

# DRAFT

## RURAL AND URBAN CAPITAL IMPROVEMENT SCHEME – 2013/14

Warwick District Council operates a Rural and Urban Capital Improvement Scheme which gives grants to non-profit community organisations towards capital projects that are located in an area of Warwick District.

### What is Capital ?

Capital can be defined as “funds used by an organisation to purchase or upgrade physical assets such as property or equipment”.

This type of outlay is made by organisations to maintain or increase the service and / or facilities available.

Examples of capital expenditure that we can fund include:

- Repairing a roof or ceiling
- Construction of a new building
- Resurfacing facilities, i.e. car parks, drive ways, tennis courts
- New kitchen or toilet facilities
- Purchase of play equipment
- Purchase of machinery such as a tractor for mowing

### Types of organisations that we have helped so far....

- Village halls
- Sports clubs
- Parish Councils

### Who can apply ?

Before you read on, please check if your organisation is eligible....

- Must be a non-profit making organisation
- Have an organised / formal structure
- Can provide the last 3 years independently audited annual accounts, a bank statement of not more than 3 months old and evidence of any savings / investment accounts
- Must be run for and by local people within an area of Warwick District

### Grants cannot be awarded if....

- It isn't capital expenditure as defined above
- It is a project which should normally be funded by statutory agencies
- You are an individual and not an organisation
- It is a scheme for the advancement of religion
- You are an organisation which supports or opposes a political party or party political aims
- It is a scheme that requires the Council to assist with future running costs
- The project has already taken place or started before a grant is awarded

The organisation has reserves to fund the project themselves, i.e. cash reserves / savings that total more than 12 months of the organisations operating costs

The project is not sustainable for a minimum of 5 years

Please note that grants will only be awarded once in a two year period, for example; if an organisation is successful with a grant application in 2013 they will not be able to apply again until 2015 after the 2 year anniversary of the previous award.

## Criteria

Grant applications must meet the following criteria:

The amount requested must be within the range of a minimum of £1,000 up to a maximum of £50,000

The project must contribute to the Council's Sustainable Communities Strategy by meeting a minimum of two of the following aims:

- Reduce anti-social behaviour
- Reduce obesity, particularly in children
- Increase opportunities for everyone to enjoy and participate in sports, arts and cultural activities
- Engage and strengthen communities
- Target disadvantage in rural / urban areas

The project must provide or enhance facilities within an area of Warwick District

Must provide evidence that the project fulfils a clearly defined need and they show a degree of community support or clear benefit, for example;

- Letters of support or complaint
- Parish plan
- Questionnaire or survey results
- Requests from the community
- Evidence of Health & Safety issues

The organisation must provide part-funding of the scheme, and provide evidence of all other funding sources

"In-kind" contributions cannot be considered as part of the funding for the total project costs

Future "local fundraising" cannot be considered as part of the funding for the total project costs; only funds currently held by the organisation can be considered

The project must be formally supported by the Parish/Town Council; this should normally include a financial contribution to the project

The amount requested from the Council should not exceed a maximum of 50% of the total cost of the project

The project must not require the Council to assist with any future running costs

Projects that involve leasehold premises must have a minimum of 5 years lease remaining

### Grant Conditions

The following conditions apply to all grant applications and grant awards made:

Three separate written quotations must be supplied

In considering the amount to grant award, regard shall be had to the applicant's level of financial reserves and to what extent the organisation is able to provide funding to the scheme

Proposals must be open to examination by the council's officers and advisors, including the right to monitor works; the Council reserves the right to make site visits at the application stage pre-award, during works and once the project has been completed

If funding is being sought from other District Council sources, the total funding from the District Council, whatever source, will not normally exceed 50%

All prices given in the grant application **must** be the expected level of costs. No allowance for inflation will be made once the grant has been awarded

Grants must be used within 12 months of the offer being made unless there are exceptional circumstances; awards not used within the 12 month period may be withdrawn

Payment of grants will be made directly to the organisation undertaking the project and **not** to a contractor

Where the full amount of expenditure as detailed on the application form has not been met the amount of the grant will be reduced by a proportional amount

The offer of a grant from the Council does **not** convey approval of technical, legal, financial or other matters relating to the project, which will remain the responsibility of the applicant. The council cannot accept liability for any misjudgements by applicants regarding the budgeting, design, technical standards or any other aspects

The award of a grant remains at the discretion of the Council regardless of whether or not an application meets the grants rules and conditions

Loss in revenue from lettings or any additional costs incurred, for example, the cost of using alternative premises while grant aided works are being carried out, are not eligible for compensation from the Council. Applicants should plan their projects accordingly to minimise such problems

Where grants are offered for premises projects, in return the Council reserves the right to use the premises for election purposes at an appropriate charge providing adequate notice is given

The Council may require repayment of all or part of the grant if the asset created is disposed of or undergoes a significant change of use within 5 years of the project

### **Areas – Parish/Town Councils**

Schemes do not need to be in the name of the Parish/Town Council but as noted within the criteria above they must support the scheme

Parish/Town Councils will be required to put a priority order on schemes when more than one is submitted for an individual parish/town

The local Parish/Town Council should normally contribute towards the cost of the project and may specifically need to allow for this within its budget and precept.

It should be noted that Parish/Town Councils will not be able to claim via the District Council's Concurrent Services scheme for any contributions made towards a schemes annual running costs following completion of the works for which a Rural / Urban Capital Improvement Scheme grant has been awarded.

### **How to apply?**

A Rural/Urban Capital Improvement Scheme Application form must be completed. This will need to be supplemented with additional information as appropriate; please refer to the checklist at the end of the form to ensure that you have included everything.

Completed applications should be sent to:

Jon Dawson  
Warwick District Council  
Finance  
PO BOX 2180  
CV32 5QW

Or emailed to:

[fsteam@warwickdc.gov.uk](mailto:fsteam@warwickdc.gov.uk)

Any queries please telephone 01926 456204 or email [fsteam@warwickdc.gov.uk](mailto:fsteam@warwickdc.gov.uk)

Applications can be considered throughout the year by the Council's Executive Committee. However, please note that there is a limited budget therefore applications will be considered on a first come first served basis until the budget has been spent.

### Once an application is received...

Your application will be acknowledged within 5 working days; we will contact you if any further information is required.

If your application does not meet the eligibility criteria or cannot be recommended for approval we will formally write to you to advise you of the decision and the reasons why.

If your application is recommended for approval, it will then be considered at the next available Executive Committee meeting where a final decision is made.

There is a 5 day call-in process once the Executive decisions are published on our website, once your application has passed through this process we will formally contact you to confirm the decision.

The Executive committee meeting dates are published on our website, [www.warwickdc.gov.uk](http://www.warwickdc.gov.uk)

**Important** - no expenditure can be incurred on the project before the formal confirmation of the approved award.

Payment of the grant is normally on production of receipted invoices at the end of the project. If this causes cash flow problems we may be able to make stage payments of 50% of the cost, again on production of receipted invoices.