

CEREDIGION PARTNERSHIP MANAGEMENT BOARD
“FUTURE COMMUNITIES” GRANT SCHEME
CRITERIA AND GUIDELINES

Description

A discretionary grant Scheme administered by Ceredigion County Council on behalf of the Ceredigion Partnership Management Board (PMB) in its capacity as Lead Body. It is designed to enable and encourage voluntary organisations to participate in sustainable regeneration activities with a capital focus and are community based with a socio economic emphasis. Under the direction of The Partnership Management Board, the County Council or its appointed representatives, will make awards and monitor subsequent project performance in partnership with the WDA and other interested parties in the County Council.

It is envisaged that the Partnership Management Board will receive many applications for the “Future Communities” grant scheme and each application will be assessed according to the criteria and guidelines below. Decisions made by the Partnership Management Board will be final and subject to the funding available.

Timing

To operate on a rolling programme basis so that applications can be submitted any time from 1/09/02 through to 31/01/05. Completion date for all projects expenditure to be 30/09/05.

Correspondence Address

European and Community Regeneration Unit, Ceredigion County Council, Penmorfa, Aberaeron, Ceredigion, SA46 0PA

What Sort of Projects We Are Looking To Fund

*The Scheme is looking for applications with a **substantial capital element**, which are **of an economic or socio economic nature** and do one or more of the following:*

- *Help provide facilities within the community that allow a range of community actions including facilities for arts, cultural and recreational activities, child and dependent care and provide links to the labour market such as accessible training, employment resource and advice centres.*
- *Are used to develop or be part of funding packages for larger schemes, though applicants should note that this scheme **MUST NOT** be used to match fund a European funding application. Links to Communities First projects are particularly welcomed.*
- *Increase the accessibility of transport for marginalised groups through the promotion of community based transport schemes to remote neighbourhoods.*
- *Assist with the provision and promotion of community participation in schemes that tackle the barriers to employment which arise from health inequalities, the provision of community safety, and preventative actions that tackle barriers to re-engagement arising from crime and the fear of crime.*
- *Improve access to Information and Communications Technology together with innovative ways of introducing people to new technologies.*
- *Improve community and mainstream services, which contribute to the greater involvement in community life of excluded sections of the population.¹*

¹ Revised “Future Communities” Criteria and Guidelines 25/04/03

- *Support physical and environmental improvements in the community that have an economic or socio economic focus.²*
- *Support projects which promote community energy or waste schemes and which are not in accord with other environmental grant guidelines.*
- *Encourage the use of ICT for the development of, and support to, community-led initiatives, particularly where the initiative will lead to a reduction in the negative effects of isolation and peripherality.*

Essential Requirements

Project activities **must** do the following:

1. Be consistent with the framework of activities laid out in the Ceredigion Local Action Plan (**LAP**). (Available either on the EWRO team's website: www.euceredigion.co.uk or as a hard copy from the Penmorfa office, (Tel 01545 572063).
2. Demonstrate that they can clearly prove the need for the project and that the benefits and outputs of the planned work will address these needs.
3. Be consistent with the rules and regulations pertaining to the European Regional Development Fund and with State Aid regulations; (advice for this can be sought from the Lead Body of the PMB at the County Council on Tel. 01545 572063).
4. Demonstrate a strong element of partnership working in project development and show that the planned activities do not duplicate any existing services or facilities.

Amount and Duration of Grant

The maximum amount of grant payable will be £20,000 capital and / or £20,000 revenue where the revenue expenditure may be spread over 24 months providing all expenditure is completed by 30/9/05. The minimum amount of grant that can be applied for is £1000. Applicants are expected to contribute at least 25% to the overall project costs from their own or other sources. This contribution could be in kind in the form of documented volunteer time – valued at the current published ESF rates. Duration of project can be from 1 to 24 months (as long as it is completed by 30/9/05). For projects lasting longer than 1 year, grant requests should be structured on a 12 monthly basis.

Claiming Grant

Projects will need to submit quarterly **progress reports** indicating how the project is meeting its agreed targets. In some circumstances, where justified, 50% of each year's grant might be payable "up front" against agreed targets and outputs. In such instances the balance of funds for that year would be claimed when $\frac{3}{4}$ of the first payment has been spent and the agreed targets and outputs have been achieved. Evidence must be provided showing the **actual expenditure incurred**.

If the grant is for more than 1 year's activity, all expenditure must be accounted for at the end of each contract year before the release of the next payment. The Council will endeavour to process claims for payment within 3 working weeks on receipt of all the appropriate information.

Should the applicant fail to meet the agreed project targets and outputs or account for incurred expenditure with legitimate receipts, the County Council reserve the right

² Revised "Future Communities" Criteria and Guidelines 25/04/03

to take action against the applicant to recover a proportion of the awarded grant money.

Eligibility of Activities For Funding

Eligible activities for funding from this grant **should be capital focused but can have a supporting revenue element** and must contribute to the development of Ceredigion as outlined in the LAP and be consistent with ERDF regulations; they might include:

- *Contributions to office accommodation and equipment or facilities.*
- *Finance for feasibility studies where such studies would not be funded from another source.*
- *Capital costs associated with non-mobile equipment, building operations, and land acquisition (where the land acquisition cost is a minor component of the project).*
- *Costs of the acquisition of ICT equipment where the equipment can be shown to be an integral and necessary part of the project.*
- *Lease of vehicles associated with community transport schemes.*

The above list is not intended to be exhaustive. If you have other costs which you think might be eligible, then contact the Lead Body for advice.

Eligibility of Organisation

Applications from groups representing disadvantaged and vulnerable groups are particularly welcomed. However, the following criteria **must** be satisfied:

- Grants will only be available to voluntary organisations operating in Ceredigion and whose activities are focused in Ceredigion.
- Organisations must be fully constituted or be a registered charity or a company Limited by guarantee with not for profit status.
- Organisations must have a bank account with at least 2 signatories.
- Organisations should represent either geographic communities or communities of interest.
- Preference will be given to those organisations that can demonstrate a process of active consultation and partnership with public, voluntary and private bodies as well as with the community in which they work.

The Environment

All projects should be **environmentally sustainable** and demonstrate that environmental considerations have been addressed in the development and proposed implementation of the scheme. The attached notes provide some ideas as to how applicants might incorporate environmental sustainability considerations into the design of their project.

Information and Communication Technologies

Projects will be encouraged that have shown an **innovative use of ICT** wherever possible.

Equal Opportunities

Grant recipients should demonstrate that the principles of **equality of opportunity** are fully integrated within their project.³

Publicity

All projects will need to acknowledge that they have received support from the Ceredigion Partnership Management Board's "Future Communities" grant scheme, using money from the Local Regeneration Fund and the European Regional Development Fund in all publicity documents, media coverage, on-site signage etc.

Ceredigion County Council retains the right to publicise the details of successful projects in order to demonstrate the outcome of the projects and to promote best practice.

Monitoring and Evaluation

Applicants and grant recipient will have access to a scheme "mentor" who will be able to advise and assist with project development and the completion of forms. The "mentor" will also act in an advisory capacity during project implementation through regular meetings to help recipients review progress towards project outputs as an integrated monitoring function.

The recipients of grant assistance will keep copies of all invoices and other relevant documents related to this project for a period of no less than 8 years. These documents will be made available on request to Ceredigion County Council, the Welsh European Funding Office, The National Assembly for Wales or their agents for the purpose of auditing the success of the project and for the evaluation of the grant scheme. Approval letters will contain a provision for Ceredigion County Council to **claw-back grant money** paid out in the event that a project fails to deliver its agreed aims and outputs.

Successful projects will also need to demonstrate that they have in place **effective monitoring procedures** to demonstrate that the project is achieving the outputs as stated in the application form.

³ Revised "Future Communities" Criteria and Guidelines 25/04/03

Ideas For Incorporating Environmental Sustainability Into Project Design

When designing and developing a project under this scheme some ideas that might be taken into account in order to maximise opportunities for environmental sustainability include:

- Consider how your project could benefit the local environment and incorporate actions to address this
- Identify local environmental needs through stakeholder consultation and participation – e.g. community meetings and workshops to identify suitable environmental improvement actions
- In developing local/ community actions plans, try and maximise the environmental sustainability of the plan. E.g. have you considered using native species in any landscaping or reclamation, using innovative water or energy saving/ recycling schemes, developing waste recycling or exchange programme or addressed local service provision such as community transport initiatives?
- Try and maximise any opportunities to raise awareness on environmental sustainability in your project. Could it be further improved?
- Try and find out what other project or community groups in you region have undertaken with regard to environmental improvement. Perhaps you could encourage a representative of one of these projects/ initiatives to present their experiences to your community group?
- Will your project be improved/ have a greater impact, by linking with other groups?



This project is financed by the National Assembly for
Wales through the LOCAL REGENERAION FUND