

COMMUNITY ASSET FUND

GUIDANCE NOTES FOR APPLICANTS

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1. Aims and objectives of the Fund

Test Valley Borough Council has established its Community Asset Fund to:

- a) Prioritise funding for projects that can demonstrate the greatest need and widespread support from Borough Councillors and the wider community.
- b) Respond effectively to community-led projects and support local communities to find solutions to their own problems.
- c) Make funding accessible to a wide range of applicants who own and manage assets that serve the local community.
- d) Provide financial support that encourages other funders from the public, private and charitable sectors to invest in projects that serve the communities of Test Valley.
- e) Complement the Council's other grant schemes.

2. Getting started

When seeking to apply for a grant from the Community Asset Fund:

- a) Contact the Council's Community Team on 01264 368623 or leisure@testvalley.gov.uk to discuss the suitability of your project for funding..
- b) We will contact you by return within working 7 days to discuss your project and assist you with how to best complete your application and obtain support from your local Councillor(s).

3. Eligibility criteria for Community Asset Fund

- a) Available to:
- Voluntary or not-for-profit organisations
 - Parish/Town Councils
 - Schools (for facilities with formal open community access)
- b) We welcome applications from a range of community projects
- c) We will not fund:
- Base revenue and running costs
 - Fixtures and fittings, or low level maintenance and repairs
 - Retrospective work
 - Any application that creates a revenue pressure for the Borough Council
 - Any activity which may be construed as radicalising or encouraging people into terrorism. Should any allegation be received, or if the Council has reason to suspect non-compliance, the Council will investigate and may decide to cancel, modify or withdraw any offer or grant made to ensure compliance with the Counter-Terrorism and Security Act 2015.
- d) Funding is intended for one-off capital projects.
- e) Organisations with a sufficient level of funds held as uncommitted, free reserves to meet one year of running costs PLUS the cost of the project may not be eligible to apply. The level of reserves held will be taken into account when calculating the level of any award.
- f) The project must receive full support and endorsement from your local Councillor(s),
- g) Only one application per organisation may be considered under this Fund in any one financial year.
- h) The following information must be provided by ALL applicants:
- Constitution
 - A copy of the latest audited or independently checked accounts or if you are a new group a projected budget for the first year together with bank statement;
 - Copies of three quotes to the same specification. Please indicate which quote your organisation has chosen for the work. The grant will normally be calculated based on the lowest quote
 - Evidence of wider community support for your project. This might take the form of the results of a community consultation, a petition, social media campaign or a community plan that includes the project.
 - A fully completed, signed and dated application form. Signed and dated by local Councillor(s)

4. Evaluation criteria for Community Asset Fund

If you meet all the eligibility criteria set out above, your project will proceed for evaluation and be objectively assessed against the following criteria;

- Evidence of community support
- Number of beneficiaries
- Impact of services on beneficiaries
- Proportion of funding required and / or already secured
- Financial need to deliver the project – *can the project happen without the Council's help?*
- Security of tenure (where applicable)
- Risk to Council reputation / revenue implication for Council

5. Terms and conditions for Community Asset Fund

- a) Applications can be submitted at any time provided all requested supporting evidence has been supplied.
- b) Grants will be formally allocated quarterly during the year. Further details are available on request
- c) Grants are available for up to 50% of the total cost of a project, with contributions from £2,000 up to a maximum of £25,000.
- d) If the applicant is a Parish/Town Council the VAT element of a project, will be excluded from any grant support.
- e) Consideration of an award will take into account all other accessible funding streams (eg S106). Further advice is available on request.
- f) Applications for a phased project will be considered. Details of the entire project will need to be provided in the initial application.
- g) If an application cannot meet all evaluation criteria sufficiently to justify a grant of the full amount requested, consideration may be made to part fund a project.
- h) Work cannot proceed until you have received formal notification of the grant.
- i) Payment of the grant will be upon production of invoices or receipts. These must be addressed to the applicant organisation and dated after the date of approval.
- j) Any grant will remain available for a period of two years from the date of approval. Extensions to this period will only be granted by the Head of Community and Leisure in exceptional circumstances upon written application by the applicant organisation.