

# **Community Facilities Grants for the Improvement of a Community Facility awarded by High Wycombe Town Committee**

## **Criteria**

### **1. Introduction**

Community Facilities grants are awarded to not-for-profit voluntary and community sector groups based and operating in one of the unparished Wards of High Wycombe. The maximum award is £10,000

Grants are capital monies awarded for one-off projects the purpose of which must be for the improvement/upgrading of a community facility. Applicants must provide proof that they are offering a service to their local communities which will be of direct benefit to Wycombe district residents. Evidence must also be provided to show that a grant will provide value for money in terms of what can be achieved for residents.

### **2. Main Criteria**

The project must meet at least one of the Council's 2011/2019 priorities for the District. The Council has identified three key priority areas against which all applications will be assessed. No group is expected to meet every priority; however there may a strong synergy between the priorities and actions in one area that may contribute to the delivery of more than one priority.

The Council's priority areas are:

- **Place:**
  - To be a place people visit and enjoy
  - To be known for its natural beauty and wildlife
  - To be a safe and attractive place
  - To offer homes that meet housing needs
- **People:**
  - Our communities to work well together
  - To ensure that people can get help when they need it
  - People to be healthy and active
  - To support people and organisations who help others
- **Prosperity:**
  - Everyone who wants to work or train to be able to do so
  - The creation of new and growing businesses
  - Better physical and digital connectivity
  - Sustainable economic growth
- **Progress:**
  - To make it easier for our customers to get what they need
  - Our elected members and staff to be our advocates
  - To make the best use of our resources
  - To do the rights things in the right way

### **3. Examples of Successful Applications**

Examples of the type of application which would meet the criteria are listed below. This is by no means an exhaustive list.

- Improving/updating toilets
- Refurbishment of sports facilities e.g. shower block
- Refurbishment of kitchen
- Building maintenance
- New flooring
- Re-decoration

### **4. Applications not Supported**

- from a group funded in the previous year
- for activities that are supported by other statutory bodies
- for activities or events focussing on single faith organisations
- for campaigning or political purposes
- for revenue costs e.g. on-going running costs
- for retrospective funding
- for projects which could potentially exacerbate or exploit tensions or misunderstandings within communities

### **5. Grant Conditions**

A condition of every grant is that:

- 50% of the cost of works must be match-funded up to a maximum of £10,000. Groups must provide proof of matched funding.
- A grant will normally be based on the lowest of three quotations, copies to be forwarded with the application form
- In the event of any alteration to the financial aspect of the project, groups should advise the Council immediately as it may affect the grant
- Grants must be claimed within one year of notification of a grant, otherwise they may be automatically withdrawn
- Applications for an extension of time before claiming the grant will only be considered if there are special circumstances. Applications must be submitted before the expiry date
- The Council may ask that certain requirements are met before funding is released and will require evidence that these have been met
- If these requirements are met, the group has 12 months from the date on which they are met, to request the agreed funding
- If the work is to be carried out in phases this can be accommodated, but the Council reserves the right to pay the grant in instalments corresponding to the phasing of the work
- Once work is completed the facility must be maintained for its current use for a minimum of 10 years. Failure to do so will result in the Council claiming back one tenth of the grant awarded for every year that the facility is not provided
- Work will not be funded retrospectively.
- A report must be submitted within 6 weeks of completion of the project.

- Evidence must be provided that at least one of the Council's priorities against which the application has been assessed has been met.
- Proof must be provided to show that the group's intended outcomes have been achieved.
- The report must provide evidence that the grant has achieved value for money for the Council and that funds have been used wisely for the benefit of communities.
- Groups must acknowledge the Council's support on all publicity material. A logo will be supplied.

## **6. Process**

The small size of most voluntary and community groups means that they are reliant on grants and donations to deliver their project. It is essential that applicants provide evidence with their applications that there is a need for a grant and that the activity for which funding is required will not go ahead without it.

A Community Facilities grant application form and criteria can be downloaded from the Community Grants webpage located on Wycombe District Council's website. Alternatively applicants may email the Grants Officer for an application form and criteria at [grants@wycombe.gov.uk](mailto:grants@wycombe.gov.uk). Application forms must be signed by an officer of the applying organisation e.g. Chairman, Secretary, Treasurer.

Grants may be applied for at any time during the year. However the grant fund has a finite budget and grants will be awarded on a first come first served basis. Decisions will be made within 6 weeks of receipt of applications.

## **Privacy Statement**

We Wycombe District Council will collect and process some personal information as part of your grant application. We need to collect and process the information so that we can perform a task carried out in the public interest and in the exercise of our official authority: that is, processing your grant application.

We will collect this information through a web form. We will not share any of the information collected with any other person or organisation.

We ask for this information to help us process your grant application.

We ask for personal identifiable details of named group/organisation officers (name, and contact details) in support of your grant application.

Your information collected through the web form will be sent to the relevant council service by email.

Your information will also be held within our web content management system (CMS) database for 31 days and then permanently deleted. The database is held in a secure UK based data centre leased by our CMS provider: Zengenti Ltd, Old Pump House, Cleedownton, Ludlow, SY8 3EG.

