



## Community Regeneration Fund Application Criteria

### Purpose of the Grant

The purpose of the Community Regeneration Fund is to foster and enhance viable and sustainable communities within Caerphilly county borough. This Fund will enable community and voluntary sector organisations in the county borough to bid for funding to take forward initiatives they have developed as part of the community planning process.

Organisations seeking support will be required to show that:

- the project will have an social, economic or environmental impact on the area or community concerned;
- the project demonstrates clearly that it is responding to needs identified by a community within Caerphilly county borough, whether that be a geographic community or a community of interest; and
- the project will be managed by a voluntary or community organisation or partnership based within Caerphilly county borough.

Projects must also meet one or more of the following aims:

- they will enhance employment prospects and skills of local people, particularly the young and those at a disadvantage, and promote equality of opportunity
- they will protect and improve the local environment and infrastructure, and bring land and buildings into effective use
- they will enhance the quality of life of people through social, cultural and recreational opportunities
- they will promote and encourage local people to secure a sustainable future for local communities and/or encourage regeneration

### Eligible Organisations

All applicants must:

- be a voluntary or community organisation or partnership operating in the Caerphilly county borough area
- have a signed and adopted constitution
- have a bank account
- have aims and objectives in keeping with those of the grant scheme
- have a clear management structure
- have clear financial controls in place
- have an agreed and adopted equal opportunities policy

## Timing of Bidding Rounds

Each financial year up to three rounds of the grant scheme will be administered. A schedule of the deadline for bids, when the grant becomes available and when monitoring information will be requested is shown in the table below:

Bidding Round	Funding Available	Quarterly Monitoring Information	Annual Monitoring Information
May	1st July	September, December, March	June
September	1st November	January, April, July	October
January	1 <sup>st</sup> March	May, August, November	February

Please note that if your application is not received by the time and date stated on the front of the application form, or it does not include **all** the required items (see checklist of items to be submitted), the application will not be considered by the Panel and you will need to submit a new application to a future round.

## Assessment Criteria

Applicants should note that all applications are assessed using the following criteria:

- the project has social, economic or environmental benefits for the area or community concerned
- the project meets one or more aims of the grant scheme
- the project contributes to the sustainable regeneration of the area
- there is a financial contribution to the project from the applicant and/or other sources
- the project represents good value for money
- the project is capable of achieving spend during the life of the project
- evidence is provided that ongoing revenue costs and the sustainability of the project have been given due consideration
- the applicant organisation has a signed and adopted constitution or memorandum and articles of association
- the applicant organisation has an up-to-date set of audited or formally accepted accounts available
- plans/drawings are available where the project involves the construction, adaptation or refurbishment of a building
- planning permission, building regulations and all other necessary consents have been secured or applied for in relation to any building works (where appropriate)
- the applicant has provided evidence of ownership of the land/building that the project relates to, or that they have secured or are applying for a lease or licence for the land/building, with a minimum of 10 years to run (where appropriate)
- evidence of the relevance of the project to the community planning process within the area is provided
- it is clear how the project will encourage equal opportunities
- evidence is provided of support from appropriate organisations and/or individuals affected by the project

## Sources and Level of Funding

Applicants are expected to have considered a range of potential funding sources before applying to this grant scheme. If the Panel considers that there are other, more suitable sources of funding for projects, and there is no evidence that these have been explored, it will refuse applications and refer the applicants to these alternative sources.

**The level of funding awarded will be dependent upon the type of organisation and the type of activity being undertaken.** Funding can be for capital and/or revenue and can be for a maximum of 80% of total project costs. No project will receive a formal offer letter until the full funding package is in place.

**Please note that in kind or volunteer time is not eligible as a form of match funding for this grant scheme. All match funding must be cash, either from the applicants own funds or other funding sources.**

Capital funding must be spent within one year of the commencement date of the project, and applications should be for a maximum of £25,000. Revenue funding of up to 80% of project costs for one year can be offered, subject to the availability of resources, and applications should be for a maximum of £30,000. This grant scheme is targeted at local grassroots community and voluntary groups, and therefore applications will not be accepted from nationally based charities or organisations.

Please note that when making a decision on the amount of funding to be awarded, the Panel will take into consideration any commercial or trading activities undertaken by the organisation concerned or at the premises that are the subject of any application.

Should your application be successful, in order to draw down the funding awarded you will be required to provide evidence of all expenditure incurred. This will take the form of cheque numbers or credit card receipts.

## Sustainability

The project sustainability checklist included in the application pack **must** be completed in all cases and returned with the application form. Failure to return a completed checklist with an application form will result in the Panel being unable to consider the application.