

## Appendix B

### SSDC Community Grants Policies

1	Corporate Priorities	Grants criteria and priorities will be linked to the Council's Aims & Key Targets in the Corporate Plan. These are published in the application pack and incorporated into the assessment and scoring system. Specific criteria linked to specialist work areas (eg. Sports, Arts, and Leisure and Play Provision) are published on separate sheet in grants pack.
2	Area Priorities	Area Committees set their own priorities for the year and publicise these to applicants. Area grants should reflect local priorities within the broad district-wide framework.
3	Area or District-wide?	An organisation should be considered for a District-wide grant 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. It may have a local base but plans to develop quickly across the district. District-wide organisations receiving core funding should apply to the areas separately for local project work. Where new local projects involving district-wide organisations crop up through the year they should be supported by the area committee on a one-off or pilot basis (say 1-3 yrs). If this project then becomes part of core activities, this should be built into a Service Level Agreement.
4	Repeat Funding & Service Level Agreements (SLA's)	<ul style="list-style-type: none"> <li>• Grant funding is for one year only;</li> <li>• A second grant application for the same project will not be considered within 3 years of the first award;</li> <li>• All organisations requesting repeat funding should have a Service Level Agreement with SSDC;</li> <li>• SLAs will be based on:             <ol style="list-style-type: none"> <li>a) an agreed set of measurable targets against which performance will be monitored;</li> <li>b) monitoring of the continued health of the individual organisation;</li> <li>c) value for money being demonstrated;</li> </ol> </li> </ul> <p>will be:</p> <ol style="list-style-type: none"> <li>d) for 1 year if SSDC wishes to support the organisation's core running costs on an ongoing basis, but will consider funding annually or</li> <li>e) for 3 years if an organisation is:             <ol style="list-style-type: none"> <li>(i) assessed to be a key or substantial partner making a significant contribution to corporate and strategic priorities and/or</li> <li>(ii) is delivering services on a long-term basis as delegated by the council.</li> </ol> </li> <li>f) 3 year SLAs will be reviewed in the 3<sup>rd</sup> year of operation;</li> </ol> <p>at least one year's notice will be given if future funding levels are to change.</p>
5	Funding/costs	Up to 50% of the total project costs is available (up to 75% for safety surfacing in play areas). Up to £12,500 is available for Area grants. 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
6	VAT	SSDC may be able to recover VAT on major schemes costing over £100,000. Gifts in kind may be used to avoid VAT, where appropriate.
7	Publicity	SSDC should be acknowledged on publicity material. A simple menu of 'publicity opportunities' is sent out with all grant offer letters.
8	Monitoring	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.
9	Non-financial support	Other forms of Council assistance will be listed in applications and committee reports. A menu of non-financial SSDC support is sent to all applicants.
10	Delegation	Requests for £750 or under are delegated to officers following consultation with Area Chair, Portfolio Holder or Ward Member as appropriate and reported to relevant committee for information only.
11	Retrospective support	Retrospective support is not eligible for funding.
12	Planning Permission	Outline planning permission/building regulation approval should be obtained before grant goes to committee. Awards will only be offered subject to planning permission (and other relevant permissions) being given (where relevant).
13	Parish/Town Council Funding	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 Town/Parish Council for funding before coming to SSDC. The greater contribution received from Town/Parish Council and the less requested from SSDC the application will achieve a higher score. Parishes need to make better use of their precept to support local organisations.
14	Maintenance	Routine maintenance and replacement of equipment is not eligible.
15	Reserves	SSDC will 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.
16	Leases	Capital grants can be awarded to leased facilities on the following grades: <£5k grant = minimum 10 yr lease. >£5k grant = minimum 15 year lease. Proof of ownership or evidence of an appropriate lease is required at the application stage.
17	Buildings, Facilities & Equipment	3 estimates should be submitted with buildings, facilities and equipment applications where possible. Access to buildings and sharing use of equipment should be demonstrated, where appropriate, and will be a condition of grant. Play area refurbishments will only be eligible for grant aid if the contractor is selected from the SSDC approved list. Rent/income from facilities should reflect market rates. Capital grants are on a one-off basis. Capital grant applications should include a strategy for maintenance of equipment to applicable standards, and a strategy for replacement (or otherwise) if appropriate Proper signage to buildings/facilities will be a condition of grant. Capital projects will need to have incorporated disabled access and an access audit will be required where relevant. Requests for capital funding of over £12,500 are beyond the remit of the Community Grants programme. A Capital Appraisal will be required and referred to the relevant Committee for approval separately.
18	Rent	Organisations occupying SSDC owned property should be assessed and treated in the same way as any other organisation. They should all know the full rent payable. They should apply for a grant in the normal way and include rental costs in their

		<p>budget.</p> <p>SSDC support should reflect the value placed on the work of the organisation not the cost of the accommodation.</p>
19	Rate Relief	<p>All organisations eligible to 100% Rate Relief apply directly to Business Rates. Charitable Arts and Sports organisations who are entitled to 80% Rate Relief can apply to Area Committees for a grant to meet the 20% shortfall. Assessments are made using an adopted set of criteria.</p>
20	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"> <li>Projects must start within 6 months of the grant being offered or as otherwise specified in the offer letter</li> <li>A project update will be provided every 3 months</li> <li>Other monitoring arrangements as specified</li> <li>Publicity options (eg photos)</li> <li>Return signed acceptance slip</li> <li>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)</li> <li>Any changes to the project should be notified to SSDC</li> <li>Share good practice with other organisations</li> <li>All other funding sources are secured</li> <li>Grants only payable upon receipt of invoices or receipts which provide evidence of the costs of project/purchase</li> <li>Evidence of relevant permissions being obtained (eg. planning permission)</li> </ul>
21	Loans	<p>SSDC will help applicant's access loans from other sources where possible, and consider loans only when alternative forms of borrowing are not available or at a prohibitive cost. All loans will incur interest</p> <p>Village Halls can borrow up to £5,000 through the District-wide Village Hall Loans Scheme</p> <p>Loans of up to £5,000 can be approved by Area Committees</p> <p>Loans exceeding £5,000 will require a full appraisal &amp; business plan</p> <p>Loans are offered at the appropriate Public Works Loan Board rate for the period of the loan</p> <p>The maximum repayment period will be 10 years and repaid in instalments in accordance with the agreed payment reschedule</p> <p>The maximum amount of a loan shall be £150,000. Any requests above this are beyond the remit of the Community Grants programme and will be considered separately by Full Council.</p> <p>Other loans may be available from other suitable sources</p>