

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 Finance in conjunction with the Lead Councillor for Finance 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 2020-21 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 Director 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:

A green, thriving town and villages where people have the homes they need, access to quality employment, with strong and safe communities that come together to support those needing help.

Our Corporate Priorities

Homes and jobs

Residents having access to the homes and jobs they need:

- revive Guildford town centre to unlock its full potential
- provide and facilitate housing that people can afford
- create employment opportunities through regeneration
- support high quality development of strategic sites
- support our business community and attract new inward investment
- maximise opportunities for digital infrastructure improvements and smart places technology

Environment

Protecting our environment:

- provide leadership in our own operations by reducing carbon emissions, energy consumption and waste
- engage with residents and businesses to encourage them to act in more environmentally sustainable ways through their waste, travel and energy choices
- work with partners to make travel more sustainable and reduce congestion
- make every effort to protect and enhance our biodiversity and natural environment

Community

Empowering communities and supporting people who need help:

- tackling inequality in our communities
- work with communities to support those in need
- support the unemployed back into the workplace and facilitate opportunities for residents to enhance their skills
- prevent homelessness and rough-sleeping in the borough