## Grant Process

1. Applicants will need to arrange for an initial site visit from the Ribble Valley Borough Council Officer before completing the application form.
2. All applicants must complete a grant application form and provide additional documentation.
3. All grants are discretionary
4. All applicants will receive a letter informing them of the grant decision.
5. This decision will be final and no further correspondence will be entered into.

## The following documents must be submitted in support of the application:

- 3 x itemised quotations based on a common specification will be required for all aspects of the proposed investment (where appropriate).
- 1 x schedule of works on which the three quotations are based (where applicable).
- Layout and evaluation plans (where applicable).
- A copy of the lease for the property (where applicable)
- A letter of support from the Land (where applicable)
- A copy of the relevant planning permission (where applicable) and/or building regulations approval.
- Evidence of match funding (where applicable)

## Payment of grant

- All grants will be paid retrospectively on evidence of expenditure/payment defrayed by the applicant (unless otherwise agreed in writing with Ribble Valley Borough Council)
- Only on production of evidence of payment will Ribble Valley Borough Council reimburse the applicant for the pre-agreed grant amount.
- Only payments for services/products by the applicant made **after the date of the offer letter** will be eligible. Grant will not be paid for any activity undertaken prior to the offer letter date.
- The project may not start until the grant offer, and any conditions, are accepted in writing. Otherwise, payment will not be made.

## General

1. Applicants must demonstrate that they support or develop community action in a way that is sustainable and contributes to local community life

2. Applications will only be accepted from properly constituted organisations. A valid constitution or memorandum and articles or association must accompany all applications.

3. Applicants should demonstrate that they abide by the rules of their constitution, they are democratic and make efforts to involve users in a significant way in the decision-making process of their organisation. The organisation must be able to demonstrate that membership of their organisation is open to all members of the community and that the organisation does not discriminate unfairly against anyone on the grounds of race, gender, creed, ethnic origin, sexual orientation, age or disability.

4. Applicants should demonstrate that their organisation is financially sound and well managed and that any project or proposed project is properly planned and organised. Applicants must demonstrate value for money and evidence of their own fund-raising activity and ability to attract funds from other sources. Applicants should demonstrate that they have planned for the longer-term financial sustainability of their organisation as a whole and for any specific activity or project that they are applying for, i.e. they should have a business plan.

5. Applications will only be considered if they include a statement showing how much an organisation has in all its bank accounts. If the organisation has significant balances and/or generates significant surpluses then a full justification for the amount of grant being sought will be required.

6. Applicants seeking grants will be required to submit the organisation's most recent set of accounts that have either been approved by an independent examiner, or auditor (based on your annual income levels).

7. The grant scheme will not normally fund the following:

- Projects on which work has already started or in aid of expenditure already committed or paid.
- Commercial organisations/businesses (including CICs).
- Any activity that is designed to promote political party politics or influence government policies.
- Applications from the County Council or other government agencies.

8. Applications should not contravene the policies and principles of this Council. Organisations receiving grant support will have to provide details as to how they will publicise the Council's support.

9. Applicants who have received funding from the Council should provide, if required, a year-end report to the Council showing how the grant has been used.

10. Applicants who receive funding from the Council agree to notify and repay the Council any unspent grant balances.

11. Grant funding is subject to UK subsidy control legislation and as such all applicants will be required to complete and return a subsidy declaration to be considered for the scheme.

## Capital Grants

Note: Capital grants refers to buildings, infrastructure or equipment with a life expectancy of not less than two years and a purchase value of not less than £1,000.

1. The level of grant awarded from the fund for any individual capital project will not normally exceed £100,000. The Council may review these limits under exceptional circumstances.

2. Premises, land or equipment in respect of which a grant is given must either be in the ownership of the applicant or secured by a long-term lease (not less than 10 years).

3. Applicants must demonstrate that all licences and consents have been obtained, including planning and building control approvals, and that the balance of funding is in place (or soon will be).

4. Applicants must demonstrate that provision has been made for ongoing running and maintenance costs once the project has been completed.

5. Applicants will need to provide three written estimates of building and/or purchase costs.

6. 6) Capital grants will be paid in arrears and net of VAT (where applicants are required to register for VAT with HMRC), following satisfactory completion of the project and submission of receipts or invoices.