Communities Project helps to ensure safe, sustainable and cohesive communities		
Area priorities/Area Development Plan		

B. Equalities Statement (<http://insite/corporate-information/equalities-diversity.aspx>)

We believe that everyone in our local communities has the right to be safe and protected from harm, to be treated fairly and with dignity, to live the life of choice, and to take an active part in the community. These fundamental principles of human rights are at the very core of our service delivery. This means that everyone should have equal access to our services and the right to be treated fairly by those services.

The Equality Act 2010 protects people against being discriminated on the basis of 'protected characteristics': Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex, Sexual Orientation

Due to the nature of South Somerset and its diverse population, it is recognised that there are certain groups whose needs are also important to address. They are not specifically protected under the Equality Act 2010, but play a part in South Somerset's make up: Carers, Rurality, Armed Forces. If a voluntary or community sector organisation, charity, religion or belief organisation provides any goods, facilities or services to members of the public, it must make sure it does what equality law says it must do. It does not matter whether the service the organisation provides is free or people have to pay for it. The size of the organisation does not matter either. Equality law affects everyone responsible for running an organisation, or who might do something on its behalf, including staff or volunteers.

	What are the implications for equalities of this project?	Score (1 – 7)
Equality points <ul style="list-style-type: none"> • <i>Will the project include printed material? If so has the group agreed to ensure print media is accessible to all?</i> • <i>Ensure committee report refers to accessibility of the project if appropriate</i> • <i>Building/Venue accessibility? Access review undertaken?</i> • <i>Equalities training undertaken</i> 	NB: Contact Jo Morgan for further guidance if required	

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C. Need for Project

	Comments	Score (1 – 5)
Evidence of need <ul style="list-style-type: none"> • <i>Have they undertaken any research?</i> • <i>How does the project fit in with other services in South Somerset?</i> • <i>Do they have any evidence through results of pilot work, a Parish Plan, community survey, community meetings?</i> • <i>Included relevant data in the Census, Index of Multiple Deprivation or other published statistics?</i> • <i>Support from National Governing Body, local clubs and organisations, user groups, Parish Council or a local strategy?</i> • <i>Where appropriate look for how shared use of buildings and equipment are demonstrated and considering adding as a condition of the grant.</i> 		
Total Section B (Max 5)		

D. Capacity of the organisation to do the project well

	Comments	Score (1-3)
For one-off grants - aiming for self-sufficiency without public subsidy (1 year's funding only). Look for business plan/sinking fund and active fundraising		
Able to demonstrate effective use of resources: (eg: good volunteer		

base, general support within community)		
Sound proposal based on good practice and wide research		
Good publicity about group and project and plans for evaluation		
User groups involved in running project		
Total Section C (Max 15)		
Comments:		

E. Financial Need

	Comments	(Max score 7)
<p>What % of project costs has been applied for from SSDC?</p> <p>1-15% (Score 3) 16-30% (Score 2) 31-50% (Score 1)</p> <p>Has the group made all appropriate effort to match fund (Score 1-3)</p> <ul style="list-style-type: none"> Look carefully at where the rest of the funding is coming from – are these realistic and suitable funding sources, have they been applied for/secured? Has the group made a contribution from their own funds? If not, explanation to committee required. <p>What contribution is being made by the Parish Council?</p> <p>10% or over of the project (Score 1)</p> <ul style="list-style-type: none"> Is the PC contribution proportionate to the size of the parish? 		
Total Section D (Max 7)		

Comments:

F. Innovation

	Comments	Score (1 – 3)
Is this a new project for this community?		
Total Section E (Max 3)		

G. Other comments about the application including notes to be included in the committee report

H. Ward member/relevant representative comments: (Refer to and save copy of email if received into the file or record her if verbal with date).

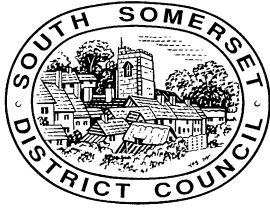
Summary (to be included in committee reports)

Category	Maximum score	Score
A Eligibility	Y/N	
B Equalities Impact	7	
C Evidence of Need	5	
D Capacity of Organisation	15	
E Financial need	7	
F Innovation	3	
Total	37	

(Funding only recommended for projects scoring 22 +)

RECOMMENDED:	YES/NO	Amount: £

Appendix C – sample letter



SOUTH SOMERSET DISTRICT COUNCIL

ADVICE OF ACCEPTANCE OF GRANT OFFER

To be completed, signed and returned

This grant offer is made based on the information provided in application form no. XXX and represents XX% of the total project costs submitted (the final payment may be reduced if the costs of the total project are less than originally anticipated, however payment will not exceed the grant offered above). Phased payments can be made in exceptional circumstances (eg to help with cash-flow for a larger building project) and are subject to agreement.

The applicant agrees to:-

- Notify SSDC if there is a material change to the information provided in the application.
- Start the project within 6 months of this grant offer and notify SSDC of any changes to the project or start date as soon as possible.
- Confirm that all other funding sources have been secured if this was not already in place at the time of the application and before starting the project.
- Acknowledge SSDC assistance towards the project in any relevant publicity about the project (eg. leaflets, posters, websites, and promotional materials) and on any permanent acknowledgement (eg. plaques, signs etc).
- Work in conjunction with SSDC officers, to monitor and share the success of the project and the benefits to the community, resulting from SSDC's contribution to the project.
- Provide a project update and/or supply before and after photos if requested.
- Supply receipted invoices or receipts which provide evidence of the **full** cost of the project so that the grant can be released.

Standard conditions applying to buildings, facilities and equipment *[delete if n/a]*

- Establish and maintain a "sinking fund" to support future replacement of the building / facility / equipment as grant funding is only awarded on a one-off basis.
- Use the SSDC Building Control service where buildings regulations are required.
- Use a contractor selected from the SSDC approved list for play area facilities.
- Incorporate disabled access and provide an access statement where relevant.

Additional conditions applying to Play & Facilities *[delete if n/a]*

- Ensure that the play area is inspected and maintained in accordance with EN1176 or a successive standard.
- Provide good quality signage to buildings and facilities.

Signature

Print Name

Position held in group

Date

Appendix D



South Somerset District Council

Capital Grant or Contribution Investment Appraisal Form

Approved Budget within Service Plan? **Yes/ No**

Project Number: **<20XX-XX>**

Project Name: **<Project Name>**

Date Created <DD/MM/YYYY>
Document Version: <1.x>
Author: <Enter Name>

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0 Document Control

0.1 Document Approval

Name	Organisation	Role	Approval	Date

0.2 Revision History

Version	Author	Review	Reason For Issue	Date

0.3 Document Distribution

Name	Organisation	Role

0.4 Document References

Section Reference	Document Referred	Document Title

1 Project Outline

<Give a brief description of the project requesting the funding. Give details of the current business situation that has brought about the need for the project. Reasons for undertaking this funding. What public consultation has taken place?>

1.1 Authority Responsible

<Who has requested this grant and why have they approached SSDC?>

1.2 Project Objectives & Outcomes

- <Enter the key objectives of the project, and, in a clear, concise manner detail how these link with SSDC's latest Corporate Themes and Key Target Areas. Concentrate on the main key target areas, not every single one that maybe applicable.
- Where possible linking the project to critical activities.
- Think about what the project should deliver and make sure that this is measurable.

1.3 Quality Expectations

<This section should define how success will be measured. Are there any conditions attached to the grant? Have the group been made aware of these and agreed to them before now?>

1.4 Anticipated Benefits

- <Document the expected benefits from undertaking this project. Will it improve performance measure targets?
- Is there an efficiency saving (e.g. staff time) to be made? Is there a cashable saving to be made?
- Is it driven by legislative requirements?
- Is the project feasible? Detail the feasibility work undertaken and please state how value for money will be achieved. Pay particular attention to this section, as it is very unlikely that a project will be authorised unless there is a clear picture of the efficiencies it will deliver
- Does the project have any impact on the carbon management programme>

1.5 Options

<What was the outcome of any feasibility work undertaken? There may be several different routes by which the project outcomes could be achieved. What can be achieved if only part funding is achieved? These should be stated in this section with reasoning if there are preferred routes. Is the preferred route as a result of public consultation?>

1.6 Key Project Information Summary

1.6.1	Expected Duration Of Project	
	Start date:	
	Other Key Milestones with Dates:	

	Expected Completion Date:			
1.6.2	Estimate of Officer Time Required: -			
	Officer's Name	Estimate of officer hrs	Officer available? Y/N	Agreement of Officer? Y/N
	<i>All officers listed here. If an officer outside your department is required please obtain their comment in the 'Comment by other Services' boxes below.</i>	<i>How many hours it will take?</i>	<i>Has the officer sufficient capacity to undertake the work?</i>	<i>Do you have written agreement from the officer?</i>
	Comment by Property Services:	<i>If applicable obtain comment from Property Services up front to ensure that they can resource the project. If they cannot, bid will need to be increased for external support.</i>		
	Comment by Information Systems (if new IT system):	<i>Obtain comment from information systems if new IT system to ensure they can resource all the implementation etc. Again if they cannot resource, cost of bid will need to be altered to fund external help.</i>		
	Comment by Other Services requiring significant input:			
1.6.3	Risk Assessment			
	Risk	Steps taken to mitigate Risk		
	<i>This section should outline any areas of risk in the commitment of funds to the project eg. risks of partners pulling out of scheme, risks of rising capital costs, risks of schemes having a revenue shortfall post completion.</i>	<i>Detail for each risk what steps are being taken to mitigate the risk.</i>		

2 Financial Investment – Capital Projects

2.1 Total Costs and Funding							
		Funding Body	£'000				
	SSDC Capital: -	District Executive Area Committee					
	Other Sources: - e.g. - Grants						
	Total Capital Cost						
2.2 Breakdown of main areas of Capital cost							
		2015/16 £'000	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	
	<i>List areas here</i>						
	Totals						
2.3 External funds to be received							
		Secured ? Y/N	2015/16 £'000	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000
	<i>List here</i>						
	Totals						
2.4 Revenue Implications of Capital scheme							
		Cost Centre	2015/16 £'000	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000
	Loss of interest @ 3.15% (PWLB 10yr rate 10.7.15)	FT922					
	(Savings in expenditure)						
	Revenue Costs by Individual Budget: (List)						
	Revenue Income						
	Total Revenue Expenditure / (Net saving)						
	Cumulative (To be completed by Financial Services)						

2.5 VAT Implications

This needs to be completed by Karen Horley, in Exchequer Team, on x2223, before submission to Financial Services

*What are the VAT implications of the scheme?
Is this a VAT exempt activity?*

2.6 Impact on Band D

Additional spend

Lost interest at 3.15%

Divided by tax base

Cost per band D tax payer

3 Interested Parties

<Where there are other organisations, internal departments or people who have an interest in the project, please state this here along with the reasoning for their interest. This is important for reference when compiling communication plans and keeping other colleagues informed who may be affected. Please ensure Communications Manager is notified of projects that are of public interest or require tailored PR.>

Name	Reason	Action required

4 Other Useful Information

<If there is any information that has not been covered in the appraisal that you feel is of importance, please include this within this section>

Appendix E

Projects Supported by the Area Community Grants Scheme 2014/15

Our successful community grants programme supports voluntary and charitable organisations, not-for-profit groups, parish or town councils and other organisations with ideas to improve local quality of life. Our main programme of community grants can fund up to 50% of your project costs with a maximum of £12,500 per project.

Area West – Chard Town Team - Medieval event

Project costs - £1,950

SSDC award - £500

The 2014 Chard Medieval Fair was organised to celebrate the return of Chard's historic market charter by the District Council. The event was such a success that it has now become firmly established as an annual summer festival for the Town.

Chard Town Team enlisted the assistance of many local groups to organise the numerous events that were staged over the two days of the fair. Highlights included live music, fire walking, fire juggling and the lighting of the beacon.

Funding support enabled the Chard Town Team to hire entertainers, generators and children's amusements, to ensure the fair was one of the community highlights of the summer.

Area West – Chard & District Carnival Club – Purchase of pedestrian barriers and marshal training

Project costs - £4,800

SSDC award - £750

Chard Carnival Club now in its 46th year and has become an established tradition for the Town. To date the club has raised over £95,000 for local charities including children's hospice South West, Chard community hospital and local schools. The Carnival also attracts over 5000 spectators each year, providing a boost to the local economy.

To ensure public safety, the carnival committee sought grant funding towards road closure training for members of the committee and the purchase of 15 pedestrian barriers.

The carnival went on to be a great success with funds raised for local charities and the newly trained marshals able to assist at 7 additional Somerset carnivals.

Area North – Chilthorne Domer Recreational Trust – Improvements and refurbishment to pavilion building

Project costs - £15,506

SSDC award - £6,000

Chilthorne Domer Recreational Trust is a registered charity and occupies land leased by the Parish Council. The freehold is owned by South Somerset District Council.

The trust is responsible for the playing field which includes a football pitch and outdoor play equipment as well as a pavilion building. The village primary school which is immediately next to the playing field regularly uses both the field and pavilion.

Following a complete refresh of the trustee body in April 2010 the trust has fully reviewed the condition of the pavilion building and playing field and has taken a phased approach to improvements. There is a strong commitment to continuing with these improvements and making the building fully accessible and more comfortable for all users.

Area North arranged for Access for All (formally South Somerset Disability Forum) to carry out an access review that has helped to inform plans for remodelling some of the internal areas of the pavilion. The grant from Area North will assist with replacement double glazing, roof repairs and insulation and an insulated room divider. This will greatly assist with the trustee's aim to reduce energy costs in order to keep hire charges at an affordable level.

Area North – High Ham Parish Council - Purchase and installation of an automated external defibrillator

Project costs: £2624

SSDC award: £900

High Ham is a rural parish, located 4-5 miles from the nearest town centre with the nearest 24 hour A&E departments 25-30 minutes' drive away, making it unlikely that the Ambulance Trust's published target response time of eight minutes would be met. Figures from the British Heart Foundation make clear that the risk of a heart attack increases with age and High Ham's age profile indicates a higher than the Somerset average in the 45+ range. The parish council responded to parishioners' concerns and agreed to part fund the provision of an automated external defibrillator which would be available to all the community.

The primary school agreed to the installation of the defibrillator at the school and also agreed to fund the ongoing electricity required to power the cabinet. The purchase of replacement batteries in the future was the only other foreseeable ongoing cost and the parish council agreed to fund this.

It was difficult to find other sources of funding and the parish council approached SSDC for a grant for the project. This was agreed by the ward member and the defibrillator has been purchased and installed.

Area South – Yeovil Hospital Charity – Create @YDH

Project costs - £16,684

SSDC award - £2,000

Yeovil Hospital Charity (YHC) raises funds to improve the hospital and to make life easier for patients. Anyone can get involved with the group's fundraising and make suggestions about how they should improve the hospital and what the funds should be spent on.

Create @ YDH is a new participatory arts project to benefit patients at Yeovil Hospital through participation in regular stimulating activities. Create aims to provide an uplifting and positive environment for patients, visitors and staff at Yeovil Hospital through the use of targeted and varied participatory activities. A main focus of the project will be to benefit the health and well-being of older patients particularly those with dementia, as 1 in 4 hospital beds are occupied by people with dementia (Alzheimer's Society, Counting the Cost.)

YHC will work with local schools and colleges to provide placements for students to gain experience of activities in healthcare; this will broaden their knowledge and enhance future career prospects.

Research commissioned by Chelsea and Westminster Hospital (2003) reveals the introduction of arts activities enhances the quality of life of patients, improves communication, empathy and understanding of patients' needs, reduces stress and the perception of pain and often leads to a reduction in the level of medication required, number of falls and can shorten lengths of stay in hospital.

Taking part in creative activities can develop coordination, hand strength and mobility. These activities also open up a forum for discussion and communication, making people feel more relaxed and calm and more likely to voice anxieties, fears, recall memories and form friendships within the group.

The majority of the funding for this project has been supplied by Awards For All and the group's own fundraising efforts.

Area South – St Michaels Scout and Guide Hall – improvements to heating system

Project costs - £2890

SSDC award - £1445

The aim of Scouting is to promote the development of young people in achieving their full physical, intellectual, social and spiritual potential, as individuals, as responsible citizens and as members of their local, national and international communities.

The group achieves this through the provision of exciting and adventurous activities with progressive training based on The Scout Promise and Law guided by adult leadership.

The St Michaels Scout and Guide Group advertise themselves well with regular articles in the local newsletters as well as contact information on the Yeovil District Scout Website. The scout & guide group also run numerous events and programmes in the community fundraising and promoting themselves to the wider community.

The boiler and heating system at the hall desperately needed replacing. Heating engineers confirmed that the system would not last through to next winter, which would have meant that the hall would be unusable and the 70 plus Scouts and Guides would no longer benefit from the activities that take place there. This grant allowed the group to replace the system during the summer and be prepared for the colder weather.

Area East – North Cadbury Village Hall – Village hall improvements

Project Cost - £68,268

SSDC award - £12,284

North Cadbury Village Hall Committee has, over the last 8 years worked hard to deliver a programme of improvements to the building which is a very popular venue for a wide range of local events. As a result of improvements, there has been a significant increase in demand for its use with bookings from user groups and the local community more than double what they were 8 years ago.

There is a newly formed or 'resurrected' drama group who recently presented a pantomime which attracted 800 people over 4 nights. Other regular events held by the committee like the annual pancake evening and quiz nights are also growing.

Two further phases of improvements have been identified but through consultation with user groups, the committee prioritised improvements to storage and toilets before a kitchen refurbishment.

New chairs that have been purchased to help meet the needs of users are stored on the stage which inconveniences those wanting to use the stage and in particular the drama groups. It was also proving to be quite physically demanding for volunteers. The toilets for the main hall were inadequate and were unable to cope with the increased use.

Area East - Step into Bruton & Bruton Community Partnership

Project Cost: Step into Bruton guide : £3900 SSDC Award: £700

Bruton Community Partnership: Set up grant SSDC Award: £1000

Stepping into Bruton has become a whole lot easier, with the production of a new town guide called 'Step into Bruton'.

Funding support from South Somerset District Council, Bruton Town Council and the Heart of Wessex Rail Partnership has enabled Bruton Chamber of Commerce to produce the guide which details a town trail and ways to get to the town by train.

The guide is part of a larger 'Brand Bruton' project which is being led by Bruton Town Council and Bruton Community Partnership. The project is looking at branding across the parish. New tourism information boards and signs have been erected as well as a new town website created – www.brutontown.com.

Many additional projects are underway or have been completed such as the establishment of the Bruton Community Partnership which SSDC supported with a £1,000 community grant recently to help them set up and support the community plan.