



CAPITAL GRANT SCHEME GUIDANCE NOTES 2017 - 2018

1. Introduction

Fermanagh and Omagh District Council Capital Grant Programme is available to groups and community organisations within the fields of community development, sport, arts and culture and social economy. The Grant will provide groups/organisations with the opportunity to avail of financial assistance towards the purchase of equipment and support the development of new or the enhancement of existing facilities that meet evidenced need.

Please note this policy should be read in accordance with the General Grant Aid Code of Practice and Guidance for Groups of Fermanagh and Omagh District Council.

Grant Aid will only be considered for projects which are based within the Fermanagh and Omagh District Council area. It will not fund any facility/function that is the responsibility of another statutory agency e.g. health, education, etc.

The grants will be provided to groups and organisations within the following areas:

- Sports Development
- Community Development
- Social Economy
- Arts and Cultural Development

Any project assisted must clearly be capital in nature and must meet evidenced need. The overall cost must be in excess of £1,000, funding applications for assistance with running costs, recurring costs or costs of a revenue nature will not be assessed under this policy. However direction if possible, will be given to groups to look at alternative funding streams which would be available to them within the overall grant aid remit of the council.

It is inevitable that guidance notes cannot cover every aspect of the funding. Therefore potential applicants are encouraged to discuss individual applications with a relevant Council Officer if they are uncertain about their eligibility.

2. Timescale for projects

Capital Grant Aid will be allocated for expenditure in the 2017-2018 financial year. An agreed timeframe for the delivery of the Capital Project within a two

year period will be outlined in a letter of offer should your group/organisation be successful.

Depending on the nature and scale of your proposed project, the Council will allow up to two years for delivery. Details of timescales will be outlined in a letter of offer should your group/organisation be successful.

3. Eligibility

Applications to the Council within the context of this programme will be open to constituted groups.

- Evidence that a constitution has been formally adopted, dated and signed must be supplied.
- Your group/organisation must be established for at least 3 years and must operate within the Fermanagh and Omagh District Council area.
- The organisation must be non profit taking.
- The organisation must own or have a long term lease for the building / land where the project is to take place.
- Applications must have a clear fit with the Council's Community Plan and Corporate Objectives. Any financial assistance offered will be based on projects that can assist the Council in the delivery of the Community Plan. The Community Plan sets out a comprehensive vision, mission and values for the area and the Council. Projects must bring about improvements for the area.

Please note retrospective applications shall not be considered.

Eligible works are as follows:

- Acquisition, reclamation, enhancement or laying out of land
- Acquisition, construction, preparation, enhancement or replacement of buildings and other structures
- Renovation works (e.g. extension, refurbishment, modernisation, conversion, flooring, electrical and or plumbing) required for the delivery of the proposed project;
- Acquisition, installation or replacement of equipment which forms an integral part of a building
- Professional Fees such as Architect and Building Control Fees associated with the proposed project
- Measures to reduce maintenance costs

Projects must lead to genuine improvements in facilities rather than replacement or repair.

Ineligible items include:

- Any costs or projects which are another statutory agency's responsibility.
- Small items of equipment
- Stationery
- Musical instruments/uniforms
- Projects outside of the Council area
- Revenue / Maintenance costs

4. Level of Funding

The maximum level of funding offered shall be at a maximum rate of 75% of eligible expenditure up to a maximum of £20,000. If an applicant/group/project has received the maximum £20,000 funding, no additional applications will be considered within a five year period of time.

The level of funding offered will be affected by the Capital Grant Budget available to the Council. The percentage level of funding awarded will also be dependent on the overall impact of the project which will be assessed on the following basis:

- The need for the project
- Financial feasibility / value for money
- Sustainability / long term impact of the project
- Ability of the group to deliver

This is a competitive programme and grant awards will be determined on the basis of merit. **Please note that incomplete applications or applications received after the closing date and time will be deemed invalid and will not be considered.**

5. Criteria for Assessment

An initial eligibility check will be carried out based on items outlined in Point 3. If an application passes the eligibility check it will progress to assessment. The following criteria will be included as part of the assessment process:

Needs / Impact Analysis	<ul style="list-style-type: none">• Clearly identified the problem and detailed / evidenced the need.• The need should be supported by statistics, survey or other appropriate evidence such as a feasibility study, conditions report, engineers report, health & safety report etc.• Has a community survey being carried out? What evidence did this produce?• Consideration must be given to the proximity of similar facilities• Improves facilities, access or services• Increases the utilisation of a facility or
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	<ul style="list-style-type: none"> service • Attract a new or larger participant group • Has the project identified and exploited an opportunity or filled a gap in provision? • Identified the impact of the project on the local area
Financial Feasibility / Funding Sources*	<ul style="list-style-type: none"> • Value for money • Have all available sources of funding been considered? • Evidence of available research and correspondence • Level of community fundraising undertaken • Organisation's own capital investment • Has maximum leverage been achieved? • Groups will be expected to make efforts to maximise their income by securing other sources of funding
Sustainability	<ul style="list-style-type: none"> • Long term impact • Demonstration that the project will be sustainable in financial terms, social terms and environmentally • Project results in increased utilisation of the facility • Attracts a new or larger participant group • Timescale for achievement of targets
Ability of Group to deliver	<ul style="list-style-type: none"> • Has the group the capacity to deliver project of this nature and scale. • Has the group delivered a successful project in the past • What skills and experience of managing and delivering projects does the group have • Has the group received or undertaken any training

* As Capital Grant Aid usually forms part of a wider funding package, applicants must demonstrate at the time of application that the project is financially feasible. Where external funding is required applicants will have to demonstrate that sources of funding have been identified and applied for. Groups will be required to demonstrate the need for financial assistance and provide appropriate evidence to support this need.

6. Procurement

For the purposes of an application, you must submit a quotation for the cost of the work you are requesting grant for.

Should an application be successful, the group/organisation will be required to follow the Council's Guidelines in respect of procurement. The quotation

submitted with the application will **not** be counted as part of the procurement process.

All goods and services shall be procured on the basis of competitive quotation or tender process as follows:-

Estimated Values

£1,000 to £9,999*

£10,000 to £29,999*

Minimum Number

At least 3 written quotations **required**

At least 4 written quotations **required**

£30,000 and above Public Tender in accordance with Tender Procedures

***Exception Rule:** If the highest scored compliant quote is not being accepted or the required number of quotations have not been received, please contact a Council staff member as soon as possible. The procurement will be discussed with the Director/Head of Department who will be required to approve the purchase.

Please note no work should be procured or commence until a letter of offer has been issued.

You are required to liaise with a Fermanagh and Omagh District Council Officer to agree each stage of the procurement process and to confirm that all guidelines are adhered to.

Please Note: There should be no conflict of interest between the applicant and the individual/business quoting/tendering for the work.

Specifications for procuring good/services must full detail requirements but should not include brand names/manufacturer names.

7. Essential Documentation Required

Documentation which must accompany a Capital Grant Aid application:

- Evidence of acceptable constitution and/or Memorandum and Articles of Association – we will require a dated and signed copy in order to provide confirmation that your group has been properly constituted. We will retain this information on file for future reference and you should only need to provide this in future if it has been updated.
- Full details of financial standing and requirements – most recent annual accounts dated and signed as approved by a senior member of the management committee and an original bank or building society statement for all accounts held by the group and that are not more than three months old.
- A copy of the Reserves Policy

- Evidence of ownership / lease in place - applicants which are requesting grants towards building improvements/modifications, new builds, land or ground works, must demonstrate at the time of application that all required land and property is within their ownership or control such as a long term lease. If the group / organisation hold a lease to the property and/or land, the lease must be for a minimum of 25 years. The Council will consider the length remaining on the lease and the nature and scale of the works the grant has been applied for.

Please note, applications which cannot demonstrate that all required land/property agreements are in place, will be deemed incomplete and withdrawn from further consideration.

- Copy of Public Liability Insurance
- Copies of all necessary approvals, e.g. planning permission, building control approval etc (*if applied for*)
- Child Protection Policy – any groups who work with children and/or young people are required to have a Child Protection Policy in place which will demonstrate and set out the measures your group will take to ensure children and young people in your care are protected from harm
- One supplier estimate for the project (see point 6 above) - the supplier estimate submitted with the application form is purely indicative and if the project is successful in receiving funding, you must follow full procurement guidelines or if the project is in excess of £30,000 it must be publicly tendered.

Reasonable access must be available to Council officers for assessing, monitoring and post project evaluation of your capital project where it is requested.

Failure to provide the above information and incomplete application forms will result in the application being deemed ineligible for funding.

8. Application and Assessment Process

Applications shall be assessed using the criteria contained within this policy and the FODC Grant Aid Code of Practice and Guidance for Groups. Should your project be successful, following ratification from Council, a Letter of Offer shall be issued setting out all the terms and conditions along with any other requirements associated with the project. **No work should commence until a Letter of Offer has been issued.**

Should your application be successful, you will be required to meet with an FODC officer to develop an action plan which will detail the key milestones within your project against a proposed timeframe, budget and project end date.

9. Release of Funds and Claims

Claims will only be paid out on eligible expenditure incurred by the organisation/group and the release of funds will be dependent on the production of original invoices, bank statements and any other certified evidence of expenditure that is requested.

Claims must be made on a relevant claim form.

Provision of all appropriate statutory approvals and at all times comply with legislative requirements associated with your project.

10. Retention of Documents

All financial records must be retained for a period of 7 years after the Council has made payment of the grant.

11. Inspection

Any financial accounts and records and/or equipment/materials purchased shall be made available to the Council and its Internal Audit function, at the Council's discretion. The same right of access will, if required, be made available to Local Government Audit. The Council at its sole discretion has the right to carry out a verification visit at any time during the duration of the project.

Contact Information for applicant support:

Applications can be discussed with officers within the Funding and Investment team.

You can contact Anne Quinn or Donagh Jackman by telephone – Fermanagh and Omagh District Council 0300 303 1777 or by email at the following email addresses:

Email: anne.quinn@fermanaghomagh.com
donagh.jackman@fermanaghomagh.com