



# COTSWOLD DISTRICT COUNCIL

## Community Projects Fund

### Criteria for Applicants

Applications for grant aid will only be considered for projects that fall within the Cotswold District Council Boundary. Applications will not be considered where a project has already commenced.

### What can I apply for?

You can apply for a range of capital projects provided they demonstrate a clear community need in either of the following areas. Please note that your project must benefit more than one sector of the community. Grants will be awarded on the merits of individual applications, so applications deemed to be of limited community benefit will be turned down.

~~Ongoing revenue costs are not eligible and any costs already incurred will not be considered unless they relate to working up the project e.g. preparing plans and tender documents, planning permission fees etc.~~

Projects need to fulfil one of the two categories below:

- **Enhancement of community facilities (buildings and access to services)**  
To assist the development and enhancement of community facilities such as village and community hall improvements, disabled access (eg toilets, ramps, lifts, hearing loops), equipment (eg facilitating access to IT, furniture). Grant aid will be considered for refurbishment, improvements and the purchase of plant/fixtures and fittings (eg Heating systems). We will also consider purchase of existing community facilities. Redecoration, routine maintenance and running costs (i.e. general wear and tear) are not eligible. ~~Community transport schemes will also be considered when they provide access to a wide range of services across the community.~~ Applicants are encouraged to consider the environmental impact of their proposals, and consider actions to improve energy efficiency and reduce their carbon footprint.
- **Recreation and Play Facilities**  
~~Applications to develop recreation and play facilities must support the District's Play Strategy.~~—This could include youth shelters, skateboard equipment, disabled access, tables and benches to enhance local use of facilities and other small indoor and outdoor play equipment. Redecoration and routine maintenance costs to the equipment, safety surface and site (i.e. general wear and tear) are not eligible.

### Who can apply?

The fund is aimed at local community groups and organisations. Projects covering a wide geographical area would not normally be considered.

### Who is not able to apply?

Private businesses and projects that are the statutory responsibility of other organisations will not be eligible for grant aid under this scheme.



### How do I apply?

- Contact the Community Planning Partnerships Officer on 01285 623146 or [joseph.walker@cotswold.gov.uk](mailto:joseph.walker@cotswold.gov.uk) and request an application packform. The application form can be emailed or posted to you.
- ~~The application pack will include the quarterly deadline dates for receipt of the application forms and supplementary information.~~

### How much can I apply for?

- Grants are awarded up to a maximum of £10,000 but will not exceed 25% of the total cost of the project.
- The total cost of the project must be £3500 or greater to be eligible.
- Where large projects are to be phased, applications for support can be made for each phase of the works. The application should clearly state the phase of the project and the costs relating only to that piece of work. Work should not be phased over more than three applications.
- Projects which have a total project cost of up to £50,000 should obtain at least three estimates, one of these estimates should be from outside the local area.
- Projects with a total project cost in excess of £50,000 should obtain at least four estimates, two of these estimates should be from outside the local area.
- Estimates should be dated within six months of submission, and include information to verify their authenticity (letterhead, address, VAT number, etc).
- Projects must demonstrate the principle of 'best value' and 'securing value for money' and if the applicant does not wish to accept the lowest quotation then the reason for this must be explained.
- Where the cost of the building/construction work is £30,000 or more, a suitably qualified person (such as a building surveyor) must be instructed to oversee the project. They will need to ensure the correct number of quotations for work have been obtained and provide certification that the works have been properly carried out. The applicant must provide a copy of the formal contract with the main contractor for approval by the Council.

### What is expected of me as an applicant?

- Applicants will be expected to raise a minimum of 10% of the total cost of the project. This can be in cash or in kind, by local fundraising, which may include local council precepts, voluntary labour, professional fees and donations of materials, valued in accordance with agreed rates.
- If the project has substantial new revenue implications, applicants will have to show how these ongoing costs will be met. A cash flow forecast covering at least three years should be included with the application, in addition to three years annual audited accounts.
- Applicants must demonstrate that they have the authority to undertake the project on which the grant application is made.
- Applicants must show that they own or lease for at least the next 21 years premises on which grant aid is to be spent. Where this is not possible please discuss your situation with the Community Planning Partnerships Officer.



- Where the Council awards grant to assist in the purchase of a community facility, we will expect the building to be retained for community use for at least 5 years. Any earlier disposal of premises or change of use may result in repayment of grant.
- Applicants must ensure that their projects comply with the current legislation e.g. specifications and/or drawings on which estimates are based must be comprehensive and accurate and the project will need to comply with planning requirements, building regulations and Construction, Design and Management (CDM) regulations.

#### **What else do I need to know?**

- In total the grant support given to a project that is phased, or to a series of projects for the same location, will not exceed £10,000 in any three-year period.
- The cost for grant purposes will be net of VAT where this is reclaimable by the applicant. Each application will be dealt with on its own merits and the approval or refusal of an application does not create a precedent for future applications. The council is not bound to offer the full grant and reserves the right to offer a grant that is lower than the amount requested.

#### **What happens next?**

- You need to discuss your application with all your local ward members(s). Ward member(s) contact information ~~will be provided in the letter with your application form~~ is available at: <http://www.cmis.cotswold.gov.uk/cmis5/Councillors.aspx>. For Wards with more than one member, all Members need to agree to the project, and sign the application.
- Applications should be returned to the Community ~~Planning Partnerships~~ Officer, ~~with ALL the paper work attached~~. If you require confirmation of receipt this can be done by ~~enclosing an SAE or by email~~.
- The Community ~~Planning Partnerships~~ Officer will check your application and further information may be requested at this stage. Applications will not be processed until all the necessary supporting information has been provided.
- Recommendations will then be made to the Leader of the Council, who will make a decision on the award of funding.
- The Community ~~Planning Partnerships~~ Officer will contact you within two weeks of the Overview and Scrutiny call in period.
- **Unsuccessful applicants** will be written to with a brief explanation of why the application was turned down. These applications may not be re-submitted during the ensuing 12 months.
- **Successful applicants** will be written to and asked to sign ~~and return the project profile agreement. This will outline the projects key milestones, funding terms and monitoring, evaluation and management arrangements~~: ~~one copy of the offer letter~~. One of these should be signed and returned to the Community ~~Planning Partnerships~~ Officer. Applicants must not start work before they sign and return the formal offer letter, if they do so it is at their own risk.
- **Payment arrangements** will vary depending on the application.
- Projects will either be paid in stages or upon completion of the project. Whether paid in stages or upon completion you will be expected to provide receipts with each payment request.
- Applicants are asked to acknowledge receipt of the funding at each stage.



### **Monitoring and completion of your project**

- A ward member will be asked to carry out all monitoring of projects. The Community Planning Partnerships Officer will contact them with your project details nearer to the completion of the project.
- Projects will be monitored prior to any payment being released and reported back to the Community Planning Partnerships Officer.
- ~~Projects will be considered complete when applicants have returned a completion letter to the Community Planning Officer.~~
- ~~Projects awarded £10,000 will be expected to display a plaque provided by the Council acknowledging its support of the project. This will be organised by the Community Planning Officer.~~
- Applicants are encouraged to invite Ward Members to any formal opening ceremonies.

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