

“Your Community - Our Support”

Community Award Scheme Guidance

North Wiltshire District Council

www.northwilts.gov.uk

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Community Award Scheme & Funding Criteria

Area Committees are actively seeking to support applications that help to address community identified priorities in each of the Community Areas. Approximately 75% of the funding available will be used to support local priorities agreed by the Area Committee for 2005/6.

The priorities identified for support in each Community Area are described in the covering letter, which came with this pack.

Prior to submitting your application, you must ensure that where appropriate you have suitable policies and procedures in place, such as Child Protection, Equal Opportunities and Public Liability Insurance etc. before you implement your scheme. Failure to ensure these are in place may leave you open to prosecution or civil action by another individual or group.

Capital and Revenue funding is available, but both will not be awarded for the same scheme. Please use the guidance below to help you complete the application form.

Capital Funding covers:

- purchase of land, buildings, plant, apparatus and vehicles
- construction of buildings and engineering works to land
- enhancement of land, roads and buildings

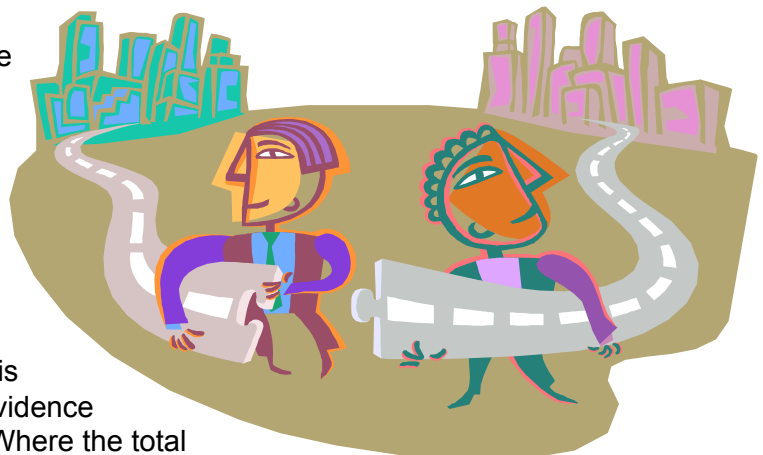
Revenue Funding covers:

- everything not capital such as day to day business and running costs.

Below are some additional criteria, which must be met in addition to the essential criteria (listed previously). You will need to ensure that you have considered and complied with the following areas and where appropriate included evidence to support this in your application:

- Applicants for capital funding are urged to discuss their projects well in advance of submitting bids to ensure officer assessment and support where appropriate
- Applicants are encouraged to make electronic applications (via email or website), although paper applications remain acceptable
- Fully completed applications must be received by the advertised deadline in order to be considered for submission to the next Area Committee
- Where applications do not meet the funding criteria, officers will either contact the applicant and where possible suggest revisions to enable re-submission at a later date or with return the application form with a letter explaining why we are unable to consider it

- ☑ Grants will be considered three times a year on the advertised dates. The letter you received with this pack will inform you of the exact date. However, we suggest you ring to check as some dates may be subject to change at short notice.
- ☑ Proposals must be submitted before the start of the project and no projects will be awarded funding retrospectively
- ☑ Funding will be awarded based upon the scale of the project and the number of people that will benefit, which must also be clearly identified in the application form
- ☑ Proposals must be self-contained i.e. produce a complete and usable asset, even if it forms part of a longer term community aspiration
- ☑ Any single proposal/project may only receive one funding contribution from the Area Committee. Successful funding bids to other North Wiltshire District Council schemes will normally exclude you from also applying to an Area Committee
- ☑ Bids must include the total cost of the project, together with provisional and confirmed funding from other partners
- ☑ Where capital funding is being sought, a clear indication must be provided of any associated running costs. The Area Committee/the Council will not fund on-going revenue/running costs now or in the future where capital funding has been awarded
- ☑ Where the total cost of a project is *under* £10,000, some financial evidence e.g. a quote must be provided. Where the total cost of the project *exceeds* £10,000 some comparative data e.g. 3 quotes must be provided
- ☑ Applications for funding in excess of £500 must be accompanied by a copy of the year end accounts, including assets and reserves of the applicant's organisation, except where they are a newly formed group (except statutory bodies, where only a précis of the accounts is necessary)
- ☑ Applications from Town and Parish Councils will not normally receive more funding than that contributed by the Town or Parish Council
- ☑ Smaller community schemes will be looked upon more favourably than very large ones



- Larger schemes or those seeking lottery funding which are successful in receiving an Area Committee award, will normally be assigned to an officer of the Council who will agree the stages of funding release.
- Local community consultation and feedback should form part of any funding proposal
- Applicants are requested to confine their application to the space provided on the application form
- Any extraneous information (other than accounts and quotes) will not be considered as part of the application made to Committee
- District Councillor involvement in project bids is desirable, especially in respect to capital proposals. If you would like the name of the local Member, please contact us for assistance
- Applications from charitable organisations, should submit a copy of their signed off accounts. If these are not provided this will void your application.
- Where Area Committee awards form 50% of the total cost of a project or exceeds £5,000, applicants are requested to liaise with the Council's Press and Media Officer (Paul Langcaster on 01249 706618) to ensure appropriate media coverage.



- Applicants must acknowledge the Area Committee's support in any publicity or printed material
- Applicants for revenue funding must be able to complete their project by 31st March 2006 or any funding award will be lost.
- Capital funding awarded will have to be spent within two years; otherwise it will be lost. Exceptions may be made to accommodate larger schemes and those applying for lottery funding
- Funding will only be paid when all partnership funding has been secured for the project
- Successful applicants are required as a condition of any grant to provide written feedback on how the grant was used and how this benefited the community,

which will be reported to the Committee. No further grants will be considered if this feedback has not been received.