Guidance to applicants for grant funding for special works projects

1. Introduction

1.1 The scheme of [Financial Arrangements with Parish / Town Councils](#) (the Scheme) allows for special works projects (Projects) to be grant assisted by the Borough Council. This document is intended to help project managers access the grants available.

2. What is the scheme of financial arrangements with Parish / Town Councils?

2.1 The Scheme provides revenue and capital funding to Parish / Town Councils to help them provide or run certain services which the Borough Council provides in non-parished areas.

> The Scheme is supported by provisions of the Local Government Act 1972, where two or more local authorities may make arrangements for defraying any expenditure incurred by one of them in exercising any functions exercisable by both or all of them.

2.2 Capital grants may be given to support Projects undertaken by the Parish / Town Council.

2.3 The full text of the Scheme can be viewed or downloaded from the Borough Council website: http://www.tmbc.gov.uk/assets/finance/Scheme.pdf

3. What is a Special works project?

3.1 Special works projects (Projects) are <u>capital</u> expenditure and therefore result in the acquisition of an asset (or the enhancement of an existing asset) and have a lasting benefit (more than one year).

4. Are there any conditions for the grant?

4.1 Qualifying Projects will match one or more of the following statements:

4.1.1 Provide or enhance leisure facilities, allotments, footpaths, parks, open spaces, sports grounds and village halls.

4.1.2 Support street scene, crime and disorder reduction, drug and alcohol abuse reduction and anti-social behaviour reduction.

4.1.3 Provide, enhance or extend the life of cemeteries and churchyards

4.1.4 Install or upgrade footway lighting

4.2 To qualify, Projects will be estimated to cost more than £1 per Parish / Town voter (or at least £6,000).

5. How much funding will we get?

5.1   Grants are usually proportionate to the total cost of the Project (excluding VAT) but also dependent on the number of residents of the Parish / Town.

5.2   An accurate count of residents is not available, so we use the number of voters on the Council's register of electors is used as a substitute.

   5.2.1   The number of voters per Parish / Town can be downloaded from the Council website page: www.tmbc.gov.uk/cgi-bin/buildpage.pl?mysql=2803

5.3   The maximum grant for any Project is £25,000, irrespective of the type of Project or the size of the Parish / Town.

5.4   Tables 5.4.1 and 5.4.2 illustrate how the amount of grant is initially calculated. You can use the interactive grant calculator in section 5.4.3 to do the calculation automatically.

   5.4.1   Small Parishes / Towns (Less than 3,333 voters)

The number of voters in the Parish / Town multiplied by £3 is the Parish / Town's individual <u>Small Parish Threshold (SPT)</u> for example; a Parish with 1,000 voters has a SPT of £3,000.		
Project cost	**How the grant is calculated**	**Example of grant calculation**
Up to Parish / Town SPT	**50% of total Project cost**	Voters: 2,000 *(SPT: 2,000 x £3 = £6,000)* Project costs: £4,000: Grant: 50% of £4,000 = £2,000
Up to £10,000	**50% of SPT** **Plus** **75% of the amount by which the Project costs exceed SPT**	Voters: 1,000 *(SPT: 1,000 x £3 = £3,000)* Project costs: £5,000 *(Project costs exceed SPT by £2,000)* Grant: 50% £3,000 + 75% £2,000 = £3,000
More than £10,000	**50% of SPT** **Plus** **75% of £10,000 minus SPT** **Plus** **25% of the amount by which the Project costs exceed £10,000**	Voters: 2,200 *(SPT: 2,200 x £3 = £6,600)* *(£10,000 – SPT = £3,400)* Project costs: £18,600 *(Project costs exceed £10,000 by £8,600)* Grant: 50% £6,600 +75% £3,400 +25% £8,600 = £8,000

   5.4.2   Large Parish / Town (3,333 or more voters)

Project cost	**How the grant is calculated**	**Example of grant calculation**
Up to £10,000	**50% of total Project costs**	Project costs: £8,000 Grant = 50% £8,000 = £4,000
More than £10,000	**£5,000 (50% of £10,000)** **Plus** **25% of the amount by which the Project costs exceed £10,000**	Project costs: £14,000 (Project costs exceed £10,000 by £4,000) Grant = £5,000 + 25% of £4,000 = £6,000

5.4.3 Use this Interactive grant calculator to see how much grant to apply for. Enter the number of voters and the total cost of the Project (excluding VAT).

Number of voters	
Total cost of Project	
Grant	

5.5 Projects to upgrade street / footpath lighting are normally 50% of the Project cost, regardless of the Project cost or the number of residents.

Any street / footpath lights added or upgraded since 1999 are not eligible for revenue funding under the scheme of financial arrangements.

The purpose of supporting street / footpath Projects is to encourage Parish / Town Councils to upgrade footway lighting for adoption by the Highways Authority, thereby reducing the lighting costs that must be met by Borough / Parish / Town Councils.

5.6 If the total value of grant applications exceeds the Council's budget, then Projects with the lowest priority (as indicated on the application form) will not be funded.

If the total value of the highest priority applications exceeds the Council's budget, then grant funding for individual Projects may be less than the calculated grant.

5.7 Projects that have been split into phases may be supported by the Scheme, provided each phase individually qualifies. This allows very costly projects planned over several years to receive multiple grants.

6. How do we apply?

6.1 To apply, send a completed application, signed by the chairman of the Parish / Town Council to:

The Director of Finance, Tonbridge and Malling Borough Council, Gibson Building, Gibson Drive, Kings Hill, West Malling, Kent ME19 4LZ

6.1.1 The application form can be can be downloaded from the Council's website page: http://www.tmbc.gov.uk/assets/finance/Application.pdf

6.1.2 See Section 11 of this document for guidance on filling in the application form.

7. When do we apply?

7.1 Applications are usually made during September and October. The last submission date is generally the last Friday in October. All the key dates regarding the Scheme can be downloaded from the Council website: http://www.tmbc.gov.uk/cgi-bin/buildpage.pl?mysql=2804

7.2 Early submissions are helpful.

7.3 Unless special arrangements have been made, late applications will not be considered so it is **VERY** important that submissions are made by the due date.

8. What do you do with the application?

8.1 The information on the application will be used to make a decision about whether or not to grant aid the Project.

8.2 The application will be presented to the Finance & Property Advisory Board early in January.

8.3 Whatever you write in your Project summary will be used as the basis for the description of the Project in our reports.

9. When will we know if our application has been approved?

9.1 Projects are discussed at a meeting of the Finance & Property Advisory Board meeting held early in January. We will notify you of the recommendations of the Board in time for you to consider any impact they may have on your Precept.

9.2 Recommendations for grants have to be endorsed by Cabinet which usually meets a fortnight later. You will be notified of Cabinet's decisions regarding the grants.
The Scrutiny Committee has the right to call in Cabinet decisions within 5 working days of the publication of the decision. You will be notified if the decision regarding grants is called in.
The grants are then included in the Council's budget which must be approved by the whole Council at a meeting held in February. You will only be notified if the budget is NOT approved by the Council.

10. When will we get the money?

10.1 The grant is usually paid over when the Project is finished.

10.2 You need to write to us when Project is complete to tell us what the final cost of the Project was. You must also provide evidence of the expenditure (usually photocopies of invoices).

10.3 We will not be able to pay more than the grant awarded, even If the final cost of the Project was more than the original estimate.

10.4 If the final cost of the Project is less than the original estimate, then the grant award will be reduced accordingly (using the grant formula in Section 5)

10.5 If necessary, we will pay the grant in instalments. Evidence of expenditure will still be needed, but a letter requesting an instalment can be sent before the Project is finished.

10.6 Please contact us if you think you need your grant to be paid in instalments.

10.7 All the key dates regarding the Scheme can be downloaded from the Council website: http://www.tmbc.gov.uk/cgi-bin/buildpage.pl?mysql=2804

11. How do we complete an application form

11.1 The application form can be can be downloaded from the Council's website http://www.tmbc.gov.uk/assets/finance/Application.pdf

11.1.1 The application form is a PDF file, for which you will need an appropriate computer program (such as adobe reader which can be downloaded for free from http://www.adobe.com).

11.1.2 We can provide you with a Microsoft Word version of the application form if required.

11.2 We prefer to receive typed applications because they are easier to read.

11.3 The application form can be typed on directly using a pdf file reader program, however most free programs (including adobe reader) do not let you save what you've typed. If this concerns you, then it may be better to type the text of your application using a different program (such as notepad) and copy it to the application form.

11.4 We must have a printed application, signed by the Chairman of the Parish / Town Council to keep for our files. However we would appreciate it if you also emailed us the text of your application. This would save us time retyping your text into our reports.

11.5 Filling in page 1 of the application form

Project title: Give your Project a title which differentiates it from other Projects. Avoid general titles such as "installation of CCTV cameras" consider instead "CCTV for South Park".

Heading: Make sure that the heading of the application is for the relevant year. Use the drop down box to change if necessary.

Parish / Town Council: Select from the drop down list or write in the space provided the name of the Parish or Town Council making the application.

Priority: Number your applications in decreasing order of priority. Priority 1 Projects are more urgent than Priority 2 etc. Give your Project a priority of 1 if it is the only application you are making.

TONBRIDGE & MALLING BOROUGH COUNCIL

Application for grant funding for a special works project 2008 / 2009

Parish / Town Council **Example**

Project title South Park Pavilion Refurbishment

Priority **1**

Amount of grant requested £51,000

Project summary

The purpose of the project is to extend the life of, and enhance the standard of the pavilion in South Park to meet the growing needs of the community.
The pavilion, an important leisure facility, provides the parish with an alternative meeting space to the village and church halls with the added benefit of adjoining sports fields.
Groups using the pavilion include community groups, sports clubs, playscheme and various private hirers. The pavilion had 150 bookings in 2006.

Project details Target date for start of project Apr 2008   Target date for project completion Sep 2008

The Parish Council commissioned chartered building surveyors to inspect the pavilion. The surveyors report concluded that by carrying out a program of improvements, the pavilion could remain in use for ten to fifteen years.

The project is to carry out the surveyor's recommended works which are to:
Replace external doors, internal doors and windows; Remedial works to the main floor joists; Refurbish the changing rooms and toilets.

An invitation to tender for the contract to carry out the works has been sent to a number of building contractors. The tenders are due on 1 Nov 2007.

Building work will commence in April 2008 and it is assumed that the work will take no more than six months to complete.

Project summary: Write a short summary of the Project (Less than 400 words).
Answer 3 key questions about the Project.
1) What are its aims?
2) Who will it serve?
3) Why is it needed?

We will want to be able to see from the summary that the Project meets at least one of the conditions listed in Section 4.1 of this document.

Project start and completion dates: Give the expected month and year of the start and completion of the Project.
If the Project is expected to start before or finish after the financial year of the grant, you will need to give reasons in the Project details section.

Project details: Explain what steps will be taken to complete the Project. Are there any problems yet to be overcome? What (If any) work has already been done? How will you manage your exposure to risk?

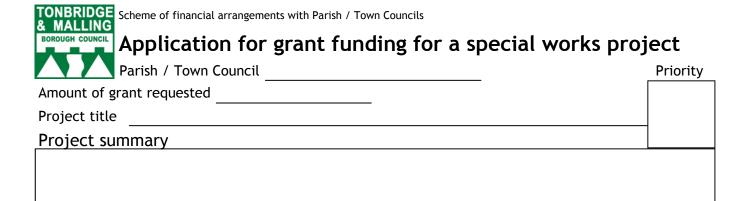## 11.6 Filling in Page 2 of the application form

Project finances costs:
List the costs analysed by appropriate headings. For each heading show the amount and, in the quotation details column, how you came by the figure.
Add all the figures in the amount column together to give the Total costs

Project finances

Costs (excluding VAT)	Amount	Quotation details
Building works	41,350	Estimate provided by surveyor
Legal fees	1,000	Best guess
Professional inspection fees	4,000	Quote from T Rucker Surveyors
Contingency	4,650	10% of total
Total costs	**51,000**	

Funding	Amount	Conditions of grant
Tonbridge & Malling Borough Council	15,800	TBC
Example Parish Council	7,310	
National Lottery Awards For All Fund	10,000	Publicity only
Landfill Operator	17,890	10% to be contributed by others
Total funding	**51,000**	

Total costs must be the same as Total funding

Project finances funding:
Show the sources of funding for the Project, the amount and any conditions that must be met in order to secure the funding.
The Total funding figure must be the same as the Total costs figure.

Project management contact details

Project manager
Mrs P Manager
136 Project St, Tonbridge & Malling, Kent, SI36 1EG
Telephone (home) 01234 654321
cmail (work) patricia.manager@cmail.com

Assistant project manager
Mr D Putey
1 Funding Avenue, Grant Hill, Kent, PA5 IL9
Telephone (mobile) 07136 123456
david.putey@email.com

Project management contact details:
Supply the daytime contact details for someone who can answer questions about the project. Give the address for correspondence if different from the Parish Clerk.

Signature of the Chairman of the Parish / Town Council	Date
A Signature	02/08/2007

Signature and date:
The application must be submitted with the signature of the Chairman of the Parish or Town Council, appropriately dated.

TONBRIDGE & MALLING BOROUGH COUNCIL

Scheme of financial arrangements with Parish / Town Councils

Application for grant funding for a special works project

Parish / Town Council _____

Priority

Amount of grant requested _____

Project title _____

Project summary

Project details   Target date for start of project   Target date for project completion

Project finances

Costs (excluding VAT)	Amount	Quotation details
Total costs		

Funding	Amount	Conditions of grant
Total funding		

Project management contact details

Signature of the Chairman of the Parish / Town Council	Date