

Rutland County Council

Recreation, Sport and Leisure Facilities Grant and Loan Scheme

Initial Project Proposal



Rutland
County Council

Section 1: You and Your Organisation

Organisation Name		Contact Person	
Facility Name		Email	
Facility Address		Contact Address	
Post Code		Post Code	
Tel no		Tel no	

Section 2: Project Costs (not including costs already incurred)

Description	£
Total Project Cost	

Funding Requested from this scheme	£
Grant or Loan?	
[Staff Use: % of Total Project Cost Requested]	%

Section 3: Eligibility Checklist (see overleaf for more details)

	Yes	No
Does your organisation provide recreation, sport or leisure activities in Rutland		
Will the funding increase participation in recreation, sport or leisure in Rutland		
Will the project improve the quality of your recreation, sport or leisure activity		
Will the funding be spent on a facility within Rutland		
Do you own the facility or have security of tenure (i.e. a lease)		
Is your organisation constituted		
Does your organisation have a bank account		
Can you provide audited accounts for the past 2 years		
Does your organisation provide access for all sections of the community		
Is your organisation non-political and non-religious (promoting particular beliefs)		
Can your project be completed within 12 months of receiving funding		
Are you requesting funding of less than £75,000		

If you are able to tick **Yes** in all of the boxes above, you may be eligible to apply for funding. Please return this form to the Active Recreation Team, c/o Rutland County Museum, Catmos St, Oakham, LE15 6HW activerecreation@rutland.gov.uk and we will send you a full application form

Signed	
Print Name	
Position within organisation	
Date	

Who can apply?

Application is open to any organisation that fits into one of the categories listed below; provides services to Rutland residents; and is either based in Rutland or is seeking to be based in Rutland:

- Sports Clubs and Associations (including Community Amateur Sports Clubs)
- Community Associations
- Hall Management Committees
- Rutland Parish, Town or County Councils
- Scouts, Guides or Cadets
- Schools (for community use of their facilities)
- Charitable organisations, including Charitable Incorporated Organisations
- Social enterprises, Community Interest Companies or Industrial Provident Societies

Who can't apply?

- Private individuals
- Private limited companies or franchises
- Private members clubs
- Organisations operating openly discriminatory practises
- Organisations that do not have a base in Rutland
- Organisations that do not offer services to Rutland residents

What type of expenditure is eligible?

Examples of eligible project expenditure are:

- Building modernisation
- Sustainability improvements (reduced running costs)
- Structural improvements
- Accessibility improvements (including paths, walkways and cycle storage)
- Outdoor lighting, fencing or improved signage
- Large items of fixed equipment, exhibition or display equipment
- Improvements to clubhouses and / or communal social facilities
- Improvements to existing sports pitches and built surfaces
- Improvements to external changing facilities and toilets within parks and open spaces
- Improvements to parks and open spaces (e.g. play areas and youth facilities)
- Improvements to existing school site dual use facilities where facilities are openly available to the community at least 48 weeks of the year.

What type of expenditure is ineligible?

The following items of project expenditure are ineligible:

- Purchasing land or buildings for the future (not for use as part of your project)
- Projects or works that have already commenced
- Personal sport or arts equipment and clothing
- Living quarters for grounds staff or other employees
- Projects intended primarily for commercial gain
- Funds to build up a reserve or surplus or repay loans that have been taken out
- Projects that primarily promote religious beliefs or discriminatory practices
- Projects that are based on school sites where the main purpose is for curriculum use

Rutland County Council

Recreation, Sport and Leisure Facilities Grant and Loan Scheme

Full Project Proposal



Rutland
County Council

Please read the Notes at the end of this form before completing

Section 1: Your Organisation

Organisation Name	
Facility Name	
Facility Address	
Post Code	
Tel no	

Contact Person	
Email	
Contact Address	
Post Code	
Tel no	

What is the status of your organisation?	
Who is the owner of the site?	
If your organisation does not own the site, please state what tenancy arrangements are in place, and for how many years.	

Section 2: The Project

What is the name of your Project	
Please give a brief summary of what your project entails (max 50 words).	

Section 3: Estimated Project Costs (not including costs already incurred)

Description	£
Total Project Cost	

Please continue on a separate sheet if required.

Funding Requested from this scheme	£
Grant or Loan?	
% of Total Project Cost Requested	%

Section 4: Proposed Funding Breakdown

Please specify who else is helping to fund the project (if applicable)

Name of funding body	£	Status C – confirmed A – applied for T - to be applied for in future / dependant on RCC decision

Please continue on a separate sheet if required.

Section 5: Project Outcomes (see Scoring Sheet below)

Priority	Please explain the urgency of the improvements you are seeking to make both for your organisation and the community	
Feasibility	Please explain how you have developed your project, including costing and planning requirements	
	How do you intend to manage the project and ensure that these goals are realised?	
	Does the project and its aims have the support of your Governing Body, Committee, users and community?	
Public Benefit	How many people in Rutland currently benefit from your facility?	
	How many more people you hope will benefit as a result of your project?	
	How will you increase participation in your offer?	
Health and Wellbeing	Please describe any health or wellbeing benefits you hope to achieve as a result of your project	

Please continue on separate sheet if required.

Section 6: Eligibility Checklist

The following documents are required for the project to be assessed for feasibility. Please tick the box and include relevant documents with your proposal.

- Evidence of ownership / security of tenure
- Confirmation of organisational status (e.g. CASC, Charity, CIC)
- Constitution and previous years audited accounts
- Site maps and architects drawings (proposed and existing)
- Basis on which project costs have been arrived at (e.g. quotations)
- Planning / Building Control approval or advice
- Safeguarding policy (if organisation works with children and vulnerable adults)
- Evidence of partnership funding (if confirmed or applied for)
- Evidence of support from Governing Body, Committee, users and wider community
- Evidence of public liability insurance

Declaration

- I understand that RCC is required by law to meet the requirements of the data protection act in relation to this application
- I understand that RCC is required by law to disclose details of this application to individuals requesting disclosure under the Freedom of Information Act.
- I confirm that the information contained within this application has been submitted on behalf of the organisation and that I have authority to act on their behalf.
- I confirm that the information herein is accurate and correct and any discovery of false information or fraudulent activity will result in the application being rendered ineligible, and funds being repaid.
- I confirm that if successful, my organisation will be required to acknowledge RCC's role in any publicity / signage and provide information relating to the progress of the project both during the planning and delivery phase, and for a period of 2 years following project completion.
- I confirm the project / works have not already commenced

Signed

Print Name

Position within Organisation

Date

Notes

Timescales for Round 1 (2014 – 2018)

Launch of scheme	10 November 2014
Initial closing date for project submissions	5 December 2014
Decision / assessment panel	19 December 2014
RCC Cabinet approval of allocations	20 January 2015
Detailed planning and procurement (grantee)	Feb – March 2015
Project delivery phase (grantee)	April – July 2015

About the Recreation, Sport & Leisure Grant and Loan Scheme

- The purpose of the Scheme is to provide an open and transparent process for the allocation of funds obtained for improvements to sport leisure and recreation facilities through Section 106 legal agreements.
- This guidance explains what the County's funding priorities are, and how each project proposal will be assessed.

Who can apply?

Application is open to any organisation that fits into one of the categories listed below; provides services to Rutland residents; and is either based in Rutland or is seeking to be based in Rutland:

- Sports Clubs and Associations (including Community Amateur Sports Clubs)
- Community Associations
- Hall Management Committees
- Rutland Parish, Town or County Councils
- Scouts, Guides or Cadets
- Schools (for community use of their facilities)
- Charitable organisations, including Charitable Incorporated Organisations
- Social enterprises, Community Interest Companies or Industrial Provident Societies

Who can't apply?

- Private individuals
- Private limited companies or franchises
- Private members clubs
- Organisations operating openly discriminatory practises
- Organisations that do not have a base in Rutland
- Organisations that do not offer services to Rutland residents

What type of expenditure is eligible?

Examples of eligible project expenditure are:

- Building modernisation
- Sustainability improvements (reduced running costs)
- Structural improvements
- Accessibility improvements (including paths, walkways and cycle storage)
- Outdoor lighting, fencing or improved signage
- Large items of fixed equipment
- Exhibition or display equipment
- Improvements to clubhouses and / or communal social facilities
- Improvements to existing sports pitches and built surfaces
- Improvements to external changing facilities and toilets within parks and open spaces
- Improvements to parks and open spaces (e.g. play areas and youth facilities)
- Improvements to existing school site dual use facilities where facilities are openly available to the community at least 48 weeks of the year.

What type of expenditure is ineligible?

The following items of project expenditure are ineligible:

- Purchasing land or buildings for the future (not for immediate use as part of your project)
- Projects or works that have already commenced
- Personal sport or arts equipment and clothing
- Living quarters for grounds staff or other employees
- Projects intended primarily for commercial gain
- Funds to build up a reserve or surplus or repay loans that have been taken out
- Projects that primarily promote religious beliefs or where there are discriminatory practices
- Projects that are based on school sites where the main purpose is for curriculum use

How will projects be assessed?

- All projects will be assessed and scored by a Decision Making Panel consisting of community representatives and 2 Rutland County Council Members
- Projects will be assessed on the following basis:-
 - Priority (in terms of urgency or immediacy of need)
 - Feasibility
 - Public Benefit
 - Health and wellbeing
- Further details of the assessment criteria for scoring and decision making is given at the end of this guidance and should be read by those submitting Project Proposals.

How much can each Individual Organisation Apply for?

- No more than £75,000 may be awarded for each project and / or individual organisation. Facilities with several organisations working in partnership cannot be awarded more than £75,000 in total. An organisation cannot submit multiple bids totalling more than £75,000

Is partnership funding required?

- Not necessarily. Projects with partnership funding are more likely to receive a higher feasibility score when assessed by the Panel.

How do I apply and what information is required?

- If your Initial Project Proposal form was accepted, you will have received this Full Project Proposal Form. Organisations that have not completed an Initial Project Proposal accepted may not apply
- You will also be asked to provide documentary evidence that supports the information you provide in this proposal
- Proposals and supplementary evidence (either in a hard copy or electronic form) should be submitted by the given deadline to

Active Recreation Team, c/o Rutland County Museum, Catmos St, Oakham, LE15 6HW
activerecreation@rutland.gov.uk

What happens if applications are successful?

- If you are successful at the panel, the decision will need to be formally agreed by the Council's Cabinet and pass a 14 day call in period
- You will need to be available to answer supplementary questions on the details of your proposals as part of this process. Formal notification of the Council's decision will be made on 6 February 2015
- External organisations may need to enter into a legal agreement with the Council to ensure that the funds will be spent in accordance with purpose in which it has been allocated. There will also be detailed drawdown points, specific conditions and spending / completion timescales for your project.

Rutland County Council

Recreation, Sport and Leisure Facilities Grant and Loan Scheme

Scoring Assessment Sheet



Rutland
County Council

Priority (immediacy of need)		
Score	5	Very high priority, the cost to participation or to the Council would increase if this issue is not addressed in the immediate future
	4	High priority, the addressing of this issue will have a significantly positive effect on Rutland or a locality and as such should be considered important
	3	Neither high nor low priority, the issue should be resolved, but has no real urgency
	2	Low priority, the issue may become increasingly important, but at present has no real impact on the locality or the Council's asset strategy
	1	Very low priority, the issue requires no action and can be addressed by alternative solutions

Feasibility		
Score	5	Very feasible, the project has been fully scoped, costs have been estimated and are deemed reasonable. Planning permission has been secured or is not required and there is a strong sustainable plan in place to ensure continued efficient management of the project. The organisation's governance is sound
	4	Feasible, the money is available or planning permission has been secured or is not required or there is a strong plan in place to ensure the sustainability of the project (1 or 2, out of 3). The managing organisation is in the process of becoming incorporated within a 6-12 month period
	3	Neither feasible nor unfeasible, there are some issues but they can be overcome through conditions e.g. governance
	2	Not currently feasible, the money is not available and/or no planning enquiry has been made. The organisation is unincorporated and has no plans to address this in the near future
	1	Not feasible nor viable, the money is not available and/or planning permission has been sought and cannot be secured

Public Benefit		
Score	5	High numbers of public benefitting with strong evidence of public support for the project (more than 100 users per week) The applicant is established within the area and is known to have a track record of supporting, coordinating or delivering sport, leisure or recreation opportunities involving large numbers of people. The applicant organisation goes out of their way to attract new participants and has policies that are welcoming and accessible to all
	4	Significant numbers of public benefitting (more than 50 users per week), with strong support by those who are currently involved or using an existing venue. The applicant organisation is established within the area and is committed to future growth. There is development plan in place that ensures that that the activities on offer are welcoming and accessible to all
	3	Medium numbers (less than 50 per week), with support that can be evidenced. The applicant has a strong case for investment and wishes to increase participation but the activity may not have wide appeal

	2	Either a small number of public benefitting and / or little evidence of public support for the project
	1	A project for private members with no evidence that the applicant organisation wishes to become more open or welcoming to the public

Health and Wellbeing Impact		
Score	5	Clear and robust evidence can be shown that the project has the capacity to deliver significant improvements to health (including mental health) or personal wellbeing, and contribute towards the achievement of Public Health Outcome Indicators or ONS National Wellbeing Measures specified in guidance notes
	4	Case study information and participation data has been referenced to show that similar projects have contributed in some way towards the achievement of Public Health Outcome Indicators or ONS National Wellbeing Measures specified in the guidance notes. Plans are in place to work with public health or other professionals to gather robust evidence as part of future development
	3	Anecdotal references are made within the application to highlight how the project might contribute towards improved health and wellbeing
	2	Limited reference to health and wellbeing within the application. A commitment is made to give this future consideration
	1	No reference to health and wellbeing within the application

Public Health Outcomes Framework:

<http://www.phoutcomes.info/public-health-outcomes-framework#gid/1000042/pat/6/ati/102/page/9/par/E12000004/are/E06000017>

National Well-being Measures:

<http://www.ons.gov.uk/ons/rel/wellbeing/measuring-national-well-being/life-in-the-uk--2014/national-well-being-measures--march-2014.html#tab-Where-to-find-national-Well-being-measures-data>