

Note: minor changes are indicated in italics and underlined

## Appendix 1 TECHNICAL ASSISTANCE FUND GUIDELINES FOR APPLICANT

A technical assistance fund has been set aside by Caerphilly County Borough Council (CCBC) to help voluntary organisations and community groups in the borough meet the costs of pre-application professional fees, technical or legal, for capital projects. This is awarded on the basis that the organisation will make their best endeavours to obtain funding for the project and if no satisfactory follow up activity can be demonstrated, repayment of the grant may be required. The following guidelines are set for the application process. Applications must be made on the technical assistance fund application form (TAF1) given at the end of these guidelines and be submitted together with the completed Sustainable Development & Equalities Project Appraisal Tool form.

### Eligibility

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).

### Criteria for application

It is important that any project supported by the fund is of the highest possible quality and should therefore meet the following criteria:

- the application for professional fees must be for a capital project
- **the project must be discussed with a Directorate(s) of the Authority** to ensure that plans are consistent with the Council's aims and objectives. For Community Halls managed by the Council, please contact the Community Leisure Officer. For land managed by the Council's Parks service, please contact Manager for Parks & Green Spaces. For further details please see **Key Contacts** (Appendix 1)
- applications must show clear evidence that the project will result in wider community benefit
- proof that the owner of the land and/or property affected by the project has agreed to the project (this may be covered in the report from the Property Services Division, CCBC)
- any known constraints on the development – can it proceed without further investigative work?
- completion of the Sustainable Development & Equalities Appraisal Tool
- where they exist in areas, Community First Cluster Managers must be given an opportunity to comment on TAF applications in their area, to ensure that proposed works are consistent with their local plans. It is expected that a supporting letter will accompany any application.

## Application procedure

Copies of the application form are available from:

John Elliott, Policy Unit, Caerphilly Council  
Penallta House, Tredomen Park, Ystrad Mynach, Hengoed CF82 7PG

Telephone: 01443 864415

Email: [ellioj@caerphilly.gov.uk](mailto:ellioj@caerphilly.gov.uk)

Before completing the form, **the applicant should discuss the project with:**

- A Caerphilly County Borough Council **Directorate contact** – **a signature will be required** to indicate support for the project proposal.
- The **GAVO Development Officer** (for the area) will assist with the application.
- Caerphilly County Borough Council's **Property Division**. An officer will visit the site and undertake an assessment of the proposed project (including issues of ownership and consent) and prepare an initial report on the eligibility of the project.
- Communities First Cluster Area Manager where appropriate. A letter of support should accompany the application form, which should contain the name, address and telephone number of the signatory.

## Conditions of grant

- The sum offered is **up to £4,000 plus VAT (at 20%)**, which is a maximum amount of £4,800, available. In addition a sum of up to £4,800 inclusive of VAT is ring fenced towards the cost of obtaining or renewing **leases from the Technical Assistance Fund per year**. This grant will not pay for Planning Permission. Accurate monitoring is required via Property Services, CCBC, to ensure all leases are processed on a timely basis. If the sum for leases is expended then future requests for leases in the same financial year would not have any funding. **N.B. If the Technical Assistance funded work only uses part of the amount requested, the balance remaining is absorbed back into the Fund, to ensure that as many groups as possible benefit for funding, in the future.**
- The Council's Property Division/Legal Service will carry out the work, unless there is a strong case for employing other professionals.
- If CCBC's Property Services has undertaken the work, the applicant will not receive the grant, for the work – funds will be allocated internally via internal recharges. Normally, if the work is carried out by external agencies, the company undertaking the work will invoice the organisation (subject to an agreed, pre-specified limit). A copy invoice inc VAT charges will be required by John Elliott, CCBC, for payment when the grant has been approved. The charge will be allocated to the applicant's bank/building society account, so that they can pay the company.
- The project applicant will only be allowed to apply **once per project** for this grant.

- If the cost of professional fees increases, the fund will normally only cover what has been applied for, unless there are exceptional circumstances to be further agreed by the Technical Assistance Fund Panel.
- The sum offered can only be used for the purposes stated in the application.
- This fund should only be used if there are no other alternative means of funding these costs.
- Awards cannot be made retrospectively.
- **Awards must be spent within the financial year allocated. There will be no provision for carrying over funding between financial years.**
- CCBC reserves the right to exclude applications when the funding becomes oversubscribed.

## Timescale

There are 2 deadlines in each financial year – **May and September**. Applications will be received by John Elliott, CCBC throughout the year and assessed after the appropriate deadline. For the May round the final deadline for applications is 30<sup>th</sup> April. For the September round the final deadline is the end of the first full week of September. CCBC will administer the application process. **Observations are required within two working weeks of the application.** Applicants can expect to be notified of the outcome of their application within 3 weeks of the deadline, **providing** that there are no outstanding queries on the application, and will be kept informed of the progress of their application.

The Technical Assistance Fund Panel in consultation with the relevant ward members, Leader of the Council, Cabinet Member for Regeneration, Planning & Sustainable Development, and the Leader of the Opposition will under its recommendatory powers 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.

**PLEASE NOTE: Completed forms must be signed and returned to:** John Elliott, Policy Unit, Caerphilly Council, Penallta House, Tredomen Park, Ystrad Mynach, Hengoed CF82 7PG. **No electronic copies will be accepted.**

(Updated 4<sup>th</sup> March 2014)

**TAF1 TECHNICAL ASSISTANCE FUND - APPLICATION FORM**

<b>Name of Organisation (add as named on constitution):</b>
<b>Contact Name:</b>
<i>(This must be a group representative at Director/Trustee level)</i>
<b>Address:</b>
<b>Telephone Number:</b>
<b>E-mail:</b>
<i>Clearly state purpose seeking Technical Assistance Funding for such as: providing outline architectural drawings, ground surveys, asbestos and building condition surveys, obtaining or renewing leases etc:</i>
<b>Title <u>and Description</u> of Project <u>detailing project purpose:</u></b>
<b>Location of Project:</b>
<b>Ward:</b>

Is any building/land concerned, owned or leased, & by whom?

Please evidence how this project would result in wider community benefits (continue on a separate sheet if necessary):

**Physical Outputs of the project,**

- e.g. number of jobs created,
- number of buildings constructed / improved,
- area of land improved etc.

**Timescale of project:**

**Start Date**

**Completion Date**

**Assessing Financial Viability of project - Have potential sources of funding been identified to take the project forward if Technical Assistance Funding is approved?  
Please provide details of discussions held with funding providers below:**

<b><u>Name of Funder</u> <i>for example</i> <u>Community Facilities</u> <u>Programme capital grant</u> <u>fund</u></b>	<b>Date discussion took place</b>	<b>Outcome</b>

**Please give your assessment below of overall financial viability of the project:**

**Please give brief details of any business case for the project:**

**Who will be providing technical advice?**

CCBC Property Division

Other

**If other, please give details and reasons for this:**

***If available, you must attach a breakdown of the cost of professional fees.***

**Technical Assistance sum applied for:**

£

**i.e. Up to £4,000 plus VAT @ 20%**

**Directorate Contact:**

***I confirm that the proposed project is consistent with our service plans and priorities.***

**Signature:**

**Date:**

**Directorate:**



<b>Initial assessment undertaken by Caerphilly County Borough Council Property division?</b> (Report <b>attached</b> to include proposed timescale - date survey to be carried out and proposed date for completion of survey work.)				
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Date of site visit: <input type="text"/>
Name of GAVO Contact:		<input type="text"/>		
<b>Letter of support from Managers in Communities First cluster areas attached (where appropriate)?</b>				
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Not applicable <input type="checkbox"/>
<b>Letters of support from Organisation's Chairs or Management Committees in non Communities First cluster areas?</b>				
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Not applicable <input type="checkbox"/>
<b>Sustainable Development &amp; Equalities Project Appraisal Tool completed?</b>				
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	<input type="text"/>

Our organisation agrees to make their best endeavours to obtain funding for the project and understands that, if no satisfactory follow up activity can be demonstrated, repayment of the grant may be necessary.

**Signed:**..... **Date:** .....

**Position within the Organisation:** .....

*Please forward the completed Technical Assistance Form, along with a completed:*

<input type="checkbox"/>	Sustainable Development & Equalities Project Appraisal Tool
<input type="checkbox"/>	Letter of support from local Communities First Cluster Manager (if appropriate)
<input type="checkbox"/>	Letter of support from Chairperson or Vice Chairperson of Management Committee

**To:** John Elliott, Policy Unit, Caerphilly Council  
Penallta House, Tredomen Park, Ystrad Mynach, Hengoed CF82 7PG



## Appendix 1 Technical Assistance Fund Key Contacts

Cllr. Harry Andrews	Leader of the Council	<a href="mailto:andreha@caerphilly.gov.uk">andreha@caerphilly.gov.uk</a> 01443 864400
Cllr. Ken James	Cabinet Member for Regeneration, Planning & Sustainable Development	<a href="mailto:Jamesk1@caerphilly.gov.uk">Jamesk1@caerphilly.gov.uk</a> 01495 270537
Cllr. Colin Mann	Leader of the Opposition	<a href="mailto:manncp@caerphilly.gov.uk">manncp@caerphilly.gov.uk</a> 02920 862460
Daniel Perkins	Head of Legal & Democratic Services, CCBC	<a href="mailto:perkid@caerphilly.gov.uk">perkid@caerphilly.gov.uk</a> 01443 863142
John Thomas	Property Services, CCBC	<a href="mailto:thomaj@caerphilly.gov.uk">thomaj@caerphilly.gov.uk</a> 01443 864086
Jackie Dix	Policy & Research Manager, CCBC	<a href="mailto:dixj1@caerphilly.gov.uk">dixj1@caerphilly.gov.uk</a> 01443 864447
Tina McMahon	Community Regeneration Manager, CCBC	<a href="mailto:mcmah@caerphilly.gov.uk">mcmah@caerphilly.gov.uk</a> 01443 864317
Sean Rees	Upper Rhymney Valley Cluster Manager	<a href="mailto:reessc@caerphilly.gov.uk">reessc@caerphilly.gov.uk</a> 01443 878095
Emma Saunders	Mid Valleys West Cluster Manager	<a href="mailto:saunde@caerphilly.gov.uk">saunde@caerphilly.gov.uk</a> 01443 864228
Lauren Hughes	Mid Valleys East Cluster Manager	<a href="mailto:hughel2@caerphilly.gov.uk">hughel2@caerphilly.gov.uk</a> 01495 222605
Damien Owen	Cluster Manager Caerphilly Basin	<a href="mailto:Owend2@caerphilly.gov.uk">Owend2@caerphilly.gov.uk</a> 01443 864395
Steve Hawkins	Manger for Community Halls & Centres, CCBC	<a href="mailto:hawkisw@caerphilly.gov.uk">hawkisw@caerphilly.gov.uk</a>

		01443 863348
Mike Headington	Caerphilly CBC contact officer for parks, allotments and outdoor facilities and green spaces	<a href="mailto:headim@caerphilly.gov.uk">headim@caerphilly.gov.uk</a> 01495 235404
Dave Phenis	Caerphilly CBC contact for Sports & Leisure	<a href="mailto:phenidh@caerphilly.gov.uk">phenidh@caerphilly.gov.uk</a> 01495 235496
<b><u>Rhian Kyte</u></b>	<b><u>Planning and development</u></b>	<a href="mailto:kyter@caerphilly.gov.uk">kyter@caerphilly.gov.uk</a> 01495 235317
Alan Dallimore	Team leader for Urban Renewal & Conservation, CCBC	<a href="mailto:dallia@caerphilly.gov.uk">dallia@caerphilly.gov.uk</a> 01495 235266
Helen Simmonds	CCBC contact for new memorials for e.g Senghendd Mining Memo	<a href="mailto:simmoh2@caerphilly.gov.uk">simmoh2@caerphilly.gov.uk</a> 01495 235067
Rebekah Browning	CCBC contact for landscaping projects.	<a href="mailto:brownr@caerphilly.gov.uk">brownr@caerphilly.gov.uk</a> 01495 235289
Clare Sutton	Caerphilly Groundwork contact	<a href="mailto:Clare.Sutton@groundwork.org.uk">Clare.Sutton@groundwork.org.uk</a> 01495 222605