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Appendix 2

Caerphilly County Borough Council Terms of Reference for Awarding Technical Assistance Funding

Background

A Technical Assistance Fund of £28k has been set aside to help voluntary organisations and community groups meet the costs of pre-application professional fees, and technical advice, for capital projects, including a contribution towards the cost of obtaining or renewing leases for capital projects. The purpose of technical assistance funding is to shorten the waiting time for voluntary organisations when making an application, and to strengthen bids for further funding by providing outline architectural drawings, ground surveys, asbestos and building condition surveys.

Projects are supported if demonstrated that they complement and do not duplicate existing provision, and fit in with wider planning for the area. Applicants must also demonstrate that they are actively pursuing sources of funding to take the project forward in light of the technical assistance received. The Technical Assistance Fund is a proactive scheme, which facilitates subsequent bids from other sources, such as the Big Lottery.

Application Process

Applications are welcome from voluntary organisations, charities and community groups in the borough excluding the following -

- Any commercial / trading or profit-making organisations
- Religious organisations (unless *clear* evidence of wider community benefit can be demonstrated).

There are two funding rounds held a year in May and September. Applications to be considered for the May fund must be received by the 30th April and for the September round by the end of the first full working week of September.

Guidelines for applicants have been produced. Applicants must complete the standard application form, and the Sustainable Development & Equalities Appraisal Development Tool. These documents are attached as appendices to this Terms of Reference.

Grant Available

A grant of up to a maximum value of £4,800 inclusive of VAT at 20% is available.

The grant must be spent in the financial year awarded, as there is no provision for carrying over funding between financial years.

Technical Assistance Funding Panel

An assessment panel is convened to consider applications received for each funding round. The Panel comprises of:

- Cabinet Member for Regeneration, Planning & Sustainable Development (Chair of Technical Assistance Funding Panel)
- Policy & Research Manager, Caerphilly County Borough Council

- Gwent Association of Voluntary Organisations nominee

Observations on the applications and any supporting correspondence are sought for panel members by the Council's Research Officer from the Leader, the Leader of the Opposition, relevant Ward Members and Council Offices, which are considered by the Panel. The Research Officer will scan all eligible applications received, and send to officers. A meeting of officers will be convened to ensure a collated response of all officers is submitted back to the Research Officer (within two weeks) for consideration by the Panel.

The Technical Assistance Funding Panel under its recommendatory powers will advise and refer final decision on the funding allocations to be awarded to the Head of Legal and Democratic Services under the post holder's delegated powers.

Administration

The Fund is administered by the Council's Policy Unit. The Research Officer receives and processes applications, seeks observations on applications, convenes, attends and services the Funding Panel, records decisions, informs applicants of outcomes, monitors the spending of the funding according to the guidelines, in association with the relevant GAVO Development Officer, and provides budget out turns. Invoices for approved grant expenditure are processed for payment by the Administrative Assistant on the instruction of the Research Officer.

Reporting Mechanisms

Funding awarded is reported through the Voluntary Sector Compact Agreement Action Plan Annual Reports. Any variations to the funding scheme are reported to the Voluntary Sector Liaison Committee.

Review

Funding available for this Scheme is subject to annual review by the Council.

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