

Revenue Grant Policy and Procedures Rules 2013/14 - 2016/17

Introduction

The revenue grant scheme is funded on an annual basis from the council's general revenue account. The council allocates approximately £400,000 each year to this scheme. The priorities for the revenue grant scheme are reviewed every four years (normally the year after the corporate plan is approved).

The council's 2012-2016 corporate plan has a priority to offer grants to voluntary and community organisations who are delivering services that support our objectives or those in need.

The council seeks to offer financial support to the local voluntary sector for periods of up to four financial years (2013/14 - 2016/17). The scheme will provide funding towards ongoing running costs such as staffing, heating, administration or rent costs. The scheme does not intend to fund short one off types of activities.

Applications for capital funding to fund extensions or to purchase equipment should refer to the council's community investment fund capital grant scheme.

Grant priorities

The council has decided its priorities for the scheme from 2013/14 - 2016/17 will be towards services that provide advice and/or care services or that prevent or reduce anti-social behaviour in the district. The scheme will fund those organisations that help people and communities most in need.

The scheme will fund projects that meet at least one of the following grant priorities:

Advice services – provision of advice services that will improve the quality of life to those in need in South Oxfordshire

Care services – provision of care services that will improve the quality of life to those in need in South Oxfordshire

Prevent anti-social behaviour – provision of services that will help to prevent or reduce anti-social behaviour in South Oxfordshire

Who can apply to the scheme?

Any constituted local voluntary sector organisation may apply. Businesses, individuals and statutory organisations are not eligible to apply for a grant under this scheme. The scheme will not fund projects that are the responsibility of another public body.

The council is committed to promoting equality and diversity and welcomes applications from all sectors of the community, regardless of race, gender, disability, sexual orientation, age, status, religion or belief.

What is the minimum and maximum grant award from the scheme?

There is a minimum grant award of £5,000 and a maximum grant award of £25,000. In exceptional circumstances larger grants may be awarded. Please note that under no circumstances will the council fund the whole cost of a project. Application forms will need to demonstrate that funding has been sought and/or obtained from a variety of other sources.

Outcomes

All applications must demonstrate how the outcomes of the service will support at least one of the selected grant priorities for 2013/14 - 2016/17 (as detailed above).

Scheme eligibility criteria

Applications will only be considered if the organisation has:

- a valid constitution (not for profit)
- a bank account
- two years audited accounts (or six months of bank statements for new organisations)
- a business/development plan including financial forecasts and risk analysis
- evidence that the beneficiaries are residents of South Oxfordshire

Scoring criteria

All applications to the scheme will be scored using approved scoring criteria shown at appendix 1.

Decision making

The council's cabinet will determine the grant applications in December 2012. These decisions will be subject to approval of the budget by the council in February 2013. Grant awards for subsequent financial years will also be subject to approval by the council on an annual basis.

Standard conditions of all grant awards

- all grants will be subject to a formal grant agreement
- all necessary insurance for the project will be in place
- compliance with all statutory legislation must be in place
- monitoring information regarding the service outcomes will be submitted annually
- the organisation will recognise the grant received in any appropriate literature by using the council's logo
- A plaque, supplied by the council, must be displayed in a prominent position to acknowledge all grant awards



Appendix 1

Revenue Grant scoring criteria

Assessment methodology for revenue grant applications

All applications will be assessed using the scoring system shown below. We will score all applications and seek to fund the highest scoring applications.

Demand up to 60 points

Scores of up to 60 points are available dependent on the evidence of local demand. Applications will need to provide evidence of current demand and of any plans to improve or expand current services. Evidence of consultation with the public and/or stakeholders must be provided.

Beneficiaries up to 40 points

Scores of up to 60 points are available dependent on who will benefit. Applications will need to detail who will benefit from the community, whether it will be all of the community, or certain groups of the community? Minority groups or communities identified as an area of deprivation will score higher.

Outcomes up to 80 points

Scores of up to 80 points are available dependent on how well the outcomes support the selected grant priorities for 2013/14 - 2016/17. Evidence of how the outcomes will be measured must also be provided.

Financial appraisal up to 60 points

Scores of up to 60 points are available dependent on how financially stable the organisation receiving the grant is. Evidence of other income streams and other secured funding must be provided.

Summary of scoring system

The maximum score is 240 made up as follows:

Assessment factor	Maximum points available
Demand	60
Beneficiaries	40
Outcomes	80
Financial appraisal	60
Total	240

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