



## Single Grants Gateway

### Guidance Notes

If you are a voluntary, community, not-for-profit or charitable organisation, or parish council\*, and wish to apply for financial support from Ashford Borough Council from 1 April 2011, you must apply through our Single Grants Gateway scheme.

The scheme has **two entry stages**: Expression of Interest followed by full application. **Please read these Guidance Notes carefully before completing any forms.** They explain the different funding streams within the Single Grants Gateway:

#### Grants

|  |                         |     |
|--|-------------------------|-----|
| For <b>CAPITAL (ONE-OFF)</b>   | up to £10,000           | P.4 |
| For <b>REVENUE</b>   | up to £1,000 (per year) | P.5 |
| For <b>EMERGENCY/CHANGE</b><br>CAPITAL and REVENUE funding in exceptional circumstances only | up to £2,500            | P.8 |
| For <b>COMMUNITY SERVICES</b><br>which deliver our Funding Priorities                        | up to £40,000 p.a.      | P.5 |

#### Concessions

For **NON-DOMESTIC (BUSINESS) RATE RELIEF (NNDR)** P.6  
percentage reduction on business rates payable for qualifying organisations on non-domestic properties.

#### Loans

up to £25,000  
For CAPITAL works or REVENUE in exceptional circumstances and where the outcomes clearly help to deliver the Council's Funding Priorities. P.8

These guidance notes will help you decide if your organisation is eligible to enter the scheme and which forms you need. They will also help you complete the Single Grants Gateway, Capital Grant (One-off) and Revenue Grant application forms

**You should complete a full application form only if you have previously submitted an Expression of Interest and received written approval from us to proceed.**

We have established the Single Grants Gateway in line with our **Policy for Funding and Support of Voluntary and Community Organisations (2010-13)**.

Download it from [www.ashford.gov.uk/singlegrantsgateway](http://www.ashford.gov.uk/singlegrantsgateway) or contact us direct.

**\*If applying as a Parish Council - Not for concurrent grants or NNDR**

## Assessment & Decisions

Single Grants Gateway funding is always subject to the Council's budget position. We are unable to fund every eligible application. We will assess your application according to the stated timescales, criteria and priorities for the relevant funding stream, and on the extent to which you are delivering

- § our funding priorities (See page 10)
- § direct benefits to users and wider social and economic benefits
- § value for money
- § a quality service to local people

**If you are applying for £1,000 or under** we will let you know our decision within 4 weeks of receipt of your application.

The Single Grants Gateway Panel will meet to consider eligible applications **for amounts over £1,000** as follows:

- § three times per year in May, October and January to consider capital and revenue grants, emergency/change grants, loans, and NNDR rate relief
- § Once per year in September to consider Community Services Grants

Please refer to the Funding Streams section starting on page 4 for further details.

We are guided in our decisions by the recommendations of the Single Grants Gateway Panel. The decision of the Council's Executive Committee is final.

## Offer and Conditions of Funding

If your application is successful we will send you an Offer of Funding which sets out the purpose of the funding, the period of the arrangement, any performance measures, monitoring and review requirements, and the evidence of spend we require.

In signing your Offer of Funding you accept our standard Terms and Conditions of Funding (see page 11) and any additional conditions stated in the Offer.

Ashford Borough Council is required by law to safeguard children and to protect public funds. We may use the information you have provided for the prevention and detection of criminal activity and fraud. We may also share this information with those bodies responsible for auditing or administering funds for these purposes.

## Eligibility Criteria

### You must

- § be a not-for-profit organisation\* with either charitable status OR a constitution with a formally appointed voluntary management committee OR a parish council (not NNDR). No individuals, public sector or private business
- § be non-political
- § operate in Ashford borough and/or serve borough residents
- § ensure your service(s), project(s) or facilities are open to any resident in the borough (or have a clear, non-financial justification for targeting or prioritising client group)
- § have a bank or building society account in the organisation's name
- § provide your most recent set of accounts either audited or signed by Chairman or Treasurer OR if a new organisation (less than a year old), 12 month cash flow forecast and balance sheet to date signed by Chairman or Treasurer
- § hold no more than 12 months' running costs in unrestricted/free reserves.
- § demonstrate you have relevant safeguards, insurances and policies in place i.e. public liability insurance, health and safety policy, child protection policy.
- § comply with our Terms and Conditions of Funding.

### Expressions of Interest

If you are eligible and have identified a relevant funding stream within the Grants Gateway for your project or proposal, you may complete an Expression of Interest at any time (except for Community Services Grants where there is a deadline for Expressions of Interest) and send it to us. You can download this simple form from [www.ashford.gov.uk/singlegrantsgateway](http://www.ashford.gov.uk/singlegrantsgateway) or contact us direct.

We aim to respond to you within two weeks of receipt of your Expression of Interest to let you know if you can proceed with a full application.

Full applications are subject to the relevant funding stream criteria and deadlines as explained below.

### Talk to us!

Once you have our approval to proceed, you should call us to discuss your full application before filling in the form.

\* as defined in the Policy for Funding & Support of Voluntary & Community Organisations

## For Further Information or Assistance

You can contact us

- by e-mailing [funding@ashford.gov.uk](mailto:funding@ashford.gov.uk)
- by telephoning Michelle Byrne on **01233 330485**
- by logging on to **www.ashford.gov.uk/singlegrantsgateway** where you can download guidance notes and application forms and, in due course, submit your application on line.

## To Submit an Expression of Interest or Full Application

Please send completed forms together with any additional information and documentation to:

Michelle Byrne  
Single Grants Gateway  
Ashford Borough Council  
Civic Centre  
Tannery Lane  
Ashford  
TN23 1PL

## Funding Streams

Please note that all applications are subject to prior submission of an Expression of Interest and written approval from us to proceed.

### **One-off Capital Grants - up to £10,000**

Please complete a Capital Grant (One-off) Application Form

#### **Additional Criteria**

- § Capital costs only e.g. buildings, equipment (no signage)
- § Adherence to designated areas of priority
- § Grant equals no more than 50% of total project cost
- § Clear funding plan for remaining 50%
- § Limit of 1 application from any one organisation in a three year period
- § Not for projects already started or completed, or to replace funds already spent
- § Not for projects relating to mainstream public services e.g. health, education provision; or for core purposes of the church(es) e.g. religious instruction
- § Provision of project supporting statement from ward councillor **and** Parish Council if appropriate
- § Cash contribution from Parish Council towards projects which they support

**Application Deadlines & Decisions**

Applications for up to and including £1000 received at any time. We will inform you of our decision within 4 weeks of receipt of your application.

Applications over £1000: three rounds per year closing 31 March, 31 August, 30 November.

We will notify you of our decision within 8 weeks of the closing date.

**Revenue Grants - up to £1,000**

Please complete a Revenue Grants Application Form

**Additional Criteria**

- § Not for core costs
- § Not for recurrent events/projects or elements of such projects
- § Adherence to designated areas of priority
- § Grant equals no more than 50% of total project cost
- § Clear funding plan for remaining 50%
- § Limit of 1 application from any one organisation in a three year period (from 1 April 2012)
- § Not for projects already started or completed, or to replace funds already spent
- § Not for projects relating to mainstream public services e.g. health, education provision; or for core purposes of the church(es) e.g. religious instruction
- § Provision of project supporting statement from ward councillor and Parish Council if appropriate
- § Cash contribution from Parish Council towards projects which they support

**Application Deadlines & Decisions**

Applications received at any time. We will notify you of our decision with 4 weeks of receipt of your application.

**Community Services Grants - £1,000 to £40,000 p.a.** (up to three years)

For the provision of community services that clearly contribute to the delivery of our Funding Priorities.

Please complete the Single Grants Gateway Application Form. Take care to read the guidance notes fully and to include all the supplementary documentation we require. If you are applying for over £20k pa or for funding over a two or three year period, you will also need to provide a business plan. You will find further guidance on page 9.

If successful, your grant offer will be subject to formal written agreement with the relevant Head of Service with:

- § proportionate performance measures related to your outcomes (up to £20,000)

- § a funding or service level agreement or contract as appropriate (for £20,000 and over OR for any amount over more than a one year period)

### **Additional Criteria**

- § Must deliver our Funding Priorities.

### **Application Deadline & Decisions**

One round per year closing 22 November 2010 for funding allocations in 2011-2012 and 30 June thereafter for funding allocations in the following financial year.

Expressions of Interest must be submitted to us by noon 25 October 2010 for funding allocations in 2011/2012 and between 1- 30 April thereafter.

Community Service Grants are determined by the Council's Executive Committee as part of our budget setting process. We will inform you of the Single Grants Gateway Panel's indicative award recommendation in October (December in 2010) and notify you of our final decision at the end of February.

### **Non- Domestic Rate Relief (Business Rate Relief)**

Charities, voluntary and community organisations and Community Amateur Sports Clubs (CASCs) can apply for a percentage reduction on the business rate payable on any non-domestic property which is wholly or mainly used for charitable purposes. There are two elements to this relief: Mandatory (by law) and Discretionary (i.e. at the discretion of the Council). We do not accept applications for Rural and Hardship Relief through the Single Grants Gateway (please see below).

**If you are a registered Charity** you are entitled to **Mandatory Charity Relief - 80%** discount on the full or transitional amount due. If you are a local independent charity (not a branch of a national organisation) you can also apply for **up to 10% discretionary top-up relief**.

**If you are a voluntary or community organisation** (without charitable registration) you can apply for up to 100% **discretionary rate relief** on the full or transitional amount due in the following circumstances:

- § The property or premises is wholly or mainly used for the purposes of recreation
- § The objects stated in your constitution are charitable or otherwise philanthropic, or concerned with education, social welfare, science, literature or the fine arts.
- § You can provide evidence that your activities help to deliver the Council's funding priorities.

**If you are a Community Amateur Sports Club** registered with the Inland Revenue you are entitled to an **80% Mandatory** discount on any non-domestic property that is wholly or mainly used for the purposes of the club, or other such registered clubs. You can also apply for up to **20% discretionary top-up relief**.

**Organisations currently in receipt of other funding or support from the Council** related to the delivery of our business plan and funding priorities can apply for **100%** rate relief (for the period of funding/support).

**Exclusions from Discretionary Relief**

No schools, colleges or universities

No charity shops

No housing associations

No national charities

The property must not be occupied (other than as a trustee) by a charging authority or a precepting authority falling within section 144 of the Local Government Finance Act 1988)  
i.e. No parish councils

**Application Deadline & Decisions**

Please complete a Single Grants Gateway Application Form. Applications received at any time. For applications for relief totalling £1000 or under we will inform you of our decision within 4 weeks of receipt of your application. Applications for relief totalling over £1000 will be considered at the next available Single Grants Gateway Panel. We will notify you of our decision within 2 weeks of the Panel meeting.

**If you wish to apply for Rural or Hardship Rate Relief please contact the Business Rates Team direct.**

The administration of Business Rates for the borough of Ashford is handled by Canterbury City Council as part of a programme for Kent councils to work together.

**For further information by telephone, fax or email, contact the Business Rates Team at Canterbury:**

Telephone: 01227 862316

Fax: 01227 862020

[Businessrates@canterbury.gov.uk](mailto:Businessrates@canterbury.gov.uk)

**Please send your application to us at the address given on the application form.**

Please send any other written correspondence or documents relating to Business Rate Relief to:

Revenues Service  
Ashford Borough Council  
Civic Centre  
Tannery Lane  
Ashford TN23 1PL

**Emergency/Change Grants - up to £2,500**

For organisations providing well-established services and projects which can demonstrate outcomes relating to our funding priorities

We will only award an emergency or change grant in exceptional circumstances. You must be able to demonstrate that you have explored and exhausted all other realistic funding options before approaching us.

**Additional Criteria****Emergency**

- § In extremis
- § Must demonstrate realistic recovery strategy or forthcoming replacement funding.
- § Must provide evidence of social and economic value of the loss of your organisation and its services

**Change**

- § To facilitate operational and service improvements which result in enhanced /better quality services to front line organisations e.g. for merger; to establish new delivery partnerships/ social enterprises

**Application Deadline & Decisions**

Please complete a Single Grants Gateway Application Form. Applications received at any time and considered at the next available Single Grants Gateway Panel. We will notify you of our decision within 2 weeks of the Panel meeting.

**Loans – up to £25,000**

For capital or revenue expenditure in exceptional circumstances and where the outcomes clearly help to deliver our Funding Priorities.

We will authorise a loan to bridge a funding gap where you can evidence forthcoming funding or income generation and demonstrate that you have explored and exhausted all other realistic funding options before approaching us.

The debt plus interest must be repaid at market rate in the first instance, though rates could be negotiable depending on your financial circumstances and the Council's budget position.

**Application Deadline & Decisions**

Please complete a Single Grants Gateway Application Form. Applications received at any time and considered at the next available Grants Gateway Panel. We will notify you of our decision within 2 weeks of the Panel meeting.

## Business Plans

Your business plan should describe your project, detail your project aims and objectives and make a sound financial case for your proposal, explaining how you intend to minimise any potential risks. You may find it helpful to structure your plan under the following headings:

- § Introduction
- § Summary (of key points in the Business Plan)
- § Background and context
- § Description of project
- § Need and evidence of need
- § Project aims, objectives and outcomes
- § Making it happen
- § Planned activities
- § Risk Analysis (probability, impact, mitigation)
- § Management/governance arrangements
- § Building appraisal (if relating to build or refurbishment)
- § Land or other considerations (if relating to build or refurbishment)
- § Funding Plan
- § Income and expenditure forecast
- § Marketing and promotion
- § Contact details
- § Appendices/supplementary material
  - E.g. detail of consultations; useful background/ evidence data
  - Buildings survey and plans;
  - Design work;
  - Letters of support

## Funding Priorities 2011 - 2012

- **Recycling and Environment**

Projects that support sustainable recycling

*E.g. community recycling schemes with a viable reuse*

Projects that enhance the local environment or open spaces for wider community use and enjoyment

*E.g. Local maintenance and conservation schemes, community allotments, play, outdoor recreation and events*

Projects that employ innovative environmentally friendly methods and sustainable materials in their delivery

*E.g. Development of solar heating or grey water recycling in new or refurbished community buildings*

- **Young People**

Projects that provide new and/or improve existing facilities for young people

*E.g. youth cafe, mobile youth provision, 'wheeled' parks*

Projects that deliver recreational activities for young people outside of school hours.

*E.g. youth clubs, sports projects, community arts and festivals*

- **Housing and Housing development**

Projects that provide high quality community and neighbourhood facilities, create a sense of place, and/or revitalise neighbourhoods

*E.g. new build or refurbishment of community halls, community support and engagement activities*

Projects that provide services to council tenants.

*E.g. support and advice for the take up of benefits/access to services*

Projects that provide support, advice or intervention to prevent homelessness

*E.g. Housing and debt advice schemes*

**We will favour projects that deliver more than one of our funding priorities**

*E.g. Revitalising a local neighbourhood through refurbishment of an underused community hall to provide a range of community services such as a youth club or play group, housing advice, jumble sales and making such a building more energy efficient.*

*E.g. Mobile sports/ arts programmes for young people to tackle anti social behaviour*

## Standard Terms and Conditions of Funding

If your application is successful and you accept our Offer of Funding you will be subject to our Standard Terms and Conditions below, and any additional conditions (including those relating to the safeguarding of children) stated in your Offer.

### General:

1. This money will be used as stated in your funding application, and for no other purpose, otherwise ABC reserves the right to withhold payment. Our funding cannot be added wholly or partly to your reserves.
2. Payment of funding is subject to our receipt of evidence of satisfactory performance against the formal measures and milestones stated in the Offer of Grant or relevant Funding or Service Level Agreement or Contract.
3. Payment of funding will be made by BACs into the bank account detailed on your application form and according to the schedule set out in the Offer of Grant or relevant Funding or Service Level Agreement or Contract.
4. You will show ABC funding separately in your published financial accounts and allow ABC access to your financial records for the funding period, on request.
5. If expenditure on the grant-aided aspect(s) of your project is less than stated in your application, the grant amount paid to you may be reduced accordingly.
6. You will keep all financial records and accounts, including receipts for items purchased with ABC funding, for at least three years from the Offer of Funding. You will make these available to ABC on request. This does not release you from your statutory obligations to keep records for longer periods.
7. You will collate and keep all appropriate data and monitoring records relating to your grant-aided activities including user statistics and service take-up and progress on other funding applications. You will provide such information to ABC on request.
8. It is your responsibility to ensure that all publicity materials, advertisements, press releases and programmes relating to the project/services for which this assistance is offered shall bear the ABC logo. In special circumstances, when the logo cannot be used, the following words must be used: "supported by Ashford Borough Council".
9. You will also acknowledge ABC funding in your annual report and invite an officer of ABC to your Annual General Meeting.
10. You will allow ABC to use your name and the name and details of your project in its own publicity materials.
11. You will not sell any equipment or other assets purchased with the grant without ABC's prior written permission.
12. If you cease to operate, are dissolved or insolvent; where claims are found not to relate to the project approved; or there is any breach of this contract, ABC reserves the right to take action to recover any money paid or to withhold any part of the grant.

13. Your constitution will include a dissolution clause stating that in the event of winding up, any remaining or surplus funds or assets will be passed to an organisation with similar charitable objects and aims, and you agree to notify ABC in writing.
14. You allow entry to the Council's auditors in the event that they wish to audit your organisation's activities at any time within the funding period.
15. You will notify us immediately in writing if you intend to move to new premises.
16. You (the organisation/applicant) will ensure that all practitioners employed or contracted by you who come into contact with children and young people (under 18 years of age and 'vulnerable' young people under the age of 24) in their everyday work is familiar with and follow your organisation's procedures and protocols for promoting and safeguarding the welfare of children, and that you (the organisation/applicant) assures the Council that your procedures and protocols are in accordance with Ashford Borough Council's Safeguarding Children Policy and Procedures that can be viewed on [www.ashford.gov.uk](http://www.ashford.gov.uk)

### **Capital (one off) and Revenue Grants**

In addition to the conditions stated above:

1. The grant must be drawn down within 12 months of the date of this Offer of Award or within a specified time period agreed in writing by ABC
2. Payment will be made by BACs when ABC receives a completed Financial Return form together with copies of paid invoices or receipts for the grant-aided aspects of your project.
3. Payments will only be processed for the total sum granted. ABC will not, in usual circumstances, make interim payments nor provide the grant in advance of completion of the project or the event taking place.