

## CALNE WITHOUT PARISH COUNCIL – APPLICATION FOR FUNDING

PLEASE SUPPLY DETAILS OF THE FOLLOWING INFORMATION WITH YOUR APPLICATION.

**Note: if you wish to apply for a grant of £1,000 or less please refer to the document – Calne Without Parish Council – Application for Small Grant Funding.**

**The purpose of this document is to provide guidance on how to apply for funding to deliver a project which will deliver significant community improvement benefits.**

- 1. PROPOSER/APPLICANT:** Sponsor of proposal or application, could be an individual, organisation, councillor, or council as a body.
- 2. SHORT DESCRIPTION OF PROPOSAL SEEKING FUNDING:** Outline of the requirement seeking funding from Parish Council Funds.
- 3. APPLICANT CONTACT DETAILS (if not the council or councillor):** Name, Address, Phone and Email.
- 4. ORGANISATION:** Where an organisation or group is seeking funding, details of that organisation, its purpose and whether or not it is a registered charity. If a charity, provide the charity number.
- 5. VAT:** VAT status of applicant, is VAT recoverable.
- 6. LOCATION OF THE COMMUNITY IMPROVEMENT IDEA:** Where, within the Parish or elsewhere, the Community Improvement Idea will be delivered.
- 7. COMMUNITY IMPROVEMENT IDEA PROPOSAL, INCLUDING OBJECTIVES AND DESIRED OUTCOMES:** Detailed description including start and end dates. This should also address the benefits to be derived from the Community Improvement Idea for the community, including the breadth of residents impacted e.g., does it provide benefit for old/young or all, could it aid and support those with disability challenges; will it aid community health and fitness. The potential legacy from the Community Improvement Idea and any ongoing maintenance implications and the management of these. The Environmental impact and benefits to be derived from the Community Improvement Idea, in particular will it enhance or detract from the rural environment of much of the Parish. How does it contribute to the budgetary and community priorities identified by the Parish Council in its financial plan? Requirements for any planning or other permissions to be sought in advance of Community Improvement Idea initiation.
- 8. ESTIMATED COMMUNITY IMPROVEMENT IDEA COST:** Is there an estimate of the cost for the Community Improvement Idea, including any feasibility work. What is the anticipated cost profile (by year) including on-going maintenance?

NOTES FOR APPLICANTS.

**9. ELIGIBILITY**

**The following are not eligible for funding:**

- Support for individuals
- Private organisations operated as a business to make a profit or surplus.
- Community Improvement Ideas that are the prime responsibility of other statutory authorities.
- Community Improvement Ideas that improve or benefit privately owned land or property.
- The activities of political organisations.
- General operational and maintenance costs.
- Repayment of loans or cost of services, equipment, or provisions in anticipation of a grant.
- Organisations that have a closed or restricted membership.
- Retrospectively for events that have already occurred, equipment already purchased, works already started or completed.
- Places of Worship (Please note this may depend on the Community Improvement Idea so contact the Clerk for more information)

**HOW THE PARISH COUNCIL WILL EVALUATE YOUR APPLICATION.**

**10. STRATEGIC PLANNING COMMITTEE**

You may be invited to present your Community Improvement Idea to the Strategic Planning Committee. This committee is responsible for reviewing your Community Improvement Idea and producing recommendations to the main council. If your Community Improvement Idea is approved by the main council, a lead councillor will be assigned as the person accountable to the council for the delivery of the project.

The Council will use the scoring matrix shown here to evaluate any applications for funding that are received.

**11. APPLICATION FOR FUNDING – MATRIX SCORING CRITERIA**

Each criterion will be scored on a basis of 1 to 5, where 1 indicates that the criteria is not fulfilled at all, and 5 suggests that the criteria is exceeded.

Each criterion is also weighted to reflect the importance of each element to the council and its overall priority for the allocation of available resources. The weighting factor is a multiplier – i.e. the score for each criterion will be multiplied by its relevant weighting.

### **11.1 Application Criteria**

Satisfy Application Criteria: Yes or No. Is the request from an organisation or community group from within the Parish? Has the required supporting documentation/evidence been provided e.g., audited accounts or charity number. Failure to satisfy the criteria will result in a rejection of the application; this does not disqualify further applications once the criteria have been met.

### **11.2 Neighbourhood Plan**

Alignment with Neighbourhood Plan: Weight [5] Does the application clearly identify that provision of the funding will aid delivery of a specific Community Improvement Idea/facility/capability or service set out in the Neighbourhood Plan? Does it help deliver community and budgetary priorities identified by the Parish Council? Does the Community Improvement Idea seek to address specific needs arising from development with the community? Is there evidence of community consultation and support for the proposal. Are these points clearly articulated and referenced?

### **11.3 Community Benefits, Need & Demand**

Community Benefits, need and demand: Weight [5] Does the application clearly set out the benefits to the community of pursuing the Community Improvement Idea with the allocation of public funds controlled by the Parish Council? Which residents and how many will potentially benefit from the Community Improvement Idea, what age groups will benefit and how; could it aid and support those with disability and learning challenges; will it aid community health and fitness. Has evidence been provided to clearly identify that there is a public demand for the Community Improvement Idea.

### **11.4 Environmental Benefits**

Environmental Benefits and Impact: Weight [3]. Does the case clearly describe the environment impact and benefits that will derive from the proposed Community Improvement Idea e.g., is the Community Improvement Idea self-sustaining, does it enhance or detract from the rural environment in much of the Parish; positive environmental impact will score highly whereas a detrimental impact will reduce the score.

### **11.5 Measuring Benefits**

Mechanism for measuring Community Improvement Idea benefits: Weight [3]. Has a clear approach been identified for measuring the benefits to be delivered by the Community Improvement Idea.

**11.6 Legacy Potential/Impact and Sustainability of benefits.**

Legacy Potential/Impact & Sustainability of the benefits: Weight [ 3] Is there a legacy from the Community Improvement Idea, are these clearly described. Are there any ongoing maintenance and management requirements arising from the Community Improvement Idea? Does the proposal address what these are, how they will be addressed and funded? Of these will it enhance or detract from the rural environment of much of the Parish. How does it contribute to the budgetary and community priorities identified by the Parish Council in its financial plan? Requirements for any planning or other permissions to be sought in advance of Community Improvement Idea initiation.

**11.7 Funding / Costs**

Funding: Weight [3] The source of funds to include details of additional funding secured or being secured and allocated to the scheme; potential sources of match funding and details of how this is being explored. The level of confidence in the costings provided will be assessed.

**11.8 Legislative Requirements**

Legislative requirements: Weight [3] Is delivery of the Community Improvement Idea contingent upon securing legislative approval e.g., planning approval. If so, what consultation has taken place and what is the impact on the proposed timetable for the Community Improvement Idea.

**11.9 Community Improvement Idea Management**

Community Improvement Idea Management: Weight [4] How will delivery of the Community Improvement Idea be managed and is there an adequate Community Improvement Idea and risk management plan

<b>Council use only</b>	
CII Number	

## **CALNE WITHOUT PARISH COUNCIL – APPLICATION FOR FUNDING FORM**

**(Please use additional sheets as required)**

Proposer/applicant	Studley Methodist Church [REDACTED]	Contact details (address/telephone/email )	[REDACTED] [REDACTED]
Is the applicant a registered charity? (If so, give number)	North Wiltshire Methodist Circuit is under which the church comes Charity Number 1133989	VAT status of applicant (if registered give number)	n/a
Short description of application seeking funding.	Updating heating and lighting in the church and church hall	Location of community improvement idea (which Ward if it is within the parish)	Studley
Amount of funding sought this year (£)	Contribution towards the £2030 shortfall	Total amount of funding sought (£)	Our shortfall will be £2030 if we get the grants applied for and we would welcome any contribution towards this amount.
If ongoing maintenance is required, how will it be funded?	Budgeted for in our annual property review.	If parish council support with ongoing maintenance is requested how much per year?	
If the total cost is higher than funding requested, how will balance be financed?	We have a fixed quotation so the price will not increase.	Have you applied for funding for this project from elsewhere? If so from whom and for how much?	Yes. The North Wiltshire Methodist Circuit £2000 (confirmed) Leonard Laity Foundation £1000 (waiting to hear back) Historic Churches Trust – Donation possibly £500
Detailed description of Community Improvement Idea (attach other sheet(s) as required) – including how the project will be managed (see section 11.9)	<p>The church has been serving the local community since 1855 with the addition of the hall in 1896 so it has a long history in this Parish. We have a committed and gradually growing membership. We have always had an excellent relationship with the local village community of Studley and in fact we are the only community building in the village. The village had a small new estate of 52 houses built in the last 5 years which has increased the population and as a church we want to reach out and offer a meeting point to meet community needs.</p> <p>Three years ago, we realised that for us to continue to thrive, grow and offer our premises to the local community, we needed to undertake extensive work on the property, demolishing the existing outbuildings and kitchen and build new, to give us an accessible inside toilet and new kitchen fit for the future. We fundraised and obtained various grants and completed our project which has been very well received. Our plans were somewhat thwarted by the pandemic, but now we are seeing a return to normality we want to plough forward with the next stage of our growth strategy for the future. We already have 2 bookings for the premises from the community, in April for a coffee morning and in June are part of the Jubilee celebrations, which will give us a good foundation to grow further. The church and hall have always been well maintained, but we are using a very old electrical system of heating which is very expensive to run and inefficient. Our plan is to upgrade this system and install energy efficient lighting and heating to make the whole premises more attractive to outside hirers and the local community.</p> <p>The church Council are responsible for the maintenance of the premises, but the improvements were fully supported, including financially, by the North Wiltshire Methodist Circuit. If for any reason the church has issues, there is a huge support network offered by the Methodist Church.</p>		
Benefits to be delivered by the Community Improvement Idea (attach other sheet(s) as required) (see section 11.3)	<p>As the only church and community facility in the village of STUDLEY we felt it important to still have a presence in the village and a facility that we can offer the growing community. It is accepted that there are community facilities over in Derry Hill, but Studley can now offer modern facilities to some of the many community groups in both villages. There is now access across the main road with the traffic light crossing which enables people who are in Derry Hill to walk safely in a very short time to Studley Methodist Church rather than taking a car. We have some storage space for any regular hirers. We also have lots of ideas to outreach to the local community which have been on hold for obvious reasons, but we are now planning to develop.</p>		
Who will measure the delivered benefits and how? (Attach other sheet(s) as required) (see section 11.5)	The church council are responsible for the bookings and advertising and will regularly monitor the buildings use.		
Legislative requirements – e.g. planning permission. (see section 11.8)	n/a	Alignment with Neighbourhood Plan (see section 11.2)	With the new houses completed at Studley Gardens, the church identified several years ago that it needed to update its facilities to be in the position to offer a modern community building for the growing number of Studley residents. The first phase was the extension with new kitchen, storage area and toilets and this is the last phase to complete the project. (Held up due to COVID and

			restricted local fundraising opportunities) We have still managed to fundraise £2500 locally ourselves.
Local consultation – have local people been consulted about this proposal? If so how many, how was it done and what were the results. (see sections 11.2 & 11.3)	No, local people were not consulted about the redevelopment of the premises but were aware of our planned project with our planning application. We had lots of interest when the work was being done. Many have been very pleased with the changes by popping in to look around or have joined us for coffee mornings and other events (pre-COVID) to see what we have achieved. Local events will start being planned again and we are taking part in the Derry Hill & Studley Queens Platinum Jubilee celebrations		
Sustainability, environmental benefits & impact (see sections 11.4 & 11.6)	We are using Rointe radiators which use electric and are a cleaner, cheaper, and more reliable energy source. There is no environmental impact.		

**CALNE WITHOUT PARISH COUNCIL – APPLICATION FOR FUNDING FORM****(Please use additional sheets as required)****SCORING**

CII – Ref number -	Scoring (1-5) – Criteria given below	Weighting – Importance to Community/Council	Total Score
Alignment with Neighbourhood Plan		5	
Community Benefits		5	
Environmental Benefit Impacts		3	
Measuring Benefits		3	
Legacy Potential and Impact / Sustainability		3	
Funding / Costs		3	
Legislative requirements to be satisfied		3	
Project Management and Risk		4	
Total			

**Scoring Criteria**

Score	Meaning
1	Unacceptable response: <ul style="list-style-type: none"><li>• none provided</li><li>• demonstrating a significant misunderstanding of the question</li><li>• not meeting the criteria even to a minimum extent</li></ul>
2	Weak response: <ul style="list-style-type: none"><li>• meeting certain aspects to a minimum extent but fails in others</li><li>• little evidence of ability to meet or deliver to the proposed criteria</li></ul>
3	Fair response as: <ul style="list-style-type: none"><li>• meeting the majority but not all aspects of the criteria</li><li>• adequate evidence of ability to meet or deliver to the proposed criteria</li></ul>
4	Good response: <ul style="list-style-type: none"><li>• meeting all aspects of the criteria</li><li>• comprehensive, clear proposal demonstrating a good understanding of the criteria</li><li>• clear evidence of ability to meet or deliver to the proposed criteria</li></ul>
5	Response which exceeds criteria: <ul style="list-style-type: none"><li>• Materially exceeding the criteria, through a creative or innovative response or where additional 'added value' areas have been identified</li><li>• clear evidence of ability to exceed the proposed criteria</li></ul>