

# COLLINGHAM *Parish Council*

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

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

**Q2. Please provide written evidence of endorsement for the project from the membership of your organisation. This could be in the form of meeting minutes or an e-mail from the Chairman or Secretary.**

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

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

This grant scheme is open to all community based organisations that operate on a not-for-profit basis in the Parish. An organisation can apply for Community Facilities Grant funding once during any given financial year. The facilities provided must be open and accessible to the general public with no membership restrictions in relation to the Equality Act 2010, and have wide public and community benefit. Applicant bodies must have a constitution or set of rules. The organisation must demonstrate that they have consulted with the local community, that they have an equal opportunities policy in place and where relevant, have a child protection policy.

### **B1. Organisations Details**

<b>Q3. Name of Organisation:</b>
<b>Q4. Address including postcode:</b>
<b>Q5. If a grant is approved, Please provide sort code and account number for BACS payment to be made to the organisation</b>
<b>Q6. Is your organisation able to recover VAT?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Q7. Are there any membership restrictions on use of your organisation's facilities?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, please explain why:

### **B2. Main Contact for the Project**

<b>Q8. Name:</b>
<b>Q9. Position in organisation:</b>
<b>Q10. Address including postcode:</b>
<b>Q11. Daytime telephone number:</b>
<b>Q12. E-mail address:</b> @

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

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

<b>Q13. What is the geographical location of the proposed project (for example the nearest road or postcode)?</b>
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**Q14. What security of tenure do you have on the facility?**

Freehold

Leasehold

**Q15. If leasehold, what is the length of the lease and how many years are remaining?  
years**

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

**Q16. Is the lease vested in the applicant's name?  Yes  No**

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

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

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

**Q17. Is planning permission required before the project can start?**

Tick  Yes  No

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

**Q18. Is a Building Regulation application required? Tick  Yes  No**

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

**Q19. Please indicate the approximate start and finish dates of the project**

**Start:**

**Completion:**

## **C2. Need and Justification**

**Q20. Are the reasons for doing this project instigated by legislative requirements – e.g.**

**Health & Safety, Fire Regulations, Equality Act 2010? Tick  Yes  No**

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

**Q21. Please indicate how the evidence of need for this project has been gathered. Include details of any research that you have carried out or strategies/ plans which identify this project as a priority (such as a community led plan, village survey, Play Facility Audit and Action Plan, public/user consultation).**

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

**Q22. What is your justification for this project if there is another similar facility nearby (for example if there is already a similar facility being provided in the same village)?**

**Q23. Will your project increase the use of a community facility? Tick  Yes  No**

**If yes, please explain how:**

**Q24. Will your project broaden the use of a community facility (an example would be works to improve access on the basis of age or disability)? Tick  Yes  No**

**If yes please explain how:**

**Q25. What attempts have you made to make this project environmentally sustainable? E.g. energy saving mechanisms, recycled materials, local suppliers.**

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**Q26. If the project involves provision for children (up to the age of 18), what consideration have you given to any child protection issues that may arise from the project you are delivering?**

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

Grant awards are subject to available funding being available. A minimum of 50% match funding must be provided by the applicant organisation or another grant provider so that the Facilities Improvement Grant Fund can support as many local projects as possible.

**Q27. What do you anticipate will be the total expenditure for the project?**

**With VAT included: £**

**Excluding VAT: £**

**Q28. Please list the items that you plan to buy with the Community Facilities Grant funds:**

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**Q29. How much match funding is being provided? £**

**Q30. Is the match funding confirmed?  Yes  No**

**Q31. Where is it from?**

**Q32. Is your match funding offer conditional on securing match funding from this grant or any other grant? Tick  Yes  No**

**Q33. What level of Community Facilities Grant funding is sought from the Parish Council?**

**If you are able to reclaim VAT please provide amount ex-VAT as the Parish Council will only pay the amount that cannot be reclaimed. Only if you have indicated at Q6 that you are unable to reclaim VAT, may you include VAT in the Grant funding being applied for £**

**Please tick here to confirm that copies of all of the written estimates obtained for the cost of the work are attached to the application.**

**Please ensure you highlight which is your preferred quote**

**Q34. Please explain your justification for choosing your quote if it is not the cheapest.**

**Q35. What do you expect the annual running costs to be? £**

**Q36. What do you expect the repair and maintenance costs to be? £**

**Q37. How do you propose to meet these costs in the longer term, as Community Facilities Grant funding cannot be used for this?**

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

The Parish Council is the accountable body for the Community Facilities Grant Fund and therefore needs to ensure:

- That the process is transparent and fair to all.
- That projects supported are necessary, viable, will deliver value for money and meet a community need.
- That there is a costed repair and maintenance plan in place. Assessment of proposed projects is therefore carried out by the Parish Clerk and at least 3 Parish Councillors.

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The focus of the assessment is on the following:

- Ownership of the asset and whether consent is in place for any works.
- Endorsement of the local Parish Council.
- Evidence of need for the project (e.g. supported by the findings of ECDCs Play Audit and Strategy, identified as a priority in a Parish Plan, community consultation).
- An increase in usage of the asset as a result of awarding the funding (i.e. a greater number of people will use the facility).
- A broader usage of the asset as a result of awarding the funding (e.g. use by disabled people, older or younger people who may not have had access previously).
- That a minimum of 50% match funding is in place.
- That a complete funding package is in place with the offer of a Community Facilities Grant.
- That there is financial sustainability for the asset into the future.

We aim to let you know the decision as soon as possible following it being received, placed on an agenda for discussion and subsequently being discussed at a Parish Council Meeting, by a formal grant offer letter.

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

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

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

## **Section G – Declaration**

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

<b>Name:</b>
<b>Title:</b>
<b>On behalf of:</b>
<b>Signature:</b>
<b>Date:</b>

Applications can be made:

- in hard copy by post to: Collingham Parish Council, 71 High Street, Collingham, NG23 7LB

or

- via email to [ParishClerk@Collingham-Notts.org.uk](mailto:ParishClerk@Collingham-Notts.org.uk)

We will process the information provided in accordance with the Data Protection Act for the purposes of administering the grant. The information provided will be stored securely by Collingham Parish Council and will be destroyed after 10 years from the date of decision. The name of the community group securing the grant funding, the date of the decision and the amount secured will be available on Collingham Parish Council's website.

The Freedom of Information Act 2000 (FOIA) applies to Collingham Parish Council and therefore information provided by you may have to be disclosed if so requested.