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Date	3 rd February 2015

Ward (s) affected	District wide	Key Decision	Yes
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Subject	MVDC Grant Aid Applications
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RECOMMENDATIONS

1. That the capital grants and the one and three year revenue grants outlined in **Tables 2 and 3** are agreed for 2015/16 subject to the necessary budget being committed.

EXECUTIVE SUMMARY

Mole Valley District Council recognises the significant contribution made by the voluntary, community and faith sector (VCFS) in providing projects and services that improve the social, environmental and economic well-being of our District. Mole Valley operates a grants process which provides funding to organisations that help the Council to meet its priorities and build capacity within communities.

The deadline for submission of applications to the Council's Grant Aid programme for 2015/16 was 30th September 2014 and there were 2 revenue and 9 capital applications made. This paper sets out the headlines of those applications and recommends the awards to be made.

In total the capital and revenue expenditure allocated to community and voluntary groups for 2015/16 is £322,959, which compares with a total of £291,274 in 2014/15. In the current economic climate this reflects a significant ongoing investment in the community by the Council.

A decision was taken at Executive in 2013 that given the ongoing financial pressures, the revenue element of the scheme for 2015/16 was effectively closed except to the organisations, or those providing a similar service, listed and agreed in the grants report for 2014/15.

CORPORATE PRIORITIES

Each grant is individually assessed against the Council's corporate priorities. Grant applications must address at least one corporate priority in order to be considered for a grant.

The Executive has the authority to determine the Recommendations

1 BACKGROUND AND PROCESS

- 1.1 The Grant Aid Policy was updated in 2011 to reflect recommendations made by Internal Audit. The Grant Aid Policy and application forms are updated annually to include the current Council priorities.
- 1.2 Applications for funding are initially assessed to ensure they meet the Grant Aid Policy eligibility and criteria. Eligible applications are scored and those that meet at least one Council priority will be considered for recommendation. Weighting is given to wider factors including pump priming and long-term sustainability. Other elements of criteria for assessment include the use of volunteers, community capacity building and geographical area served.
- 1.3 Information is set out below relating to a number of grants that are provided to key organisations, as well as tables which then summarise the grant applications received. Appendix B provides more detail on the applications received.

2 SURREY COMMUNITY BUILDINGS TRIPARTITE GRANTS

- 2.1 Tripartite Grants represent a funding agreement for capital building projects between Mole Valley District Council, Surrey County Council and the applicant. Funding is allocated on a 'third each' basis and as such offers good value for money for the District. In order to administer the scheme it is agreed that a co-ordinator is appointed to make the recommendations and manage the process between the three parties. This costs MVDC £2,000 per annum and the post is managed by Surrey Community Action.
- 2.2 The grants which are recommended below are those which have been assessed by the co-ordinator, and are in principle supported by SCC.
- 2.3 All applications are for capital which is used for providing infrastructure to benefit the local community.

3 REVENUE GRANT SCHEME

- 3.1 Due to financial pressures for revenue grants, the Executive decided in 2013 that to manage expectations, only organisations providing existing supported activities, or those similar would be eligible to apply through the grants process. Those activities are outlined in **Appendix E**. However, any new potential applicants, outside of these criteria, are given the opportunity of an initial discussion to assess whether their proposal could meet Council priorities.
- 3.2 In order to ensure sustainable funding is available in relation to agreed or statutory environmental projects or partnerships, the funding for the Surrey Hills AONB, Gatwick Greenspace Partnership and Lower Mole projects has been transferred to mainstream service funding within the Planning team budget and out of the grants process.
- 3.3 The revenue grant scheme will be reviewed following the announcement of the new Corporate Priorities.

4 PARISH COUNCIL CONCURRENT SERVICES PAYMENTS

- 4.1 Parish Councils are awarded a payment each year by Mole Valley to cover costs associated with grounds maintenance and recreation grounds.
- 4.2 In 2013, following meetings with Parish Councils, Mole Valley District Council agreed to make a more proportionate payment based on the actual costs incurred by the Parish Councils in carrying out these activities and to include an inflationary formula on an annual basis. This approach was agreed in the grants report for 2014/15 with the inflationary formula being applied for the first time in the financial year 2015/16.
- 4.3 Last year, Holmwood Parish Council was unable to provide complete information to have their concurrent service payment increased for 2014/15. That information has now been provided and reviewed and therefore their payment for 2014/15 will be increased to £2,455 to bring it in line with the agreed approach in paragraph 4.2. It will be fixed for two years in line with when the other concurrent services payments will again be reviewed and will be subject to the same formula increases.

5 GRANT RECOMMENDATIONS 2015/16

INFORMATION FOR MEMBERS

The following grants represent committed expenditure on existing agreements and are already approved by the Council's Executive for 2015/16.

Table 1 – 2015/16 Funding Commitment to Date

ORGANISATION	PREVIOUS FUNDING RECEIVED £	GRANTS ALREADY APPROVED FOR 2015/16 £	TOTAL £
3 Year Grants Agreed			
East Surrey Domestic Abuse Services	2014/15 Yr 2	Yr 3	
- Contribution towards costs	7,560	7,560	
- Sanctuary Scheme	<u>2,500</u>	<u>2,500</u>	
	10,060	10,060	
<i>Parish Council Concurrent Services Payments:</i>	Yr 1	Yr 2	
Abinger	4,193	4,193	
Betchworth	1,907	1,907	
Buckland	1,875	1,875	
Capel	7,053	7,053	
Charlwood	9,105	9,105	
Headley	251	251	
Holmwood	1,637	2,455	
Leigh	1,163	1,163	
Mickleham	1,343	1,343	
Ockley	<u>1,084</u>	<u>1,084</u>	
	29,611	30,429	
		<i>(Subject to inflation following any increase in the Mole Valley Council Tax Levels)</i>	
<i>Christmas Promotional Activities:</i>	Yr 1	Yr 2	
Ashted Traders	1,200	1,200	
Bookham Residents	1,200	1,200	
Dorking Christmas Lights	6,500	6,500	
Fetcham	100	100	
Leatherhead Christmas Festival	<u>6,500</u>	<u>6,500</u>	
	15,500	15,500	
<i>Closed Church Yards:</i>	Yr 1	Yr 2	
St Nicholas, Great Bookham	4,400	4,400	
Holy Trinity Church, Westcott	3,650	3,650	

Ockley and Okewood	750	750	
St John's Chapel, Westcott	1,000	1,000	
St. Martin's Church, Dorking	2,150	<u>2,150</u>	
	11,950	11,950	
	Yr 1	Yr 2	
Leatherhead and Dorking CAB	131,000	133,000	200,939
2015/16 TOTAL FUNDING COMMITMENT TO DATE £200,939			

It is recommended that the following grants are made in relation to applications received for 2015/16.

Table 2 – General Revenue Applications

ORGANISATION	LAST GRANT MADE £	GRANT REQUEST 2015/16 £	GRANT RECOMMENDED £	TOTAL RECOM'D £
1 Year Revenue Grant Applications				
East Surrey Rural Transport Partnership	2014/15 13,500	13,500	13,500	
Voluntary Action Mid Surrey: Service Funding	2014/15 12,500	15,000	15,000	
				28,500

Table 3 - Capital Grant Applications

ORGANISATION	LAST GRANT MADE £	GRANT REQUEST 2015/16 £	GRANT RECOMMENDED £	TOTAL RECOM'D £
MVDC Capital Grant Applications				
Oakwood Hill Cricket Club	-	4,000	4,000	
Bookham Community Association	-	20,000	20,000	
Eastwick Road Church, Bookham	-	25,000	20,000	

ORGANISATION	LAST GRANT MADE £	REQUEST 2015/16 £	GRANT RECOMMENDED £	TOTAL RECOM'D £
Capel Cricket Club	-	25,000	-	
Brockham Village Hall Trust	2013/14 15,781	1,072	1,072	
				45,072
Surrey Community Buildings –Tri-Partite				
Beare Green Community Assoc	2012/13 £10,666	4,613	4,613	
St Giles Church Hall Ashtead	-	40,000	20,000	
Oakwood Hill Village Hall	2008/9 £40,000 2011/12 £40,000 2013/14 £32,600	6,666	6,666	
Walliswood Village Hall Association	2013/14 £4,983 2012/13 £3,430	17,169	17,169	
				48,448
TOTAL REVENUE AND CAPITAL GRANTS RECOMMENDED				322,959

Table 4 – summary of grants which are proposed for payment in 2015/16

GRANT	2014/15 AWARD	2015/16 RECOMMEND
ESDAS (3 years)	10,060	10,060
Parish Council Concurrent Service (3 years)	29,611	30,429
Christmas Promotional Activities (3 years)	15,500	15,500
Closed Church Yards (3 years)	11,950	11,950
Leatherhead and Dorking CAB (3 years)	131,000	133,000
2015/16 Committed Funding	198,121	200,939
ESRTP	13,500	13,500
VAMS – Service	12,500	15,000
VAMS – Links CDW	5,000	-
TOTAL REVENUE GRANTS	229,121	229,439
Capital Grants	28,792	45,072
Surrey Community Buildings (Tri-Partite)	33,361	48,448
TOTAL CAPITAL GRANTS	62,153	93,520
TOTAL REVENUE + CAPITAL GRANTS	291,274	322,959
Environmental Grants (3 years)	21,346	-

7 MONITORING OF GRANTS AWARDED

It is Council policy that all grants over £10,000 should be subject to the successful agreement and implementation of a Service Level Agreement (SLA) and a number of appropriate monitoring meetings. Currently the Council has SLA's with:-

- The Citizen's Advice Bureau (CAB)
- Voluntary Action Mid Surrey (VAMS)
- East Surrey Rural Transport Partnership (ESRTP)

Each of the organisations listed above and East Surrey Domestic Abuse Service are requested to come to Scrutiny Committee in order to give a presentation on the project or service the Council is supporting.

All other organisations in receipt of a Council grant are expected to write a short report accounting for how they have spent the money. Reports have been requested from 2014/15 grant recipients by the end of this financial year. For grants awarded for 2013/14 all reports have been received from those who have completed their projects. Organisations awarded a grant by the Council who do not return a report by the end of the following financial year will not be considered for a further grant.

8 FINANCIAL IMPLICATIONS

The recommendations of this report would increase this Council's spending on grants by £31,685. This reflects an increase in capital grants of £31,367 and in revenue expenditure of £318 as compared to the 2014/15 awards.

9 LEGAL IMPLICATIONS

Grant award recommendations are based on the current MVDC Grant Aid Policy. The Council has general powers to make grants of the type referred to in the report.

10 OPTIONS

- 1) That all the recommendations made in respect of the grant applications which have been assessed against the agreed criteria and available budgets are approved by the Executive.
- 2) That some of the recommendations made in respect of the grant applications which have been assessed against the agreed criteria and available budgets are approved by the Executive and others are amended.
- 3) That none of the recommendations made in respect of the grant applications which have been assessed against the agreed criteria and available budgets are approved by the Executive and all are amended.

Option 1 is recommended.

11 CORPORATE IMPLICATIONS

Monitoring Officer Commentary - The Monitoring Officer confirms that all relevant legal implications have been taken into account.

S151 Officer Commentary - S151 Officer confirms that all financial risks and implications have been taken into account.

Risk Implications – Grants are awarded based on the criteria set out in the Grants Policy. The Council could suffer a reputational risk if these criteria are not taken into consideration when awarding grant funding.

Equalities Implications - An Equality Impact Assessment (EqIA) was conducted in 2011 on our Grant Aid Policy. The Grant Aid Policy actively seeks to support people from disadvantaged backgrounds or who have a disability and this is reflected in how the applications are assessed and scored.

Employment Issues - Not applicable.

Sustainability Issues - Not applicable.

Consultation – No consultation undertaken.

Communications – Applicants will be written to when the outcome of their funding application has been determined.

12 BACKGROUND PAPERS

Appendix A - MVDC Grant Aid Policy

Appendix B - Details of each organisation who applied for a grant

Appendix C - Revenue scoring criteria

Appendix D - Capital scoring criteria

Appendix E – Revenue grant ongoing applications for consideration

Grants Policy

April 2014

Grants & Discretionary Rate Relief Policy

Introduction

This document is the Council's policy on Grants. Information on the Thomas Flack Trust Fund is contained at Appendix 1.

Why does the Council give Grants?

The Council recognises that delivering their vision and priorities needs action from a wide range of organisations and individuals and therefore offers grants to support work in the voluntary and not-for-profit sector that will contribute to delivering the overall vision, aim and Council Priorities.

Our priorities are reviewed annually to ensure that they remain relevant to both the Council and the community. The 2014/15 priorities are set out below:

ACCESS TO SERVICES

Helping Residents to Access the Services they need

1. **Improve the way we listen to, and engage with, our Customers and communities.**
2. **Work with our partners** to provide the right services to our local residents.
3. Ensure that our residents are supported through **Welfare Reform and the emerging Health and Wellbeing agenda.**

ENVIRONMENT

Maintaining the character and environment of Mole Valley

1. **Optimise MVDC's recycling rate**, balancing both value for money and promoting sustainability.
2. **Support Businesses and the local economy** by enabling development in the district and facilitating appropriate housing growth.
3. **Improve the quality of the built environment** whilst preserving the character and integrity of our towns and villages, and protecting the rural landscape.
4. **Work with our partners and residents to respond to the impact of flooding on our communities.**

VALUE FOR MONEY

Delivering value for money services

1. **Ensure we have an ongoing sound financial basis** to enable us to continue to deliver services that represent value for money.
2. **Create additional income through prudent investment** and making best use of our property assets.
3. **Invest in our staff and councillors** to ensure that they are able to work effectively, make good decisions and develop the culture and capacity for innovation.

- 4. Review the way in which we provide our services** to ensure that they are focused on what matters, deliver against our priorities and thereby develop a culture of innovation across MVDC.

Our vision:

Through working with our partners, we will help to make Mole Valley a place where people want to live, work, invest in and enjoy.

Our Aim:

To deliver good services and good value.

What other grants does the Council give?

Grant schemes for disabled facilities or home repairs for disabled or elderly people or people on benefits are subject to a separate policy. Information on these grants is available from the Council on our website and can be obtained as downloads from the Council's website at www.molevalley.gov.uk or from the Council offices in Dorking or the Leatherhead Help Shop, or by telephoning on 01306 885001.

Eligibility

Who is eligible to receive Grant Support?

Grants to organisations are generally only available to:

- Charities, voluntary and not-for-profit organisations
- Organisations based in Mole Valley, Surrey or (exceptionally) neighboring Counties
- Organisations benefiting Mole Valley residents and/or businesses

Grant Support is not normally provided to national organisations except where they have a local operation dedicated to action in the District. The Policy does not encompass the revenue partnership support the Council provides to public /statutory partnerships managed by local authority staff such as the Community Safety Partnership.

Equalities and Diversity

The Council is committed to everybody in our community having equal and fair access to grants. We therefore encourage applications from all groups of people in Mole Valley. It is important to note that all applications will be considered against the same assessment framework.

To enable the Council to monitor how different groups benefit from funding, applicants may be asked to complete an equal opportunities statement. This will be confidential and not part of the assessment process, but will allow us to ensure that all aspects of our community benefit from the Council's grants policy.

What types of activity are not eligible for Grant Support?

Grants are not generally available for parties, prizes or other non-essential expenditure with the exception of celebratory projects as part of a national event when assistance to purchase commemorative items will be considered.

The Council does not pay grants to directly fund permanent staff positions but consideration will be given to support to maintain a number of hours of service delivery, or exceptionally towards posts on fixed-term contracts.

Application Process

Where can we get an application pack?

Please contact the Partnerships and Communities team to discuss your application and to obtain an application pack. Tel 01306 879338 or email grants@molevalley.gov.uk

When can we submit an application?

Grant applications can be made at any time but decisions are made at the January Executive. To be considered at this meeting, applications must be submitted by:

30th September

The Council will only consider applications outside the normal timetable in exceptional circumstances. Applicants would need to demonstrate why the application needs immediate consideration and be aware that there may well be no available funds to distribute given that the grant budget is normally fully allocated following consideration of grant applications at the January Executive.

Can we get help with completing the application form?

Council Officers can answer questions or advise on completion of the form if required.

Funding Conditions

Can we get a Grant from the Council if somebody else is already contributing to our organisation or project?

The Council encourages all applicants to raise funding through as many sources as possible and particular weighting will be given to applications where significant funding has already been raised from other sources.

Consideration will be given to applications that can demonstrate that a Council grant will help to attract or unlock significant additional funding from other sources.

Payment of Grants

When will our Grant be paid?

If a grant is to purchase equipment or for works to buildings, the grant will be paid on production of a receipt or, in exceptional cases, an invoice, followed by the relevant receipt.

For grants over £10,000, quarterly payments will be made. If this arrangement is likely to affect project delivery, the reasons for this should be included on the application form.

For projects when net expenditure is uncertain, the Council may provide a grant as a “guarantee against loss” up to a specified limit. The grant will be determined on production of accounts for the project and applicants will need to enter into a Service Level Agreement with the Council.

All other grants will be paid in full within 30 days either of the start of the relevant financial year, or of the grant decision during the year.

How will our Grant be paid?

Grants will be paid by BACS transfer to the applicant’s bank account. Cheque payment is available if required.

Determination of Applications

Who will decide whether to approve our application?

- All applications are assessed initially by Council Officers
- Grant applications below £1,000 will be determined by the Partnerships and Community Development Manager
- Applications for over £1,000 will be determined by the Council’s Executive

How will our Grant Application be assessed?

Council Officers will evaluate all applications against the criteria set out in the policy. Demand for grant funding usually exceeds available budget, so this evaluation allows applications to be assessed on an equal and impartial basis.

How will we find out if our Application is successful?

All applicants will be informed of grant decisions within three weeks of February’s full Council meeting when budgets are set. Unsuccessful applicants will be informed of the reasons.

Applications considered outside of the annual timetable will be informed of the decision-making timescale as appropriate.

If we are not happy with the outcome of our Application, can we seek a review?

Complaints about the way your application has been handled should be addressed to the Council’s Strategic Director. Complaints will be handled in accordance with the Council’s Complaints Policy.

Application Forms

What sort of information is required as part of our Application for a Grant?

The application forms set out the information required which includes:

- Full description of the work of the organisation or details of the activity/project
- An explanation to establish the need for the work of the organisation/project and who will benefit
- Total project cost
- Project delivery programme
- Funding secured or sought from other sources
- Details of how the application will contribute to Council priorities
- How the project or activities will be self sustaining in the future

Additional information required includes:

- Organisational constitution or governing rules. (Small organisations can use a statement of purpose) or details of the scope of your business and its contribution to the local community
- Copies of your last two years' accounts or income and expenditure figures
- Where appropriate, evidence of insurance cover for activities, including an appropriate level of public liability insurance
- Child protection or vulnerable people policies (where appropriate)

What other information about our organisation will the Council take into account?

In accordance with Charity Commission guidelines, the Council will not normally provide support to organisations with **unencumbered** reserves (i.e. savings unaccounted for) exceeding 50% of annual running costs.

Priority will be given to organisations that:

- Show they will deliver improvements in at least one of the Council priority areas
- Show they have community support
- Work collaboratively with other agencies, organisations and individuals
- Encourage more local people to become volunteers

Conditions

Will we be required to acknowledge the Council's support?

As a condition of providing grant support, the Council requires recipients to:

- Acknowledge the support provided in press releases and publicity materials
- Include on printed material relating specifically to the project for which you have received support, the words "Supported by Mole Valley District Council"

Are there any restrictions on the people who can take part in our activities or project?

Applicants need to show that participants in their projects have adequate training, particularly in Health and Safety. Where there is contact with children or vulnerable people, organisations need to provide an appropriate policy and evidence of CRB checks.

Can we apply for Grants lasting longer than one year?

Generally applicants need to apply for grants annually so that the Council can review priorities across the grants programme and take account of changes to grant budgets.

It is recognised that some organisations will need more certainty of funding over a longer period of time, to enable them to plan and invest in more substantial services. The Grant Application form invites applicants to indicate the duration of grant aid they wish to apply for, and sympathetic consideration will be given to those requests where the need for longer term clarity is established.

All grants and subscriptions will be reviewed at an interval not exceeding three years. Applicants should be aware that the Council would like to be in a position where after three years of support projects and or activities would have become self sustaining and no longer require Council support. The Council may then be able to assist with other pump priming initiatives.

Publicity and Further Information

How will the Council publicise the availability of Grants and Discretionary Rate Relief?

This information will be available through the Council's website, via press releases and, in partnership with Central Surrey Council for Voluntary Services, in the CVS newsletter and direct mailings to voluntary organisations.

How will we find out if the Council changes its grants policy?

The Council will publicise any changes to its policy on the website.

Monitoring and Review

What happens if we do not complete a project for which we have received Grant?

The Council would normally expect repayment of the grant in full. However, if the project is not completed due to circumstances beyond the applicant's control, the Council will consider requests to repay in part, or not at all. Recipients of grants should discuss problems with the project delivery with the appropriate Council Officer as early as possible.

How will the Council monitor our organisation or project?

The Council monitors the Grant Support Programme. For applicants receiving a grant of less than £10,000, a short report is required at the end of the project, or by the end of the financial year at the latest. The report should include:

- A brief summary of the project and its aims
- Information on whether these aims were achieved
- Details of who benefited from the project
- Information on project “legacy” (i.e. continuing benefits to the Community)
- Information on the importance of the Council’s contribution to the project’s success

For very small grants, a short letter explaining how the grant funding was used will suffice.

Projects receiving more than £10,000 in Grant will be subject to a Service Level Agreement (SLA) with the Council. The SLA will set out the monitoring arrangements but these are likely to include the need for the organisation to make a presentation to the Council’s Scrutiny Committee in order that the Council can be fully aware of the activities that are being supported and the value the community is gaining from the grant aid.

If an organisation in receipt of grant aid fails to comply with the above requirements by the time specified then this will result in any future funding being suspended.

Will there be an opportunity to address the Council in support of our application?

There is no specific opportunity to do this, because all the information needed should be provided on the application form.

Appendix 1

GRANTS FROM THOMAS FLACK TRUST FUND

The late Thomas Flack of Leatherhead, who died in 1977, left the residue of his estate to Leatherhead Urban District Council for the “general benefit of the people of Leatherhead, Ashted, Bookham and Fetcham”. The proceeds of sale of the cannon formerly outside Leatherhead Leisure Centre have also been paid into the trust fund. Mole Valley District Council is the trustee of the Fund.

The trust fund is only available for the general benefit of the inhabitants of Leatherhead, Ashted, Bookham and Fetcham. It is not available for the benefit of an individual.

When considering applications, the Council will in general give preference to:

- Capital projects that will provide permanent facilities for local people
- Initial revenue contributions to assist the start-up of new initiatives, provided that arrangements are in place for funding in future years which do not rely on grant aid from the Trust.

There are no specific financial limits for grants from the Trust (within the total trust fund available). However, in order to achieve the maximum benefit from the Trust Fund, the following guidelines will generally be followed:

(1) Unless there are special circumstances, grants will not be awarded to

- Commercial operations
- Applicants whose accounts show that they have ample resources to fund the project concerned

(2) The Trust will not normally be the sole funder unless there are special circumstances. Applicants for 100% grants will be required to identify those circumstances and what efforts they have made to obtain funding from other sources.

Applications are considered annually in November. They are first assessed by a group of local Councillors for the relevant areas, and the final decisions are made by the Council's Executive, acting as trustee.

Application forms and practical guidance for applicants may be obtained as downloads from the Council's website at www.molevalley.gov.uk or from the Council offices in Dorking, the Leatherhead Help Shop, or by telephoning on 01306 885001.

APPENDIX B

GRANT APPLICATIONS

Applications for Revenue Funding over £1,000 for 2015/16

Organisation	Purpose of grant request	Eligible/Meets Council Priority	Total project cost	Other funding secured	Previous Grant Funding	Amount Requested/ Recommended
<p>1. East Surrey Rural Transport Partnership – ES RTP is a company limited by guarantee with charitable status, established in 2001 to tackle unmet transport needs throughout rural communities and to encourage the use of public and community transport.</p> <p><i>N.B. No volunteers involved.</i></p>	<p>1) To continue the work of the East Surrey Rural Transport Partnership Officer.</p> <p>2) To continue to operate one Demand Responsive Bus Service for the general public in the rural parts of Mole Valley and to maintain the fixed route former Post Bus public service.</p> <p>3) To maintain the Rural Transport Training and Information Initiative.</p>	<p>1) Access to Services</p> <p>2) Environment</p> <p>2) Value for money</p>	<p>£125,000 info & training = £20,000 MV transport service = £54,000 ES RTP officer = £51,000</p>	<p>£28,720 SCC (TBC Feb 2015)) £13,000 R & B BC £69,780 Contract income from school services, small contracts with SCC's local bus team, concessionary fares and passenger fare revenue Secured: £82,780 Unsecured: £28,720 £111,500 Shortfall: £13,500</p>	<p>2014/15 £13,500 2013/14 £10,800 2012/13 £10,800 2011/12 £13,500 2010/11 £13,500 2009/10 £2,800</p>	<p>Requested: £13,500 Recommended: £13,500</p>

Organisation	Purpose of grant request	Eligible/Meets Council Priority	Total project cost	Other funding secured	Previous Grant Funding	Amount Requested/Recommended
<p>2. Voluntary Action Mid Surrey – Provides core functions of a CVS: development, liaison, representation, partnership working and support services for the Voluntary and Community and Faith Sector within Mole Valley and Epsom and Ewell. Also, a registered charity acting as an umbrella, infrastructure agency which runs volunteer centres in Dorking and Epsom. <i>N.B. Volunteer recruitment organisation.</i></p>	To resource on-going core work as a CVS with integrated volunteer centre.	1) Access to Services	£100,528	<p>Funding Requested: £47,474 SCC</p> <p>£30,065 Surrey Downs CCG</p> <p>£7,989 Epsom & Ewell BC</p> <p>Secured: 77,539 Unsecured: <u>£7,989</u> £85,528</p> <p>Shortfall: £15,000</p>	<p>2014/15 £12,500</p> <p>2013/14 £12,500</p> <p>2012/13 £13,600</p> <p>2011/12 £17,000</p> <p>2010/11 £17,000</p> <p>2009/10 £23,066</p> <p>2008/09 £23,066</p> <p>2007/08 £22,504</p>	<p>Requested: £15,000</p> <p>Recommended: £15,000</p> <p>Subject to agreed Service Level Agreement with measurable targets</p>

Applications for Mole Valley Capital Funding 2015/16

Organisation	Purpose of grant request	Total project cost	Other funding secured	Previous Grant Funding	Amount Requested/ Recommended
<p>1. Oakwood Hill Cricket Club The Cricket Club runs two Saturday teams and a Sunday team. It hires out the pitch approx. seven to ten times a year to local residents. A ladies stoolball team, two snooker teams and a darts team are based at the club house.</p> <p>The Social club is open three nights a week in the winter and five nights per week in the Summer. It is the country base for the Epsom Cycle Club.</p>	Replace the existing roof	£20,000	<p>£10,000 Private Donation £1,000 Abinger parish TBC £2,000 Co-op Community Grant £2,000 Fundraising</p> <p>Secured: £14,000 Unsecured: <u>£1,000</u> £15,000</p> <p>Shortfall: £5,000</p>	None	<p>Requested: £4,000</p> <p>Recommended: £4,000</p>
<p>2. Bookham Community Association Bookham Community Association is a charitable company managed by 12 Directors/Trustees on behalf of members.</p> <p>They have 107 Affiliated Members and 3000 Individual Members.</p>	Removal and Replacement of the roof covering	£96,000	<p>£20,000 Thomas Flack TBC £40,000 Maintenance Reserve £16,000 Other funds</p> <p>Secured: £56,000 Unsecured: <u>£20,000</u> £76,000</p> <p>Shortfall: £20,000</p>	None	<p>Requested: £20,000</p> <p>Recommended: £20,000</p>

Organisation	Purpose of grant request	Total project cost	Other funding secured	Previous Grant Funding	Amount Requested/ Recommended
<p>3. Eastwick Road Church A church with a community hall used by local residents and community groups including a playgroup and a ballet school</p>	<p>Improve the hall by:</p> <ol style="list-style-type: none"> 1) Adding children's toilets and cloakroom with direct access to the Garden for the users 2) Replacing the 1940s stage, which is very seldom used, with a meeting room 3) General refurbishment of the hall. Damp in some areas needs to be addressed in addition to general updating 	£70,000	<p>£20,000 in donations from church members</p> <p>Further fundraising is ongoing and there is the option of splitting the project into two phases or taking out an interest free loan for any shortfall</p> <p>Secured: £20,000 Unsecured: - £20,000</p> <p>Shortfall: £50,000</p>	None	<p>Requested: £25,000</p> <p>Recommended: £20,000</p>
<p>4. Capel Cricket Club Cricket Club in Capel which is mainly closed outside of the cricket season except for a few social bookings each year.</p>	<p>To build a garage in order to store equipment. This will free up the main site in readiness for the building of a new pavilion.</p>	£25,000	<p>None</p> <p>£55,000 has been secured towards the £225,000 cost of building a new pavilion.</p>	None	<p>Requested: £25,000</p> <p>Recommended: £0</p> <p>No audited accounts or formal lease with the Parish Council to use Clubhouse / Recreation Ground</p>

Organisation	Purpose of grant request	Total project cost	Other funding secured	Previous Grant Funding	Amount Requested/ Recommended
<p>5. Brockham Village Hall Trust Brockham Village Hall Trust is a charitable trust managed by an elected committee since 1921.</p> <p>The Village Hall is a key facility on the village green used by many of the village's community and voluntary groups.</p>	<p>To purchase and install a weather-proof, lockable, noticeboard.</p> <p>To purchase and install a replacement village hall sign.</p>	£1,472	<p>BVH Trust £400</p> <p>Secured: £400</p> <p>Unsecured: - £400</p> <p>Shortfall: £1,072</p>	<p>2013/14 £15,781</p>	<p>Requested: £1,072</p> <p>Recommended: £1,072</p>

Surrey Community Buildings Grant Scheme (Tri-Partite) requests 2015/16

Organisation	Purpose of grant request	Total project cost	Other funding secured	Previous Funding	Amount Requested/ Recommended
<p>1. Beare Green Community Association Beare Green Village Hall is the community hub and is the only facility in Beare Green that can offer the facilities to bring the community together</p>	Kitchen Refurbishment	£13,840	Hire of premises and hall fundraising	2012/13 £10,666 + £4,457 SCBG	Requested: MVDC £4,613 SCC £4,613 Recommended: £4,613
<p>2. Ashtead Parochial Church Council - St Giles Church Hall 'Dell Project' Ashtead St Giles is a Church of England church working in the local community</p>	Replace the old church hall with a new purpose built, energy efficient, two storey building with access for all	£2,000,000	Legacy £500,000 Church Members have donated £370,000 Fundraising events £14,000 Other Funding Raised £632,000 Total = £1,516,000 Any shortfall will be raised through interest free loans and/or a mortgage	None	Requested: MVDC £40,000 SCC £40,000 Recommended: £20,000

Organisation	Purpose of grant request	Total project cost	Other funding secured	Previous Funding	Amount Requested/ Recommended
3. Oakwood Hill Village Hall Community hub for Oakwood Hill	Installation of raised patio and disabled access facilities, incorporating disabled parking and installation of mains gas supply	£20,000	Non – volunteers are providing labour as the community's contribution.	2008/9 £40,000 SCBG 2011/12 £40,000 SCBG 2013/14 £32,600 SCBG	Requested: MVDC £6,666 SCC £6,666 Recommended: £6,666
4. Walliswood Village Hall Association Village Hall for community use	Provision of new female toilet facilities, access modifications and refurbishments to the existing toilets, new access to the main hall	£51,507.50	£13,219.16 (funding) £3,949 (in kind)	2013/14 £4,983.00 SCBG 2012/13 £3,430.00 SCBG	Requested: MVDC £17,169 SCC £17,169 Recommended: £17,169

NAME OF ORGANISATION		
Grant Application Amount		Grant Awarded

CHECK LIST – APPLICANTS MUST MEET THE FOLLOWING CRITERIA

Information about the organisation	No (x = reject application)	Yes
Copy of constitution, aims and objectives	x	√
Audited accounts for past 2 years	x	√
Evidence of insurance cover	x	√
Form correctly completed	x	√
Evidence of Health and Safety Training where appropriate	x	√
Evidence of suitability of staff and volunteers, and checks carried out for projects involving vulnerable people	x	√

Project Finance	No	Yes
Unencumbered reserves greater than 50% of running costs	√	x

Scope of project	No	Yes
Benefits Mole Valley Residents	x	√
Will the grant be used to subsidise the statutory responsibility of another Authority?	√	x
Prizes, parties or other non-essential items	√	x

SCORE SHEET

INFORMATION ON ORGANISATIONS AND PROJECTS						
THE APPLICATION MUST SCORE ATLEAST 3 MARKS IN THIS SECTION IN ORDER TO PROCEED EXCEPT FOR ACCESS TO SERVICES WHERE IT MUST SCORE 4	No contribution	Little contribution	Some contribution	Contribution	Major contribution	SUB TOTAL
Contribution towards Council Priorities						
Access to Services Helping Residents to Access the Services they need	0	1	2	3	4	
Environment Maintaining the character and environment of Mole Valley	0	1	2	3	4	
Value for Money	0	1	2	3	4	

Contribution made by organisation						
Building capacity of the voluntary sector to deliver services	0	1	2	3	4	
Participation in partnership working	0	1	2	3	4	

PROJECTS FINANCE

	No	Yes
Project Finance		
Are they asking for 100% funding from MVDC	1	0
Have they had previous MVDC grant	1	0
Has the applicant demonstrated financial sustainability	-4	4
Is part/all of the funding to support a post, if so:	√	√
Will all of the funding contribute towards supporting a post		-10
or		
Will part of the funding contribute towards supporting a post		-5
If so, is this a new post?	0	-5
Would the project commit MVDC to year on year revenue expenditure	4	-4

SUB TOTAL C/F

SUB TOTAL B/F

ORGANISATIONS

Type of organisation	No	Yes
Voluntary	0	4
Club/Association/Society	0	4
Other not-for-profit	0	2
Commercial (rural)	0	2
Geographical Area Served		
Mole Valley	0	4
Mole Valley and other Districts and Boroughs		2
Surrey	0	1
South-east	0	0
National		0

INFORMATION ON PROJECTS

Scope of project	No	Somewhat	Yes	SUB TOTAL
Benefit to disadvantaged/vulnerable groups demonstrated?	0	2	4	
Arrangements for sustaining benefits of the project into the future demonstrated?	0	2	4	

Funding of projects	No	Yes
At least 25% of project cost will be met from public fundraising activities	0	1
At least 25% of project cost will be met directly by members of the applying organisation	0	1
At least 25% of cost will be met by grants from other public organisations AND the contribution requested is in proportion to the benefits for MV residents	0	1

GRAND TOTAL

RECOMMENDATION

Application recommended for Approval/Rejection (delete as applicable)		Signature of Senior Partnerships Officer	
		Date	
Recommended conditions (if applicable)			
Reasons for recommending rejection (if applicable)			

DECISION

Application Approved/Rejected (delete as applicable)		Signature of Partnerships and Development Manager	
		Date	

NAME OF ORGANISATION

Capital Grant Application Amount

	Grant Award

CHECK LIST – APPLICANTS MUST MEET THE FOLLOWING CRITERIA

Information about the organisation	No (x = reject application)	Yes
Non-profit making community based organisation	x	√
Copy of constitution, aims and objectives	x	√
Audited accounts for past 2 years, or in the case of smaller charities, statements of accounts.	x	√
Evidence of insurance cover	x	√
Form correctly completed	x	√
Evidence of Health and Safety Training where appropriate	x	√
Evidence of suitability of staff and volunteers, and checks carried out for projects involving vulnerable people	x	√
A business plan has been provided (new buildings only)	x	n/a √

Project Finance	No	Yes
Capital Project with a total cost of £10,000 or more <i>(As confirmed by MVDC Finance)</i>	x	√

Scope of project	No	Yes
Benefits Mole Valley Residents	x	√
Project or stage of project for which funding is required has started or will commence before the grant is confirmed	√	x
The project can be progressed within 12 months of 1 st April in the funding year	x	√

SCORE SHEET

Scope of project			
External Funding % Received	Points to be added		
0% - 24%		1	
25% - 49%		2	
50% - 65%		3	
66% - 75%		5	
76% - 89%		7	
90% - 99%		10	
	No	Somewhat	Yes
MVDC grant previously awarded	4	-	0
Applying organisation supports MVDC with community development or the delivery of Council projects	0	4	8
Community involvement in fundraising towards project	0	-	4
Funding is required to provide disabled access	0	-	8
Facilities available for community use 7 days a week	0	2	4
Facilities available to a wide range of community groups	0	2	4
Accessible for disabled users	0	2	4
Future sustainability demonstrated	0	2	4
Service improvement for the community	0	2	4
Project enhances the relationship with the Council's partners	0	2	4

Mole Valley District Council
Grant Evaluation – All Applications for Grant Support

Community Building	Yes/No (If no skip section)	No	Somewhat	Yes	SUB TOTAL
The building is actively managed and marketed for use by the wider community when not required by the applying organisation		-4	0	4	
The building will be used for at least four evenings and three days per week (including weekends)		0	-	8	
The building is fully accessible to people with disabilities or access improvements are included in the application		0	-	8	
The applying organisation can offer a return on investment such as grounds maintenance or increased rental income		0	-	20	

Other Capital Expenditure	Yes/No (If no skip section)	No	Somewhat	Yes
Will the item(s) be available for use by a significant number of people		-4	-	8
Will the capital expenditure benefit a diverse range of residents		0	4	8
Is this a sustainable capital project		-4	-	8

GRAND TOTAL				
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RECOMMENDATION

Application recommended for Approval/Rejection (delete as applicable)		Signature of Senior Partnerships Officer	
		Date	
Recommended conditions (if applicable)			
Reasons for recommending rejection (if applicable)			

DECISION

Application Approved/Rejected (delete as applicable)		Signature of Partnerships and Development Manager	
		Date	

APPENDIX E

APPLICANTS
Parish Councils Concurrent Service Grants
Closed Church Yards
Christmas Promotional Activities
Environmental Grants
Leatherhead and Dorking CAB
East Surrey Rural Transport Partnership
VAMS – Service
VAMS – Links Community Development Worker
East Surrey Domestic Abuse Service