

### **GUILDFORD BOROUGH COUNCIL Concurrent Function Grant Scheme**

Each year, Guildford Borough Council invite the parish councils to apply for grant funding. The criteria and operational arrangements are set out below for information. The deadline for applications is usually early September.

Each Summer, Ash Parish Council considers possible projects to put forward for grants for the following year. In 2019, Ash Parish was awarded the following grants:

1. £7,000 towards a £20,000 project to replace LED lanterns on street lights (Project underway).
2. £8,000 towards a £25,000 project to replace play equipment at Carrington Recreation Ground (Project underway); and
3. An urgent grant for £4,326 towards the cost of £8,652 to relocate the IT server. (Project complete.)

(Two further projects from previous year's grants are still to be completed i.e. the new WC at Ash Cemetery and new storage arrangements at Carrington Recreation Ground.)

**Members are invited to consider projects for 2020/2021.**

### **CRITERIA & OPERATIONAL ARRANGEMENTS**

1.1 The scheme provides financial assistance to parish councils towards parish expenditure on 'concurrent function' projects of a non-routine nature only. Concurrent functions are services which both Guildford Borough Council and the parish councils are empowered to undertake and include the following areas of activity:

- Allotments
- Commons
- Open spaces
- Playing fields
- Play areas
- Burial grounds & cemeteries
- Closed churchyards
- Parking
- Litter bins
- Seats
- Bus shelters
- Public conveniences
- War memorials
- Public clocks
- Village Halls
- Tourism
- Entertainment & Arts support

In addition, the scheme supports environmental improvement and traffic calming projects undertaken by the parishes, provision of CCTV and street lighting, and the acquisition of IT equipment etc. to assist in the administration of parish duties; all areas of activity also undertaken by the Council.

1.2 The current formula for the calculation of grant aid entitlement is as follows:-

- i) for schemes costing up to £10,000, grant aid is calculated at the rate of 50% of expenditure incurred, up to the maximum grant approved;
- ii) any approved expenditure in excess of £10,000 as in (i) above is assisted at the rate of 20%.

- However, the Council may adjust the above formula as necessary if the parish councils' requests exceed the Council's financial provision for the scheme.
- 1.3 Parishes must amalgamate any parish projects, which relate to a particular location in the same year.
  - 1.4 We allocate grants on condition that works are completed and the grant claimed within two years, with the proviso that the Head of Financial Services in conjunction with the Lead Councillor for Finance are authorised to agree an extension request for one year, in exceptional circumstances.
  - 1.5 Parish councils must submit relevant invoices for approved works when claiming grant aid.
  - 1.6 Parish councils are required to acknowledge **all** contributions towards a project by including some form of notice or branding on the facility, wherever possible
  - 1.7 The annual base budget provision for the scheme for 2019-20 onwards was fixed at £90,000 by the Executive in November 2017.
  - 1.8 Parish councils will be required to complete a detailed grant application form, prioritising their bids.
  - 1.9 Parish councils will be required to supply written estimates for **all** projects from 2018-19 onwards
  - 1.10 The total scheme limit for each parish council is set at £50,000 from 2018-19 onwards
  - 1.11 The minimum grant request is £500 from 2019-20 onwards.
  - 1.12 A panel of officers will evaluate the bids, against established criteria, prior to going before the Executive Committee.
  - 1.13 Grant monies returned by parish councils during any year are retained in a reserve and available for applications for **urgent** schemes during a financial year. Such applications have to justify why they are urgent and cannot wait until the next normal bidding round in addition to meeting the scheme criteria. We will only approve applications if there is sufficient money from returned grants to cover the new grant. Parishes are required to complete a detailed Urgent Schemes Request form, similar to the grant application form. Approval of the urgent in-year grants is delegated to the Head of Financial Services in consultation with the Lead Councillor for Finance. Please contact Michele Rogers (01483 444842) if you require any further information with regard to the Urgent Schemes process.

### **Guildford Borough Council – Corporate Plan 2015-2020**

#### The Council's vision:

For Guildford to be a town and borough that is the most desirable place to live, work and visit in South East England. A centre for education, healthcare, innovative cutting edge businesses, high quality retail and wellbeing. A county town set in a vibrant rural environment which balances the needs of urban and rural communities alike. Known for our outstanding urban planning and design, and with infrastructure that will properly cope with our needs.

Fundamental themes that support this vision:

- **Our Borough** - ensuring that proportional and managed growth for future generations meets our community and economic needs
- **Our Economy** - improving prosperity for all by enabling a dynamic, productive and sustainable economy that provides jobs and homes for local people
- **Our Infrastructure** - working with partners to deliver the massive improvements needed in the next 20 years, including to tackle congestion issues
- **Our Environment** - improving sustainability and protecting our countryside, balancing this with the needs of the rural and wider economy
- **Our Society** - believing that every person matters and concentrating on the needs of the less advantaged

All projects must meet at least one of the above criteria.