

# Facilities Improvement Grant

## Application Form



EAST CAMBRIDGESHIRE  
DISTRICT COUNCIL

### Grant Scheme Aims

The aim of the Facilities Improvement Grant Fund is to develop and improve village halls, community centres, sport and leisure centres, play facilities and public open spaces, protecting and enhancing the quality of life for residents within East Cambridgeshire.

### Section A - Eligibility of the project for Facilities Improvement Grant funding

The Facilities Improvement Grant is for capital expenditure only. Ongoing project running costs are not eligible.

Any parish which has an allocation of Section 106 (S106) funding or Community Infrastructure Levy (CIL) receipts that covers the full costs of the project are not eligible for Facilities Improvement Grant Funding. To find out if a parish has any S106 funding, contact Stephanie Jones, Communities & Partnerships Support Officer at [email: FIG@eastcambs.gov.uk](mailto:FIG@eastcambs.gov.uk) Tel: 01353 665555. To find out if a parish has any CIL receipts, contact the parish council for the parish in which the facility is located. The types of organisations that can apply, such as community groups within parishes, are listed at Q13 in the application form.

If the balance of Section 106 funding or CIL receipts available to the parish is less than the total cost of the project, an application can be submitted to make up the balance of the monies up to a maximum grant of £10,000. Community groups applying for this grant must check with their Parish Council whether S106 and CIL is allocated and spent (and therefore is insufficient funding for the project proposal), before making an application.

The grant scheme is open all year round.. Please note that there is a total of £45,000 available for allocation each year, so it may not be possible to fund every application that meets the criteria. Please check on the webpage prior to submitting your application to make sure that there are sufficient funds available. It is possible that more than one application could be submitted at the same time, which would exceed the final balance available for allocation. If this occurs, the Council will contact the applicants with a view to supporting as many projects as possible, whilst ensuring their viability.

The types of project that might be eligible will be dependent primarily upon evidence that an assessment has been made of local community needs. The project must fit into one of the following categories:

- 1) Community Centres/Village Halls
- 2) Multi-purpose Sports and Leisure Centres which serve the general public
- 3) Play Facilities
- 4) Open Spaces

Some examples of the types of projects which might be appropriate are listed below:-

### **1. Community Centres/Village Halls**

Upgrading facilities which are the main community centre in a village and which are available for anyone in the community to use. The funding can support works such as new build, extensions, refurbishment, provision of disabled facilities, works to improve a buildings energy efficiency or community safety, and provision of facilities which will enable the hall to diversify its use.

*Examples of an eligible project:*

- *The installation of a new kitchen.*
- *Complete re-roofing of a facility.*
- *The addition of solar panels.*
- *Entrance improvements including access ramps and automatic door openers.*

Minor repairs, redecoration and movable equipment items are excluded from the grant scheme.

*Examples of projects that would not be eligible for funding:*

- *A new cooker.*
- *The replacement of broken roof tiles.*
- *Painting a meeting room.*

### **2. Multi purpose sports and leisure centres which serve the general public**

Building a new facility, extending or refurbishing an existing facility, works to improve a buildings energy efficiency, community safety or the provision of disabled facilities. These works will only be considered for a grant if the need for the project has been approved by the Management Committee and has the support of user groups.

When designing and developing facilities and implementing projects, applicants are advised to consider best practice guidance provided by Sport England and the relevant National Governing Bodies. The Sport England guidance can be found at the following link:

<http://www.sportengland.org/facilities-planning/tools-guidance/design-and-cost-guidance/>

*Examples of an eligible project:*

- *The installation of a new sprung floor.*
- *The addition of an astro pitch.*
- *Upgrading toilets and changing areas to improve accessibility.*

Minor repairs, maintenance, redecoration and movable equipment items are excluded from the scheme.

*Examples of projects that would not be eligible for funding:*

- *Patch repairs to an astro pitch.*
- *Fixing a broken shower.*
- *Goal posts or other sports equipment.*

### **3. Play facilities**

Building new or substantially refurbishing play areas, teenage zones, skateboard facilities and similar. The need for the facility should also normally have been identified within the District Council's Play Audit 2012-13 and Action Plan 2013-14 in order to be eligible. This Audit has identified gaps in current play provision across the District and grant aid should focus primarily on addressing these needs. In addition, we would expect to see evidence that families and young people have been consulted and have participated in the design of the proposed play facility.

*Examples of an eligible project:*

- *New play equipment*
- *New safety surface*
- *A youth shelter*

Minor repairs, maintenance, redecoration and movable equipment items are excluded from the scheme.

*Examples of projects that would not be eligible for funding:*

- *Patch repairs to safety surfaces.*
- *Painting existing play equipment.*

### **4. Open Spaces**

Grants are available to parish councils and community groups for the purchase or leasing of land for formal/ informal public open space, recreation and allotments. Leases must be for a minimum of 25 years or, where land is to remain in private ownership, there needs to be a Covenant or written agreement in place which protects public access and use of the site in perpetuity. Grants are also available for improvement to existing open spaces such as improving access, education or other facilities. Please note that planting enhancements will only be considered as part of whole woodland/orchard development projects.

*Examples of an eligible project:*

- *A new trail and signage in an existing open space that improves accessibility*
- *Securing a piece of land to develop into a community orchard*

Maintenance and repairs to existing provision are excluded from the scheme.

*Examples of projects that would not be eligible for funding:*

- *Repairing a sign*
- *Replacing or repairing a damaged bench.*

**Q1. Please provide the project title, a description of the project, its purpose and an explanation of what the Facilities Improvement Grant funding will be spent on.**

**Please tick** here to confirm that you have attached your organisations Business Plan demonstrating the requirement for the project (if a Business Plan is available).

**Q2. Please provide written evidence of endorsement for the project from the local Parish Council. This could be in the form of Parish Council meeting minutes or an e-mail from the Chairman or Clerk.**

**Place a tick** in the box to confirm you have attached the details  ***Please note that if you are unable to provide this evidence, the project will not be eligible for Facilities Improvement Grant funding.***

## Section B – Eligibility of the Organisation for Facilities Improvement Grant funding

This grant scheme is open to all community based organisations that operate on a not-for-profit basis in East Cambridgeshire. An organisation can apply for Facilities Improvement Grant funding once during any given financial year.

The facilities provided must be open and accessible to the general public with no membership restrictions in relation to the Equality Act 2010, and have wide public and community benefit.

Applicant bodies must have a constitution or set of rules.

The organisation must demonstrate that they have consulted with the local community, including the local Parish Council; that they have an equal opportunities policy in place and where relevant, have a child protection policy.

### B1. Organisation's details

**Q3. Name of Organisation:**

**Q4. Address including postcode:**

**Q5. If a grant is approved, to whom should the cheque be made payable?**

**Q6. Is your organisation able to recover VAT?**

**Please tick**

Yes

No

*Note: If you can recover VAT the amount awarded from this grant fund will exclude VAT*

**Q7. Are there any membership restrictions on use of your organisation's facilities?**

**Please tick**

Yes

No

If YES, please explain why:

## B2. Main contact for the project

Q8. Name:

Q9. Position in organisation:

Q10. Address including postcode:

Q11. Daytime telephone number:

Q12. E-mail address:

## B3. Type of Organisation

Q13. What type of organisation are you?

**Please tick** the relevant box:

- a) A charity
- b) A company limited by guarantee
- c) An industrial or provident society
- d) A community interest company
- e) A parish or village council in East Cambridgeshire
- f) Other(please specify) \_\_\_\_\_

Please provide written evidence of your status e.g. Group Constitution or charity number and

**tick in the box** to confirm you have attached the details

**Q14. If your organisation is NOT a parish Council, please provide a brief description about what you do, your aims and objectives, management arrangements and past achievements.**

## **Section C – Details of the Proposed Project**

### **C1 – Location and ownership of the facility/land**

**Q15. What is the geographical location of the proposed project (for example the nearest road or postcode)?**

**Q16. What security of tenure do you have on the facility?**

**Tick below**

Freehold

Leasehold

**Q17. If leasehold, what is the length of the lease and how many years are remaining?**

*Please note: A lease must be for a term of at least 25 years to be eligible for funding.*

**Q18. Is the lease vested in the applicant's name?**

Yes  No

**If no, who owns the lease?**

If you do not own the asset, **please tick** here to confirm that you have attached evidence of the land owner's permission for the works to be carried out.

***Please note that if you are unable to provide this evidence, the project will not be eligible for Facilities Improvement Grant funding.***

**Q19. Is Planning permission required before the project can start?**

**Tick below**

Yes  No

**If yes, please provide the planning permission reference number:**

**Q20. Is a Building Regulation application required?**

**Tick below**

Yes  No

**If yes, please provide your reference number:**

**Q21. Please indicate the approximate start and finish dates of the project**

Start                      Completion

## **C 2 – Need and Justification**

**Q22. Are the reasons for doing this project instigated by legislative requirements – e.g. Health & Safety, Fire Regulations, Equality Act 2010?**

**Tick below**

Yes  No

**If yes, please provide the details.**



**Q23. Please indicate how the evidence of need for this project has been gathered. Include details of any research that you have carried out or strategies/ plans which identify this project as a priority (such as a community led plan, village survey, Play Audit and Action Plan, public/user consultation).**

**Please tick** here to confirm that you have attached copies of any documents providing evidence of need for the project.

**Q24. What is your justification for this project if there is another similar facility nearby (for example if there is already a similar facility being provided in the same village)?**

**Q25. Will your project increase the use of a community facility?**

**Tick below**

Yes  No

**If yes, please explain how**

**Q26. Will your project broaden the use of a community facility (an example would be works to improve access on the basis of age or disability)?**

**Tick below**

Yes       No

If yes please explain how

**Q27. What attempts have you made to make this project environmentally sustainable? E.g. energy saving mechanisms, recycled materials, local suppliers.**

**Q28. If the project involves provision for children (up to the age of 18), what consideration have you given to any child protection issues that may arise from the project you are delivering?**

## D- Project costs, sources of funding and sustainability

Grant awards of up to a maximum of £10,000 are available. A minimum of 15% match funding must be provided by the applicant organisation or another grant provider so that the Facilities Improvement Grant Fund can support as many local projects as possible. For advice on other potential sources of grant aid contact Stephanie Jones, Communities & Partnerships Support Officer at: [email: FIG@eastcambs.gov.uk](mailto:FIG@eastcambs.gov.uk) Tel: 01353 665555.

**Q29. What do you anticipate will be the total expenditure for the project?**

With VAT included: £

Excluding VAT: £

**Q30. Please list the items that you plan to buy with Facilities Improvement Grant funds:**

\* \*  
\* \*  
\* \*  
\* \*

**Q31. How much match funding is being provided?**

£

**Q32. Is the match funding confirmed?**

Tick below

Yes

No

**Q33. Where is it from?**

**Q34. Is your match funding offer conditional on securing match funding from this grant or any other grant?**

Tick below

Yes

No

**Q35. What level of Facilities Improvement Grant funding is sought from the District Council?**

If you are able to reclaim VAT please provide amount ex-VAT as the District Council will only pay the amount that cannot be reclaimed. £

**Please tick** here to confirm that you have sought three written estimates for the works, and have provided copies of all returned quotations. copies of all of the written estimates obtained for the cost of the work are attached to the application.  Please ensure you highlight which is your preferred quote

**Q36. Please explain your justification for choosing your quote if it is not the cheapest.**

**Q37. What do you expect the annual running costs to be? £**

**Q38. What do you expect the repair and maintenance costs to be? £**

**Q39. How do you propose to meet these costs in the longer term, as Facilities Improvement Grant funding cannot be used for this?**

**Q40. Has your organisation been in receipt of a covid-19 business support grant. If so please give details of the amount, date awarded, and how the grant was used.**

## **Section E – How the Grant Application is Assessed**

The District Council is the accountable body for the East Cambridgeshire Facilities Improvement Grant Fund and therefore needs to ensure:

- That the process is transparent and fair to all.
- That projects supported are necessary, viable, will deliver value for money and meet a community need.
- That there is a costed repair and maintenance plan in place.

Assessment of proposed projects is therefore carried out by an officer against a set of criteria and presented to another officer for approval. The focus of the assessment is on the following:

- The eligibility of the organisation and project for Facilities Improvement Funding.
- Ownership of the asset and whether consent is in place for any works.
- Endorsement of the local Parish Council.
- Evidence of need for the project (e.g. supported by the findings of ECDCs Play Audit and Strategy, identified as a priority in a Parish Plan, community consultation).
- An increase in usage of the asset as a result of awarding the funding (i.e. a greater number of people will use the facility).
- A broader usage of the asset as a result of awarding the funding (e.g. use by disabled people, older or younger people who may not have had access previously).
- That a minimum of 15% match funding is in place.
- That a complete funding package is in place with the offer of a Facilities Improvement Grant.
- That there is financial sustainability for the asset into the future.

We aim to let you know the decision within 3 weeks of receipt of all of the necessary information required to make the assessment, by a formal grant offer letter.

## **Section F – How to claim Grant payments**

Grants are paid after work has been completed and the expenditure has been incurred, at which time copies of accounts/receipted invoices must be submitted to demonstrate how much has been spent on the project.

The work may be inspected and you will need to show how you have complied with any other conditions set. You will also be required to submit a 'Self Certification Form' confirming that the works specified in your application form have been completed. In addition, the self certification form requires details around whether the project was completed on time and to budget and what the impact of the project has been to the community.

## Section G – ECDC contact for further information

E-mail: [FIG@eastcambs.gov.uk](mailto:FIG@eastcambs.gov.uk)

Phone: Stephanie Jones : 01353 665555.

## Section H – Declaration

**By signing your name here (if submitting by post) or typing it (if submitting electronically) you are confirming that the contents of this form are correct, to the best of your knowledge.**

**Name:**

**Title:**

**On behalf of:**

**Signature:**

**Date:**

Applications can be made on line by clicking on this link

<https://www.eastcambs.gov.uk/finance/facilities-improvement-grant> or by using this form.

Please send your completed form and supporting documents to:

**Email: [fig@eastcambs.gov.uk](mailto:fig@eastcambs.gov.uk) or by post to:**

**Communities & Partnerships Support Officer**

**East Cambs District Council**

**The Grange**

**Nutholt Lane**

**Ely, Cambs, CB7 4EE**

## **DATA PROTECTION**

In line with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, East Cambridgeshire District Council is fully committed to protect the privacy of our constituents, staff and members. We ensure the safe processing of personal data through strict guidelines for collection, storage and retention of information. Where appropriate, data sharing protocols are entered into and robust security measures are in place. The council maintains its Public Services Network (PSN) compliance, demonstrating its on-going commitment to supporting best practice in the maintenance and handling of data.

For further information contact: The Data Protection Officer, The Grange, Nutholt Lane, Ely, Cambs., CB7 4EE (email: [dataprotection@eastcambs.gov.uk](mailto:dataprotection@eastcambs.gov.uk))

The Freedom of Information Act 2000 (FOIA) applies to East Cambridgeshire District Council and therefore information provided by you may have to be disclosed by the District Council in response to a request unless the District Council considers that a statutory exemption applies.