

WINCHESTER CITY COUNCIL – COMMUNITY SERVICES DEPARTMENT

COMMUNITY GRANTS

CAPITAL GRANT CONDITIONS 2004/05

1. It is a requirement that you inform any other organisation, to which you have applied or intend to apply for a grant in respect of the same project, of the grant award from the City Council.
2. The City Council reserves the right to withdraw any grant offer if a capital project is not started within an agreed period following approval of a grant – this period should not normally exceed 12 months.
3. Payment terms and any special conditions will be stipulated by the City Council at the time of offer of a grant. The City Council reserves the right to withdraw the grant where funds have not been used for the purposes stated on the original application form and the letter of offer. Similarly, any recipient who fails to comply with the any of the conditions attached to a grant shall be asked to return all, or part of, the grant to the Council.
4. Where relevant, any capital grant offer will be dependent on financial support from the local Parish Council/Meeting. Generally, the **maximum** grant the City Council will consider is:-
 - (i) Parish Council/Meeting (**with a tax base of more than 150**) – up to 50% of the total project cost (excluding VAT), or the same amount as that being contributed by the Parish Council/Meeting **from its own resources** (i.e. the precept), whichever is the smaller sum.
 - (ii) Parish based organisations (**tax base of more than 150**) – up to 50% of the total project cost, subject to the applicant raising 25% and the local Parish Council/Meeting contributing at least 25% **from its own resources**. Parish based groups and organisations should secure at least 'in principle' support from their local Parish Council/Meeting prior to submitting a request for grant aid.
 - (iii) Parish Council/Meeting (**with a tax base of 150 or below**) – up to 70% of the total project cost (excluding VAT), subject to a 30% contribution from the local Parish Council/Meeting **from its own resources** (i.e. the precept).
 - (iv) Parish based organisations (**tax base of 150 or below**) – up to 70% of the total project cost, subject to the applicant raising 15% and the local Parish Council/Meeting contributing at least 15% **from its own resources** (i.e. the precept).

Applicants should be aware that the City Council always looks at the size of the local Parish Council/Meeting precept when considering grant requests.

5. The percentage contributions for capital projects are as follows:

▪ Voluntary Organisation	25%
▪ Parish Council/Meeting	25%
▪ Winchester City Council	50%

In the case of small parishes (i.e. those with a tax base of 150 or below), the percentage contributions are as follows:

▪ Voluntary Organisation	15%
▪ Parish Council/Meeting	15%
▪ Winchester City Council	70%

Please note that schemes costing £50,000 or more should be discussed with the Partnership and External Funding Officer in the first instance.

6. Financial assistance will only be available for projects where the applicants can demonstrate that there will be no undue limitations on public access and, in the case of new buildings, that the applicant will comply with the statutory requirements to provide access for disabled people.
7. The City Council will reserve the right to recover all or a proportion of any capital grant made, if the applicant ceases operation within a period of up to 5 years following payment of the grant. Please note that this is the minimum requirement. Applications for large capital grants may be subject to additional protections and, in certain cases, formal legal agreements.
8. Applicants will be required to provide evidence of their financial circumstances to establish financial need and the ability to meet future running costs. Levels of reserves will also be taken into account when considering applications.
9. The City Council has a duty to ensure that its grants are properly accounted for and used as effectively as possible. Grant recipients will be expected to keep proper accounts together with full written records indicating how any grant monies are used.
10. The City Council reserves the right, through its officers, to monitor the use and effectiveness of any grants awarded.
11. Grant recipients must acknowledge the financial support of the City Council in its documentation and publicity material. In the case of major capital projects, the City Council will supply a display plaque.
12. Winchester City Council shall not be held responsible for any debts or liabilities, or action and claims against recipients, and shall not be held responsible to third parties. Under no circumstances shall the grant or guarantee against loss be assigned or made over to third parties.
13. Any grant offer will be based on the detailed estimates provided with the application form. It is unlikely that the Council will be able to revise any grant offer to reflect subsequent increases to the original project cost.
14. The relevant planning and building consents must be obtained prior to starting work on any scheme.
15. Applicants will be responsible for ensuring compliance with all statutory and legal obligations applicable to their activities, (e.g. Health and Safety, Disability Discrimination, Licensing, Insurance etc.)