



**Causeway
Coast & Glens
Borough Council**

Capital Grants Programme

Guidelines for the Allocation of Funds to External Organisations for Capital Infrastructure Projects

This is a 2 stage process:

Stage 1:

Pre application discussion with the relevant Head of Service.

Expressions of Interest must be submitted by 12.00noon on Wednesday 28th February 2018.

The outcome of the Expressions of Interest process will be notified on Monday 30th April 2018

Stage 2:

Applicants successful at Stage 1 will be invited to submit a full Outline Business Case by 12.00noon on Friday 27th July 2018

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Content	Page
1. Introduction	3
• Aim	3
• Purpose	3
• Amounts of Grant-Aid	3
2. General Principles	3 - 4
3. Eligibility Criteria	4
a. Eligibility criteria	4-5
b. Ineligible criteria	5-6
4. Evaluation & Assessment Criteria	6- 8
5. Conditions of grant	8- 9
6. Process	10 - 11
 Appendix 1 (for information)	 12
 Data Protection Act and Freedom of Information Act	

1. Introduction

The Capital Grants Programme is available to local sports and community organisations who wish to request support towards the development of new or the enhancement of existing facilities to meet unmet need and which are aligned with Council's corporate objectives. It is a requirement of this fund that any project funded under this scheme has in place a public access agreement, under the direction of Council, for a period of years to be specified by the value of the investment from Council.

You must discuss your project with one of the following officers **before submitting** your Expression of Interest Form:

For Sports/Leisure facilities: Wendy McCullough 028 7034 7034
wendy.mccullough@causewaycoastandglens.gov.uk

For Community Facilities: Julie Welsh 028 7034 7034
julie.welsh@causewaycoastandglens.gov.uk

For General Information and guidance: Patricia O'Brien 028 7034 7198
Patricia.obrien@causewaycoastandglens.gov.uk

Strategic Aim

To support external infrastructure projects that are aligned to Council's aims and objectives.

Purpose

To support external infrastructure projects that require additional capital funding to achieve completion.

Amount of Grant - Aid

Causeway Coast and Glens Borough Council will consider grant awards as detailed below:

Scale of Project	Max Award %	Max Award Value
£30,001 - £100,000	80%	£80,000
£100,001 - £200,000	60%	£120,000
£201,000 - over	50%	£500,000

Organisations must match fund from other sources or from their own resources (in kind contributions will not be considered). The minimum award to be considered is £24,000 (80% of a £30,000 project) and the maximum award to be considered is £500,000 (50% of a £1m project)

All applications will be judged on merit. The level of grant awarded will depend on the following:

- The available budget
- The number of applications.

- Preference will be given to projects requiring a lesser percentage of Council support (They will be scored higher as detailed under section 4, Criterion 7)

There is no guarantee that high scoring applicants will receive any award or the amount applied for.

Any award will be strictly at the discretion of Council.

Council reserves the right not to award the full extent or any of the allocated budget.

2. General Principles

The following general principles will apply to Causeway Coast and Glens Borough Council's administration of the capital grant programme:

- i. This is a competitive fund and grant awards will be determined on the basis of merit. Applicants are advised that organisations that have been successful in securing capital funding from Council in the past 5 years will be ineligible for funding under this programme. All applications must be completed in full and retrospective applications will not be considered.
- ii. Groups must demonstrate their commitment to promoting social inclusion, equality of opportunity, and good relations in accordance with Section 75.
- iii. It is a prime responsibility of the Council to ensure the proper and efficient use of and accountability for public funding. Groups will therefore be required to demonstrate the need for financial assistance. The group's financial reserves levels will be reviewed taking into consideration restricted and unrestricted funds.
- iv. The Council will undertake due diligence on the project promoters financial status. The project promoter must satisfy Council that financial need exists and that the promoter / facility will be sustainable.
- v. Groups must evidence efforts to maximise their income by securing other sources of funding e.g. through club funds, loans, external grants. Council is therefore "a funder of last resort".
- vi. Groups will be required to demonstrate the effectiveness and impact of their grant aid and how it will generate positive and measurable outputs and outcomes for the local community, therefore a method of formal monitoring is required in all applications.

3. Stage 1; Eligibility Criteria

All applications will be assessed against the following eligibility criteria. Applications must score a "pass" in all eligibility criterion. If an application fails in any of the criterion it will be deemed ineligible and will **NOT** be progressed. **Failure at this stage of the process means you will not be invited to stage 2:** submission of a viable, sustainable business case.

	Criterion	Pass	Fail
1	Applications must be from properly constituted not for profit groups. Evidence that a constitution has been formally adopted must be supplied (for example: a copy of the minutes adopting the Constitution). Council will carry out due diligence of legal status.		
2	Applications will usually only be considered from Sports Clubs and Community projects geographically located within the Causeway Coast and Glens Borough Council area. However an application may be considered from outside the area if a large amount of beneficiaries are from within the Causeway Coast and Glens Borough Council area. Such requests will be considered on a case by case basis and reciprocal agreements with other Councils must be in place before an application can be made.		
3	Applications should add value to existing provision or opportunity (e.g. a project or activity which meets unmet demand and/or generates additional services). Activities should not duplicate current provision or cause displacement. SMART - S – specific , M - measurable, A - achievable, R – realistic and T - trackable		
4	Applications will only be considered from projects that can demonstrate their strategic fit with: <ul style="list-style-type: none"> • Causeway Coast & Glens Council Strategy • For Sports facility projects: <ul style="list-style-type: none"> - Sport and Leisure Facility Strategy - Sport & Wellbeing Mandate - • For Community facility projects: <ul style="list-style-type: none"> - Councils Community Facility framework - The Draft Community Plan for Causeway Coast & Glens 2017-2030. <p>(Documents available on website)</p>		
5	All requests for funding will satisfy the definition of capital which is defined for the purpose of this programme as the following: <ul style="list-style-type: none"> • Grant aid for an asset that would be expected to last at least 10 years. • Unitary in nature, e.g. a building extension, new pitch, provision of enhancement lighting to enable extended use of facilities. • Total project costs over £30,000. 		
6	Applications will be considered ineligible if either the applicant organisation or the site where the project is to be based have received any capital investment from Council in the past five years (date of the last payment from Council will be used).		
7	Applicants must submit final signed accounts for the previous two financial years. Only those organisations that Council considers to be financially sound will be considered eligible.		

8	Applicants must submit all documentation relevant to demonstrate good governance practices (e.g. Child protection policy, equity statement, financial processes etc). Only those organisations that Council considers to have appropriate procedures will be eligible.		
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a. What is ineligible?

- Applications are not open to individuals.
- Clubs or organisations which have restrictive memberships.
- Revenue funding.
- Specific minor components in a substantive scheme that don't realise any/significant community or sporting benefit (e.g. a minor enhancement programme including minor footpath amendments, gates, exterior security lighting, or hand rail provision, etc.).
- Ancillary services (e.g. car parking, drainage etc.) will not be considered unless they form part of a substantive capital project.
- Works needed to repair and maintain existing facilities.
- Any applicant/facility/site which has successfully received funding from the Capital Grants Programme (or equivalent in the predecessor Councils) will be ineligible to apply for funding for 5 years after completion of the previous project. In this instance, the completion date will be the date the last payment was made to you from Council. The condition applies jointly to the facility of previously supported schemes as well as applicant organisation.

4. Stage 2; Evaluation & Assessment Criteria

Applications which have satisfied the eligibility criteria detailed in section 3 and have been invited to progress to stage 2 will submit an Outline Business Case which will be evaluated against the following assessment criteria:

	Criterion	Score (0-5)	Weight	Max Points Available
1	<p><u>Strategic relevance:</u> Clearly demonstrates an ability to assist Council in the delivery of agreed strategic objectives including inter alia:</p> <ul style="list-style-type: none"> ➤ Corporate Plan ➤ Relevant Council strategies ➤ Programme Aims ➤ Emerging Community Planning priorities (available on Council website from end Jan 2017) <p><u>Note:</u> Simple statements of alignment will not be sufficient to score marks under this criteria</p>		X2	10

2	<p><u>Community/Sporting Need:</u> Providing community or sporting access to facilities in areas of clearly demonstrated need. Need can be demonstrated in a number of ways including inter alia:</p> <ul style="list-style-type: none"> ➤ Council policies and strategies e.g. Sports facilities Strategy & Framework for Community Centre Provision ➤ Fulfilment of national or governing body standards ➤ Binding commitments to use by local groups/organisations ➤ Condition reports on existing provision ➤ The residual capacity or otherwise in similar facilities close by <p><u>Note:</u> Projects that are likely to cause significant levels of displacement from existing facilities will not be funded by Council. Applicants are responsible for addressing this in their business case. Business cases must consider a range of options to meet the need and the preferred option must be of a scale that is commensurate with the need.</p>		X4	20
3	<p><u>Accessible to All:</u> Council will afford a higher priority to projects that demonstrate innovative measures that will make the proposed facility attractive, welcoming and accessible to all the community.</p> <p><u>Note:</u> Council will not fund facilities that are for the sole use of membership organisations.</p>		X3	15
4	<p><u>Increases in Community and Sports Participation:</u> Council will afford a priority to those projects that will increase participation in community and sporting activities (as demonstrated via a clear Development Plan).</p> <p>Tell us HOW this project will achieve its targets. Development Plans should set out the target participation increases from a range of sources and how they will be achieved. The target increases must be defensible and evidence based. Demographic and membership information from other organisations in the area could help support targets.</p>		X2	10
5	<p><u>Value for Money:</u> Council will afford a priority to those projects that increase participation in community and sporting</p>		X3	15

	activities with the best value for money i.e. cost per capita for Council investment.			
6	<p><u>Under Represented Groups:</u> Council will afford a higher priority to applications that demonstrate innovative measures to promote participation in community and sporting activities by those currently under represented and in particular:</p> <ul style="list-style-type: none"> ➤ Older people (50+) ➤ People with a disability ➤ Women and girls ➤ People living in areas of high social need 		X3	15
7	<p><u>Partnership Funding:</u> The percentage of funding required from Council (including any other Council funding being applied). A higher score will be awarded to projects requesting a lesser % from Council against the overall project costs.</p>		X3	15
8	<p><u>Sustainability and viability:</u> The business case must make reasonable and evidence based assumptions in relation to construction costs, risk, optimism bias, operational costs and projected income. Through this process the business case must demonstrate the project's viability and sustainability in capital and revenue terms.</p>		X3	15
	Total Maximum Score			115 Points = 100%

Minimum Quality Threshold: the minimum quality threshold for funding will be 80 Points or 70%.

How will my project be scored?

Each of the above criteria will be scored out of 5 as follows:

0 Unacceptable	Nil or inadequate response. Fails to address the question or demonstrate an ability to meet the requirement.
1 Very Poor	Response is partially relevant but generally very poor. The response addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled. An unacceptable response with serious reservations.
2 Poor	Response is partially relevant but generally poor. The response addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled. A response with reservations.
3 Acceptable	Response is relevant and acceptable. The response addresses a broad understanding of the requirement but may lack details on how the requirement will be fulfilled in certain areas.

4 Good	Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled. Good supporting evidence supplied.
5 Excellent	Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full.

The score out of 5 will then be multiplied by the weight to get the final score for each of the criteria.

VFM (cost per capita) and % Funding Criteria:

The VFM and % funding criteria will be scored on the following basis. The highest scoring application will be awarded the full available marks for the criteria and the remaining applications will be awarded points on the basis of their percentage deviation from the value the highest scoring application. Scores will be rounded to whole numbers. Council will not consider contributions in kind as eligible costs in relation to project value for the purposes of the % contribution calculations.

5. Conditions of Grant

- i. Clubs or organisations will obtain and maintain all appropriate statutory approvals and at all times comply with legislative requirements.
- ii. Club or organisations will be required to sign up to a Public Access Agreement under the direction of Council.
- iii. Reasonable access will be available to Council officials for monitoring and post project evaluation.
- iv. Clubs or groups must maintain adequate insurance to indemnify Council, users and visitors during and after project completion.
- v. Clubs or groups must maintain the facility in a reasonable state of repair.
- vi. Projects already commenced before Council has issued and received a satisfactorily completed Letter of Offer will be excluded from consideration.
- vii. Council's Core Themes are contained within the corporate plan and are available at www.causewaycoastandglens.gov.uk All projects must be compatible and in no way conflict with Council's Corporate Theme's.
- viii. Legal costs incurred by the recipient organisation in relation to this grant are not covered under the Letter of Offer.
- ix. The recipient will comply with Public Procurement Policies as defined by Council at the point of grant award.
- x. The recipient will have in place a Conflict of Interest register which will be inspected by officers from causeway Coast and Glens Borough Council prior to all procurement processes.

- xi. Payment of the grant will be retrospective.
- xii. Only those aspects of the project that are defined in the architect or Quantity Surveyor submission will be considered eligible for payment.
- xiii. The recipient organisation may not assign any interest in the property or dispose of the property/asset without the written consent of Causeway Coast and Glens Borough Council.
- xiv. In the event of breach of grant conditions the Club or group, will be required to repay the grant in full if the breach occurs in the first 5 years or at a rate decreasing on an annual basis for fifteen years at the rate of one fifteenth of the capital payment for every full or part year after award of grant. This will be entirely at Council's discretion.
- xv. In the event that the money is not used as intended or if the project makes changes, that in Council's opinion, jeopardizes in any way, Council's Section 75 obligations of the Northern Ireland Act 1998, the applicant will be required to repay the grant in full on the terms and conditions set out in any contract entered into between the club or group and the Council.
- xvi. Council will require all successful applicants to appoint, through a Council approved procurement process, a single Integrated Consultant Team to design and manage the project and a single Integrated Supply Team to complete the construction. Council will not approve any form self-design or self-build.
- xvii. Successful applicants must collect and retain the information necessary to report to Council on the level of achievement of the objectives for the project as set out in the business case. Failure to apply the Monitoring and Evaluation Plan set in the business case will be considered a breach of these conditions and could result in claw back of award as set out in xv above.

6. Process

- i. The Capital Grant Scheme will be subject to funding availability. Application submission dates will be communicated via advertising and local media at the start of each application opportunity.
- ii. Applicants can apply to Council for mentor support via the website - Mentor Support Request Form
https://www.causewaycoastandglens.gov.uk/uploads/general/Mentor_Support_Request.docx
Please email completed request form to grants@causewaycoastandglens.gov.uk
- iii. Applicants must:
 - a. Attend a pre-application meeting with the relevant Head of Service.

- b. Submit Expression of Interest Form prior to the deadline.
 - c. If successful at Expression of Interest, applicants must submit an Outline Business Case prior to the deadline.
 - d. Submit with the application form an agreed programme of works provided by an architect which defines the start and finish date of the project.
 - e. Confirm that funding is substantively in place to complete the project.
If documentation is not provided to confirm the full funding package within 6 months of the application closing date then the application will be withdrawn.
- iv. Applications will be evaluated against the criteria in section 4 and on the achievement of a 70% threshold, will be presented to Committee (and then full Council) in priority order as a shortlist of applications.
 - v. The applicants on the shortlist will make formal request for funding on the basis of:
 - a. an agreed programme of works provided by an architect which defines the start and finish date of the project and;
 - b. confirmation that funding is substantively in place to complete the project.
 - vi. Applicants from the short list may be asked to make a presentation to Committee, with a report on each application submitted the following month for Members' consideration.
 - vii. Successful applicants will be provided with a letter of offer which when signed by the applicant will constitute a legal agreement between Council and the applicant.

1. Data Protection Act

- We will use the information you give us on the application form during assessment and for the life of any grant we award you to administer and analyse grants and for our own research.
- We may give copies of this information to individuals and organisations we consult when assessing applications, when monitoring grants and evaluating the way our funding programmes work and the effect they have. These organisations may include accountants, external evaluators and other organisations or groups involved in delivering the project.
- We may also share information with other government departments, organisations providing match funding and other organisations and individuals with a legitimate interest in applications and grants, or for the prevention or detection of fraud.
- We might use the data you provide for our own research. We recognise the need to maintain the confidentiality of vulnerable groups and their details will not be made public in any way, except as required by law.

2. Freedom of Information Act

The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold, subject to certain exemption that may apply. This includes information received from third parties, such as, although not limited to, grant applicants, grant holders and contractors. If information is requested under the Freedom of Information Act we will release it, subject to exemptions; although we may consult with you first. If you think that information you are providing may be exempt from release if requested, you should let us know when you apply. For further information please visit the Information Commissioner's Office at www.ico.gov.uk