

**Grant Criteria and**  
**Funding Opportunities Guide**

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## Part 1

### Occasional Grants to Voluntary Organisations

## Groups which the Council will assist

In order to be eligible for Council assistance an organisation must fulfil the following criteria:

- i. It must be a non-profit making organisation. Local Authorities, Government bodies and other publicly funded and managed agencies (including facilities such as schools) will normally only be eligible for funding where it is considered desirable to assist in the furtherance of Council policy.
- ii. It must have a written constitution or document setting out, at a minimum, its aims and how its membership is made up.
- iii. Its activities must take place wholly or partly within the Borough of Runnymede. Facilities located outside the Borough will not normally be eligible for funding unless the applicant can demonstrate a significant unmet demand within Runnymede and actual or probable use by local residents. Similarly national, regional or county-wide organisations will not be eligible for funding unless their project is of specific local benefit.
- iv. It must be set up for the purposes of community benefit, culture, education, sport or recreation. (Applications are specifically encouraged from voluntary youth groups). Non sporting social clubs without any explicit linkage between their objectives and the factors referred to in paragraph 2 i. are not eligible for grant aid.
- v. It must make the benefit of its activities available without inappropriate discrimination on the basis of race, sex, religious or philosophical conviction or any other grounds which the Council considers unreasonable. Groups which apply maximum or minimum age limits to their membership, or to certain activities, will not be disqualified provided that the Council is satisfied there are reasonable grounds for such requirements.
- vi. Grant aid will not be given as a matter of course for repair, improvement or other works to places of religious worship, but the Council may fund such bodies at its discretion if it is satisfied that:
  - a. the project for which grant aid is sought is of benefit to the wider local community; and
  - b. insufficient funds are available from the bodies' own resources and such other grant aid as it has secured to allow the project to proceed.

## Purpose for which a grant may be considered:

1. The Council makes grant aid available to support recreational, sporting, welfare, advisory, educational, cultural and environmental projects of community benefit which are consistent with its priorities and objectives but undertaken more effectively by independent, voluntary or charitable groups. Priority will be given to those initiatives which support the targets contained in the \*Corporate Business Plan or otherwise meet the needs of people with disabilities, the vulnerable or disadvantaged, young people and older persons.
2. The Council will financially assist a specific one-off activity or project which extends or enhances the activities already being undertaken by the applicant (such as the purchase of equipment and the construction or improvement of new facilities), the start-up and initial running costs of new organisations as well as new initiatives by established organisations, and the running costs of a time limited project.
3. The Council's grants programme is intended to complement, but not replace, existing sources of public funding. Assistance will therefore not normally be given to services and projects which are customarily the responsibility of other statutory organisations. Support may, however, be provided to assist initiatives which are beyond the normal scope of the principal funding agency and meet the Council's policy priorities.
4. Assistance will not be given for the core running costs of established organisations (core running costs include items such as salaries, expenses, stationery, rent and training) other than in the context of Annual Core Revenue Grants as described in Section 2 of this Guide.
5. The purpose for which the grant is sought must directly, but not necessarily exclusively, benefit people within the Borough of Runnymede
6. Applicants must be able to satisfy the Council that they have obtained all necessary consents to enable the project to proceed (including planning consent where appropriate) and works must be undertaken in accordance with any regulations that may apply
7. Applicant organisations must not normally have started the project or legally bound themselves to expenditure before receiving the grant offer
8. The decision in each case will be made in the light of prevailing Council policy and available resources.

\*Copies of the Corporate Business Plan is available on request from the Communications Team on 01932 425504 e-mail: [communications@runnymede.gov.uk](mailto:communications@runnymede.gov.uk) The Corporate Business Plan is also available on the Council's website at: <https://www.runnymede.gov.uk/CHttpHandler.ashx?id=15521&p=0>

## Council halls and assets managed by the community

Where a Council hall or asset has been or is about to be transferred to the management of a local community based group:

- i. the Council will consider assisting such a newly formed group with a pump priming grant under the general criteria set out above;
- ii. where a group already managing a former Council hall or asset wishes to undertake major capital or improvement works which neither it nor the Council are legally obliged to carry out, the Council will consider an application for assistance in the same way as if the hall or asset were an independently provided community facility, from the same capital provision and subject to the same conditions.

**NB:** independently owned community halls may be eligible for financial assistance in accordance with the general criteria for occasional grants.

## Matters affecting the amount of grant

1. Subject to the availability of funds in the appropriate budgets, the maximum grant available is normally £10,000 (but see 2 below). As the Council needs to be satisfied that the applicant is contributing a reasonable amount to the project from its own resources, awards will normally be limited to a maximum of 50% of the estimated cost of the scheme at the date the application is made. The Council may be prepared to accept assistance in kind (in the form of labour, materials etc.) as part of the applicant's contribution towards the project provided that this is additional to the levels of support which the organisation might normally expect to receive from its members.
2. In exceptional circumstances grants of more than £10,000 may be provided for the provision or improvement of public halls, community, sports or voluntary youth buildings where the benefit to the community is considered to be sufficiently significant. In these circumstances the applicant will not be eligible for any further grant aid exceeding £1,000 from the Council for a period of ten years from the physical start of the project. Grant aid will be limited to 50% of the estimated cost at the date on which the application is made. The organisation must satisfy itself that it will be able to bear the whole of any increase in cost above this estimate.
3. Applications meriting grant aid of less than £100 will not normally be approved since the Council wishes to concentrate its assistance on activities where the local benefit will be significant.
4. Grants of £200 or more will only be given if the organisation provides audited or independently examined accounts for the last complete financial year. Applications for £1,000 or more will not be entertained unless the last two financial years' accounts are provided.

New organisations will be asked to provide such financial information as they can.

5. The Council will also have regard to:
  - a. the purpose of the application for grant aid and the degree of community benefit which, in the Council's judgement, will flow from it;
  - b. how far the facilities or activities which will be assisted are duplicated by other provision within the organisation's catchment area;
  - c. the number of people who will benefit from the activity or facilities to be provided and the regularity of use of any facilities or equipment;
  - d. what funds are already promised or likely from other bodies;
  - e. the extent of any previous financial assistance by the Council;
  - f. whether the applicant has the necessary expertise and resources to complete the project;
  - g. any other matters which the Council considers relevant.
6. For grants of £2,000 or more, in addition to the application form, the Council will require a statement from the organisation describing the purpose of the grant, the need for it, the expected benefits, and how success will be measured. It may be appropriate to attach a project or "business" plan (and the Council may require to see and approve one before agreeing the grant).

## Conditions

The Council may impose any conditions it thinks are reasonable on the use of the grant, publicity and acknowledgements, or other matters.

## Grants for major projects – additional provisions

If the application is for a grant towards the carrying out of new building or engineering work, or the purchase of major equipment from a contractor, the Council will want to be satisfied on the following matters in awarding and paying the grant (as well as the matters listed above):

- i. the organisation must not have started the project, or legally bound themselves to expenditure, before receiving the grant offer. The Council must be satisfied on advice from its appropriate professional officers that the cost is reasonable for what is proposed. Where work, goods, or materials are to be provided the Council will normally wish to see three or more competitive quotes obtained by the organisation.

- ii. the Council must be satisfied, on advice from its appropriate officers, that the specification for the proposed work is appropriate and that adequate technical and professional advice has been obtained by the organisation the Council will require drawings and relevant technical details to make this assessment.
- iii. where the project involves the alteration or improvement of land or buildings, and the Council does not hold the freehold or headlease, the organisation must own a freehold or a lease with at least 28 years unexpired, free of any mortgages or charges which might result in the use of the premises being terminated.

## The applications process

1. There is no closing date for the submission of applications for occasional grants, except as outlined in 5) below. Requests for funding are accepted throughout the year on a first come first served basis. Nevertheless, as budgets are limited it may be advisable to apply as early in the financial year as possible to maximise the chance of success. (The Council's financial year runs from 1 April to 31 March). Subject to the availability of funding, applications can, if necessary, be carried forward from one financial year to the next.
2. Applications for annual core revenue funding must generally be submitted by the middle of the October prior to the financial year for which assistance is sought. Regular recipients of this type of grant will be notified of the exact closing date in good time. Other organisations are strongly advised to contact the Council for further details.
3. Applications are assessed against the grant criteria by Council Officers, a process which normally takes between six to eight weeks. Sometimes it may be necessary to report the details to the appropriate Council Committee, which may slightly delay a decision. You will be advised if this is the case.
4. Organisations will be notified of the outcome of their application as soon as a decision is reached.

## Payment of grants

The following provisions will apply to the payment of grants:

- a. grant money will be paid out by the Council upon submission of clear evidence that the expenditure has been incurred (e.g. appropriate receipts, architects certificates, or original invoices);
- b. in the case of building or engineering works, the final 10% of the grant will be retained by the Council until it has inspected the project and satisfied itself that it has been satisfactorily completed;



- c. the Council will have the right to inspect works in progress at any time and to draw to the attention of the organisation any matters which it feels should be rectified;
- d. projects for which grant aid has been approved must be started within two years of approval being notified to the organisation or the grant will lapse (three years in the case of major building or engineering works for which a grant of more than £10,000 has been agreed);
- e. if costs increase over the amount approved, a further application for grant aid may be considered but will not necessarily be granted;
- f. the Council does not undertake to give grant aid for running and other costs after completion of the project, and organisations must satisfy themselves that they are in a position to take on such responsibilities.

## Follow up

- 1. If a grant of £2,000 or more has been awarded, the Council may require the organisation to provide a written statement of the use to which it has been put within one year.
- 2. The Council may also select a number of smaller grants and follow them up to provide a random check on how grant aid has been used and how effective it has been.
- 3. Where the Council requires a follow-up statement, it should contain a description of the project, its total cost, and the date on which it was completed or any relevant items purchased, and how many people have benefited from the project and in what way. Where relevant, success should be measured against the originally defined targets set out in any application statement.
- 4. The responsible Council Officers may ask to visit premises or activities of grant-aided organisations to see how the grant money has been used.
- 5. Unused grant money must be repaid to the Council.

## The Council's commitment to you

The Council is committed to applying the principles of its compact with the voluntary and community sector. The compact, which was developed in consultation with local voluntary and community organisations, sets out the resolve of the Council to work in partnership with such organisations for the benefit of the people of Runnymede.

Further information on the compact can be obtained from the Council's Partnership and Policy Officer, Suzanne Stronge 01932 425869 or e-mail [suzanne.stronge@runnymede.gov.uk](mailto:suzanne.stronge@runnymede.gov.uk)

## Part 2

### Other Forms of Council Grant Aid

## Grant aid to sportspersons

1. The Council makes grants available to residents of the Borough who participate competitively in an amateur sport recognised by Sport England, or are in training to coach such a sport on an amateur basis.
2. People in the following categories are not eligible for funding:
  - a) individuals whose residency is primarily for the purpose of attending a course of Further or Higher Education. However, university students may be given consideration of funding for assistance with coaching courses if they are studying for a recognised qualification in sports coaching. The applicant is required to provide written support of the club concerned and provide a written undertaking to remain in the Borough coaching with a Sports Club for a minimum of 12 months from completion of their coaching qualification. Failure to do so would require the applicant to repay the Council the grant monies in full or part.
  - b) amateur sportspersons who intend to turn professional in the twelve months from the date of their application.
3. Grant aid may be given for any purpose which the Council considers appropriate in connection with the sporting activity, in particular the cost of equipment, training, travel to competitions, and training courses for aspiring coaches. Individuals will be entitled to receive no more than one grant under this scheme in a financial year (1 April to 31 March). Sportspersons may, however, receive an elite competition grant in addition to an ordinary sportsperson's award in the same period (see below for details). In all instances applicants will be expected to demonstrate that they will incur expenditure at least equivalent to the value of the grant requested.
4. Applications for assistance with coaching courses must additionally demonstrate that their coaching skills will be utilised on a voluntary basis within the Borough for a minimum period of twelve months from completion of their training course.
5. The award of grant aid will be dependent upon the submission of a written reference from a recognised coach or other appropriate person, a proven track record of achievement at the relevant level of competition and the support of both the Council's Community Development Officer for Sport and Health and the Head of Community Development. The application will be assessed against the relevant criteria, and additional consultation with relevant national governing body representatives may be sought where necessary. Appeals against the grant aid decision can be made to the Head of Community Development and if required to the Borough Council's Community Services Committee for determination. In considering the appropriate level of the award the Council will take into account any other assistance given to the applicant.

## Categories of grant

- i. **Junior County/Regional Standard (up to £120)**  
For sportspersons under the age of 18 who have reached recognised competition at County or Regional standard as determined by achievement of set qualification standard or team selection.
- ii. **Senior County/Regional Standard (up to £145)**  
For sportspersons of 18 years of age or over who have reached recognised competition at County or Regional standard as determined by achievement of set qualification standard or team selection.
- iii. **Elite competition (up to £375)**  
For both junior and senior competitors either who have reached recognised competition at National or International standard as determined by achievement of set qualification or team selection. This may include selection for special training or pre selection trial in preparation for elite level competition.
- iv. **Coaching (up to £145)**  
For individuals who are studying for a recognised qualification in Sports Coaching. Grant aid may be awarded to cover a maximum of 50% of the total qualification cost (up to £145)

## Conditions of grant

The Council may impose such conditions on any grant as it wishes including a general condition to acknowledge the Council's support.

Recipients of grant aid may be asked to attend council events and support sport development initiatives.

Further advice and information on sportspersons' grants can be obtained from Bernard Fleckney on 01932 425620 or e-mail [bernard.fleckney@runnymede.gov.uk](mailto:bernard.fleckney@runnymede.gov.uk) or Carol Holehouse on 01932 425628 or email [carol.holehouse@runnymede.gov.uk](mailto:carol.holehouse@runnymede.gov.uk)

## Grant aid to individuals

1. Grants of up to £375 are available to assist with costs incurred by residents of the Borough who have been accepted to participate in a voluntary, educational or charitable event or project which the Council considers worthy of support. In order to be eligible for a grant the applicant must be able to demonstrate that the project will be of benefit to the Runnymede community. In the case of applicants for educational or personal development purposes the skills and knowledge that the applicant hopes to achieve must be likely to be of eventual benefit to the wider community
2. In considering applications the Council will take into account any other assistance given to the individual concerned and may impose such conditions on any grant as it wishes.
3. Runnymede Borough Council will not award grant aid to individuals or organisations who engage in extremist activity.

Further advice and information on this category of grant aid can be obtained from Bernard Fleckney on 01932 425620 or e-mail [bernard.fleckney@runnymede.gov.uk](mailto:bernard.fleckney@runnymede.gov.uk) or Carol Holehouse on 01932 425628 or e-mail [carol.holehouse@runnymede.gov.uk](mailto:carol.holehouse@runnymede.gov.uk)

## Other assistance

Limited assistance will be considered for children, teenagers or young adults in full-time education who need assistance towards trips, expeditions, or short-term courses of an educational nature.

The grants awarded are normally in the sum of £50 and the total budgetary provision is £200.

## Annual Core revenue funding

1. The Council provides annual revenue funding (including assistance with running costs such as rent, salaries and administrative expenses) to a number of organisations which meet the criteria for occasional grants set out in Part 1 of this Guide and fulfil a key community or public service role which is deemed to be worthy of ongoing support. The Council also provides core funding for wellbeing, health and social care services on three year service level agreements (SLAs). All core grant funding is committed for the three year period and will be reviewed with the voluntary sector organisations that have SLA's, the year before the three year service level agreements are renewed. The Council will take into account new applications for core funding, at the time of the review.
2. Such organisations must make annual application for support and provide such details of their activities and financial position as the Council may require. The Council will decide the amount of support each year after considering the application. Alternatively, a specific arrangement may be entered into between the Council and the organisation regarding the services to be provided to the inhabitants of the Borough by the organisation and/or the amount of the Council's support over an extended period of time. (For example, a number of social care and welfare organisations are currently in receipt of five year funding agreements). Any such agreement will incorporate a review mechanism in order to assess how effectively the organisation is meeting the Council's objectives and the changing needs of service users. Applicants may also be asked to demonstrate that mechanisms are in place to secure the continuous improvement of the service.
3. The list of organisations to be supported in this way will be kept under review, and organisations may be added or deleted at any time. Details of the organisations currently supported can be obtained from Suzanne Stronge
4. Wherever possible all organisations in receipt of annual revenue funding are required to acknowledge the Council's support on literature and publicity material.

Further information regarding annual core revenue funding can be obtained from Suzanne Stronge on 01932 425869 or e-mail [suzanne.stronge@runnymede.gov.uk](mailto:suzanne.stronge@runnymede.gov.uk)

# Rent grant aid

## 1.1 Policy Objectives

The objectives of the policy is to:

- Have fairly managed leases and a transparent process for dealing with existing and new ones
- Allocate rent grant aid to be based on set criteria of benefit to the Council's core objectives and priorities
- Support community activities that impact on the health and wellbeing of residents, target the disadvantaged or those with a disability and have an impact on deprived areas within the Borough.
- Put all leases onto a similar system of administration

## 1.2 Scope of Policy

The policy covers all buildings owned by the Council delivering a community service i.e. community halls and sports grounds.

## 1.2 Guiding Principles

- Supporting groups that contribute to the Council's Corporate Plan Objectives and long term community cohesion.
- There will be a collaborative relationship between the Council and the various groups and organisations
- The land and buildings will be responsibly managed
- There will be consistency applied to all new and existing lease agreements on review.
- Funding will not be provided to non-complementary services which are in direct competition with the Council's services

## 2. New Community Leases

An organisation can apply for a ground or premises lease where it has been identified by the Council that the ground or building is available and not required for any other purpose. On occasions a licence may be more appropriate but this will be determined on a case by case basis.

The Council will only permit the lease of ground or buildings if it is compatible with Council strategy.

Any application for a new ground or property lease will require the Council to undertake the following process:

- Officers will initially discuss the leasing option with the organisation and determine if a lease can be considered or is appropriate.
- A formal application will need to be made which should address the criteria for lease outlined in section 4.
- If the application meets the criteria a report will be produced for the appropriate service committee.

- The cost of the lease will be determined by the organisation's ability to meet the criteria and corporate priorities.
- The lease will be valued on a full market rental basis.

### **3. Existing Community Leases**

A number of existing organisations receive rent grant aid to cover or part of their rent costs and in many cases the grant paid has been in place for a number of years without review. The payment is an internal transfer and not given to the organisation but sees a reduction in the rent due to be paid.

Organisation with a lease and receiving rent grant aid will be required to provide an annual report and accounts and may be asked for information as detailed in section four. The decision to ask for the information will be at the discretion of Officers or when a rent review or lease renewal is being undertaken.

The aim will be for any organisation with an existing lease, receiving rent grant aid and meeting the set criteria to be in no worse a position following any rent review. For example a sports club currently with a rent of £2,000 but receiving £1000 in rent grant aid sees the rent increase to £2,500, the difference of £500 would be covered by the Council.

### **4. Assessment Criteria**

The assessment criteria will be applied to the following:

- New lease applications
- Granting lease renewals
- Granting new leases to existing lessees
- Varying existing leases.

The applicant must provide the following information (where applicable):

1. The organisation should outline their core purpose and how this links into the Council's key priorities in particular supporting local people and enhancing the environment.
2. The group must provide evidence that they are either a charity, not for profit or social enterprise. Any organisations running businesses for profit will not be considered for any rent grant aid.
3. A copy of the constitution or governing document should be provided
4. A full business plan detailing the financial sustainability of the organisation over the term of the lease should be produced
5. A detailed breakdown of the type and level of facility use.
6. Confirmation that any use will not have a detrimental impact on the grounds or property leased and the building will be returned back in a similar condition to that at the start of the lease.
7. There must be demonstrated support from within the local community.
8. Organisations should have a letter of support from their national governing body or equivalent (if applicable) stating that the organisation is affiliated and the impact the lease will have on the delivery of the organisations activities.
9. Evidence must be provided to show that operational policy, procedures and safeguarding standards are met.



## 5. Lease Charges

Commercial Services will value all leases at full commercial values having regard to their use type. Having arrived at the value, then a points allocation procedure will be used to award “grant” funding if any to contribute to or cover the cost of the lease. Once the grant funding is agreed then finance will create the accounting side to show the allocation of the grant to commercial services property income (as the grant funding will not be paid to the charity, etc) and then reconcile the grant funding through the grant funding budget, by Committee. This approach is recommended national good practice and ensures a consistent and transparent policy that rewards community, voluntary and sports organisations according to the community benefit they provide against RBC priorities.

The rent grant aid provided will be up to a maximum of 50% and this will be based on a scoring system.

Scores 40-55	50%
Scores 30-40	Up to 25% reduction
Scores 20 -30	Up to 10% reduction
Scores less than 20	0

There will be discretion for the responsible committee to agree to a lease free period or additional reduction but this should be time limited or reviewed on an annual basis.

## 6. Lease Terms

- The lease costs will be reviewed on a minimum 5 year basis unless there is an agreed break point or review at the end of lease. At whatever point the organisation would be re-assessed against the criteria.
- The length of the lease will be determined by the type of activity, possible future use of the land or building or requirements of the organisation if they are looking at or require external grants and loans.
- Any leases will be on a full repairing basis, unless an exception is agreed by the service committee.
- The Council will not be responsible for any financial outgoings related to the operation of the grounds or property
- Lease payments should be made quarterly in advance
- Significant changes to the land or property need to be agreed with the Council.
- A report should be provided in December each year detailing the use over the previous year and the accounts.

## Discretionary rate relief

### Policy guidelines on the determination of relief

#### Background

1. Under the provisions of the Local Government Finance Act 1988 there are three ways in which charities and other non-profit making bodies can be protected from the effects of the National Non-Domestic Rate (NNDR):

- i. **Exemption:** Although these organisations are not exempt in their own right, the premises they occupy may be exempt because of the purpose for which they are used. Examples of properties that may be exempt include places of religious worship and premises used wholly for the provision of training, welfare or sheltered employment services for the disabled. Since 1 April 1990 such properties have not been included in the local Rating List, compiled by the District Valuer and Valuation Officer of the Inland Revenue, and therefore no liability arises.
  - ii. **Mandatory Relief:** Section 43(5) of the 1988 Act provides that if a property is occupied by a charity, or the trustees of a charity, and it is used wholly or mainly for charitable purposes, then its liability to the rate is restricted to 20% of the rate that would be payable if the premises were occupied by someone other than a charity. Similar provisions exist in S45(5) for empty premises that will be used wholly or mainly for charitable purposes when next occupied.
  - iii. **Discretionary Relief:** Under Section 47 of the 1988 Act, the local authority may exercise its discretion to grant relief from the rate. It is this category of relief at which these guidelines are directed.
2. The decision to grant discretionary relief is left to the billing authority in which the premises are located. The authority may grant relief for all or part of the rate.

In cases of charitable occupation, the authority may grant additional top-up relief from all or part of the balance of the rate for which the charity would otherwise be liable (i.e. up to 20% of the full rate).

There are limitations over the backdating of relief. Paragraph 23 of Schedule 3 to the Local Government and Rating Act 1997 amended Section 47(7) of the 1988 Act to provide that, from 1 April 1997, local authorities may reach a decision to grant discretionary rate relief for a financial year for up to six months after the end of that year. This is a change from the previous provisions under which authorities had to decide within the financial year concerned. Backdating is therefore limited to a maximum of 18 months.

3. The cost of relief under these provisions is borne as follows:

	<u>NNDR Pool</u>	<u>Local Taxpayers</u>	<u>Council</u>
Mandatory only	100%	Nil	
Discretionary top-up	25%	75%	*
Discretionary only	75%	25%	

\*i.e. if the discretionary top-up is for the full remainder of the rate then the NNDR pool will pay for all of the mandatory element (80%) plus one quarter of the balance (5%). The local council taxpayers will fund the rest (15%).

4. Each case must be considered on its own merits. The Office of the Deputy Prime Minister considers that blanket decisions by the authority may be *ultra vires* and advise authorities to draw up readily understood policies for granting rate relief.

5. **Guidelines**

- i. Organisations eligible for mandatory rate relief (80%) will not normally be considered for any discretionary relief with the following exceptions:
  - a. Official Scout and Guide Organisations shall be granted discretionary rate relief from the remaining rate liability (20%); provided they can demonstrate that their premises are used solely or mainly by them, or by them and other non-profit making services, for the benefit of the Community. This would be subject to certification at each renewal of the relief or upon request by the Council's authorised officers, whichever shall be the sooner.
  - b. Community Associations;
  - c. Village Halls; and
  - d. Day Centres for the elderly and other groups (together with their administrative offices where remote from the operational centre).

Organisations in (b), (c) or (d) shall be granted discretionary rate relief from the remaining rate liability (20%).

In all instances the cost of granting this relief is borne 25% nationally and 75% by local Council Taxpayers.

Relief so allowed is to be taken into account in any revenue grant aid made by the Council.

ii. Non-profit making leisure and sporting organisations that have registered with the Inland Revenue as Community Amateur Sports Clubs (CASCs) are entitled to receive mandatory rate relief of 80% and will not normally be considered for any discretionary rate relief. Non-profit making leisure and sporting organisations that are not eligible as CASCs and whose activities

a. enhance or supplement the Council's own services; and

b. mainly serve the local area

will be considered, on their own merits, for discretionary relief of up to 50%. Relief so allowed is to be taken into account in any revenue grant aid made by the Council.

## 6. **Authority to determine relief**

Determinations for the granting of relief in cases that fall within the scope of Guideline 1 (topping-up) shall be made by the Corporate Head of Financial Services.

i. Determinations for the granting of relief in cases that fall within the scope of Guideline 2, and other applications not specified, shall be brought before the Corporate Management Committee for consideration and determination on each occasion.

ii. The Corporate Head of Financial Services may, at his discretion, make a determination to revoke the relief in accordance with Section 47(6) of the 1988 Act if, during a period for which an organisation is in receipt of relief:

a. there is a material change in an organisation's circumstances;  
or

b. there is a material change in the use of the premises; or

c. the organisation fails to provide relevant information regarding its current status.

In respect of those cases that fall within the scope of Guideline 2, the Corporate Head of Finance shall inform the Committee of any revocation in a report to the next available meeting.

Aggrieved claimants shall have the right of appeal to the Council.

## Scout and guide group capital projects

1. The Council will make specific budgetary provision each year for grants to Scout and Guide groups in support of capital expenditure of local benefit within the Borough of Runnymede ('capital expenditure' means the acquisition of premises, building works including refurbishment, and the purchase of equipment). The provision will, in the first instance, be allocated equally between the Scouts and Guides. In the event of one of the movements not identifying a project suitable for assistance, its funding may be reallocated to the other organisation.
2. Unspent provision in any financial year may be added to the new provision for the following financial year, subject to prevailing financial circumstances.
3. Grants will be awarded, subject to the availability of funds, on the recommendation of the Runnymede District Scout Council and the various Guide District Commissioners. The Council will notify each organisation of the amount of available funds at the beginning of each financial year but will not normally be involved in the processing or evaluation of any proposals for grant aid. Scout and Guide groups seeking funding should approach their District organisations who will determine the priority between individual proposals. (Where more than one Guide District applies for support it will be for the relevant District Commissioners to agree on the scheme to receive funding. If there is no agreement between the Commissioners the Council may, exceptionally, decide upon the priority).
4. Financial assistance will normally be limited to no more than 50% of the estimated cost of any grant aided scheme.
5. Prior to the release of any grant the Council will require written notice, signed by the appropriate district official, briefly describing the proposal, stating that it has been approved for grant and specifying the name of the payee and the amount.
6. The Council will require a statement from the district organisations of the Scouts and Guides as to how any grant has been spent. This should be received by June of each year, referring to the previous financial year of 1 April to 31 March. Failure to submit such a statement may jeopardise subsequent grant aid.
7. Scout and Guide groups are not eligible for grant aid except under this section.

## Community shows and events

The Council makes grants available to non-profit making voluntary organisations in order to assist with costs incurred in staging community events and shows.

Grants are annual authorised to Egham Royal Show, Black Cherry Fair, Chertsey Agricultural Show, Englefield Green Village Fair and Magna Carta Day.

Applications, which should meet the criteria for occasional grants set out in Part 1 of this Guide, will be determined on the basis of need and scale, with priority being given to the larger events. In each case the sum contributed by the Council must, as a minimum, be matched by the expenditure on the event by the applicant organisation.

If you require further information on the **Councils grant aid** please contact:

Carol Holehouse on 01932 425628 or e-mail [carol.holehouse@runnymede.gov.uk](mailto:carol.holehouse@runnymede.gov.uk)

Bernard Fleckney on 01932 425620 or e-mail [bernard.fleckney@runnymede.gov.uk](mailto:bernard.fleckney@runnymede.gov.uk)

Suzanne Stronge on 01932 425869 or e-mail [suzanne.stronge@runnymede.gov.uk](mailto:suzanne.stronge@runnymede.gov.uk)

## Part 3

### Other Sources of Funding

Funding, and advice on obtaining funding, is available from a variety of other local and national bodies such as Runnymede Association of Voluntary Services on 01932 571122 or website [www.ravs.info/](http://www.ravs.info/)

## National lottery funding

There are various good causes funded by the proceeds of the National Lottery. Further information can be obtained from:

The Arts Council of England – 0161 934 4317  
[www.artscouncil.org.uk/](http://www.artscouncil.org.uk/)

Sport England – 08458 508 508  
[www.sportengland.org/funding/uk/](http://www.sportengland.org/funding/uk/)

National Lottery Funding - 0207 211 1800 or 0300 500 5050  
[www.tnlcommunityfund.org.uk](http://www.tnlcommunityfund.org.uk)

The Heritage Lottery Fund – 0207 591 6000  
[www.heritage.org.uk](http://www.heritage.org.uk)

## Sport

### **Sport England**

Sport England makes awards to not for profit organisations that have secured sponsorship to deliver new community projects to grow or sustain participation in sport.

[www.sportengland.org/funding/](http://www.sportengland.org/funding/)

### **Surrey County Playing Fields Association**

[www.surreyplayingfields.co.uk/](http://www.surreyplayingfields.co.uk/) Borough Development Officer – Alan Greig  
[a.greig3@ntlworld.com](mailto:a.greig3@ntlworld.com)

### **Active Surrey Sports Partnership (ASSP)**

The Active Surrey Sports Partnership (ASSP) is one of a network of 49 county sports partnerships (CSP's) in England. Funding is available to individuals, sports clubs and organisations in Surrey.

[www.activesurrey.com](http://www.activesurrey.com)



## **Sport Runnymede**

Sport Runnymede is an umbrella body which comprises representatives of the majority of sports taking place in the Borough. Small grants are made available to assist local sports clubs and individuals, primarily to promote opportunities for the disabled and young people.

Contact: Sports Development Officer, Runnymede Council  
01932 425683.

## **Football Foundation**

The Football Foundation provides grants to improve football facilities in parks, schools and for clubs in local leagues, increase participation in grass roots football and strengthen the links between the sport and the community.

[www.footballfoundation.org.uk](http://www.footballfoundation.org.uk)

## **Sport and Recreation Alliance**

The Sport and Recreation Alliance is the umbrella organisation for the governing and representative bodies of sport and recreation in the UK.

[www.sportandrecreation.org.uk/](http://www.sportandrecreation.org.uk/)

## **Sports Aid**

SportsAid is a charity for Sportspeople. Since 1976, when the charity was established, SportsAid have given financial support to young sportspersons.

[www.sportsaid.org.uk](http://www.sportsaid.org.uk)

# The Arts

## **Southern and South East Arts**

The Regional Arts Council, Southern and South East Arts, provides advice, information and a range of financial assistance to local artists and art groups.

[www.artscouncil.org.uk](http://www.artscouncil.org.uk)

# Young People

## **The Princes Trust**

The Princes Trust offers a variety of programmes to help disadvantaged 14 – 30 year olds fulfil their potential. Support, encouragement and basic financial assistance is provided to young people who are unemployed, in or leaving care, educational underachievers, or ex offenders. Examples of current initiatives include Business Start up support, clubs for underachieving students and grants to help the unemployed meet work or training related goals.

[www.princes-trust.org.uk](http://www.princes-trust.org.uk)

# Health and social care

## **NHS Surrey Funding**

NHS Surrey Funding provides funding to voluntary and community organisations for health and social care initiatives which complement national, regional and local guidelines, strategies and priorities. Grant aided projects must promote independence and social inclusion, protect vulnerable people and support either carers in the community or the implementation of an NHS National Service framework or agreed joint strategy. Schemes must be relevant to local needs and will be subject to regular monitoring and evaluation.

[www.surreyheath.nhs.uk](http://www.surreyheath.nhs.uk)

## General

[www.access-funds.co.uk](http://www.access-funds.co.uk)

This website is an online resource only and is unable to give individual fundraising advice. It provides grants information for the British charitable and non-profit sector, the latest funding information from government, National Lottery, charitable trusts and the EU. There are directories of funding programmes and guides to funding.

### **Surrey County Council Members' Allocations**

Each county councillor has £6,000 funding to help residents, voluntary and community organisations deliver activities that benefit local people in their neighbourhoods. This funding is known as Members' Allocation.

Members' Allocation funding can be used for one-off activities that cost just a few pounds, alternatively it can contribute to projects that cost much more. The funding is flexibly designed to help with costs that can range from purchasing sports equipment for local clubs, to the creation of websites to reach more residents.

[www.surreycc.gov.uk/your-council/councillors-and-committees/members-allocations](http://www.surreycc.gov.uk/your-council/councillors-and-committees/members-allocations)

### **Grants online**

The grants online website is a subscription service which provides access to information on funding available from the Government, European Union, National Lottery and grant making trusts. Assistance is also given with applications, the development of funding strategies and web development.

[www.grantsonline.org.uk](http://www.grantsonline.org.uk)

### **Grant Finder**

This subscription only website provides information on sources of UK and EU financial support involving grants, subsidies, loans, venture funding and other incentives. The service is available to both public and private sector organisations as well as voluntary groups. [www.grantfinder.co.uk](http://www.grantfinder.co.uk)

End.