

RECORD OF EXECUTIVE DECISION TAKEN BY AN EXECUTIVE MEMBER

This form **MUST** be used to record any decision taken by the Elected Mayor or an individual Executive Member (Portfolio Holder).

The form must be completed and passed to the Service Manager (Committee & Administrative Services) no later than NOON on the second working day after the day on which the decision is taken. No action may be taken to implement the decision(s) recorded on this form until 7 days have passed and the Service Manager (Committee & Administrative Services) has confirmed the decision has not been called in.

1. Description of decision

To approve the following grants to rural organisations to assist with the capital costs of projects to benefit the local communities;

Applicant	Amount Awarded	Purpose of the Award
Knotting and Souldrop Village Hall	£7,640	To assist with the cost of improving access and facilities at the village hall for those with disabilities (including wheelchair users), parents with young children and the elderly.
Pavenham Parish Council	£5,316	To assist with the cost of replacing and enhancing the ceiling and lights in the village hall's main hall and kitchen to improve energy efficiency and reduce running costs.
Cardington Parish Council	£780	To assist with the cost of replacing the bulbs in the 12 street lights that are owned by the Parish Council with more energy and cost efficient LED bulbs
Bromham Village Hall	£11,800	To assist with the cost of essential renewals and enhancements to the existing heating system and ceiling lighting with energy efficient alternatives including low energy LED lighting and the installation of new fire exit doors to improve safety.

2. Date of decision

3rd July 2017

3. Reasons for decision

Each application meets the agreed criteria for the award of a rural grant and each applicant will contribute a minimum of 50% of the cost of the project from other sources.

Each of the projects will provide benefits to the local community; the application from Knotting and Souldrop village hall will improve facilities and their accessibility for residents with disabilities, and each of the other projects will improve facilities, improve energy efficiency and reduce running costs.

Each application is supported by the relevant parish council.

4. Alternatives considered and rejected

In each case consideration was given to the alternative options of not awarding a grant or awarding a different amount and was rejected.

5. How decision is to be funded

The grant will be funded from the approved budget allocated for rural grants.

6. Conflicts of interest

Name of all Executive members who were consulted AND declared a conflict of interest.	Nature of interest	Did Standards Committee give a dispensation for that conflict of interest? (If yes, give details and date of dispensation)	Did the Chief Executive give a dispensation for that conflict of interest? (If yes, give details and the date of the dispensation).

The Mayor has been consulted on this decision

n/a

Signed

Da Hodgson

Date: *3rd July 2017*

Name of Decision Taker

MAYOR DAVE HODGSON

This is a public document. A copy of it must be given to the Service Manager (Committee & Administrative Services) as soon as it is completed.

Date decision published: *3rd July 2017*

Date decision can be implemented if not called in: *13th July 2017*

(Decision to be made exempt from call in.....NO)

Bedford Borough Council – Report to the Mayor

July 2017

Report by the Assistant Chief Finance Officer

Subject: GRANT REQUESTS FROM RURAL ORGANISATIONS

1. Executive Summary

This report invites the Mayor to consider requests for financial assistance towards capital expenditure projects from rural organisations.

2. Recommendation

The Mayor is requested to consider four applications for financial assistance on this occasion and to determine the amount(s), if any, to be awarded.

3. Reason for Recommendation

To support rural parishes in the provision of local facilities that benefit rural communities through capital expenditure.

4. Key Issues

4.1 Legal Issues

The Council must have the power to provide grant funding to the organisation concerned. A source of power for payments to “voluntary organisations” (which are defined to be “a body which is not a public body but whose activities are carried on otherwise than for profit”) and to charitable bodies (in furtherance of their work in the United Kingdom) is s.137 of the Local Government Act 1972. A further source of power is the Localism Act 2011.

Financial regulations enable the Council to capitalise grants given to organisations for purposes that constitute capital expenditure.

4.2 Policy Issues

The Rural Affairs Committee has previously agreed guidelines which will be used in the evaluation of applications for rural grants. The current guidelines are shown at **Appendix A**.

4.3 Resource Issues

The Council's agreed Revenue Budget for 2017/2018 includes a sum of **£100,000** for Rural Grants. Whilst the award of grants will be funded from the Council's revenue budget, the agreed guidelines for awards require that grants may only be awarded to assist with funding for capital projects.

There are four applications for funding for consideration set out in this report for a total sum of **£25,536**. There are sufficient funds remaining from the agreed budget to fund the requests.

4.4 Risk Implications

In awarding any grant there is a small risk that funding may be used for purposes other than that for which the award is made. To safeguard against this risk, rural grant awards are only released to the applicant upon receipt of evidence that the work for which the award was made has been completed.

4.5 Environmental Issues

No adverse environmental implications have been identified as arising from the projects for which funding is sought.

4.6 Equality Impact

In preparing this report, due consideration has been given to the Borough Council's statutory Equality Duty to eliminate unlawful discrimination, advance equality of opportunity and foster good relations, as set out in Section 149(1) of the Equality Act 2010.

A relevance test for equality has been completed. The equality test determined that the activity has no relevance to Bedford Borough Council's statutory duty to eliminate unlawful discrimination, advance equality of opportunity and foster good relations. An equality analysis is not needed.

5. Details

5.1 The Mayor is requested to consider the application shown at **Appendix B** having regard to the approved criteria attached at **Appendix A**.

To assist the Mayor in reaching a decision, details in respect of the following are also attached:

Appendix A

The criteria and guidelines previously agreed by the Committee for the award of rural grants.

Appendix B

Details of the application for consideration.

Appendix C – for each parish:

- (a) the Council Tax Base (number of band D equivalent properties);
- (b) the total precept;
- (c) the precept charged for a Band D property;
- (d) the additional Band D precept required to raise a total of £1,000.

Appendix D – for each Parish:

The sums previously awarded under the current scheme to each Parish Council.

Appendix E

A list of the current band D parish precepts ranked from highest to lowest.

Appendix F

A list of the rural parishes ranked from highest to lowest by their Council Tax base.

6. Summary of Consultations and Outcome

The following Council Units or Officers and/or other organisations have been consulted in preparing this report:

None

No adverse comments have been received.

Report Contact Officers: Lee Phanco, Assistant Chief Finance Officer
E-mail: lee.phanco@bedford.gov.uk

File Reference: LP/rural grants

Previous Relevant Minutes: None

Background Papers: Applications from the Rural Organisations

Appendices:

- A – Criteria for Rural Grants*
- B – List of Grant Requests*
- C – Council Tax Precepts etc. 2017/18*
- D – Rural Grants Approved to date*
- E – Parish Band D Council Tax (charges ranked high to low)*
- F – Parishes ranked by size of the Council Tax base*

CRITERIA – RURAL GRANTS

Agreed by the Rural Affairs Committee 9 February 2016

- (a) An application can be made by a rural organisation or a rural Parish Council. The Borough Council must be satisfied that the Rural Parish Council considers the application to be in the interests of their local inhabitants. An application will not be accepted unless it has been signed by the Chairman or Clerk to the Parish Council stating it to be in the interests of their local inhabitants.
- (b) Applications can be made at any time, although they will only be considered by the Committee three times a year (normally, in April, September and January). To ensure an application is considered applicants should ensure that it is submitted six weeks before the date of the meeting. The Mayor may consider urgent applications at other times where it is considered appropriate that the application be considered outside of the normal committee cycle.
- (c) Grants may only be made for capital projects.*
- (d) Applicants seeking funding towards building projects valued at £100,000 or more are required to submit a Business Plan in support of the project and may be required to make a presentation to the Rural Affairs Committee.
- (e) Applicants seeking funding towards a project of £20,000 or more may be required to make a presentation to the Rural Affairs Committee at the first meeting that will consider the application.
- (f) The Borough Council must have the statutory power to make a grant for the purpose applied for (for example, community premises improvements/refurbishments to such premises and provision of recreational facilities).
- (g) Applicants are required to demonstrate that their projects meet one or more of the Council's Corporate Plan objectives as set out in the application form.
- (h) Projects which would normally be funded by statutory agencies, are unlikely to be eligible for a grant (e.g. improvements to street lighting, improvements to educational premises (unless to facilitate community use)).
- (i) Funding for projects on land not directly in the ownership of the organisation concerned will ordinarily only be considered if the organisation can demonstrate that the land will be available for use for the purpose of the grant for a period of at least 10 years (e.g. the construction of a multi-use sports area on third party land leased to an organisation for a period of over 10 years).

- (j) The Borough Council wishes to see its assistance maximised and, in any event, it may not have sufficient resources to assist all the requests put forward by a rural organisation or a rural Parish Council. The Borough Council would prefer to give assistance to a Rural Parish Council or an organisation approved by the Parish Council that has made efforts to provide a reasonable contribution from its own resources or other sources. Therefore, the Council's contribution to a project in the form of a rural grant will normally be limited to 50% of the cost of the project and applicants should be able to demonstrate that at least 50% of the cost of the project will be met from sources other than the Borough Council such as:
- (i) Fundraising generally;
 - (ii) Grant applications from other bodies;
 - (iii) Seeking loan assistance from the Association of Local Councils;
 - (iv) Loan from the Public Works Loan Board;
 - (v) Fundraising from the Parish Precept; and
 - (vi) Contribution by the Parish Council.
- (k) In determining the grant application due regard will be given to the level of contribution proposed by the Parish Council, the level of non-earmarked reserves held by the Parish Council and level of Council Tax Precept. Capital projects in rural parishes generally provide benefit mainly to the immediate community of the parish. The rural grants scheme recognises that parishes may experience difficulty in raising finance for capital projects, however, it is expected that local residents should contribute towards the cost of projects which will directly benefit the local community. Therefore, normally applications where the Parish Council is contributing towards the cost of a project will be viewed more favourably than applications where the Parish Council is not contributing.
- (l) In determining the grant application from organisations other than Parish Councils due regard will also be given to the level of financial reserves held by the organisation, the annual income and expenditure, and the ability or otherwise to generate additional income.
- (m) Levels of past funding by the Borough to individual Parish Council areas and parish precepts may be taken into account in assessing new grant requests.
- (n) Where funding is awarded the Borough Council will not be responsible for meeting any ongoing revenue costs. Applicants may be required to demonstrate that arrangements are in place to meet any ongoing costs arising from the project. Evidence may be requested that the project and/or its ongoing operation will meet any legislative requirements (for example health and safety requirements).

- (o) Where funding is awarded the recipient organisation will, if considered appropriate by Bedford Borough Council, be required to display a plaque provided by Bedford Borough Council recognising the grant awarded or otherwise will be required to recognise the funding on their letter heads/publicity material.
- (p) Where funding is awarded, payment will be made to the Parish Council upon completion of the project and receipt of evidence of the completion and the costs incurred (for example receipts for payments and a copy of the supplier's invoice). Where the funding is a contribution to a larger or more complex project consideration may be given to the release of funding on a phased basis as elements of the project are completed, subject to the whole project being fully funded and scheduled for completion (applicants requesting release of part or all of the funding prior to completion of the whole project should contact the Borough Council prior to commencement of the project).
- (q) Support for any project will normally be limited to £20,000 and the maximum amount awarded in respect of projects in any parish area should not normally exceed £20,000 in any period of two financial years.
- (r) Applications in excess of £1,000 will not normally be considered unless three independent quotations are provided for each aspect of the works, goods or services, costing in excess of £1,000 for which the grant is sought. Awards will be based on the lowest quote provided except where the applicant can demonstrate that this option does not represent the best value for money. The Borough Council may seek independent corroboration of any costs/quotes set out in the application.
- (s) Release of funding will be dependent upon the whole project being fully funded unless otherwise explicitly stated in the award letter.
- (t) Awards must be claimed within two years of the award being approved. Where unavoidable delays arise in respect of the project, and it is not possible for the award to be claimed within two years, the applicant should contact the Borough Council to request an extension to the claim period setting out the reasons for the delay. Where the Borough Council is satisfied that the delays are unavoidable an extension of up to one year will be allowed to the claim period. Normally only one extension will be allowed after which time a new application will be required.
- (u) Awards must be used only for the purposes set out in the application and as specified in the award letter. Where a change is proposed to the project, for any reason, the applicant must seek confirmation from the Committee that the offer of funding remains valid.
- (v) In the event that the cost of either the project as a whole or specific items for which a grant has been awarded are less than set out in the application, the Council may reduce the award accordingly. Applicants are advised to seek confirmation of the final award in these circumstances

- (w) It is expected that VAT will be reclaimed wherever possible where the applicant is a Parish Council. Applications should clearly set out the VAT element of any costs and state the position regarding the reclaiming of VAT. Where, in the opinion of the Borough Council, VAT may be reclaimed any award will be based on costs net of VAT.
- * Capital expenditure is generally expenditure on the acquisition or enhancement of an asset. Expenditure on routine maintenance and repair cannot normally be classed as capital expenditure.

GRANTS REQUESTS

<u>PARISH</u>	<u>DETAILS OF SCHEME</u>	<u>AMOUNT REQUESTED</u>																						
Knotting and Souldrop	<p>The application is submitted by Knotting and Souldrop Village Hall, a registered charity.</p> <p>The organisation is requesting £7,640 towards improving access and facilities at the village hall for those with disabilities (including wheelchair users), parents with young children and the elderly.</p> <p>The current ability of the hall to accommodate the whole community is limited due to the age of the building, therefore, the existing facilities will benefit from remodelling to include an accessible toilet cubicle, baby change facilities and two additional separate cubicles. The project will also include an upgrade to the external entrance to include a gradual ramp to enable level access. The improvements will be in-keeping with the existing Grade II listed building. It is intended that these alterations will provide better, safer and cleaner facilities for babies and those with limited mobility, enabling the hall to be used by everyone.</p> <p>Knotting and Souldrop Village Hall has obtained planning permission which was granted on 12 October 2015.</p> <p>The following quotations have been provided:</p> <table border="1" data-bbox="450 979 1780 1289"> <thead> <tr> <th></th> <th>Purpose</th> <th>EX VAT</th> </tr> </thead> <tbody> <tr> <td>Quote 1</td> <td>Internal and external works</td> <td>£29,920</td> </tr> <tr> <td rowspan="2">Quote 2</td> <td>Internal works</td> <td>£19,500</td> </tr> <tr> <td>External works</td> <td>£5,500</td> </tr> <tr> <td></td> <td>Total</td> <td>£25,000</td> </tr> <tr> <td rowspan="2">Quote 3</td> <td>Internal works</td> <td>£8,500</td> </tr> <tr> <td>External works</td> <td>£5,610</td> </tr> <tr> <td></td> <td>Total</td> <td>£14,110</td> </tr> </tbody> </table>		Purpose	EX VAT	Quote 1	Internal and external works	£29,920	Quote 2	Internal works	£19,500	External works	£5,500		Total	£25,000	Quote 3	Internal works	£8,500	External works	£5,610		Total	£14,110	<p>£7,640</p>
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	<p>VAT of £1,170 is payable on part of the works bringing the total including VAT for the lowest quote to £15,280. This request is for £7,640 which is 50% of the total cost. The Parish Council supports the application and is contributing £700 towards the project. An application has been made to the Bernard Sunley Foundation for the funding with £1,500 already granted. The Knotting and Souldrop Village Hall Committee Fundraising will also contribute to the cost of the project.</p> <p>Knotting and Souldrop Parish last received an award from the Rural Affairs Committee prior to 2008/09 for £8,890.</p> <p>The Village Hall has provided an income and expenditure statement for 2016/17 which shows income of £3,901 and expenditure of £2,899 leaving an annual surplus of £1,002. The overall balance brought forward at 15 February 2017 was £16,059. The organisation aims to retain £4,000 to £5,000 to cover any unforeseen repairs and maintenance that may arise in the future.</p>	
Pavenham	<p>The application is submitted by Pavenham Parish Council.</p> <p>The parish council is requesting £5,316 towards the cost of replacing and enhancing the ceiling and lights in the village hall's main hall and kitchen which were installed over thirty years ago. The new suspended ceiling will provide better insulation and the new lighting will use energy efficient lights thereby reducing heating costs and carbon emissions. The organisation has stated that the project will also improve the appearance of the hall which is used by persons from all over the Borough for a wide variety of purposes.</p> <p>The Parish Council is the Custodian Trustee of the village hall and the playing fields on which the hall stands. The Parish Council has confirmed that no planning permission for the works is required.</p>	£5,316

	<p>The following quotations have been provided:</p> <table border="1" data-bbox="450 209 1778 363"> <thead> <tr> <th></th> <th>Purpose</th> <th>EX VAT</th> </tr> </thead> <tbody> <tr> <td>Quote 1</td> <td>Replace ceilings in village main hall and kitchen</td> <td>£10,631</td> </tr> <tr> <td>Quote 2</td> <td>Replace ceilings in village main hall and kitchen</td> <td>£11,549</td> </tr> <tr> <td>Quote 3</td> <td>Replace ceilings in village main hall and kitchen</td> <td>£12,724</td> </tr> </tbody> </table> <p>The total cost of the project is stated to be £10,632 (excluding VAT) based on the lowest of three quotes and this request is for £5,316 which is 50% of the total cost. The Parish Council is contributing £3,316 towards the project and Pavenham Charitable Trust has granted a further £2,000. Pavenham Parish Council has previously received grants from the Rural Grants Committee as follows: £13,510 between 2001/2 and 2007/8, £1,000 in 2008/9 and £5,186 in 2011/12.</p> <p>Pavenham Parish Council has provided an income and expenditure statement for 2015/16 which shows income of £14,921 and expenditure of £13,494 resulting in a surplus of £1,427.</p>		Purpose	EX VAT	Quote 1	Replace ceilings in village main hall and kitchen	£10,631	Quote 2	Replace ceilings in village main hall and kitchen	£11,549	Quote 3	Replace ceilings in village main hall and kitchen	£12,724	
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<p>Cardington</p>	<p>The application is submitted by Cardington Parish Council.</p> <p>The organisation is requesting £780 towards the cost of replacing the bulbs in the 12 street lights that are owned by the Parish Council with more energy efficient LED bulbs. An investigation has indicated that by replacing their existing bulbs with Light Emitting Diodes, the Parish and, therefore, the local resident's would save £436 year on year. In addition the modern energy efficient bulbs would reduce carbon emissions and light pollution.</p> <p>This project does not require planning permission and the 12 street lights are the property of Cardington Parish Council.</p>	<p>£780</p>												

	<p>The following quotations have been provided:</p> <table border="1" data-bbox="450 209 1778 325"> <thead> <tr> <th></th> <th>Purpose</th> <th>EX VAT</th> </tr> </thead> <tbody> <tr> <td>Quote 1</td> <td>Replacement of existing bulbs in 12 street lights</td> <td>£1,560</td> </tr> <tr> <td>Quote 2</td> <td>Replacement of existing bulbs in 12 street lights</td> <td>£1,836</td> </tr> </tbody> </table> <p>The total cost of the project is stated to be £1,560 and this request is for £780 which is 50% of the total cost. The Parish Council is contributing £780 towards the project. Cardington Parish Council has previously received awards from the Rural Affairs Committee for £1,750 in 2013/14 towards the cost of replacing the knee rail fence that surrounds West Green, Cardington and £14,854 between 2001/02 and 2008/09.</p> <p>The Parish Council has provided an income and expenditure statement for 2016/17 which shows income of £9,795 and expenditure of £9,030 leaving an annual surplus of £765. The reserves brought forward at 31 March 2017 were £13,547.</p>		Purpose	EX VAT	Quote 1	Replacement of existing bulbs in 12 street lights	£1,560	Quote 2	Replacement of existing bulbs in 12 street lights	£1,836				
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Bromham	<p>The application is submitted by Bromham Village Hall a registered charity.</p> <p>The organisation is requesting £11,800 towards essential renewals and enhancements to the existing heating system, fire exit doors and ceiling lighting. In addition to the essential renewals the opportunity will be taken to enhance the fixtures by replacing them with modern energy efficient alternatives including low energy LED lighting. The organisation has provided their Energy Audit dated October 2016 and aim with this project to reduce energy costs and cut carbon emissions. The applicant has confirmed that no planning permission is required for the works.</p> <p>The following quotations have been provided:</p> <table border="1" data-bbox="450 1177 1778 1327"> <thead> <tr> <th></th> <th>Purpose</th> <th>EX VAT</th> </tr> </thead> <tbody> <tr> <td>Quote 1</td> <td>Replacement of heating systems and ceiling lighting</td> <td>£22,167</td> </tr> <tr> <td>Quote 2</td> <td>Replacement of heating systems and ceiling lighting</td> <td>£23,575</td> </tr> <tr> <td>Quote 3</td> <td>Replacement of heating systems and ceiling lighting</td> <td>£24,300</td> </tr> </tbody> </table>		Purpose	EX VAT	Quote 1	Replacement of heating systems and ceiling lighting	£22,167	Quote 2	Replacement of heating systems and ceiling lighting	£23,575	Quote 3	Replacement of heating systems and ceiling lighting	£24,300	£11,800
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	<p>The total cost of this project is stated to be £28,290 including VAT, based on the lowest quote, and this request is for £11,800 which is 42% of the cost. The organisation is funding the remainder through its own funds held in the Bromham Village Hall Reserve Account.</p> <p>Bromham Parish has previously received awards from the Rural Affairs Committee as follows: for £25,000 in 2014/15, £2,200 in 2012/13, £15,000 in 2011/12 and £39,000 between 2001/02 and 2008/09.</p> <p>The Village Hall has provided financial statements for years ending February 2016. This shows income of £63,470 and expenditure of £56,098 leaving an annual surplus of £7,372. The funds brought forward at 29 February 2016 were £25,030.</p> <p>The application is supported by Bromham Parish Council.</p>	
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COUNCIL TAX 2017/18

Parish	2017/18 Tax Base	Total Precept	Band D Precept 2017/18	Additional £1,000 Precept
	£	£	£	£
Biddenham	40,000.00	1,150.83	34.76	0.87
Bletsoe	10,754.00	120.83	89.00	8.28
Bolnhurst & Keysoe	13,461.00	343.60	39.18	2.91
Bromham	118,770.00	2,134.07	55.65	0.47
Cardington	7,650.00	141.33	54.13	7.08
Carlton & Chellington	18,091.33	391.11	46.26	2.56
Clapham	66,229.00	1,495.72	44.28	0.67
Colmworth	13,406.00	189.44	70.77	5.28
Cople	16,471.00	312.77	52.66	3.20
Dean & Shelton	4,532.00	182.61	24.82	5.48
Eastcotts	58,760.00	1,406.97	41.76	0.71
Elstow	15,000.00	993.39	15.10	1.01
Felmersham	17,000.00	359.48	47.29	2.78
Great Barford	57,000.00	803.48	70.94	1.24
Great Denham	44,500.00	1,288.36	34.54	0.78
Harrold	72,645.00	684.34	106.15	1.46
Kempston Rural	30,083.13	927.84	32.42	1.08
Knotting & Souldrop	4,035.00	121.62	33.18	8.22
Little Barford	0	18.48	0.00	54.11
Little Staughton	6,800.00	224.84	30.24	4.45
Melchbourne & Yelden	5,370.00	205.69	26.11	4.86
Milton Ernest	15,190.00	327.74	46.35	3.05

Parish	2017/18 Tax Base	Total Precept	Band D Precept 2017/18	Additional £1,000 Precept
Oakley	51,195.00	955.67	53.57	1.05
Odell	7,570.00	136.67	55.39	7.32
Pavenham	12,000.00	354.03	33.90	2.82
Pertenhall & Swineshead	5,513.00	167.83	32.85	5.96
Podington	10,500.00	191.26	54.90	5.23
Ravensden	6,580.00	329.04	20.00	3.04
Renhold	20,771.00	1,256.12	16.54	0.80
Riseley	25,000.00	529.88	47.18	1.89
Roxton	15,622.00	206.45	75.67	4.84
Sharnbrook	48,500.00	935.70	51.83	1.07
Stagsden	8,446.00	176.18	47.94	5.68
Staploe & Duloe	9,900.00	130.25	76.01	7.68
Stevington	14,000.00	278.62	50.25	3.59
Stewartby	60,000.00	508.96	117.89	1.96
Thurleigh	7,100.00	276.12	25.71	3.62
Turvey	32,647.65	498.66	65.47	2.01
Wilden	10,200.00	187.43	54.42	5.34
Willington	11,753.00	383.11	30.68	2.61
Wilshamstead	43,000.00	911.07	47.20	1.10
Wixams	40,735.00	920.80	44.24	1.09
Wootton	154,965.49	1,974.46	78.48	0.51
Wyboston, Chawston & Colesden	10,638.23	312.71	34.02	3.20

RURAL GRANTS APPROVED TO DATE

Parish	2001/02 to 2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	Total
Biddenham	28,102	10,000					8,698				46,800
Bletsoe	11,853										11,853
Bolnhurst & Keysoe	26,263	2,000									28,263
Bromham	39,000			15,000	2,200		25,000				81,200
Cardington	14,854					1,750					16,604
Carlton & Chellington	14,542	3,000		7,950							25,492
Clapham	51,477	7,000	25,000								83,477
Colmworth	55,000					7,610					62,610
Cople	22,154			24,300							46,454
Dean & Shelton	7,250						9,150	10,400			26,800
Eastcotts	22,745										22,745
Elstow	19,750	30,000			5,000		3,080				57,830

Parish	2001/02 to 2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	Total
Felmersham & Radwell	15,000										15,000
Great Barford	41,356										41,356
Great Denham	0										0
Harrold	24,117					25,000	25,000				74,117
Kempston Rural	12,500										12,500
Knotting & Souldrop	8,890										8,890
Little Barford	0										0
Little Staughton	14,525	14,000		1,932							30,457
Melchbourne & Yeldon	42,679	500	9,000								52,179
Milton Ernest	11,500		3,000				7,000				21,500
Oakley	54,241	25,000					15,700	1,074			96,015
Odell	46,975							20,000			66,975
Pavenham	14,510			5,186							19,696
Pertenhall & Swineshead	15,636	25,000									40,636

Grant Requests from Rural Organisations
The Mayor – June 2017

Parish	2001/02 to 2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	Total
Podington	22,603		12,000	4,500							39,103
Ravensden	3,000	25,000			1,000						29,000
Renhold	23,083										23,083
Riseley	68,968	770							5,100		74,838
Roxton	83,500										83,500
Sharnbrook	93,023		18,000			25,000					136,023
Stagsden	22,589										22,589
Staploe	18,789										18,789
Stevington	24,400	11,300				1,000	788				37,488
Stewartby	4,971	800	10,300*								16,071
Thurleigh	18,100	10,000				2,350					30,450
Turvey	10,300	4,500	8,000								22,800
Wilden	6,162										6,162
Willington	9,288				15,000						24,288

Grant Requests from Rural Organisations
The Mayor – June 2017

Parish	2001/02 to 2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	Total
Wilshamstead	56,250	25,000		20,000							101,250
Wixams	0										0
Wootton	53,049	3,600			25,000						81,649
Wyboston, Chawston & Colesden	0			1,500		4,420					5,920
Wymington	9,250										9,250
Total	1,142,244	197,470	85,300	80,368	48,200	67,130	94,416	31,474	5,100	0	1,751,702

* Application originally received in 2009/10 and funded from 2009/10 allocation.

COUNCIL TAX BAND D PARISH PRECEPTS 2017/18 (RANKED HIGH TO LOW)

Parish	Band D Precept 2017/18
	£
Stewartby	117.89
Harrold	106.15
Bletsoe	89.00
Wootton	78.48
Staploe & Duloe	76.01
Roxton	75.67
Great Barford	70.94
Colmworth	70.77
Turvey	65.47
Bromham	55.65
Odell	55.39
Podington	54.90
Wilden	54.42
Cardington	54.13
Oakley	53.57
Cople	52.66
Sharnbrook	51.83
Stevington	50.25
Stagsden	47.94
Felmersham	47.29
Wilshamstead	47.20
Riseley	47.18

Parish	Band D Precept 2017/18
Milton Ernest	46.35
Carlton & Chellington	46.26
Clapham	44.28
Wixams	44.24
Eastcotts	41.76
Bolnhurst & Keysoe	39.18
Biddenham	34.76
Great Denham	34.54
Wyboston, Chawston & Colesden	34.02
Pavenham	33.90
Knotting & Souldrop	33.18
Pertenhall & Swineshead	32.85
Kempston Rural	32.42
Willington	30.68
Little Staughton	30.24
Melchbourne & Yelden	26.11
Thurleigh	25.71
Dean & Shelton	24.82
Ravensden	20.00
Renhold	16.54
Elstow	15.10
Little Barford	0.00

Parishes Ranked by Tax Base (High to Low)

Parish	2017/18 Tax Base
	£
Wootton	154,965.49
Bromham	118,770.00
Harrold	72,645.00
Clapham	66,229.00
Stewartby	60,000.00
Eastcotts	58,760.00
Great Barford	57,000.00
Oakley	51,195.00
Sharnbrook	48,500.00
Great Denham	44,500.00
Wilshamstead	43,000.00
Wixams	40,735.00
Biddenham	40,000.00
Turvey	32,647.65
Kempston Rural	30,083.13
Riseley	25,000.00
Renhold	20,771.00
Carlton & Chellington	18,091.33
Felmersham	17,000.00
Cople	16,471.00
Roxton	15,622.00
Milton Ernest	15,190.00

Parish	2017/18 Tax Base
Elstow	15,000.00
Stevington	14,000.00
Bolnhurst & Keysoe	13,461.00
Colmworth	13,406.00
Pavenham	12,000.00
Willington	11,753.00
Bletsoe	10,754.00
Wyboston, Chawston & Colesden	10,638.23
Podington	10,500.00
Wilden	10,200.00
Staploe & Duloe	9,900.00
Stagsden	8,446.00
Cardington	7,650.00
Odell	7,570.00
Thurleigh	7,100.00
Little Staughton	6,800.00
Ravensden	6,580.00
Pertenhall & Swineshead	5,513.00
Melchbourne & Yelden	5,370.00
Dean & Shelton	4,532.00
Knotting & Souldrop	4,035.00
Little Barford	0

**BACKGROUND PAPERS
AS SET OUT IN THE
REPORT ARE
ATTACHED**

APPLICATION FOR RURAL GRANT
ASSISTANCE FROM
BEDFORD BOROUGH COUNCIL



Please read the criteria shown at pages 6 and 7 before submitting your application.
This form is also available as an Eform.
[http://www.bedford.gov.uk/advice and benefits/advice and benefits -
grants/grants for financial assist.aspx](http://www.bedford.gov.uk/advice_and_benefits/advice_and_benefits_grants/grants_for_financial_assist.aspx)

SECTION A DETAILS OF THE ORGANISATION

1.	Name of Organisation Bromham Village Hall - charity no 300010		
2.	Address of Organisation Village Rd Bromham Bedfordshire MK43 8JP
3.	Contact Name, Address and telephone number of an Officer if clarification is needed.		
4.	Please state your geographical area of operation. Bromham Parish and surrounding area		

SECTION B APPLICATION DETAILS

1.	Please describe the project for which funding is being sought. Essential repairs & renewals to heating system Renew ceiling lighting to low energy LED Urgent repairs to exit fire doors Key objective - to reduce energy costs and cut carbon emissions (energy audit)
----	--	--	---	--	---

2. Your application must be accompanied by at least one quote. If your application is for £1,000 or more, you must provide three quotes for each aspect of the work or goods costing £1,000 or more. Please summarise the quotes below showing VAT separately.

$\text{£}22167 + \text{vat } \text{£}4433 = \text{£}26600$
 $\text{Total } \text{£}23575 + \text{vat } \text{£}4715 = \text{£}28290$
 $\text{P\&H } \text{£}24300 + \text{vat } \text{£}4860 = \text{£}29160$

Applicants seeking funding of £25,000 are required to make a presentation to the Rural Affairs Committee. Applicants seeking funding towards building projects valued at £100,000 or more are also required to submit a business plan in support of the project.

- 3.

Total cost of the project (including VAT) $\text{£}28290$

Amount requesting from Rural Grants $\text{£}11800$

- 4.

Please indicate how you intend to fund the balance of the project outlined at 1 above, including the names of other (potential) funders and whether sums have been confirmed or not.

Name of Organisation applying for funding	Amount applied for	Any amount already granted
Bromham Village Hall reserve account	Balance	

- 5.

Does the project identified at 1 above need planning permission? ~~YES~~/NO
 If YES please state whether it has been obtained and if so the date on which planning permission was granted. If planning permission has not yet been sought please say so and state when you will be applying for planning permission?

.....

.....
.....

6. Does the project identified at 1 above involve the acquisition of any land?
~~YES~~/NO
If YES, please indicate the current position with that acquisition?

.....
.....
.....

7. Does the organisation own the land on which the project will based?

.....
.....
.....
.....
.....

NO - Land is owned by Bromham Parish Council.

8. Does the organisation hold a lease on the land on which the project will based with at least 10 years of the lease remaining?

.....
.....
.....
.....

NO

9. Please enclose a copy of your latest set of accounts, together with your budget for the current year. Please indicate the name or names of a person(s) (Parish Clerk/Treasurer to the organisation) who can be contacted should clarification be needed on your financial affairs.

Name(s):

(Clerk to the Parish)

.....
.....

Contact Tel Number:

SECTION C OBJECTIVES

Please indicate with a ✓ which of the following objectives your project meets/supports and provide a brief explanation in support. Further information on these Corporate Objectives can be found in the Council's Corporate Plan available on the Council's website by following the link below:
http://www.bedford.gov.uk/council_and_democracy/key_plans_and_strategies.aspx

OBJECTIVE	PROJECT MEETS/SUPPORTS (please ✓ all that apply)	HOW THE PROJECT MEETS/SUPPORTS THIS OBJECTIVE
Economic Development, Regeneration & Enterprise		
Supporting Businesses	✓	Project work would be carried out by a local business.
Facilitating Town Centre Renaissance		
Raising the Profile and Image of Bedford Borough	✓	Through their support of this project.
Encouraging Economic Participation and Reducing Worklessness		
Improve Infrastructure and the Business Environment		
Environment & Climate Change		
Improving the Environment	✓	See attached energy audit.
Managing the Impact of Climate Change	✓	—— " ——

<p>Children & Young People</p> <p>Strengthen our Partnership Working</p>	✓	<p>Provision of an improved safe environment for childrens groups & families.</p>
<p>Ensure Children and Young People are Safe from Harm and-Neglect</p>		
<p>Ensure Children and Young People are Healthy and Thriving</p>	✓	<p>Continuation of childrens clubs etc pre-school, football, dance classes, fitness classes.</p>
<p>Ensure all Children and Young People Enjoy and Achieve</p>	✓	<p>providing a safe and secure facility for young people to learn, thrive and have fun.</p>
<p>Adult Health & Well-being</p> <p>Improving the Health and Well-being of the Borough's Residents</p>	✓	<p>Through numerous clubs and social activities spread through our three halls.</p>
<p>Strengthening our Partnership Working Ensuring that Adults and Older People are free from Discrimination, Abuse and Neglect</p>		
<p>Increase Choice and Control for Service Users and Carers</p>		
<p>Safer Communities</p> <p>Developing Safer Communities</p>	✓	<p>Provision of a safe and healthy environment.</p>

Social Inclusion, Community Cohesion & Culture Community Cohesion and Empowerment	✓	Central core/hub of the community available for all age groups.
Develop Council's Equality & Diversity Framework	✓	Sustainable social activities for the local community.
Improvement of Council's Community Assets		
Housing & Transport Deliver Sustainable Growth Improve Housing Options Improve our Roads and Pavements Reduce Traffic Congestion		
Organisational & Operational Effectiveness Improve Operational Efficiency and Effectiveness	✓	Reduce running costs and carbon footprint.
Improve our Partnership Working	✓	Ensuring all uses are safe from harm and neglect.
Develop a High Performing Workforce		
Improve our Focus on Communities and Citizens	✓	provision of a lasting and valued facility for the community.

SECTION D APPROVAL BY THE APPLICANT

I (insert name)
being the Chair - Village Hall trustees (insert position)
of Bromham Village Hall (the organisation)

hereby apply for a rural grant in the sum indicated at Question 3 in Section 2. **If the application is for a building project valued at £100,000 or more, I attach a Business Plan in support of the proposal.**

I confirm the information in this application to be correct and that my organisation will, if considered appropriate by Bedford Borough Council, display a plaque recognising the funding or otherwise will recognise funding from Bedford Borough Council on our letter heads/publicity material.

Signed Dated 16/05/2017

SECTION E APPROVAL BY PARISH COUNCIL

This Section to be completed by the Chairman or Clerk to the Parish Council.

I can confirm that Bromham (insert the name of the Parish Council) at their
their meeting on 25th May '17 approved that this application is in the interest
of the inhabitants of Bromham Parish Council area.

***The Parish Council has agreed to contribute £..... from its reserves towards the cost of this project and, if necessary, will allow for this contribution within its next budget precept.**

***The Parish is unable to contribute to this project because (please say why).**

.....

.....

(*Please [Signature] Date)

Signed: [Signature] Name: [Name]
Capacity in which signed: vice-chairman Date: 16th May '17

Please Note: If your Parish Council is submitting more than one application for consideration, please indicate on a separate sheet, their priority order in terms of importance to the Parish.

After completion please return to:

Community Welfare Team, Bedford Borough Council, Borough Hall, Cauldwell Street, Bedford MK42 9AP

CRITERIA – RURAL GRANTS

- (a) An application can be made by a rural organisation or a rural Parish Council. The Borough Council must be satisfied that the Rural Parish Council considers the application to be in the interests of their local inhabitants. An application will not be accepted unless it has been signed by the Chairman or Clerk to the Parish Council stating it to be in the interests of their local inhabitants.
- (b) Applications can be made at any time, although they will only be considered three times a year, in April, September and January. To ensure an application is considered please ensure that it is submitted by the 20th of the previous month.
- (c) Grants may only be made for capital projects.*
- (d) Applicants seeking funding towards building projects valued at £100,000 or more are required to submit a Business Plan in support of the project and to make a presentation to the Rural Affairs Committee.
- (e) Applicants seeking funding towards a project of £25,000 or more will be required to make a presentation to the Rural Affairs Committee at the first meeting that will consider the application.
- (f) The Borough Council must have the statutory power to make a grant for the purpose applied for (for example, community premises improvements/refurbishments to such premises and provision of recreational facilities).
- (g) Applicants are required to demonstrate that their projects meet one or more of the objectives set out in Section 3 of the application form.
- (h) Projects which would normally be funded by statutory agencies, are unlikely to be eligible for grant (e.g. improvements to street lighting, improvements to educational premises (unless to facilitate community use)).
- (i) Funding for projects on land not directly in the ownership of the organisation concerned will ordinarily only be considered if the organisation can demonstrate that the land will be available for use for the purpose of the grant for a period of at least 10 years (e.g. the construction of a multi use sports area on third party land leased to an organisation for a period of over 10 years).
- (j) The Borough Council wishes to see its assistance maximised and, in any event, it may not have sufficient resources to assist all the requests put forward by a rural organisation or a rural Parish Council. The Borough Council would prefer to give assistance to a Rural Parish Council or an organisation approved by the Parish Council that has made efforts to provide an initial realistic percentage from its

own resources or other sources particularly when larger amounts are being requested and the Borough Council might then contribute towards the balance. In order to help the Council in its decision a Rural Parish Council or organisation should be able to satisfy the Council that it has made the effort to fund the balance by looking at the following areas:

- (i) Fundraising generally;
 - (ii) Grant applications from other bodies;
 - (iii) Seeking loan assistance from the Association of Local Councils;
 - (iv) Loan from the Public Works Loan Board;
 - (v) Fundraising from the Parish Precept; and
 - (vi) Contribution by the Parish Council.
-

A grant will not normally be approved unless at least 10% of the cost of the part of the project for which a grant is requested is funded from other sources.

- (k) In determining the grant application due regard will be given to the level of contribution proposed by the Parish Council, the level of non-earmarked reserves held by the Parish Council and level of Council Tax Precept.
- (l) In determining the grant application from organisations other than Parish Councils due regard will also be given to the level of financial reserves held by the organisation, the annual income and expenditure, and the ability or otherwise to generate additional income.
- (m) Levels of past funding by the Borough to individual Parish Council areas and parish precepts may be taken into account in assessing new grant requests.
- (n) Where funding is awarded the Borough Council will not be responsible for meeting any ongoing revenue costs.
- (o) Where funding is awarded the recipient organisation will, if considered appropriate by Bedford Borough Council, be required to display a plaque provided by Bedford Borough Council recognising the grant awarded or otherwise will be required to recognise the funding on their letter heads/publicity material.
- (p) Where funding is awarded, payment will be made to the Parish Council following receipts from the organisation of payments made or on production of evidence that the works have been carried out, such as the relevant invoices.
- (q) Support for any project will normally be limited to £25,000.
- (r) Applications in excess of £1,000 will not normally be considered unless three independent quotations are provided for each aspect of the works, goods or services, costing in excess of £1,000 for which the grant is sought.

* Capital expenditure is generally expenditure on the acquisition or enhancement of an asset. Expenditure on routine maintenance and repair cannot normally be classed as capital expenditure.



Application for Rural Grant Assistance from Bedford Borough Council

- (a) An application can be made by a rural organisation or a rural Parish Council. The Borough Council must be satisfied that the Rural Parish Council considers the application to be in the interests of their local inhabitants. An application will not be accepted unless it has been signed by the Chairman or Clerk to the Parish Council stating it to be in the interests of their local inhabitants.
- (b) Applications can be made at any time, although they will only be considered by the Committee three times a year (normally, in April, September and January). To ensure an application is considered applicants should ensure that it is submitted six weeks before the date of the meeting. The Mayor may consider urgent applications at other times where it is considered appropriate that the application be considered outside of the normal committee cycle.
- (c) Grants may only be made for capital projects.*
- (d) Applicants seeking funding towards building projects valued at £100,000 or more are required to submit a Business Plan in support of the project and may be required to make a presentation to the Rural Affairs Committee.
- (e) Applicants seeking funding towards a project of £20,000 or more may be required to make a presentation to the Rural Affairs Committee at the first meeting that will consider the application.
- (f) The Borough Council must have the statutory power to make a grant for the purpose applied for (for example, community premises improvements/refurbishments to such premises and provision of recreational facilities).
- (g) Applicants are required to demonstrate that their projects meet one or more of the Council's Corporate Plan objectives as set out in Section 3 of the application form.
- (h) Projects which would normally be funded by statutory agencies, are unlikely to be eligible for a grant (e.g. improvements to street lighting, improvements to educational premises (unless to facilitate community use).
- (i) Funding for projects on land not directly in the ownership of the organisation concerned will ordinarily only be considered if the organisation can demonstrate that the land will be available for use for the purpose of the grant for a period of at least 10 years (e.g. the construction of a multi use sports area on third party land leased to an organisation for a period of over 10 years).
- (j) The Borough Council wishes to see its assistance maximised and, in any event, it may not have sufficient resources to assist all the requests put forward by a rural organisation or a rural Parish Council. The Borough Council would prefer to give assistance to a Rural Parish Council or an organisation approved by the Parish Council that has made efforts to provide a reasonable contribution from its own resources or other sources. Therefore, the Council's contribution to a project in the form of a rural grant will normally be limited to 50% of the cost of the project and applicants should be able to demonstrate that at least 50% of the cost of the project will be met from sources other than the Borough Council such as:
- (i) Fundraising generally;
 - (ii) Grant applications from other bodies;
 - (iii) Seeking loan assistance from the Association of Local Councils;
 - (iv) Loan from the Public Works Loan Board;
 - (v) Fundraising from the Parish Precept; and
 - (vi) Contribution by the Parish Council.
- (k) In determining the grant application due regard will be given to the level of contribution proposed by the Parish Council, the level of non-earmarked reserves held by the Parish Council and level of Council Tax Precept. Capital projects in rural parishes generally provide benefit mainly to the immediate community of the parish. The rural grants scheme recognises that parishes may experience difficulty in raising finance for capital projects, however, it is expected that local residents should contribute towards the cost of projects which will directly benefit the local community. Therefore, normally applications where the Parish Council is contributing towards the cost of a project will be viewed more favourably than applications where the Parish Council is not contributing.
- (l) In determining the grant application from organisations other than Parish Councils due regard will also be given to the level of financial reserves held by the organisation, the annual income and expenditure, and the ability or otherwise to generate additional income.

(m) Levels of past funding by the Borough to individual Parish Council areas and parish precepts may be taken into account in assessing new grant requests.

(n) Where funding is awarded the Borough Council will not be responsible for meeting any ongoing revenue costs. Applicants may be required to demonstrate that arrangements are in place to meet any ongoing costs arising from the project. Evidence may be requested that the project and/or its ongoing operation will meet any legislative requirements (for example health and safety requirements).

(o) Where funding is awarded the recipient organisation will, if considered appropriate by Bedford Borough Council, be required to display a plaque provided by Bedford Borough Council recognising the grant awarded or otherwise will be required to recognise the funding on their letter heads/publicity material.

(p) Where funding is awarded, payment will be made to the Parish Council upon completion of the project and receipt of evidence of the completion and the costs incurred (for example receipts for payments and a copy of the supplier's invoice). Where the funding is a contribution to a larger or more complex project consideration may be given to the release of funding on a phased basis as elements of the project are completed, subject to the whole project being fully funded and scheduled for completion (applicants requesting release of part or all of the funding prior to completion of the whole project should contact the Borough Council prior to commencement of the project).

(q) Support for any project will normally be limited to £20,000 and the maximum amount awarded in respect of projects in any parish area should not normally exceed £20,000 in any period of two financial years.

(r) Applications in excess of £1,000 will not normally be considered unless three independent quotations are provided for each aspect of the works, goods or services, costing in excess of £1,000 for which the grant is sought. Awards will be based on the lowest quote provided except where the applicant can demonstrate that this option does not represent the best value for money. The Borough Council may seek independent corroboration of any costs/quotes set out in the application.

(s) Release of funding will be dependent upon the whole project being fully funded unless otherwise explicitly stated in the award letter.

(t) Awards must be claimed within two years of the award being approved. Where unavoidable delays arise in respect of the project, and it is not possible for the award to be claimed within two years, the applicant should contact the Borough Council to request an extension to the claim period setting out the reasons for the delay. Where the Borough Council is satisfied that the delays are unavoidable an extension of up to one year will be allowed to the claim period. Normally only one extension will be allowed after which time a new application will be required.

(u) Awards must be used only for the purposes set out in the application and as specified in the award letter. Where a change is proposed to the project, for any reason, the applicant must seek confirmation from the Committee that the offer of funding remains valid.

(v) In the event that the cost of either the project as a whole or specific items for which a grant has been awarded are less than set out in the application, the Council may reduce the award accordingly. Applicants are advised to seek confirmation of the final award in these circumstances

(w) It is expected that VAT will be reclaimed wherever possible where the applicant is a Parish Council. Applications should clearly set out the VAT element of any costs and state the position regarding the reclaiming of VAT. Where, in the opinion of the Borough Council, VAT may be reclaimed any award will be based on costs net of VAT.

* Capital expenditure is generally expenditure on the acquisition or enhancement of an asset. Expenditure on routine maintenance and repair cannot normally be classed as capital expenditure.

SECTION A - DETAILS OF THE ORGANISATION

Name of Organisation	Cardington Parish Council
Address of Organisation	3 The Green Cardington Bedford MK454 3TE
Contact Name	[]
Email Address*	[]
Contact Telephone Number	[]
Please state your geographical area of operation	Village of Cardington

SECTION B - APPLICATION DETAILS

Please describe the project for which funding is being sought.

Cardington Parish Council has ownership of 12 Street Lights. We pay for the power that they use and maintain them to a high standard. Our current annual electricity power costs 591.14 +Vat of 5%. for 2016/17. I have tried to shop around but all un-metered supply costs are much the same. Investigation has indicated that by replacing our current bulbs with Light Emitting Diode (LED) bulbs would save the Parish Council and therefore the local residents £436 year on year. I have been given these figures by our current supplier Eon who told me using 18 watt LED bulbs our bill would be £155 per year. For this project we need a grant of £780 from the Rural Affairs Committee which would be added to the £780 we have from other sources.
Reasons for the changes

The LED lanterns comply with regulations that stipulate that light from street lights should illuminate in a downward direction.
By changing the bulbs we would be saving the public money
We would be using less power to generate more and better light and this must be good for the environment.

Your application must be accompanied by at least one quote. If your application is for £1,000 or more, you must provide three quotes for each aspect of the work or goods costing £1,000 or more. Please summarise the quotes below showing VAT separately.

Street Lighting Contractor quote £130 + Vat per light total cost £1872 including Vat.
Street Light Winter Maintenance quote £153 + Vat per light total cost £2203 including Vat.

Applicants seeking funding of £25,000 are required to make a presentation to the Rural Affairs Committee. Applicants seeking funding towards building projects valued at £100,000 or more are also required to submit a business plan in support of the project.

Total Cost of the project (including VAT):

Amount requesting from Rural Grants.

Please indicate how you intend to fund the balance of the project outlined at 1 above, including the names of other (potential) funders and whether sums have been confirmed or not.

Name of Organisation applying for funding	Amount applied for	Any amount already granted
Cardington Parish Council	£780.00	£780.00

Does the project identified need planning permission?

Does the project identified involve the acquisition of any land?

Does the organisation own the land on which the project will be based?

Does the organisation hold a lease on the land on which the project will be based with at least 10 years of the lease remaining?

Please enclose a copy of your latest set of accounts, together with your budget for the current year.

Name	Telephone Number
Please indicate the name or names of a person(s) (Parish Clerk/Treasurer to the organisation) who can be contacted should clarification be needed on your financial affairs.	

SECTION C - OBJECTIVES

Please indicate which of the following objectives your project meets/supports and provide a brief explanation in support. Further information on these Corporate Objectives can be found in the Council's Corporate Plan available on the Council's website by following the link below:

http://www.bedford.gov.uk/council_and_democracy/key_plans_and_strategies.aspx.

Economic Development, Regeneration & Enterprise

Project Meets/Supports Objective		How The Project Meets/Supports This Objective
Supporting Businesses	Nothing selected	
Project Meets/Supports Objective		How The Project Meets/Supports This Objective
Facilitating Town Centre Renaissance	Nothing selected	
Project Meets/Supports Objective		How The Project Meets/Supports This Objective
Raising the Profile and Image of Bedford Borough	Nothing selected	
Project Meets/Supports Objective		How The Project Meets/Supports This Objective
Encouraging Economic Participation and Reducing Worklessness	Nothing selected	
Project Meets/Supports Objective		How The Project Meets/Supports This Objective
Improve Infrastructure and the Business Environment	Nothing selected	

Environment & Climate Change

Project Meets/Supports Objective		How The Project Meets/Supports This Objective
Improving the Environment	Yes	By changing the street light bulbs to LED We would be using a fraction of the power being used at the moment.
Project Meets/Supports Objective		How The Project Meets/Supports This Objective
Managing the Impact of Climate Change	Yes	Less power has to be generated to supply our needs, so reducing the impact of climate change.

Children & Young People

Project Meets/Supports Objective		How The Project Meets/Supports This Objective
Strengthen our Partnership Working	Nothing selected	
		How The Project

Project Meets/Supports Objective		Meets/Supports This Objective
Ensure Children and Young People are Safe from Harm and Neglect	Nothing selected	
Project Meets/Supports Objective		How The Project Meets/Supports This Objective
Ensure Children and Young People are Healthy and Thriving	Nothing selected	
Project Meets/Supports Objective		How The Project Meets/Supports This Objective
Ensure all Children and Young People Enjoy and Achieve	Nothing selected	
Adult Health & Well-being		
Project Meets/Supports Objective		How The Project Meets/Supports This Objective
Improving the Health and Well-being of the Borough's Residents	Yes	Having a well lit village means that more people can leave their homes and walk around the village instead of getting in their car.
Project Meets/Supports Objective		How The Project Meets/Supports This Objective
Strengthening our Partnership Working	Nothing selected	
Project Meets/Supports Objective		How The Project Meets/Supports This Objective
Ensuring that Adults and Older People are free from Discrimination, Abuse and Neglect	Nothing selected	
Project Meets/Supports Objective		How The Project Meets/Supports This Objective
Increase Choice and Control for Service Users and Carers	Nothing selected	
Safer Communities		
Project Meets/Supports Objective		How The Project Meets/Supports This Objective
Developing Safer Communities	Yes	Having well lit streets reduces the chance of theft from homes and vehicles in a dimly lit environment.
Social Inclusion, Community Cohesion & Culture		
Project Meets/Supports Objective		How The Project Meets/Supports This Objective
Community Cohesion and Empowerment	Nothing selected	

Project Meets/Supports Objective		How The Project Meets/Supports This Objective
Develop Council's Equality & Diversity Framework	Nothing selected	

Project Meets/Supports Objective		How The Project Meets/Supports This Objective
Improvement of Council's Community Assets	Yes	Street lights are assets of the Village of Cardington and would be greatly improved with the correct form of illumination.

Housing and Transport

Project Meets/Supports Objective		How The Project Meets/Supports This Objective
Deliver Sustainable Growth	Nothing selected	

Project Meets/Supports Objective		How The Project Meets/Supports This Objective
Improve Housing Options	Nothing selected	

Project Meets/Supports Objective		How The Project Meets/Supports This Objective
Improve our Roads and Pavements	Nothing selected	

Project Meets/Supports Objective		How The Project Meets/Supports This Objective
Reduce Traffic Congestion	Nothing selected	

Organisational & Operational Effectiveness

Project Meets/Supports Objective		How The Project Meets/Supports This Objective
Improve Operational Efficiency and Effectiveness	Nothing selected	

Project Meets/Supports Objective		How The Project Meets/Supports This Objective
Ensure Children and Young People are Safe from Harm and Neglect	Nothing selected	

Project Meets/Supports Objective		How The Project Meets/Supports This Objective
Develop a High Performing Workforce	Nothing selected	

Project Meets/Supports Objective		How The Project Meets/Supports This Objective
Improve our Focus on Communities and Citizens	Nothing selected	

SECTION D - APPROVAL BY THE APPLICANT

I Insert name

being the Insert Position

of Insert organisation

The Clerk RFO

Cardington Parish Council

Signature:

hereby apply for a rural grant in the sum indicated at Question 3 in Section 2. If the application is for a building project valued at £100,000 or more, I attach a Business Plan in support of the proposal. I confirm the information in this application to be correct and that my organisation will, if considered appropriate by Bedford Borough Council, display a plaque recognising the funding or otherwise will recognise funding from Bedford Borough Council on our letter heads/publicity material.

Signed:

Dated:

16 May 2017

SECTION E - APPROVAL BY PARISH COUNCIL

I can confirm that Insert name of the Parish Council at their meeting on

approved that this application is in the interest of the inhabitants of Parish Council area

Has the Parish Council agreed to contribute towards the cost of this project?

Please state why the Parish is unable to contribute to this project.

Cardington Parish Council

08 May 2017

Cardington Village

No

Being a small Parish Council with a precept of £7400 we are unable at this time to fund this project.

Signature:

Name

Capacity in which signed

Dated

Clerk RFO

16 May 2017

Please Note: If your Parish Council is submitting more than one application for consideration, please indicate below their priority order in terms of importance to the Parish.

After completion please return to:

Community Welfare Team,
Bedford Borough Council,
Borough Hall,
Caldwell Street,
Bedford
MK42 9AP



Application for Rural Grant Assistance from Bedford Borough Council

- (a) An application can be made by a rural organisation or a rural Parish Council. The Borough Council must be satisfied that the Rural Parish Council considers the application to be in the interests of their local inhabitants. An application will not be accepted unless it has been signed by the Chairman or Clerk to the Parish Council stating it to be in the interests of their local inhabitants.
- (b) Applications can be made at any time, although they will only be considered by the Committee three times a year (normally, in April, September and January). To ensure an application is considered applicants should ensure that it is submitted six weeks before the date of the meeting. The Mayor may consider urgent applications at other times where it is considered appropriate that the application be considered outside of the normal committee cycle.
- (c) Grants may only be made for capital projects.*
- (d) Applicants seeking funding towards building projects valued at £100,000 or more are required to submit a Business Plan in support of the project and may be required to make a presentation to the Rural Affairs Committee.
- (e) Applicants seeking funding towards a project of £20,000 or more may be required to make a presentation to the Rural Affairs Committee at the first meeting that will consider the application.
- (f) The Borough Council must have the statutory power to make a grant for the purpose applied for (for example, community premises improvements/refurbishments to such premises and provision of recreational facilities).
- (g) Applicants are required to demonstrate that their projects meet one or more of the Council's Corporate Plan objectives as set out in Section 3 of the application form.
- (h) Projects which would normally be funded by statutory agencies, are unlikely to be eligible for a grant (e.g. improvements to street lighting, improvements to educational premises (unless to facilitate community use).
- (i) Funding for projects on land not directly in the ownership of the organisation concerned will ordinarily only be considered if the organisation can demonstrate that the land will be available for use for the purpose of the grant for a period of at least 10 years (e.g. the construction of a multi use sports area on third party land leased to an organisation for a period of over 10 years).
- (j) The Borough Council wishes to see its assistance maximised and, in any event, it may not have sufficient resources to assist all the requests put forward by a rural organisation or a rural Parish Council. The Borough Council would prefer to give assistance to a Rural Parish Council or an organisation approved by the Parish Council that has made efforts to provide a reasonable contribution from its own resources or other sources. Therefore, the Council's contribution to a project in the form of a rural grant will normally be limited to 50% of the cost of the project and applicants should be able to demonstrate that at least 50% of the cost of the project will be met from sources other than the Borough Council such as:
- (i) Fundraising generally;
 - (ii) Grant applications from other bodies;
 - (iii) Seeking loan assistance from the Association of Local Councils;
 - (iv) Loan from the Public Works Loan Board;
 - (v) Fundraising from the Parish Precept; and
 - (vi) Contribution by the Parish Council.
- (k) In determining the grant application due regard will be given to the level of contribution proposed by the Parish Council, the level of non-earmarked reserves held by the Parish Council and level of Council Tax Precept. Capital projects in rural parishes generally provide benefit mainly to the immediate community of the parish. The rural grants scheme recognises that parishes may experience difficulty in raising finance for capital projects, however, it is expected that local residents should contribute towards the cost of projects which will directly benefit the local community. Therefore, normally applications where the Parish Council is contributing towards the cost of a project will be viewed more favourably than applications where the Parish Council is not contributing.
- (l) In determining the grant application from organisations other than Parish Councils due regard will also be given to the level of financial reserves held by the organisation, the annual income and expenditure, and the ability or otherwise to generate additional income.

(m) Levels of past funding by the Borough to individual Parish Council areas and parish precepts may be taken into account in assessing new grant requests.

(n) Where funding is awarded the Borough Council will not be responsible for meeting any ongoing revenue costs. Applicants may be required to demonstrate that arrangements are in place to meet any ongoing costs arising from the project. Evidence may be requested that the project and/or its ongoing operation will meet any legislative requirements (for example health and safety requirements).

(o) Where funding is awarded the recipient organisation will, if considered appropriate by Bedford Borough Council, be required to display a plaque provided by Bedford Borough Council recognising the grant awarded or otherwise will be required to recognise the funding on their letter heads/publicity material.

(p) Where funding is awarded, payment will be made to the Parish Council upon completion of the project and receipt of evidence of the completion and the costs incurred (for example receipts for payments and a copy of the supplier's invoice). Where the funding is a contribution to a larger or more complex project consideration may be given to the release of funding on a phased basis as elements of the project are completed, subject to the whole project being fully funded and scheduled for completion (applicants requesting release of part or all of the funding prior to completion of the whole project should contact the Borough Council prior to commencement of the project).

(q) Support for any project will normally be limited to £20,000 and the maximum amount awarded in respect of projects in any parish area should not normally exceed £20,000 in any period of two financial years.

(r) Applications in excess of £1,000 will not normally be considered unless three independent quotations are provided for each aspect of the works, goods or services, costing in excess of £1,000 for which the grant is sought. Awards will be based on the lowest quote provided except where the applicant can demonstrate that this option does not represent the best value for money. The Borough Council may seek independent corroboration of any costs/quotes set out in the application.

(s) Release of funding will be dependent upon the whole project being fully funded unless otherwise explicitly stated in the award letter.

(t) Awards must be claimed within two years of the award being approved. Where unavoidable delays arise in respect of the project, and it is not possible for the award to be claimed within two years, the applicant should contact the Borough Council to request an extension to the claim period setting out the reasons for the delay. Where the Borough Council is satisfied that the delays are unavoidable an extension of up to one year will be allowed to the claim period. Normally only one extension will be allowed after which time a new application will be required.

(u) Awards must be used only for the purposes set out in the application and as specified in the award letter. Where a change is proposed to the project, for any reason, the applicant must seek confirmation from the Committee that the offer of funding remains valid.

(v) In the event that the cost of either the project as a whole or specific items for which a grant has been awarded are less than set out in the application, the Council may reduce the award accordingly. Applicants are advised to seek confirmation of the final award in these circumstances

(w) It is expected that VAT will be reclaimed wherever possible where the applicant is a Parish Council. Applications should clearly set out the VAT element of any costs and state the position regarding the reclaiming of VAT. Where, in the opinion of the Borough Council, VAT may be reclaimed any award will be based on costs net of VAT.

* Capital expenditure is generally expenditure on the acquisition or enhancement of an asset. Expenditure on routine maintenance and repair cannot normally be classed as capital expenditure.

SECTION A - DETAILS OF THE ORGANISATION

Name of Organisation

Knotting & Souldrop Village Hall Committee

Address of Organisation

High Street
Souldrop
Bedford
MK44 1EY

Contact Name

Email Address*

Contact Telephone Number

Please state your geographical area of operation

North Bedfordshire

SECTION B - APPLICATION DETAILS

Please describe the project for which funding is being sought.

Our project aims to improve our disabled access & provide a toilet upgrade because there is currently no access or toilet facilities for wheelchair users, those with disabilities and the elderly. As our ability to accommodate the whole community is limited we need to re-model the existing male and female lavatories to include a DDA regulation cubicle, baby changing facilities and two additional separate cubicles. We also plan to upgrade the external entrance to include a gradual ramp to enable level access. This would be in-keeping with the existing Grade II listed building. These alterations will help us provide better, safer and cleaner facilities for babies and those with limited mobility. They would enable our hall to be used by everyone in the same way (i.e. without the need to go home to a toilet or change the baby in the car).

Your application must be accompanied by at least one quote. If your application is for £1,000 or more, you must provide three quotes for each aspect of the work or goods costing £1,000 or more. Please summarise the quotes below showing VAT separately.

Total internal & External works = £29,920 + £5,984 VAT
 Internal Works = £19,500 + £3,900 VAT
 External Works = £5,500 + £1,100 VAT
 Internal Works = £8,500 + £1,700 VAT
 External Works = £5,610 + £1,122 VAT

Applicants seeking funding of £25,000 are required to make a presentation to the Rural Affairs Committee. Applicants seeking funding towards building projects valued at £100,000 or more are also required to submit a business plan in support of the project.

Total Cost of the project (including VAT):

£30000.00

Amount requesting from Rural Grants.

£15000.00

Please indicate how you intend to fund the balance of the project outlined at 1 above, including the names of other (potential) funders and whether sums have been confirmed or not.

Name of Organisation applying for funding

Amount applied for

Any amount already granted

Name of Organisation applying for funding	Amount applied for	Any amount already granted
Bernard Sunley Foundation	£10000.00	£1500.00
Knotting & Souldrop Village Hall Committee Fundraising	£0.00	£10000.00
Knotting & Souldrop Parish Council	£0.00	£700.00

Does the project identified need planning permission?

Yes

Please state whether it has been obtained and if so the date on which planning permission was granted. If planning permission has not yet been sought please say so and state when you will be applying for planning permission?

It has been obtained and was granted on 12th October 2015
 Application number = 15/02243/LBC

Does the project identified involve the acquisition of any land?

No

Does the organisation own the land on which the project will be based?

No

Does the organisation hold a lease on the land on which the project will be based with at least 10 years of the lease remaining?

Yes

Please enclose a copy of your latest set of accounts, together with your budget for the current year.

Name

Telephone Number

Please indicate the name or names of a person(s) (Parish Clerk/Treasurer to the organisation) who can be contacted should

clarification be needed on your financial affairs.

SECTION C - OBJECTIVES

Please indicate which of the following objectives your project meets/supports and provide a brief explanation in support. Further information on these Corporate Objectives can be found in the Council's Corporate Plan available on the Council's website by following the link below:

http://www.bedford.gov.uk/council_and_democracy/key_plans_and_strategies.aspx.

Economic Development, Regeneration & Enterprise

	Project Meets/Supports Objective	How The Project Meets/Supports This Objective
Supporting Businesses	Yes	We offer very reasonable hire rates which enables our hall to be used for various strategic meetings by farmers, for individuals who provide fitness training, dog training and many other small businesses in the community.
Facilitating Town Centre Renaissance	No	
Raising the Profile and Image of Bedford Borough	Yes	The hall is a grade II listed building situated on hard standing grounds which is owned by Bedford Borough Council. The local villagers work hard to sympathetically maintain the building and grounds but by upgrading via our project we would greatly improve our reach within the Borough. We would be offering an already desirable, beautiful and traditional building for hire but be able to reach much wider groups within the local communities, let alone better accommodating those that only have the village hall as their place of socialising each week. Many people that visit our hall comment on how nice it looks on the outside and in the main hall but it is let down drastically by the toilet facilities (which resemble old-fashioned school lavatories).

Encouraging Economic Participation and Reducing Worklessness

No

Project Meets/Supports Objective

How The Project Meets/Supports This Objective

Improve Infrastructure and the Business Environment

No

Environment & Climate Change

Project Meets/Supports Objective

How The Project Meets/Supports This Objective

Improving the Environment

No

Project Meets/Supports Objective

How The Project Meets/Supports This Objective

Managing the Impact of Climate Change

No

Children & Young People

Project Meets/Supports Objective

How The Project Meets/Supports This Objective

Strengthen our Partnership Working

No

Improvements will allow us to operate creche facilities, providing a meeting place for mums/dads, their children and health professionals in order for them to network, facilitate training and much more.

Project Meets/Supports Objective

How The Project Meets/Supports This Objective

Ensure Children and Young People are Safe from Harm and Neglect

No

The activities and hire options that would be opened up by the improvements would ensure that children and babies can attend to play, learn and meet with friends in a safe place. We really see our hall as a venue that will be desired by Mums & tots groups and holiday clubs as a meeting place with great changing facilities, secure entrances and a comforting environment all round. It also offers an opportunity for engendering a truly inter-generational community spirit.

Project Meets/Supports Objective

How The Project Meets/Supports This Objective

Ensure Children and Young People are Healthy and Thriving

No

Project Meets/Supports Objective		How The Project Meets/Supports This Objective
Ensure all Children and Young People Enjoy and Achieve	No	The hall offers a central location with a car park area that can be utilised by the community and professionals alike including statutory agencies for bespoke training and awareness sessions.

Adult Health & Well-being

Project Meets/Supports Objective		How The Project Meets/Supports This Objective
Improving the Health and Well-being of the Borough's Residents	Yes	We have a regular weekly coffee morning in our Village Hall which is attended by 15 to 30 (out of a population of approximately 180) people each time. It enables people to meet and socialise. Without the opportunity to meet at the village hall and the limited transport links to elsewhere, some Souldrop residents could feel isolated.

Project Meets/Supports Objective		How The Project Meets/Supports This Objective
Strengthening our Partnership Working	No	Again the hall can be used by any any professionals, statutory agencies etc. to meet with communities and deliver training & advice. We have recently organised and run a defibrillator training session for the whole community to attend if they wanted and had a fantastic turnout. We plan to offer other sessions that may be beneficial to our community which we would love to work with the Borough on providing along with other agencies.

Project Meets/Supports Objective		How The Project Meets/Supports This Objective
Ensuring that Adults and Older People are free from Discrimination, Abuse and Neglect	Yes	By enabling our wheelchair users and the elderly to enter our hall with level-access and allow them a toilet they can use we are ensuring that our adults and older people are free from discrimination and neglect. Currently our wheelchair users have to go elsewhere to use toilet facilities.

Project Meets/Supports Objective

How The Project Meets/Supports This Objective

Increase Choice and Control for Service Users and Carers

No

Safer Communities

Project Meets/Supports Objective

How The Project Meets/Supports This Objective

Developing Safer Communities

Yes

Our regular coffee meetings allow our residents a chance to discuss neighbourhood issues and get advice on local tradesman that other residents have recommended. Local crime issues are discussed, thus raising awareness which in turn develops a safer community.

Social Inclusion, Community Cohesion & Culture

Project Meets/Supports Objective

How The Project Meets/Supports This Objective

Community Cohesion and Empowerment

Yes

Apart from our weekly coffee morning the hall is used for weekly art group, fitness classes and social events provided by the Village Hall committee which empowers different community members to access particular areas of interest.

Project Meets/Supports Objective

How The Project Meets/Supports This Objective

Develop Council's Equality & Diversity Framework

Yes

Level-access for wheelchairs would allow those users to get into our hall in the same way that an able bodied person can. They will also be able to use toilet facilities within the building.

Project Meets/Supports Objective

How The Project Meets/Supports This Objective

Improvement of Council's Community Assets

Yes

This project would enable the Council owned Village Hall to improve it's long term financial position as better facilities attract more private functions and will be more desirable to a wider-community.

Housing and Transport

Project Meets/Supports Objective

How The Project Meets/Supports This Objective

Deliver Sustainable Growth	No	
Project Meets/Supports Objective		How The Project Meets/Supports This Objective
Improve Housing Options	No	
Project Meets/Supports Objective		How The Project Meets/Supports This Objective
Improve our Roads and Pavements	No	
Project Meets/Supports Objective		How The Project Meets/Supports This Objective
Reduce Traffic Congestion	No	
Organisational & Operational Effectiveness		
Project Meets/Supports Objective		How The Project Meets/Supports This Objective
Improve Operational Efficiency and Effectiveness	Yes	Our Village Hall provides a meeting place for the regular Parish Council Committee, the Parochial Church Council and is the venue for the Polling Station so by making the improvements this would ensure that all members and electorates can attend.
Project Meets/Supports Objective.		How The Project Meets/Supports This Objective
Ensure Children and Young People are Safe from Harm and Neglect	No	
Project Meets/Supports Objective		How The Project Meets/Supports This Objective
Develop a High Performing Workforce	No	
Project Meets/Supports Objective		How The Project Meets/Supports This Objective
Improve our Focus on Communities and Citizens	Yes	By enabling the project to go ahead it will ensure that the citizens within the community keep a very important social venue. There are no shops, children's play areas or regular public transport in the village of Souldrop so this venue helps provide a safe place for all ages and a point of contact for people who occasionally need assistance with shopping, collecting medication or transport.

SECTION D - APPROVAL BY THE APPLICANT

I Insert name
being the Insert Position
of Insert organisation

Secretary
Knotting & Souldrop Village Hall Committee

Signature:

--

hereby apply for a rural grant in the sum indicated at Question 3 in Section 2. If the application is for a building project valued at £100,000 or more, I attach a Business Plan in support of the proposal. I confirm the information in this application to be correct and that my organisation will, if considered appropriate by Bedford Borough Council, display a plaque recognising the funding or otherwise will recognise funding from Bedford Borough Council on our letter heads/publicity material.

Signed:

--

Dated:

13 Feb 2017

SECTION E - APPROVAL BY PARISH COUNCIL

I can confirm that Insert name of the Parish Council
at their meeting on
approved that this application is in the interest of the
inhabitants of
Parish Council area

Knotting & Souldrop Parish Council

21 Feb 2017

Knotting & Souldrop

Has the Parish Council agreed to contribute towards the
cost of this project?

Yes

How much has the Parish Council agreed to contribute?

£700.00

Signature:

--

Name

--

Capacity in which signed

Chairman

Dated

15 Mar 2017

Please Note: If your Parish Council is submitting more than one application for consideration, please indicate below their priority order in terms of importance to the Parish.

--

After completion please return to:

**Community Welfare Team,
Bedford Borough Council,
Borough Hall,
Cauldwell Street,
Bedford
MK42 9AP**



Application for Rural Grant Assistance from Bedford Borough Council

- (a) An application can be made by a rural organisation or a rural Parish Council. The Borough Council must be satisfied that the Rural Parish Council considers the application to be in the interests of their local inhabitants. An application will not be accepted unless it has been signed by the Chairman or Clerk to the Parish Council stating it to be in the interests of their local inhabitants.
- (b) Applications can be made at any time, although they will only be considered by the Committee three times a year (normally, in April, September and January). To ensure an application is considered applicants should ensure that it is submitted six weeks before the date of the meeting. The Mayor may consider urgent applications at other times where it is considered appropriate that the application be considered outside of the normal committee cycle.
- (c) Grants may only be made for capital projects.*
- (d) Applicants seeking funding towards building projects valued at £100,000 or more are required to submit a Business Plan in support of the project and may be required to make a presentation to the Rural Affairs Committee.
- (e) Applicants seeking funding towards a project of £20,000 or more may be required to make a presentation to the Rural Affairs Committee at the first meeting that will consider the application.
- (f) The Borough Council must have the statutory power to make a grant for the purpose applied for (for example, community premises improvements/refurbishments to such premises and provision of recreational facilities).
- (g) Applicants are required to demonstrate that their projects meet one or more of the Council's Corporate Plan objectives as set out in Section 3 of the application form.
- (h) Projects which would normally be funded by statutory agencies, are unlikely to be eligible for a grant (e.g. improvements to street lighting, improvements to educational premises (unless to facilitate community use)).
- (i) Funding for projects on land not directly in the ownership of the organisation concerned will ordinarily only be considered if the organisation can demonstrate that the land will be available for use for the purpose of the grant for a period of at least 10 years (e.g. the construction of a multi use sports area on third party land leased to an organisation for a period of over 10 years).
- (j) The Borough Council wishes to see its assistance maximised and, in any event, it may not have sufficient resources to assist all the requests put forward by a rural organisation or a rural Parish Council. The Borough Council would prefer to give assistance to a Rural Parish Council or an organisation approved by the Parish Council that has made efforts to provide a reasonable contribution from its own resources or other sources. Therefore, the Council's contribution to a project in the form of a rural grant will normally be limited to 50% of the cost of the project and applicants should be able to demonstrate that at least 50% of the cost of the project will be met from sources other than the Borough Council such as:
- (i) Fundraising generally;
 - (ii) Grant applications from other bodies;
 - (iii) Seeking loan assistance from the Association of Local Councils;
 - (iv) Loan from the Public Works Loan Board;
 - (v) Fundraising from the Parish Precept; and
 - (vi) Contribution by the Parish Council.
- (k) In determining the grant application due regard will be given to the level of contribution proposed by the Parish Council, the level of non-earmarked reserves held by the Parish Council and level of Council Tax Precept. Capital projects in rural parishes generally provide benefit mainly to the immediate community of the parish. The rural grants scheme recognises that parishes may experience difficulty in raising finance for capital projects, however, it is expected that local residents should contribute towards the cost of projects which will directly benefit the local community. Therefore, normally applications where the Parish Council is contributing towards the cost of a project will be viewed more favourably than applications where the Parish Council is not contributing.
- (l) In determining the grant application from organisations other than Parish Councils due regard will also be given to the level of financial reserves held by the organisation, the annual income and expenditure, and the ability or otherwise to generate additional income.

(m) Levels of past funding by the Borough to individual Parish Council areas and parish precepts may be taken into account in assessing new grant requests.

(n) Where funding is awarded the Borough Council will not be responsible for meeting any ongoing revenue costs. Applicants may be required to demonstrate that arrangements are in place to meet any ongoing costs arising from the project. Evidence may be requested that the project and/or its ongoing operation will meet any legislative requirements (for example health and safety requirements).

(o) Where funding is awarded the recipient organisation will, if considered appropriate by Bedford Borough Council, be required to display a plaque provided by Bedford Borough Council recognising the grant awarded or otherwise will be required to recognise the funding on their letter heads/publicity material.

(p) Where funding is awarded, payment will be made to the Parish Council upon completion of the project and receipt of evidence of the completion and the costs incurred (for example receipts for payments and a copy of the supplier's invoice). Where the funding is a contribution to a larger or more complex project consideration may be given to the release of funding on a phased basis as elements of the project are completed, subject to the whole project being fully funded and scheduled for completion (applicants requesting release of part or all of the funding prior to completion of the whole project should contact the Borough Council prior to commencement of the project).

(q) Support for any project will normally be limited to £20,000 and the maximum amount awarded in respect of projects in any parish area should not normally exceed £20,000 in any period of two financial years.

(r) Applications in excess of £1,000 will not normally be considered unless three independent quotations are provided for each aspect of the works, goods or services, costing in excess of £1,000 for which the grant is sought. Awards will be based on the lowest quote provided except where the applicant can demonstrate that this option does not represent the best value for money. The Borough Council may seek independent corroboration of any costs/quotes set out in the application.

(s) Release of funding will be dependent upon the whole project being fully funded unless otherwise explicitly stated in the award letter.

(t) Awards must be claimed within two years of the award being approved. Where unavoidable delays arise in respect of the project, and it is not possible for the award to be claimed within two years, the applicant should contact the Borough Council to request an extension to the claim period setting out the reasons for the delay. Where the Borough Council is satisfied that the delays are unavoidable an extension of up to one year will be allowed to the claim period. Normally only one extension will be allowed after which time a new application will be required.

(u) Awards must be used only for the purposes set out in the application and as specified in the award letter. Where a change is proposed to the project, for any reason, the applicant must seek confirmation from the Committee that the offer of funding remains valid.

(v) In the event that the cost of either the project as a whole or specific items for which a grant has been awarded are less than set out in the application, the Council may reduce the award accordingly. Applicants are advised to seek confirmation of the final award in these circumstances

(w) It is expected that VAT will be reclaimed wherever possible where the applicant is a Parish Council. Applications should clearly set out the VAT element of any costs and state the position regarding the reclaiming of VAT. Where, in the opinion of the Borough Council, VAT may be reclaimed any award will be based on costs net of VAT.

* Capital expenditure is generally expenditure on the acquisition or enhancement of an asset. Expenditure on routine maintenance and repair cannot normally be classed as capital expenditure.

SECTION A - DETAILS OF THE ORGANISATION

Name of Organisation

Pavenham Parish Council

Address of Organisation

)
F

Contact Name

Email Address*

Contact Telephone Number

(_____

Please state your geographical area of operation

Pavenham Parish

SECTION B - APPLICATION DETAILS

Please describe the project for which funding is being sought.

Replace ceilings and lights in village hall main hall and kitchen

Your application must be accompanied by at least one quote. If your application is for £1,000 or more, you must provide three quotes for each aspect of the work or goods costing £1,000 or more. Please summarise the quotes below showing VAT separately.

£10,631.00 + £2126.20 VAT
 11,549.00 + £2309.80 VAT
 £ 12,724.00 + £2544.80 VAT

Applicants seeking funding of £25,000 are required to make a presentation to the Rural Affairs Committee. Applicants seeking funding towards building projects valued at £100,000 or more are also required to submit a business plan in support of the project.

Total Cost of the project (including VAT):

£12757.20

Amount requesting from Rural Grants.

£5315.50

Please indicate how you intend to fund the balance of the project outlined at 1 above, including the names of other (potential) funders and whether sums have been confirmed or not.

Name of Organisation applying for funding

Amount applied for

Any amount already granted

Name of Organisation applying for funding	Amount applied for	Any amount already granted
Pavenham Charitable Trust	£2000.00	£2000.00
HMRC to reclaim VAT	£2126.20	£
Pavenham Parish Council	£3315.50	£

Does the project identified need planning permission?

No

Does the project identified involve the acquisition of any land?

No

Does the organisation own the land on which the project will be based?

The Parish Council is the Custodian Trustee of the village hall and playing field upon which the village hall stands

Does the organisation hold a lease on the land on which the project will be based with at least 10 years of the lease remaining?

N/A

Please enclose a copy of your latest set of accounts, together with your budget for the current year.

Name	Telephone Number
Please indicate the name or names of a person(s) (Parish Clerk/Treasurer to the organisation) who can be contacted should clarification be needed on your financial affairs.	

SECTION C - OBJECTIVES

Please indicate which of the following objectives your project meets/supports and provide a brief explanation in support. Further information on these Corporate Objectives can be found in the Council's Corporate Plan available on the Council's website by following the link below:

http://www.bedford.gov.uk/council_and_democracy/key_plans_and_strategies.aspx.

Economic Development, Regeneration & Enterprise

Project Meets/Supports Objective

How The Project Meets/Supports This Objective

Project will provide work

Supporting Businesses	Yes	for a local firm based in Riseley
------------------------------	-----	-----------------------------------

Project Meets/Supports Objective

How The Project Meets/Supports This Objective

Facilitating Town Centre Renaissance	No	
---	----	--

Project Meets/Supports Objective

How The Project Meets/Supports This Objective

Raising the Profile and Image of Bedford Borough	Yes	Project will improve the appearance of the hall which is used by persons from all over the borough and beyond
---	-----	---

Project Meets/Supports Objective

How The Project Meets/Supports This Objective

Encouraging Economic Participation and Reducing Worklessness	No	
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Project Meets/Supports Objective

How The Project Meets/Supports This Objective

Improve Infrastructure and the Business Environment	No	
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Environment & Climate Change

Project Meets/Supports Objective

How The Project Meets/Supports This Objective

Improving the Environment	Yes	New ceiling will provide better insulation thereby reducing heating costs and new lighting will use energy efficient lights. Existing ceiling and lights were installed over 30 years ago
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Project Meets/Supports Objective

How The Project Meets/Supports This Objective

Managing the Impact of Climate Change	Yes	Less heating required and lower energy requirement of new lights
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Children & Young People

Project Meets/Supports Objective

How The Project Meets/Supports This Objective

Strengthen our Partnership Working	Yes	The hall is available to all persons to use for a wide variety of uses subject to them treating it with respect
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Project Meets/Supports Objective

How The Project Meets/Supports This Objective

Ensure Children and Young People are Safe from Harm and Neglect	Yes	as above
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How The Project

Project Meets/Supports Objective		Meets/Supports This Objective
Ensure Children and Young People are Healthy and Thriving	Yes	as above

Project Meets/Supports Objective		How The Project Meets/Supports This Objective
Ensure all Children and Young People Enjoy and Achieve	Yes	as above

Adult Health & Well-being

Project Meets/Supports Objective		How The Project Meets/Supports This Objective
Improving the Health and Well-being of the Borough's Residents	Yes	as above

Project Meets/Supports Objective		How The Project Meets/Supports This Objective
Strengthening our Partnership Working	Yes	as above

Project Meets/Supports Objective		How The Project Meets/Supports This Objective
Ensuring that Adults and Older People are free from Discrimination, Abuse and Neglect	Yes	as above

Project Meets/Supports Objective		How The Project Meets/Supports This Objective
Increase Choice and Control for Service Users and Carers	Yes	as above

Safer Communities

Project Meets/Supports Objective		How The Project Meets/Supports This Objective
Developing Safer Communities	Yes	as above

Social Inclusion, Community Cohesion & Culture

Project Meets/Supports Objective		How The Project Meets/Supports This Objective
Community Cohesion and Empowerment	Yes	as above

Project Meets/Supports Objective		How The Project Meets/Supports This Objective
Develop Council's Equality & Diversity Framework	Yes	as above

Project Meets/Supports Objective		How The Project Meets/Supports This Objective
Improvement of Council's Community	No	

Assets		
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Housing and Transport

	Project Meets/Supports Objective	How The Project Meets/Supports This Objective
Deliver Sustainable Growth	No	
	Project Meets/Supports Objective	How The Project Meets/Supports This Objective
Improve Housing Options	No	
	Project Meets/Supports Objective	How The Project Meets/Supports This Objective
Improve our Roads and Pavements	No	
	Project Meets/Supports Objective	How The Project Meets/Supports This Objective
Reduce Traffic Congestion	No	

Organisational & Operational Effectiveness

	Project Meets/Supports Objective	How The Project Meets/Supports This Objective
Improve Operational Efficiency and Effectiveness	No	
	Project Meets/Supports Objective	How The Project Meets/Supports This Objective
Ensure Children and Young People are Safe from Harm and Neglect	Yes	as above
	Project Meets/Supports Objective	How The Project Meets/Supports This Objective
Develop a High Performing Workforce	No	
	Project Meets/Supports Objective	How The Project Meets/Supports This Objective
Improve our Focus on Communities and Citizens	Yes	as above

SECTION D - APPROVAL BY THE APPLICANT

I Insert name
 being the Insert Position
 of Insert organisation

Clerk
Pavenham Parish Council

Signature:

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hereby apply for a rural grant in the sum indicated at Question 3 in Section 2. If the application is for a building project valued at £100,000 or more, I attach a Business Plan in support of the proposal. I confirm the information in this application to be correct and that my organisation will, if considered appropriate by Bedford Borough Council, display a plaque recognising the funding or otherwise will recognise funding from Bedford Borough Council on our letter heads/publicity material.

Signed:

Dated:

27 Mar 2017

SECTION E - APPROVAL BY PARISH COUNCIL

I can confirm that Insert name of the Parish Council
at their meeting on

approved that this application is in the interest of the
inhabitants of
Parish Council area

23 Mar 2017

Has the Parish Council agreed to contribute towards the
cost of this project?

Yes

How much has the Parish Council agreed to contribute?

£3315.50

Signature:

Name

Capacity in which signed

Parish Clerk

Dated

27 Mar 2017

Please Note: If your Parish Council is submitting more than one application for consideration, please indicate below their priority order in terms of importance to the Parish.

Hard Copies of the 3 quotations and the Parish accounts for the 2015/16 year will be sent to Borough Hall tomorrow

After completion please return to:

**Community Welfare Team,
Bedford Borough Council,
Borough Hall,
Caldwell Street,
Bedford
MK42 9AP**