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Date	17 th December 2013

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 one and three year revenue grants and capital grants outlined in **Tables 3 and 4** are agreed for 2014/15 subject to the necessary budget being committed.
2. That the Parish Council Concurrent Service Grants in **Table 2** are approved for a three year period commencing 2014/15.
3. That an inflationary formula is applied to the Parish Council Concurrent Service Grants which tracks Mole Valley Council Tax levels on an annual basis commencing financial year 2015/16.
4. To change the name of the Parish Council Concurrent Service Grant scheme to 'Parish Council Support Payment'.
5. That the revenue element of the scheme remains open in 2014/15 only to those organisations listed in **Appendix E** and that capital applications will continue to be considered.

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 2014/15 was 30th September 2013 and there were 14 revenue and 8 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 2014/15 is £311,770, which compares with a total of £307,229 in 2013/14. In the

current economic climate this reflects a significant ongoing investment in the community by the Council.

Given the ongoing financial pressures, the revenue element of the scheme for 2014/15 was effectively closed except to the organisations listed and agreed in the grants report for 2013/14. It is proposed that this approach continues for 2015/16.

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.

However, given the large number of applications and the pressure on Council finances, necessary 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 Below is set out information 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 CITIZENS' ADVICE BUREAU

- 2.1 In 2013/14 the Council entered a one year agreement with the CAB for a reduced amount based on the previous years funding. The intention was that within that year, the CAB would look at alternative sources of core funding in order that their reliance on Mole Valley District Council was reduced in the future. The ultimate aim was for another 3 year agreement from 2014/15 based on a more sustainable level of funding from the Council and to give them security and stability over the medium term.

The three year funding being proposed represents an increase over the level of grant that was awarded in 2013/14.

- 2.2 The three year grant commencing 2014/15 will be, as in previous years, subject to a Service Level Agreement. Every effort will be made to work with the CAB to ensure that the new agreement reflects and balances the needs of those that use the service together with the financial interests of the Council and the Mole Valley Tax Payer.

3 SURREY COMMUNITY BUILDINGS TRIPARTITE GRANTS

- 3.1 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.
- 3.2 The grants which are recommended below are those which have been assessed by the co-ordinator, and are in principle supported by SCC.
- 3.3 All applications are for capital which is used for providing infrastructure to benefit the local community.

4 REVENUE GRANT SCHEME

- 4.1 In order to avoid the disappointment of applicants who apply and are turned down, the revenue grants scheme was not open for new applicants in 2013. Organisations that were entitled to receive core funding in 2014/15 are outlined in **Appendix E**.
- 4.2 Given the pressure on the revenue budget for the foreseeable future it is recommended that the same approach is taken for applications in 2014 for 2015/16 awards.

5 PARISH COUNCIL CONCURRENT SERVICE GRANTS

- 5.1 Parish Councils are awarded a grant each year by Mole Valley to cover costs associated with grounds maintenance and recreation grounds.
- 5.2 In the late 1990's there was debate around the costs associated with grounds maintenance in parish areas. Parish Councils have a statutory duty to maintain areas such as recreation grounds and grass verges, and therefore need to raise a precept. This caused an issue of 'double taxation' as residents in parish areas also pay Council Tax to the District Council for broadly the same service as someone in a non-parish area receives.
- 5.3 In 1998 Mole Valley District Council invited Parish Councils to submit their costs for grounds maintenance to be considered based on a formula of 75% of total costs. A

'Concurrent Services Grant' was calculated and inflation applied until 2005 when it was frozen. It was subsequently reduced in 2011/12 by 20%.

- 5.4 The annual amount awarded to each Parish Council varies significantly ranging from £73 to over £6,000. Owing to this variance work has been undertaken in order to establish precisely what the grant covers and whether it has been calculated correctly.
- 5.5 Following meetings with Parish Councils, it was decided that it was fair and appropriate for the Council to apply the agreed formula of 75% to updated costs. This is to redress the imbalance in the cost ratio which has occurred since 2005. The proposed new grant awards for each parish are outlined in **Table 2**.

6 GRANT RECOMMENDATIONS 2014/15

INFORMATION FOR MEMBERS

The following grants represent committed expenditure on existing agreements and are already approved by the Council's Executive for 2014/15.

Table 1 – 2014/15 Funding Commitment to Date

ORGANISATION	PREVIOUS FUNDING RECEIVED £	GRANTS ALREADY APPROVED FOR 2014/15 £	TOTAL £
3 Year Grants Agreed			
East Surrey Domestic Abuse Services	2013/14 Yr 1	Yr 2	
- Contribution towards costs	7,560	7,560	
- Sanctuary Scheme	2,500	2,500	
<i>Environmental Grants:</i>	2013/14 Yr 2	Yr 3	
Lower Mole Countryside Management Project	12,802	12,802	
Gatwick Greenspace	4,736	4,736	
Surrey AONB	<u>3,808</u>	<u>3,808</u>	
	21,346	21,346	31,406
2014/15 TOTAL FUNDING COMMITMENT TO DATE £31,406			

It is recommended that the following grants are made in relation to applications received for 2014/15.

Table 2 – Parish Council Concurrent Service Grants

ORGANISATION	LAST GRANT MADE £	GRANT REQUEST 2014/15 £	GRANT RECOMMENDED £	TOTAL RECOM'D £
3 Year Payments				
Abinger	4,193	4,193	4,193	
Betchworth	346	2,542	(75%) 1,907	
Buckland	1,200	1,900	(75%) 1,425	
Capel	5,109	9,405	(75%) 7,053	
Charlwood	6,539	12,140	(75%) 9,105	
Headley	73	335	(75%) 251	
Holmwood	1,637	1,637	1,637	
Leigh	1,163	1,163	1,163	
Mickleham	718	1,790	(75%) 1,343	
Ockley	654	1,445	(75%) 1,084	
				29,161

Table 3 – General Revenue Applications

ORGANISATION	LAST GRANT MADE £	GRANT REQUEST 2014/15 £	GRANT RECOMMENDED £	TOTAL RECOM'D £
3 Year Grant Applications				
<i>Christmas Promotional Activities:</i>		(Maximum Claim Amounts)		
Ashtead Traders	1,100	1,200	1,200	
Bookham Residents	700	1,900	1,200	
Dorking Christmas Lights	5,500	8,000	6,500	
Fetcham	700	100	100	
Leatherhead Christmas Festival	<u>5,500</u>	<u>6,500</u>	<u>6,500</u>	
	13,500	17,700	15,500	15,500
<i>Closed Church Yards:</i>	2013/14Yr 3			
St Nicholas, Great Bookham	3,500	5,300	4,000	
Holy Trinity Church, Westcott	3,150	4,200	3,650	
Ockley and Okewood	560	750	750	
St John's Chapel, Westcott	1,000	1,000	1,000	
St. Martin's Church, Dorking	<u>2,100</u>	<u>2,150</u>	<u>2,150</u>	
	10,310	13,400	11,550	11,550

Leatherhead and Dorking CAB	125,500	152,500	14/15 131,000 15/16 133,000 16/17 135,000	131,000
1 Year Grant Applications				
East Surrey Rural Transport Partnership	2013/14 10,800	13,500	13,500	31,000
Voluntary Action Mid Surrey: Service Funding	2013/14 12,500	15,000	12,500	
Links Community Development Worker	5,000	5,000	5,000	

Table 4 - Capital Grant Applications

ORGANISATION	LAST GRANT MADE £	GRANT REQUEST 2014/15 £	GRANT RECOMMENDED £	TOTAL RECOM'D £
Friends of Broome Hall Nursing Home	-	6,792	6,792	28,792
Headley Playground Steering Group	-	12,000	12,000	
Newdigate Cricket Club	-	20,000	0	
Leatherhead Youth Project	-	12,587	10,000	
Surrey Community Buildings –Tri-Partite				
Buckland Reading Room	-	7,500	7,500	28,792
Dorking URC	-	20,000	20,000	
Eastwick Road Church	-	40,000	0	

Christ Church Community Hall	-	5,861	5,861	33,361
TOTAL GRANTS RECOMMENDED				311,770

Summary of grants which are proposed for payment in 2014/15

GRANT	2013/14 AWARD	2014/15 RECOMMEND
Environmental Grants (3 years)	21,346	21,346
ESDAS (3 years)	10,060	10,060
2014/15 Committed Funding	31,406	31,406
Parish Council Concurrent Service (3 years)	21,632	29,161
Closed Church Yards (3 years)	10,310	11,550
Christmas Promotional Activities (3 years)	13,500	15,500
Leatherhead and Dorking CAB (3 years)	125,500	131,000
ESRTP	10,800	13,500
VAMS – Service	12,500	12,500
VAMS – Links CDW	5,000	5,000
Other General Revenue Grants (Closed)	2,500	0
TOTAL REVENUE GRANTS	233,148	249,617
Capital Grants	20,000	28,792
Surrey Community Buildings (Tri-Partite)	54,081	33,361
TOTAL CAPITAL GRANTS	74,081	62,153
TOTAL REVENUE + CAPITAL GRANTS	307,229	311,770

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. We have requested that reports for 2013/14 grants are submitted by the end of this financial year. For grants awarded for 2012/13 we have received reports back from all successful applicants.

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 £4,541 with an overall reduction in capital by £11,928 and increase in revenue expenditure by £16,469, based on the 2013/14 budget.

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 - We are recommending a grant to support the costs of the Links Community Development Worker. It is worth noting that MVDC has no liabilities in relation to this post which are the responsibility of Voluntary Action Mid Surrey.

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 2013

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 2013/14 priorities are set out below:

ACCESS TO SERVICES

Helping Residents to Access the Services they need

1. **Improve the way we engage with our Customers and listen to our communities.**
2. **Working 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 the Council's recycling rate**, balancing both value for money and environmental needs.
2. **Enable growth in the District** to support businesses and the local economy and facilitate appropriate housing development.
3. Through the development of the **Land Allocations Plan**, improve the quality of the built environment whilst preserving the character and integrity of our towns, villages and countryside.

VALUE FOR MONEY

Delivering quality, value for money services

1. **Develop and agree a Medium Term Financial Strategy through to 2020.** This will set a framework for the Council's finances into the medium term to ensure we have a sound financial basis to enable us to continue to deliver services.
2. **Continue to provide quality services to our residents**, by creating additional income through making better use of **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. Where appropriate, **review the way in which we provide our services** to ensure that they are focused on what matters and delivering against our priorities. In doing this we will seek to develop a culture of innovation across the Council.

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?

Application packs are available 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.

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 2014 /15

Organisation	Purpose of grant request	Eligible/Meets Council Priority	Total project cost	Other funding secured	Previous Grant Funding	Amount Requested/ Recommended
<p>1. Leatherhead and Dorking CAB An independent local charity who is a member of Citizens Advice. They provide a generalist advice service to members of the public.</p>	<p>1) To provide advice and support on a wide variety of issues to all those who live and work in Mole Valley.</p> <p>2) To use clients' experiences to try to improve policies and practices that affects them.</p>	<p>1) Access to Services</p> <p>2) 'Developing Stronger Communities' element of the Community Plan</p> <p><i>Builds the capacity of the voluntary sector.</i></p> <p><i>Works in partnership with other organisations.</i></p>	£187,125	<p>£15,000 The Big Lottery Fund</p> <p>£4,000 MVHA</p> <p>£12,400 Donations/Fundraising</p>	<p>£125,500 2013/14</p> <p>£139,181 2012/13</p> <p>£131,796 2011/12</p> <p>£126,000 2010/11</p>	<p>£152,500 pa for a three year period</p> <p>Recommended: 2014/15 £131,000 2015/16 £133,000 2016/17 £135,000</p>
<p>2. East Surrey Rural Transport Partnership – ESRTP 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</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</p>	<p>1) Access to Services</p> <p>2) 'Developing Stronger Communities' element of the Community Plan</p>	£125,000	<p>£28,720 SCC (TBC)</p> <p>£13,500 R & B BC</p> <p>£69,280 Contract income from school services, small contracts with SCC's local bus team, concessionary fares and passenger fare revenue</p>	<p>2013/14 £10,800</p> <p>2012/13 £10,800</p> <p>2011/12 £13,500</p> <p>2010/11 £13,500</p> <p>2009/10 £2,800</p>	<p>£13,500</p> <p>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
of public and community transport. <i>N.B. No volunteers involved.</i>	service. 3) To maintain the Rural Transport Training and Information Initiative.					
3. 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 and a drop in service for volunteering in Leatherhead. <i>N.B. Volunteer recruitment organisation.</i>	To resource on-going core function work as a CVS with integrated volunteer centre.	1) Access to Services 2) 'Developing Stronger Communities' element of the Community Plan	£151,049	Funding Requested: £47,474 SCC £30,065 Surrey Downs CCG £7,989 Epsom & Ewell BC	2013/14 £12,500 2012/13 £13,600 2011/12 £17,000 2010/11 £17,000 2009/10 £23,066 2008/09 £23,066 2007/08 £22,504	£15,000 Recommended: £12,500 subject to conditions

Organisation	Purpose of grant request	Eligible/Meets Council Priority	Total project cost	Other funding secured	Previous Grant Funding	Amount Requested/Recommended
4. Voluntary Action Mid Surrey – Links Community Development Worker	To Provide a dedicated community development worker to the priority area of the Links Partnerships (Chart Downs, Goodwyns, North Holmwood and Rough Rew). The post enables coordination of services delivered in the area, ensures partners understand the priorities of the area, liaises with the residents and identifies gaps in services, provides a conduit for the voice of the community to be heard at a strategic level, builds capacity and resilience with the community for the community.	1) Access to Services 2) 'Developing Stronger Communities' element of the Community Plan	£15,000	Funding Requested: £5,000 SCC £5,000 MVHA	2013/14 £5,000 2012/13 £5,000 2011/12 £5,000 2010/11 £5,000	£5,000 Recommended: £5,000 subject to the submission of a SMART action plan for 2014/15

Applications for Mole Valley Capital Funding 2014/15

Organisation	Purpose of grant request	Total project cost	Other funding secured	Previous Grant Funding	Amount Requested/ Recommended
1. Friends of Broome Nursing Home Broome Park Community Sensory Garden for people with Dementia and Alzheimers	Funding is needed to complete the sensory garden. Remaining costs are for handrails, ramps, fountain, speakers and lighting.	£20,000	£13,208 raised by volunteers	No	£6,792 Recommended: £6,792
2. Headley Playground Steering Group This group of volunteers has been set up to manage the playground project	To re-equip the 25 year old playground, much of which has been removed for safety reasons as items have been condemned during safety inspections. The aim is to provide a challenging and exciting new playground.	£60,000	SCC Members Alloc £4,000 MVDC Parks £2,000 Fundraising £5,342 Donations £6,761 Headley PC <u>£2,200</u> 20,303 TBC: London Marathon £12,000 Big Lottery £7,000 Local Fundraising £5,000 Local Donations £4,000 Headley PC <u>£500</u> £28,500	No	£12,000 Recommended: £12,000 subject to confirmation of other funding

Organisation	Purpose of grant request	Total project cost	Other funding secured	Previous Grant Funding	Amount Requested/ Recommended
<p>3. Newdigate Cricket Club Newdigate Cricket Club currently coaches 80 boys and 34 girls at various age levels. At senior level the club runs four weekend sides and a mid-week side catering for all standards of ability. The third eleven and the Sunday teams act as a conduit for young players moving into senior cricket. Under the Chance to Shine Scheme the club coaches girls in six Dorking Schools and every child at Newdigate Infants School.</p>	<p>To replace the cricket pavilion and scouts hut and provide facilities for people with disabilities</p>	<p>£340,000</p>	<p>£30,000 – fundraising activities Requested: Sport England- £50,000 Waste Management and various funding bodies - £100,000 English Cricket Board TBC</p>	<p>No</p>	<p>£20,000 Recommended: Defer - Provide applicant with letter of support and advise to re-apply when nearer to 50% funding raised.</p>

Organisation	Purpose of grant request	Total project cost	Other funding secured	Previous Grant Funding	Amount Requested/ Recommended
<p>4. Leatherhead Youth Project</p> <p>Leatherhead Youth Project supports young people by providing positive role models, practical and emotional help, and opportunities, which empower them to make changes in their lives.</p>	<p>Purchase equipment to support 5 projects that the Leatherhead Youth Project run including Age Concern Computer Courses which help older people learn basic computer skills.</p> <p>Equipment: Pool table Gaming consoles Audio/visual equipment Allotment Tools Wood for allotment Rotavator for allotment</p>	£15,587	CGI (Logica) - £1,500 Exxon Mobil - £1,500 (TBC)	No	<p>£12,587</p> <p>Recommended: £10,000</p>

Surrey Community Buildings Grant Scheme (Tri-Partite) requests 2014/15

Organisation	Purpose of grant request	Total project cost	Other funding secured	Previous Funding	Amount Requested/ Recommended
<p>1. Buckland Reading Room Buckland Reading Room is the village hall for Buckland, and the main hub for community activities</p>	To upgrade the Reading Room, refurbish the main hall, improve energy efficiency (installation of solar panels) and tackle the cold and damp in the main hall	£22,500	£7,500 from reserves.	No	<p>MVDC £7,500 SCC £7,500</p> <p>Recommended: £7,500</p>
<p>2. Dorking URC Dorking United Reform Church is a community building and its use is not restricted to worshippers; five meeting rooms; two kitchens; and the church is used by 1000 local people per week</p>	To change the rear access to the building including a lift to enable access by people with disabilities. This will enable additional community groups to hire the second hall. The project also includes a new community garden on the raised area.	£73,662	The balance for this project will be raised through church fundraising and donations.	No	<p>MVDC £20,000 SCC £20,000</p> <p>Recommended: £20,000</p>
<p>3. Eastwick Road Church, Bookham A church with a community hall used by local residents and community groups including a playgroup and ballet school</p>	Four stage building project to: 1) Provide larger foyer, community meeting room and office. 2) Disabled access ramp to link car park/new entrance 3) Move toilets to access from new	£435,000	Funding requested: URC £40,000 BIFFA £50,000 SITA £50,000 Some money from the reserves will also be used.	No	<p>MVDC £40,000 SCC £40,000</p> <p>Recommended: Defer - Provide applicant with letter of support and advise to re-apply when the applicant has confirmation of other funding.</p>

Organisation	Purpose of grant request	Total project cost	Other funding secured	Previous Funding	Amount Requested/ Recommended
	<p>foyer and relocate kitchen adjacent to hall</p> <p>4) Remove ex stage to hall, provide meeting room, storage facilities and toilets for use of playgroup.</p>				
<p>4. Christ Church Community Hall, Brockham Community Hall used by local residents and community groups</p>	<p>Having upgraded the church community hall primarily to provide access and toilet facilities for the disabled, there is a need to replace old chairs and tables (over 30yrs old)</p>	£17,582	Balance to be raised through community fund raising events	No	<p>MVDC £5,860 SCC £5,860</p> <p>Recommended: £5,860</p>

APPENDIX C

Grant Evaluation – All Applications for Revenue Grant Support

NAME OF ORGANISATION

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Grant Application Amount

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Grant Awarded

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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

APPENDIX C

Grant Evaluation – All Applications for Revenue Grant Support

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

Project Finance	No	Yes
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

APPENDIX C

Grant Evaluation – All Applications for Revenue Grant Support

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	

APPENDIX C

Grant Evaluation – All Applications for Revenue Grant Support

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 D

Grant Evaluation – All Applications for Capital Grant Support

NAME OF ORGANISATION

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Capital Grant Application Amount

	Grant Award	
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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 (As confirmed by MVDC Finance)	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

APPENDIX D

Grant Evaluation – All Applications for Capital Grant Support

The project can be progressed within 12 months of 1 st April in the funding year	√	x
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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		
100%	10		
	No	Somewhat	Yes
MVDC grant previously awarded	4	-	0
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

APPENDIX D

Grant Evaluation – All Applications for Capital 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 applicant 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	

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)			

APPENDIX D

Grant Evaluation – All Applications for Capital Grant Support

Reasons for recommending rejection (if applicable)	
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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

