

## CFGA GRANT SCHEME – CRITERIA & OPERATIONAL ARRANGEMENTS

The scheme provides financial assistance to parish councils towards parish expenditure on 'concurrent function' projects of a non-routine nature only. Concurrent functions are services which both Guildford Borough Council and the parish councils are empowered to undertake and include the following areas of activity:

- Allotments
- Commons
- Open spaces
- Playing fields
- Play areas
- Burial grounds & cemeteries
- Closed churchyards
- Parking
- Litter bins
- Seats
- Bus shelters
- Public conveniences
- War memorials
- Public clocks
- Village Halls & Community Centres
- Tourism
- Entertainment & Arts support
- Leisure facilities owned by Parish

In addition, the scheme supports environmental improvement and traffic calming projects undertaken by the parishes, provision of CCTV and street lighting, and the acquisition of IT equipment etc. to assist in the administration of parish duties; all areas of activity also undertaken by the Council.

1.2 The current formula for the calculation of grant aid entitlement is as follows:-

- i) for schemes costing up to £10,000, grant aid is calculated at the rate of 50% of expenditure incurred, up to the maximum grant approved;
- ii) any approved expenditure in excess of £10,000 as in (i) above is assisted at the rate of 20%.

However, the Council may adjust the above formula as necessary if the parish councils' requests exceed the Council's financial provision for the scheme.

1.3 Parishes must amalgamate any parish projects, which relate to a particular location in the same year.

1.4 We allocate grants on condition that works are completed and the grant claimed within two years, with the proviso that the Director of Resources in conjunction with the Lead Councillor for Resources are authorised to agree an extension request for one year, in exceptional circumstances.

1.5 Parish councils must submit relevant invoices for approved works when claiming grant aid.

1.6 Parish councils are required to acknowledge **all** contributions towards a project by including some form of notice or branding on the facility, wherever possible

1.7 The annual base budget provision for the scheme for 2019-20 onwards was fixed at £90,000 by the Executive in November 2018.

- 1.8 Parish councils will be required to complete a detailed grant application form, prioritising their bids.
- 1.9 Parish councils will be required to supply written estimates for **all** projects from 2018-19 onwards
- 1.10 The total scheme limit for each parish council is set at £50,000 from 2018-19 onwards
- 1.11 The minimum grant request is £200 from 2019-20 onwards.
- 1.12 A panel of officers will evaluate the bids, against established criteria, prior to going before the Executive Committee.
- 1.13 Grant monies returned by parish councils during any year are retained in a reserve and available for applications for **urgent** schemes during a financial year. Such applications have to justify why they are urgent and cannot wait until the next normal bidding round in addition to meeting the scheme criteria. We will only approve applications if there is sufficient money from returned grants to cover the new grant. Parishes are required to complete a detailed Urgent Schemes Request form, similar to the grant application form. Approval of the urgent in-year grants is delegated to the Head of Resources in consultation with the Lead Councillor for Resources. Please contact Michele Rogers (01483 444842) if you require any further information with regard to the Urgent Schemes process.

## **Guildford Borough Council – Corporate Plan**

The Council's vision:

For Guildford to be a town and borough:

that is the most desirable place to live, work and visit in South East England. A centre for education, healthcare, innovative cutting edge businesses, high quality retail and wellbeing. A county town set in a vibrant rural environment which balances the needs of urban and rural communities alike. Known for our outstanding urban planning and design, and with infrastructure that will properly cope with our needs

Fundamental themes that support this vision:

- **Place-making**

Delivering the Guildford Borough Local Plan and providing the range of housing that people need, particularly affordable homes

Making travel in Guildford and across the borough easier.

Regenerating and improving Guildford town centre and other urban areas.

- **Community**

Supporting older, more vulnerable and less advantaged people in our community

Protecting our environment

Enhancing sporting, cultural, community and recreational facilities

- **Innovation**

Encouraging sustainable and proportionate economic growth to help provide the prosperity and employment that people need

Creating smart places infrastructure across Guildford

Using innovation, technology and new ways of working to improve value for money and efficiency in Council services

All projects must meet at least one of the above criteria. Please indicate on the application form which of the above objectives are met by the project, for which you are applying for grant funding

July 2020