

<b>Minor Capital Grant Programme</b>	<b>8<sup>th</sup> January 2019</b>
<b>To: The Leisure and Development Committee For Information</b>	

<b>Linkage to Council Strategy (2015-19)</b>	
<b>Strategic Theme</b>	Resilient, Healthy and Engaged Communities
<b>Outcome</b>	Develop and promote stable and cohesive communities
<b>Lead Officer</b>	Funding Unit Manager
<b>Cost:</b> (If applicable)	Included in Budget

**The purpose of this report is to provide Members with information regarding the Minor Capital Grants Programme 2018-19.**

### **Background**

In November 2017 Council agreed that both a Large Capital Grant Programme and a Minor Capital Grant programme would operate in 2018-19 with a combined budget of £750k. No Budget breakdown between the two programmes was agreed.

### **Minor Capital Grants Applications**

The Minor Capital Grant Fund offers support to the Community and Voluntary Sector within the Causeway Coast and Glens Borough Council area to develop and improve the Infrastructure of community premises. Financial assistance of between £5,000 and £30,000 is available to make small scale improvements to existing community owned premises. The project aims to assist organisations providing facilities for community use to become self-sustaining and offer enhanced community services.

The Minor Capital Grant programme was managed via a one stage process with applicants submitting a short business case using a template supplied by Council. The closing date for completed business cases was 30 March 2018. Awards are available for the Minor Capital Grant programme of between £5,000 and £30,000 (excluding VAT) at a maximum of 75% of eligible project costs.

6 business cases were received in advance of the 30th March 2018 closing date for the Minor Capital Grant Programme.

In September 2018 Council approved to issue Letters of Offer to 4 applicants to a total of £60,020.17 and reject 2 ineligible applicants.

One of the rejected applicants Glor Leim an Mhadaidh appealed their eligibility rejection listed in Table 1 below. The eligibility criteria can be found at **Annex A**.

**Table 1**

<b>Applicant</b>	<b>Eligible</b>	<b>Criteria Failed</b>	<b>Notes</b>
Glor Leim an Mhadaidh	No	5	This project does not satisfy the definition of capital project as defined for the purpose of this minor Capital Grants programme. This is a small element of a much larger capital project and is therefore ineligible

The appeal panel met in October 18 and decided that Glor Leim an Mhadaidh appeal should be upheld and the application should move to full assessment of the Outline Business Case (OBC).

The original Business Case was assessed against the criteria in **Annex B**. The scores, assessment notes and recommendations are listed in Table 2 below. The Programme quality threshold is 65% to receive an award.

**Table 2**

<b>Applicant</b>	<b>Score</b>	<b>Notes</b>	<b>Recommendation</b>
Glor Leim an Mhadaidh	57%	The application failed to meet the funding threshold based on information supplied through their original business case.	Status remains at rejected, no further action required.

**Conclusion of OBC Assessment**

The assessment process has now been completed without any further appeal, therefore the application is confirmed as rejected with no further action required.

## Annex A: Eligibility Criteria: Minor Capital Grants Programme

<b>Stage 1 Criterion</b>		<b>Pass</b>	<b>Fail</b>
<u>1.</u>	Is the application from a properly constituted not for profit organisation? Evidence provided?		
<u>2.</u>	Is the building located in Causeway Coast and Glens Borough Council Area?		
<u>3.</u>	Does the applicant own the premises or hold at least a 5 year lease (from the application deadline date)? (Evidence must be provided at application stage)		
<u>4.</u>	Does the application demonstrate a strategic fit with Causeway Coast and Glens Borough Council strategies e.g. Corporate Plan, Framework for Community Centres, Sports Facilities Strategy?		
<u>5.</u>	All requests for funding will satisfy the definition of capital which is defined for the purpose of this minor Capital Grants programme as the following: <ul style="list-style-type: none"> <li>• The creation or upgrade of a fixed asset that would be expected to last at least 10 years.</li> <li>• Unitary in nature, e.g. a small extension or renovation, provision of enhancement lighting to enable extended use of facilities.</li> </ul>		
<u>6.</u>	The project must not have started or any related contracts awarded.		
<u>7.</u>	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).		
<u>8.</u>	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.		
<u>9.</u>	The applicant's accounts must show financial need for the sum applied for.		
<u>10.</u>	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.		
<u>11.</u>	All supporting information submitted (see section 7).		

## **Annex B: Assessment Criteria: Minor Capital Grants Programme**

The Outline Business case is scored and weighted against the criteria listed below:

	<b>Criterion</b>	<b>Scoring (0-5)</b>	<b>Weighing</b>	<b>Max Score</b>
1	<b>Strategic relevance: Max 10</b> Clearly demonstrates an ability to assist Council in the delivery of agreed strategic objectives including inter alia: <ul style="list-style-type: none"> <li>➢ Corporate Plan</li> <li>➢ Relevant Council strategies</li> <li>➢ Programme Aims</li> <li>➢ Emerging Community Planning priorities (available on Council website from end Jan 2017)</li> </ul>		X2	10
2	<b>Community/Sporting Need: weight x4 max score 20</b> 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: <ul style="list-style-type: none"> <li>➢ Council policies and strategies e.g. Sports facilities Strategy &amp; Framework for Community Centre Provision</li> <li>➢ Fulfilment of national or governing body standards</li> <li>➢ Binding commitments to use by local groups/organisations</li> <li>➢ Condition reports on existing provision</li> <li>➢ The residual capacity or otherwise in similar facilities close by</li> </ul>		X4	20
3	<b>Accessible to All: Weight x3 max score 15</b> 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.		X3	15
4	<b>Increases in Community and Sports Participation: Weight x2 max score 10</b> Council will afford a priority to those projects that will increase participation in community and sporting activities (as demonstrated via a clear Development Plan).		X2	10
5	<b>Value for Money: Weight x3 max score 15</b> Council will afford a priority to those projects that increase participation in community and sporting activities with the best value for money i.e. cost per capita for Council investment.		X3	15

6	<p><b><u>Under Represented Groups:</u></b>  <b>Weight x3 max score 15</b></p> <p>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"> <li>➢ Older people (50+)</li> <li>➢ People with a disability</li> <li>➢ Women and girls</li> <li>➢ People living in areas of high social need</li> </ul>		X3	15	
7	<p><b><u>Partnership Funding:</u></b>  <b>Weight x3 max score 15</b></p> <p>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><b><u>Sustainability and viability:</u></b>  <b>Weight x3 max score 15</b></p> <p>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	
	<b>Total Maximum Score</b>	<b>115 Points = 100%</b>			