Guidance Notes for Applicants 2020-21

November 2019

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Introduction

Rugby Borough Council's grants programme is there to support community organisations and voluntary organisations in delivering projects for the benefit of the people of Rugby. The amount of funding available for grant funding in 2020/21 will be subject to the Council's budget setting for which happens at the end of February 2020.

We are looking for projects which are essentially ready to go. This avoids organisations' benefitting from allocations of funding only to return them unspent as they are unable to deliver. This is in no-one's interest and is something we would wish to avoid.

The grants programme is also an opportunity to support projects which will help the Council to achieve its corporate and portfolio objectives. These are detailed in the Council's Corporate Strategy which can be found at www.rugby.gov.uk/corporatestrategy.

The aim of this document is to provide you with information well ahead of the 6th January 2020 opening date for the 2020/21 round of grants. This will give you the opportunity to ensure that you have all that you need in place to be ready to submit a quality application. It also means that if, having read this guidance, you decide that you are not quite ready to make an application, you know who to contact for support and advice to help you get your grant application ready.

Please note that as part of the online application process you will be asked to confirm that you have read and understood the contents of this document and that, in the event your grant application is successful, that you agree to the terms and conditions stated in it.

Grant Application Training Workshop

Warwickshire Community and Voluntary Action will hold a grant application training workshop on Wednesday 22nd January 2020

The workshop, which takes place at Rugby Borough Council from 10am to 12pm, offers advice and support to organisations interested in applying for a grant.

To book a place at the workshop, call WCAVA on (01788) 574258.

SECTION A:
INFORMATION FOR ALL APPLICANTS

1.   Who can apply for a grant?

The following groups can apply for a grant but only to deliver a **project that will directly benefit the people of Rugby:**

- •   Community/voluntary organisations
- •   Arts groups/individual artists who engage communities in creative activities
- •   Sports organisations (officially recognised by Sport England or by a national disability sports organisation)
- •   Parish councils (within the borough of Rugby)
- •   Not for profit organisations
- •   Charitable organisations
- •   Faith organisations

To be eligible to apply for the grant, the group/individual artist must:

- •   have a formal/signed constitution*; or
- •   have standing orders; or
- •   have a Memorandum of Association; and
- •   be able to submit all the documentation listed in Section 8 of this document**
- •   be able to demonstrate that the project will be delivered within 12 months of the receipt of grant (failure to do so may result in your having to repay the full grant amount)

*The only exception to the above is individual artists, living or working in Rugby, who are proposing to engage the community in a community arts project for delivery in Rugby. They can apply but must instead provide an artist's statement – please see section C (page 16) on which confirms what needs to go in this statement.

Please note that your application cannot be considered without the required supporting documents.
If you are unable to provide the documents required, please contact Warwickshire Community and Voluntary Action (WCAVA) for advice – their contact details are given in Section 11.

2. Who *cannot* apply for a grant?

- Schools and academies
- Statutory or profit-making organisations
- Political organisations
- Individuals (other than individual artists who engage communities in creative activities)

We will not consider applications for projects which:

- provide religious activities
- promote religion/religious belief
- are associated with political activities
- promote political activities

3. Some basics to consider before applying for a grant

It is worth setting out some basics at the very beginning to help you decide if applying for a Council grant is the right thing for you / your organisation:

- The grants are only intended for the delivery of the specific project for which funding is applied for. Applications for core funding of day-to-day running costs will not be considered.

- The closing date for applications is **midnight on 23th February 2020** Applications will not be accepted after this date

- Incomplete applications or those that do not include the required supporting documentation, will not be considered

- Projects that intend to use a substantial amount of the grant toward employment costs are less likely to be favourably considered

- We will not consider funding for food and refreshments as part of project delivery

- If the project involves the purchase of equipment, works or/and services you need to provide two quotes dated within the last there months; xref. par. 8.7

- If the project cost takes account of time of people the application needs to explain how the value of this has been calculated and relevant quotes need to be provided, e.g. a quote from a football coach

- It is your organisation's responsibility to ensure that all necessary permissions are obtained and that regulations are met, prior to the grant application being submitted. Some examples are planning permission, land owner's permission and building regulations approval.

- If your proposed project involves the Council's land or assets in any way, you should contact the following, for advice, ahead of making your application:

Corporate Property Unit:
Email: corporateproperty@rugby.gov.uk or telephone (01788) 533558

- You must allow for both the time and cost of obtaining permissions when planning your project. The associated costs of obtaining such permissions should be taken into account as part of your project costs

- Your project cannot start without the required permissions being in place and the relevant regulations being met

- Any projects involving potential building works must be discussed with the relevant experts in planning (Development Control) and in Building Control. You should allow sufficient time for this ahead of making your application

- You can access free pre-planning advice before you submit a planning application, email:
rbc.planning@rugby.gov.uk or telephone (01788) 533759

- If your project involves making amendments to buildings or other facilities, the organisation MUST consult and take advice from the Council's Building Control before undertaking the work. This is to ensure accessibility standards (including disability access) are met appropriately

  Building control can be contacted by emailing:
  buildingcontrol@warwickshire.gov.uk

- Payment of grants for building improvements may be dependent on confirmation of approval from building control.

- If your project relates to planned improvements to heritage buildings, you must also obtain advice from the council planners (Development Control), by emailing: rbc.planning@rugby.gov.uk or telephone (01788) 533759

- For any project, you should be satisfied that any contractors that you are planning to appoint to undertake works are competent. If your project involves electrical works, then the contractor must be NICEIC approved. If your project involves gas works, then the contractor must be GAS Safe registered. You will be required to confirm this as part of the on-line application process

- If you intend to apply for a grant towards a food project, involving the storage, sale, distribution or preparation of food / drink you will need to register the premises from which the project will operate. Registration is free of charge, but you must register at least 28 days before you can proceed with the project

  Further advice on the registration process can be obtained from the Council:

  Email: fs@rugby.gov.uk or telephone: (01788) 533851

- Your organisation shall have regard to and comply with the requirements of the Health and Safety at Work Act 1974 and all other relevant Acts, Regulations and Directives

  - There is no guarantee that your application will be successful, or if it is that you will receive the full amount applied for

- Payments will only be made for expenditure incurred after the council has provided formal notification of the grant. Adequate time should be allowed for the grant payment to be processed

- This is a competitive process for limited resource – it is up to you to increase your likelihood of success by preparing your application properly and in line with the advice provided in this document

- The available grants funding is allocated by the Grants Working Party. Their decision regarding which projects benefit is final

4.   How do I apply for a grant?

Applications must be made using the on-line application form, accessible on the Council's website at https://customer.rugby.gov.uk

You will first need to register as a customer on Rugby Self-serve to be able to apply for the grant. When you have registered, please select 'services' and then select 'Grants 2020/21 application'. You can then start the online application process.

Once you have registered on Rugby Self-serve you can save the form and return to it when needed. When you have saved your progress, close the browser or log out, and upon returning to the form, log in and select 'My requests' to pick up the progress of your Grants form.

Postal or email applications will **not** be accepted.

If your organisation requires support in making an on-line application, please contact WCAVA for support.

The Council allocates the grants therefore is unable to offer assistance in making applications, as this would be a conflict of interest. Instead, please refer your enquiries to WCAVA.

5.   How does the Council decide which applications have been successful?

The Grants Working Party, a cross-political party group of Councillors, will meet during May 2020 to consider the applications received. They will then inform the June 2020 meeting of Cabinet of their decisions.

Applicants that are awarded a grant will be contacted, to confirm this, after the meeting of Cabinet.

6.   Unsuccessful applications

If your application is unsuccessful then you should seek advice/feedback from WCAVA. They will be able to review your application and advise on how it could have potentially been improved. This will improve your future chances for attracting funding from other potential sources.

WCAVA can also assist you in identifying other potential sources of funding.

7. What are the available grants?

There are two funding streams:

- **Rural Development Fund** – one off revenue grants up to £10,000 available to parish councils or local voluntary and community groups to apply for help towards the cost of one-off projects, improvement schemes or purchases which can demonstrate benefits to the rural communities. Please see Section B for more information on the Rural Development Fund.

- **Community Projects Grant** – one off revenue grants of up to £2,000 to assist voluntary and community organisations in delivering one-off projects and activities that will benefit the local community. Please see Section C for more information on the Community Projects Grant.

8. Documents you will need to submit as part of the application process

Before you start to input your application, it is recommended that you have scanned the following documents so that you can upload them at the appropriate points in the process.

8.1 Confirmation of the rules / governance of your organisation

One of the following, which sets out the rules of your organisation and how it runs:

- A formal/signed constitution; or
- Parish Council Standing orders; or
- A Memorandum of Association
- Artist statement – for individual artists

8.2 Confirmation of your Public Liability Insurance

A certificate, clearly confirming your public liability insurance and the name of the insurer will be required. Your cover has to be for a minimum £5m. The name of the organisation, displayed on the certificate, must be the same as the name of the organisation that is applying for the grant.

If such cover is not already in place then you will be required to provide a copy of a quote for the required cover, in the event that your application is successful. You must ensure that you have accounted for this expense in the budget for your project, and your subsequent grant application. If your application is successful, you will need to prove that the required cover is in place (a copy of the certificate) before the funding can be allocated to you.

The resulting grant funding awarded should not be considered to provide any liability on the Council's part for insurance or maintenance purposes. The organisation shall be responsible for and ensure adequate insurance cover is in place for its project / activities.

You will also need to provide evidence of the continuance of the required cover throughout the project delivery, should it be requested by the Council.

8.3　Financial data

Ideally, we require a copy of your most recent audited accounts.

However, we understand that smaller organisations may not have these. In these circumstances we will consider a statement that shows your organisation's balance of funds, income and expenditure. If you do not have financial records that cover a full year then you will need to provide a breakdown of expected income and expenditure, your current balances and a cashflow forecast.

Details of any known events which have the potential to impact on your organisation's financial stability, or ability to deliver the project, must be disclosed as part of the application procedure.

As part of the on-line process, you will be required to confirm:

- that the name of your bank/building society account is the same as the name of the organisation applying for the grant

- name of bank/building society, branch address, sort code and account number

- your organisation's bank/building society balance as on the date of application

- your organisation's level of reserves, and how you intend to use these

- how you are funding the project - this will need include:
  o any planned use of current balances /reserves toward project costs (or if these balances / reserves are not going to be utilised then the reason for this)
  o other funding pledged and already paid to your organisation
  o other funding pledged but not yet paid to your organisation
  o other grants/sources of funding are being applied for, which your project delivery will be dependent on, including how much you have applied for, from whom and when the outcome of your application will be known.

When we refer to reserves we are referring to the part of your organisation's unrestricted funds that you are freely available to spend on any of your group's purposes. Your organisation may have other funds that are 'restricted funds', for example grants or gifts that have been made to allow to progress a specific project or outcome. You should illustrate your reserves and restricted funds separately so we can get a true picture of your group's finances.

We will also need a brief explanation so that we can understand why your group holds the levels of reserves that it does. This is important as every group will base this on their own particular circumstances and the risks, uncertainties, financial pressures etc. that they face.

You should keep appropriate financial records to evidence expenditure on the project. By accepting the grant, you will be agreeing to provide these to the Council, if requested to do so.

8.4 Safeguarding vulnerable adults and children policy / adults and children at risk policy

At the time of application, you will be required to upload a copy of your current safeguarding vulnerable adults and children policy and procedures (sometimes referred to as adults and children at risk policy and procedures). Your application cannot progress without these.

As part of the on-line application process you will be will be required to confirm:

- the source of advice received to inform the development of your policy/procedures

- the next review date

- the review frequency - to ensure that it remains fit for purpose

- the contact details of your safeguarding lead

- if appropriate, how you undertake the required checks for staff, volunteers and management committee members working directly with or with access to children and young people or information about children and young people

- how you ensure that all staff, volunteers and management committee members receive working with children training which is relevant to their role and updated on a regular basis.

- how your organisation takes the appropriate steps to ensure that vulnerable / at risk adults, children and young people in your care are safe, e.g. by conducting risk assessments for activities, by ensuring supervisory staff hold relevant qualifications, by providing adequate training to volunteers.

If you need any advice on developing your policy and procedures, please contact WCAVA for advice. They also have a template for safeguarding policies and procedures which can be accessed via:

https://www.wcava.org.uk/resource-library/safeguarding-policies-procedures

If you do have a policy and want some advice on how robust it is then please also contact WCAVA.

8.5 Equalities Policy

At the time of application, you will be required to upload a copy of your current Equalities Policy. Your application cannot progress without this.

As part of the on-line application process you will be required to confirm:

- the next review date
- the review frequency - to ensure that it remains fit for purpose
- the contact details of your equalities lead

If you need any advice on developing such a policy then please contact WCAVA. If you do have a policy and want some advice on how robust it is then please also contact WCAVA.

8.6   Health and Safety Policy

At the time of application, you will be required to upload your current Health and Safety Policy. Your application cannot proceed without this:

As part of the on-line application process you will be will be required to confirm:

- the next review date
- the review frequency - to ensure that it remains fit for purpose
- the contact details of your Health and Safety lead

If you need any advice on developing such a policy, please contact WCAVA for advice.

8.7 Quotes for services, works or purchases

You must supply copies of at least two quotes, dated within the last three months, for services, works or purchases, for which the grant relates to. Without these your application cannot progress and will not be considered.

Acceptable quotes include:
- letters or emails from businesses or service providers
- screen shots from suppliers' websites

As part of the on-line process, you will be required to confirm if your organisation is able to recover VAT, and your VAT reference number. If you can reclaim VAT then you will only be able to apply for grant for the net amount.

8.8 Data protection

The Data Protection (Charges and Information) Regulations 2018 requires every organisation that processes personal information to register with the Information Commissioner's Office (ICO), unless they are exempt. Please note that failure to do so will result in a fixed penalty.

For further information please contact: https://ico.org.uk/about-the-ico or WCAVA.

As part of the Council's on-line grants application process, you will be asked to:

- confirm if your organisation is required to register with the ICO

- if your organisation has registered then you will be required to confirm your registration details and the date that registration was effective from

9.   Evaluation of your project

As part of the evaluation process, an officer from the Communities and Projects Team will contact your organisation to clarify:

- if the project was delivered on time
- if the stated objectives were met
- what went well and what could have gone better
- if the project utilised the funds in the appropriate way (including proof of expenditure)
- whether you were satisfied with the grants application process

If you want to change any aspect of the project you must seek our prior approval.

If we learn that the grant is spent on activities or items that are different to those stated in the application form, we may ask for the funding to be returned.

10. What do I do if I have any queries about my application?

This information pack is designed to cover most of the questions that you may have. In addition, the grants digital process is detailed and easy to follow.

If you need further assistance, please contact WCAVA.

11. Some useful contacts

WCAVA

WCAVA can provide advice for voluntary and community organisations about:

- how to apply for a grant from Rugby Borough Council
- support to devise and cost you project
- developing organisational documents, such as policies and constitutions
- what national and local funding is available

You can contact WCAVA by email: rugbyinfo@wcava.org.uk or telephone: (01788) 574258

Warwickshire and West Midlands Association of Local Councils (WALC)

WALC can provide advice for Parish Councils about:

- developing organisational documents
- applying for funding
- project development

You can contact WALC by email: enquiries@walc.org.uk or telephone: (01789) 472616

Warwickshire Rural Community Council (WRCC)

WRCC can provide advice in respect of:

- Village Halls and other rural facilities
- rural initiatives
- how to apply for a grant
- developing organisational documents
- project development

You can contact WRCC by email: halls@wrccrural.org.uk or telephone: (01789) 472610

SECTION B:
ADDITIONAL INFORMATION – RURAL DEVELOPMENT FUND

What are the criteria for the Rural Development Fund?

This is a one off revenue grant of up to £10,000 available to parish councils or local voluntary and community groups to apply for help towards the cost of one-off projects, improvement schemes or purchases which can demonstrate benefits to the rural communities in Rugby. These are defined as the parishes of:

- Ansty
- Binley Woods
- Birdingbury
- Bourton and Draycote
- Brandon and Bretford
- Brinklow
- Burton Hastings
- Cawston
- Church Lawford
- Churchover
- Clifton upon Dunsmore
- Combe Fields
- Copston Magna
- Cosford
- Dunchurch

- Easenhall
- Frankton
- Grandborough
- Harborough Magna
- Kings Newman
- Leamington Hastings
- Long Lawford (incorporating Little Lawford, Lawford Heath and The Crescent)
- Marton
- Monks Kirby
- Newton and Biggin
- Pailton
- Princethorpe

- Ryton on Dunsmore
- Shilton and Barnacle
- Stretton Baskerville
- Stretton on Dunsmore
- Stretton under Fosse
- Thurlaston
- Wibtoft
- Willey
- Willoughby
- Withybrook
- Wolfhampcote
- Wolston
- Wolvey

Projects must be delivered within 1 year of receipt of any grant awarded by the Council.

For any parishes of 300 plus people, the Council will not consider funding an application in full – an element of match funding will be required.

The match funding requirements are according to the size of the parish, as at the Census 2011. Whilst it is appreciated that a parish may have changed in size since the last Census, it is necessary to have a consistent measure of population size that all applications can be measured against. This is something that will be verified and if the application data is found not to be based on the Census data then the application will be unable to progress.

Here is a summary of the potential funding available
- population less than 300 is potentially eligible for up to 100% grant funding for the total cost of project

- population of 300-500 is potentially eligible for up to 75% grant funding for the total cost of project

- population of 501-1,000 is potentially eligible for up to 65% grant funding for the total cost of project

- population of greater than 1,000 is potentially liable for up to 50% grant funding for the total cost of project

The table below is an indication of how much grant a project may be eligible for, according to population size (as defined by the Census 2011).

Total Project Cost	Population greater than 1,000 50% Funding	Population from 501-1,000 65% Funding	Population from 300-500 75% Funding	Population less than 300 100% Funding
£	£	£	£	£
1,000	500	650	750	1,000
2,000	1,000	1,300	1500	2,000
3,000	1,500	1,950	2250	3,000
4,000	2,000	2,600	3000	4,000
5,000	2,500	3,250	3750	5,000
6,000	3,000	3,900	4500	6,000
7,000	3,500	4,550	5250	7,000
8,000	4,000	5,200	6000	8,000
9,000	4,500	5,850	6750	9,000
10,000	5,000	6,500	7500	10,000
11,000	5,500	7,150	8250	10,000
12,000	6,000	7,800	9000	10,000
13,000	6,500	8,450	9750	10,000
14,000	7,000	9,100	10000	10,000
15,000	7,500	9,750	10000	10,000
16,000	8,000	10,000	10000	10,000
17,000	8,500	10,000	10000	10,000
18,000	9,000	10,000	10000	10,000
19,000	9,500	10,000	10000	10,000

Before you apply, you should ensure that your project is ready to go, with the match-funding in place to ensure delivery. You will be asked to confirm:

- where the match funding is coming from

- the status of the match funding i.e. in place, committed, applied for or a mix of these

Examples of successful projects from previous years

- Developing and sustaining community transport projects

- Improvements to rural community facilities

- Improvements to play areas and playing fields

- Improving rural social isolation and well-being

SECTION C:

ADDITIONAL INFORMATION – COMMUNITY PROJECTS GRANT

What are the criteria for the Community Projects Grant?

The fund is available to assist voluntary and community organisations in delivering one-off projects and activities that will benefit the local community.

The requested grant must not exceed £2,000.

Projects that are awarded grant funding must be delivered within 1 year from the date the money is paid.

Examples of successful projects from previous years

- Development of community cafes and food projects

- Development of youth clubs and youth engagement projects

- Disability support projects

- Cultural development projects

- Sports development projects

Extra information for projects that relate to arts

We encourage applications from individual artists (who engage communities in creative activities) and voluntary organisations in Rugby who engage the local community in creative activity and partnerships. This is an opportunity for artists and creative groups to develop new ideas, initiatives and start-up projects that encourage growth, progression and expansion in the creative sector.

As individual artists will not have a constitution, we will require them to submit, an artist's statement as part of their application. This should be no more than one page and cover the following:

- a general introduction to your work and the basic ideas / key themes explored in your current practice as a professional artist

- what you are trying to say with your work

- what influences your work

- how your methods of working (techniques, style, formal decision) support the content of your work

- what debate or community development does or could result from your work

- how this relates to your request for a grant

- how this enables you to engage with the local community and specific communities of interest

Individual artists, the same as groups, need to be able to submit all the documentation listed in Section 8 of this document.

Applications must show how they will share good practice and benefit the community.

The successful grant applicants will become ambassadors of talent from Rugby, helping to play a strong role in the cultural scene of the area. The Council will create a formal partnership with the awarded projects, offering advice and support via the Arts Development Officer.

Applications *must show* how the proposed activity meets both of the essential and at least one of the desirable aims outlined in the table below. If your project does not adhere to these requirements it cannot progress.

AIM	DESCRIPTION	ESSENTIAL/ DESIRABLE
Benefiting Rugby	Demonstrate that Rugby residents directly benefit from the projects as participants	Essential
Striving for excellence	Projects that are of artistic quality and inspiring to audiences/participants	Essential
Fostering pride in the town	Projects that promote the culture and heritage of Rugby	Desirable
Improve the health and wellbeing of residents	Projects that demonstrate an improvement in health and wellbeing through creativity and increased social engagement	Desirable
Sustainable arts community	Projects and initiatives that develop artists to deliver the above criteria	Desirable

Applications should be for a project or initiative that is outside of their day to day activities, and as a result can be for help with costs in respect of:

- Arts equipment
- Set-up costs
- Publicity and promotion
- Talent development (for groups)
- Tutor/artist fees related to the project
- One-off facility hire for tournament/event
- Travel costs related to the project

However, we will not consider funding:

- Capital costs (building costs or maintenance)
- On-going expenses, running costs or overheads (facility hire, minibus hire, insurance costs)
- Education courses (for individuals)
- Affiliations and subscriptions
- Refreshments
- General administration costs
- Repeat or regular events and existing activities
- Projects that have already started

Extra information for projects which relate to sports

We welcome applications for sports-based events or projects that will help toward the cost of:

- developing and sustaining sports services/activities and increase participation within Rugby Borough

- projects which help individuals and groups, who are regularly inactive, to improve their levels of exercise.

Here are some examples of projects that we will consider funding:

- Sports equipment (one-off capital costs e.g. cricket roller)
- Set-up costs (either new clubs or new sections within an existing club)
- Publicity and promotion
- Talent development
- Coaching/tutor fees
- Officials' fees for new or one-off tournament/event
- One-off facility hire for tournament/event
- New activity which will develop and improve an existing sports club

Here are some examples of projects that we will not consider funding:

- Capital costs (building costs or maintenance)
- On-going organisational expenses, running costs or overheads (facility hire, minibus hire, coaches' expenses, league fees, insurance costs)
- Any form of clothing (including kit)
- Affiliation and subscriptions
- Repeat or regular events and existing activities
- Refreshments
- Travel costs
- General administration costs
- Projects that have already started

If your project relates to anything on the list of projects that we will not consider funding then please contact WCAVA for advice on potential alternative funding opportunities.

Extra information for projects for youth and play

Here are some examples of projects that we will consider funding:

- A new activity that is extraordinary to the applicant's normal practice which will develop and improve the organisation / artist / club

- Equipment (one-off capital costs e.g. play area / sports / arts equipment)

- Set up costs

- Publicity and Promotion

- Talent Development

- Tutor / Artist / Coaching / Consultancy / Officials' fees

- One-off facility hire

Here are some examples of projects that we will not consider funding

- Capital Costs (building or maintenance)

- On-going organisational expenses, general administration and running costs / overheads (including premises rental, minibus hire, coaches' expenses, league fees, affiliations, subscriptions and insurance costs)

- Education courses for individuals

- Refreshments

- Repeat or regular events and existing activities

- Any costs incurred before the grant is formally awarded and projects that have already started

- Sports clothing and kit

- Travel costs

Any project relating to the installation of outdoor play equipment and youth facilities should meet the following standards (or their replacements) where relevant:

- Play areas and equipment – BS EN 1176
- Impact Absorbing Surfacing – BS EN 1177
- Multi Use Games Areas (MUGAs) – BS EN 15312
- Wheeled sports areas – BS EN 14974
- Outdoor gym equipment - BS EN 16630

If your project involves outdoor play, youth facilities or sports pitches then you must contact the Parks Department via talkinthepark@rugby.gov.uk or 01788 533706 for advice. You should allow sufficient time for discussions as part of preparing your application, and also for contacting potential suppliers and/or landscape architects.

This is important, to ensure that sufficient and suitable space is allocated in any designs for not just the equipment, but the free fall space and surfacing and free movement space etc, and also so inspection and maintenance are suitably planned for. (Good practice is for annual independent inspection to take place and/or post installation inspection for new play areas, and for recorded routine inspections to take place. Applicants should not be intimidated by this process, and it does just make sure that for example if a bolt is a bit loose and needs tightening, you find out from your inspection, and then it can tightened it up).

If your application is successful, there is a requirement that you ensure that a post installation inspection is carried out by a suitably qualified RPII registered inspector and a copy of this report must be forwarded to the Council (for smaller projects such as adding one piece of equipment to an existing site this may be best done by having the annual inspection for that year carried out to cover the whole site and the new equipment).

SECTION E:
CHECKLIST FOR APPLICANTS

Which fund does this apply to?	Issue
Both	Does my project benefit the people of Rugby?
Both	Can my project be delivered within 12 months of receiving the grant? (
Both	Can I demonstrate that my project will assist the Council in meeting its corporate/portfolio objectives?
Both	Is my group eligible to apply?
Both	Does my group have the required rules of the organisation and how it is run?
Both	Is it clear that my project does not provide religious activities or promote religious beliefs?
Both	Is my clear that my project is not associated with / or promote political activities?
Both	Is my funding request for a specific project? (Applications for core funding of day-to-day running costs cannot be considered)
Both	Have I got the permissions I need to deliver my project?
Both	For projects involving building works –have I obtained the relevant planning and building control advice?
Both	For projects involving work to heritage buildings – have I obtained advice from the Rugby Art Gallery and Museum?
Both	For projects involving building works – am I satisfied with the competency of my proposed contractors?
Both	For electrical/gas works – Is my contractor NICEIC registered/Gas Safe registered?
Both	For projects relating to the provision of food – have I obtained food business registration?
Community Projects Fund	If my project is arts focused - can I demonstrate that it achieves all of the essential criteria and at least one of the desirable criteria, outlined in the guidance notes?
Community Projects Fund	If my project is sports based - can I demonstrate that my project will either: • develop and sustain sports services/activities and increase

	participation within Rugby Borough, or • help individuals and groups, who are regularly inactive, to improve their levels of exercise
Community Projects Fund	If my project relates to the provision of play equipment, or sports areas, can I demonstrate that it complies with: • Play areas and equipment – BS EN 1176 • Surfacing – BS EN 1177 • Sports areas – BS EN 15312 • Wheeled sports areas – BS EN 14974
Community Projects Fund	If my project relates to the provision of play equipment, or sports areas, can I demonstrate that I have discussed my application, including the ongoing maintenance and inspection regime requirements, with the Council's Green Spaces Officer ahead of making my application?
Both	Have I got proof of current public liability insurance to a minimum of £5m or a quote for the same (and have allowed for the cost of this in project planning)?
Both	Have I got a copy of recent audited accounts or confirmation of the balance of funds/income and expenditure?
Both	Can I confirm my organisation's current bank balance?
	Is the applicant / organisation's bank account in the same name as the applicant / organisation applying for the grant?
Both	Have I got a copy of the reserves statement for the organisation?
Both	Can I demonstrate how the project will be funded?
Rural Development Fund	Can I confirm the population of the parish as per the 2011 Census?
Rural Development fund	Can I demonstrate that the required match funding is secured/ committed?
Both	Have I got a copy of the organisation's current safeguarding policy and procedures, relevant to our work?
Both	Can I confirm the review date and review frequency for this policy?
Both	Can I confirm where advice was received from in developing this policy?
Both	Can I confirm who the safeguarding lead is for the organisation?
Both	Where appropriate, can I confirm hoe the required safeguarding checks for staff, volunteers and management committee members are undertaken?

Both	Can I confirm how appropriate training for staff, volunteers and management committee (appropriate to their role) is undertaken and refreshed on a regular basis?
Both	Can I confirm how the organisation takes the appropriate steps to ensure that vulnerable / at risk adults, children and young people are kept safe?
Both	Have I got a copy of the organisation's current Equalities Policy?
Both	Can I confirm the next review date and the review frequency of this policy?
Both	Can I provide the contact details for the organisational lead for equalities?
Both	Have I got a copy of the organisation's current Health and Safety Policy?
Both	Can I confirm the next review date, and review frequency, for this policy?
Both	Can I provide the contact details for the organisational lead for health and safety?
Both	Where appropriate, can I supply copies of at least two quotes for works or purchases, for which the grant relates to?
Both	Can I confirm if the organisation is able to recover VAT and, where appropriate, its VAT reference number?
Both	Can I confirm if my organisation is required to register with the Information Commission Office (ICO), and where appropriate, its ICO reference number?