BRACKLEY TOWN COUNCIL

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You are hereby summoned to attend a Meeting of the **Finance and Policy Committee** to be held on Monday **18**th **March 2019** in the Civic Hall, Brackley Town Hall, Brackley, following the Meeting of the Direct Responsibilities and General Purposes Committee

13th March 2019

Town Clerk

MEMBERS OF THE PRESS AND PUBLIC ARE INVITED TO ATTEND

AGENDA

576/18 Apologies for absence

577/18 Declarations of interest

Members are asked to declare any disclosable pecuniary interests in item on the agenda, and the nature of that interest, in accordance with the Localism Act 2011 and the Brackley Town Council Code of Conduct.

578/18 Public participation

This section of the meeting gives members of the public who are present an opportunity to speak. You may speak on any item which appears on the agenda for this evening's meeting.

Please state your name and address before asking your question

579/18 Approval of minutes

Members are asked to receive and approve the minutes of the previous meeting of the Finance and Policy Committee held on 18th February 2018.

580/18 Members reports

581/18 Finance reports

To receive for approval:

- 1) List of Accounts 12 in the sum of £108.014.43
- 2) Appoint a Councillor for March payments audit

582/18 Recommendations from the Communications Working Party

The minutes of the last meeting of the Communications Working Party on 6th March 2019 are attached.

The minutes contain the following **RECOMMENDATION** to this committee

 To accept the quotation received from D2D amounting to £535.00 per addition for the distribution of Town Talk for a period of two years commencing March 2019.

583/18 Recommendations from the Grants Panel Working Party

The minutes of the meeting of the Grants Panel Working Party on 12th March 2019 are attached.

The minutes contain the following RECOMMENDATION to the committee

1) To agree that Grants are allocated, as shown on the attached summary sheet to a total of £7764.00

584/18 SNC - Grant Funding

Brackley Rugby Club application – request for Brackley Town Council Support. Homestart – Brackley Town Council feedback to SNC

585/18 HLF Grant completion

Councillors are asked to consider retaining the services of the retired Town Clerk, on a consultancy basis, for the completion of the grant process with the Heritage Lottery Fund.

586/18 Matters for discussion or information

FINANCE AND POLICY COMMITTEE

Minutes of the Finance and Policy Committee held on Monday 18th February 2019 in the Civic Hall, Town Hall, Brackley.

Present: Chair Cllr Cartmell

Cllrs Baker, Bagot-Webb, P Wiltshire, Stimpson and Tiller

Also Present: Cllrs Barrie, Kew, Sharps, E Wiltshire

Officers: Deputy Clerk (A Moses)

508/18 Apologies for absence

Apologies were received and accepted from Cllrs Butler, Morrell, Ross and

Waldron.

509/18 Declarations of interest

None.

510/18 Public participation

None.

511/18 Approval of minutes

On the proposition of Cllr P Wiltshire, it was RESOLVED to:

Receive and approve the minutes of the previous meeting of the Finance and Policy Committee held on 21st January 2018.

512/18 Members reports - None

513/18 Finance reports

On the proposition of Cllr Stimpson, it was RESOLVED to:

Receive and approve the list of Accounts 11 in the sum of £62,108.72

The following was noted

- 1) Month 10 Reconciliation
- 2) Review of Direct Debit Mandates

Cllr Bagot-Webb was appointed to carry out the February payments audit

514/18 Recommendations from the Venues Working Party

On the proposition of Cllr Stimpson, it was RESOLVED to:

Receive the minutes of the Venues Working Party on 7th February 2019 and approve the following recommendations:

- 1) To agree the proposed additional charges as outlined in the minutes.
- 2) To agree the proposed renaming of the working party to Venues & Events Working Party.
- 3) To agree the proposed Enchanted Cinema event, as outlined in the minutes.

515/18 Recommendations from the Communications Working Party

On the proposition of Cllr Tiller, it was RESOLVED to:

Receive the minutes of the Communications Working Party on 25th September 2018 and approve the following recommendation:

1) To agree that adequate staff resource is allocated for social media.

On the proposition of Cllr Stimpson, it was RESOLVED to:

Receive the minutes of Communications Working Party on 12th February 2019 and approve the following recommendation:

- 1) To agree to the proposed "pop over" element to the Council website at a cost of £50.00 + VAT
- 2) To agree to the quotation received from Ox Uni Print for the design and publication of Town Talk amounting to £655.00 per edition, effective from April 2019.

516/18 Recommendations from the Cemetery & Allotment Working Party

On the proposition of Cllr P Wiltshire, it was RESOLVED to:

Receive the minutes of the Cemetery & Allotment Working Party on 21st January 2019 and approve the following recommendation:

1) To agree the proposed charges increase for 2019/20.

517/18 Grant Funding

On the proposition of Cllr Simpson, it was RESOLVED to:

Extend by one year the agreed grant funding for the Carnival, SNVB, CAB until the next elections.

518/18 Proposed banking changes

On the proposition of Cllr P Wiltshire, it was RESOLVED to:

Approve the following amendments to the Council's banking arrangements and mandate:

- 1) Remove retiring Town Clerk as of the 28th February 2019
- 2) Confirm addition of Accounts Assistant to the online banking system
- 3) Add new Deputy Town Clerk to the online banking system

519/18 HLF Grant completion

Members request that more information is provided to be able to make this decision, the retiring Town Clerk is asked to provide an estimate of time required to complete this task. This will be brought back to the next Finance meeting.

520/18 Review of Brackley Town Council charges

On the proposition of Cllr Bagot-Webb, it was RESOLVED to:

Approve the charges for all Brackley Town Council venues and facilities with effect from 1st April 2019.

521/18 Non Denominational burials

On the proposition of Cllr P Wiltshire, it was RESOLVED to:

Brackley Town Council offers an inclusive cemetery, and the charge of £2000.00 be made for a double size plot and the management and maintenance of the plot.

522/18 Matters for discussion or information

Meeting Closed: 21.10

Dated: Signed:

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1,25 1,10	745 746 747 748 749 749 750 775 775 756 756 756 757 756 757 759 760	nphris Funerals	41.25 £ 387.63 £ 812.00 £ 712.09 £	8.25 £ 77.52 £		Helmet Set
745 Humphris Funerals E 837,63 & 7725 E 465.11 Mise Eq. 746 Humphris Funerals E 912,00 E 162,40 E 94,40 4315/231 - Mise Eq. 747 Humphris Funerals E 712,00 E 162,40 E 94,40 4315/231 - Mise Eq. 748 Microshade Business Consultants E 712,00 E 20.55 4200/201 - Vehicle Costs 750 Microshade Business Consultants E 98,57 E 20.55 4200/201 - Vehicle Costs 751 Microshade Business Consultants E 98,00 E 98,00 E 40,00 E 98,00 752 Microshade Business Consultants E 20,00 E 98,00 E 20,00 A20/201 - Minched Costs 753 Microshade Business Consultants E 20,00 E 39,00 A20/201 - Minched Costs 754 Microshade Business Consultants E 20,00 E 39,00 A20/201 - Minched Costs 755 Microshade Business Consultants E 20,00 E 39,00 A20/201 - Minched Costs 754 Microshade Business Consultants E 20,00 E 30,00 A20/201 - Minched Costs 755 Microshade Business Consultants E 20,00 E 30,00 A20/201 - Minched Costs 756 Moyel Indicatrial Doors E 20,00 E 1,00 E 20,00 A20/201 - Minched Costs 757 Moyel Indicatrial Doors E 20,00 E 1,00 E 20,00 A20/201 - Minched Costs 758 Moyel Indicatrial Doors E 20,00 E 1,20 E 20,00 A20/201 - Minched Costs 758 Moyel Indicatrial Doors E 20,00 E 1,20 E 20,00 A20/201 - Minched Costs 759 Moyel Indicatrial Doors E 23,00 E 20,00 A20/201 - Minched Costs 750 Moyel Indicatrial Machinery E 23,00 E 20,00 A20/201 - Minched Costs 750 Moyel Indicatrial Doors E 23,00 E 20,00 A20/201 - Minched Costs 750 Moyel Indicatrial Costs E 20,00 A20/201 - Minched Costs 750 Moyel Indicatrial Costs E 20,00 A20/201 - Minched Costs 751 Moyel Indicatrial Costs E 20,00 A20/201 - Minched Costs 752 Moyel Indicatrial Costs E 20,00 A20/201 - Minched Costs 753 Moyel Indicatrial Costs E 20,00 A20/201 - Minched Costs 754 Moyel Indicatrial Costs E 20,00 A20/201 - Minched Costs	745 747 748 749 779 779 773 775 775 775 775 776 776 776	nphris Funerals	387.63 £ 812.00 £ 712.09	77.52 €		OFS - Santfary Bins
746 Hydramex Ltd E 712.09 157.40 E 974.40 4315/251-Mixe Eq. 748 Hydramex Ltd E 712.09 157.42 E 84.51 430/251-Mixe Eq. 749 Microshade Browns E 712.09 157.42 E 84.51 430/251-Mixe Costs 750 Googe Browns E 295.00 E 339.00 4105/251-Mixe Costs 751 Microshade Business Consultants E 295.00 E 339.00 4105/251-Mixe Costs 752 Haithmath E 295.00 E 339.00 4105/251-Mixe Costs 753 Microshade Business Consultants E 295.00 E 339.00 4105/251-Mixe Costs 754 Microshade Business Consultants E 295.00 E 339.00 4105/251-Mixe Costs 755 Microshade Business Consultants E 220.00 E 350.00 4105/251-Mixe Costs 756 Mixe Mixe Business Consultants E 222.94 E 44.57 E 250.00 4105/251-Mixe Costs 757 Mixe Mixe Business E 222.94 E 44.57 E 250.00 4105/251-Mixe Costs 758 Mixe Mixe Business E 222.94 E 44.57 E 250.00 4105/251-Mixe Costs 758 Mixe Mixe Business E 222.94 E 45.50 E 250.00 420/251-Mixe Costs 758 Mixe Mixe Business E 222.94 E 175.00 E 250.00 420/251-Mixe Costs 759 Mixe Mixe Business E 222.94 E 250.00 420/251-Mixe Costs 750 Mixe Mixe Services Fleeting & Pluminist Costs E 252.00 E 250.00 750 Mixe Mixe Services Fleeting & Pluminist Costs E 252.00 E 250.00 750 Mixe Mixe Services Fleeting & Pluminist E 252.00 E 250.00 750 Mixe Mixe Services Fleeting & Pluminist E 252.00 E 250.00 750 Mixe Mixe Services Fleeting & Pluminist E 252.00 E 250.00 750 Mixe Mixe Services Fleeting & Pluminist E 252.00 E 250.00 750 Mixe Mixe Services Fleeting & Pluminist E 252.00 E 250.00 750 Mixe Mixe Services Fleeting & Pluminist E 252.00 E 250.00 E 250.00 750 Mixe Mixe Mixe Mixe Fleeting & Pluminist E 252.00 E 250.00 E 250.00 750 Mixe Mixe Mixe Mixe Mixe Mixe Mixe Mixe	746 747 749 749 750 751 753 755 755 756 750 750 750 750		812.00 £			Inches the second of the secon
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OFS - Telephone & Broadband Market Place - Electricity 34/15/18 - 29/01/19 Elocata 11:24 - A of A	CHECKIE - COLLEGE - CLUTT, 16 - SL/UZ/19		Cart Machine Chemo		Figure Manney - Inch	do dos aminates of the second	Water Hat 1 10/14 fee notes tea	ST PO (SO - OT TIT (AT - TABLE)
£ 455.68 £ 91.14 £ 546.82 4100/261 - Telephones £ 224.07 £ 11.21 £ 235.28 4214/201 - Electric £ 74.35 £ 31.72 £ 78.07 2734701 - Electric	4,514.92 £ 62,	Direct Debits - Added since Agenda (332gd)	£ 50.00 £ 50.00 4125/151 - Card Machine	Payments Made Between Meatings - Added Since Agenda lasued	£ 50.00 4095/151 - Postage	Online Payments - Added Since Agenda Issued	£ 73.88 4216/201 - Water	£ 57,767,68 £ 4,514,92 £ 62,282,60
Q018RJ DDFEBO4 v British Telecom 184735820/19 DDFEBO5 v Total Gas & Power 187435810/19 DDFEBO6 v Total Gas & Power			DDFEB07 V Lloyds Cardnet		773 V Neopost		4759 //4 Vave	
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) High Street				6 6 7	-1Z.3Uam											
Analysis Description		13.14 HLF - Return of Coffee Machine from The Loft																					70 Travel & Donations	- 1			00 Survey of walls - Brackley Park						20 Faving Stabs for Cemetary		_											of rused spurs for this good openers	
Invoke Total	SSL	£ 13	£ 20	£ 52	£ 1,395.00	# FE	# 79 /9	19,860.70	475.00	100.00	A 4	T TP	7 5	123.80	E 1,125.	30.00	H 4	19.20	132.00	194.38	1,200.00	1,1	± 51.70		£ 44.42	£ 638.63	£ 600.00	£ 516.00	£ 65.10	£ 10,809.88	E 1,596.00	06,60	F 933.20	52.12 F 564.46	93.50	F 60.00	E 610.80	25.68	22.08	1950	F 1 AAE 52	71 780 AO	21,763.4U	202.00	20.04	2 400 000	
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Our Ref Number		2//	77.	478	779	780	781	782	783	784	785	786	787	788	789	790	791	792	793	794	795	962		707	207	700	008	900	803	803	808	805	806	807	808	808	810	811	812	813	814	815	816	817	818	819	
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RVS Group	Hummingbirds	Alternative Communications	Michael	application	Howard Jessett	Wade Management	E-on	Robert D Bowerman	Rialtas Business Solutions	Milton Keynes Garden Machinery	Total Gae & Downer		Total Gas & Power	Northamptonshire ACRE		C=1/	Salaries	Tax & N	Pension		SGW Pauroll		Iotal Gas & Power	Penninsula	Total Gas & Power	SGW Payroll	
822	823	824	825	700	826	827	828	829	830	831	837		833	834		200	000	836	837		DDFEB08	00044400	DDMAKOZ	DDMAR03	DDMAR04	DDMAR05	
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Brackley Town Council

Minutes from the Communications Working Party Held on Wednesday 6th March 2019

Present:

Clirs P Wiltshire (Chair), Bagot-Webb and Cartmell

Also present:

Stephanie Campbell (Comms Support Officer)

1. Apologies:

Clirs Morrell, Sharps and Tiller

2. Distribution of Town Talk

Three quotations received for the distribution of Town Talk were reviewed and discussed as follows:

- a. Town Talk Distribution Group £700.00 (solo distribution)
- b. D2D £535.00 (solo distribution)
- c. Life in Brackley £450.00 (distribution with other material)

After discussion it was agreed to **RECOMMEND** to the Finance & Policy Committee to accept the quotation received from D2D amounting to £535.00 for the distribution of Town Talk for a period of two years commencing March 2019.

3. Date, time and place of next meeting:

12.00 noon on Tuesday 26th March 2019 at 20 High Street.

Brackley Town Council

Grants Panel Working Party

Tuesday 12th March 10.00 am Cartwright Room - 20 High Street

Minutes

Present: Cllrs C Cartmell, D Thompson, P Wiltshire, B Tiller

Officer: Accounts Assistant (A Gee)

1. Appointment of Chair - Cllr D Thompson

2. Apologies - none received

3. **Declarations of Interest - received from the following**

C Cartmell - BEA & Member Brackley Rugby Club

D Thompson - BEA

4. To consider Grant Applications received - see attached

5. To Confirm Larger Grants - this was discussed and members

agreed that the 3 larger grant applications would be agreed at

the current level for this year

It was **RESOLVED** to **RECOMMEND** to the Finance & Policy Committee

that:

Grants are allocated, as shown on the attached summary sheet, to a

total of £7764.00

Members requested that in the letter to organisations we remind them

that as well as applying to BTC they can also apply to SNC for grants

6. Any other Business - none

7. **Next meeting** - as required

Grant Application Summary Sheet - March 2019

		Amount			
	Amount	recevied			
Organisation	Requested	last year	Comment	Amount Granted	Downor
Brackley Street Watch	£210.00	Not applied		£100 00	c137
		-	Purchase of support poles for display boards on which activities of the	None - only benefite	1000
Brackley & District History Society	£290.00	Not applied		mombor	
Brackley Players	£750.00	Not applied		£750 00	
Brackley Rugby Club	£1,000,00	Not applied I	- 111 - 1 1 - 1 1 1 1 1 1 1 1 1 1 1 1 1	57 000 00	LGA 1972 S145
December 7 and 1 and 1 and 1 and 1	200000	and applica		£1,000.00	
brackley European Association	£700.00	£650.00	£650.00 Costs in Entertaining Civic Officials from Monabaur Sept'19	£700.00	LGA 1972 c144
:					
Brackley & District Allotmnet & Garden Holders			Wasteland cultivation, creation of wildflower habitat. beekieening facility None - doesn't meet	None - doesn't meet	
Association Ltd	£4,882.93	Not applied	£4,882.93 Not applied and specific improvements to the parking and access road areas	criteria	
Royal British Legion	£252.00	Not applied \		£252.00	127
					1 /270

Confirm Larger Grants

minute number 517/18 - extended by 1 year to date of local election -

		Amount			
	Amount	recevied			
Organisation	Requested	last year	Comment	Amount Granted	Power
			Brackley Office Costs & Volunteer Car Scheme - agreed for 2 years April 2018 - see attached -agenda item 388/17 Finance & Policy Letter from SNVB attached stating agreed funding for 2019 to be £2250.00 -		
Volunteeer Centre (SNVB)	£1,250.00	£1,250.00	Ð	£2,250.00	202 T007 F26
					-Calon 1337 320
Brackley Community Carnival	£1,000.00	£1,000.00	Security, toilets, refuse bins and venue hire for 2019 event - agreed for 2 years £1,000.00 April 2018 - see attached - agenda item 388/17 Finance & Policy	£1.000.00	GA 1072 5145
			April 2018 -		C+15 7767 US
Citizens Advice North Oxfordshire & South Northants	£1,712.00	£1,712.00		£1,712.00	LG&RA 1997 s26





Community Grants Application Form (Mainstream Grants)

Version for use from May 2018-Please check the website to ensure you are using the current version

South Northamptonshire Council offers grants for a variety of projects, activities and services that are delivered within the district. This form covers the four mainstream community grant funds. Separate application forms are downloadable for bespoke grant schemes.

N.B. <u>before</u> completing this application form, please read the Community Grants Guidance Document, which is downloadable from the SNC website.

Please note; to apply for the New Homes Bonus Local Community Grant, we ask that you consult with the Parish Authority to seek its views on your proposal, and submit its written response with this application.

Please read the guidance document (section 2) to determine which funding stream is most appropriate for your proposed project.

If you require any clarification or help, please email grants@southnorthants.gov.uk or call Sarah Burns, Community Funding Officer, on 01327 322131.

Grant Funding Stream(s) applied for	Tick
Community Development Revenue Grant (up to 35% of eligible	
revenue costs only)	
Community Development Capital Grant (up to 35% of eligible	
capital costs only)	
New Homes Bonus Voluntary Sector Grant (up to 35% of eligible	
revenue and/or capital costs) – must benefit more than 1 parish in	
the district	
New Homes Bonus Local Community Grant (up to 100% of eligible	X
revenue and/or capital costs)	

1. About your organisation

1a Main or registered office details

Name of organisation	Brackley Rugby Union Football Club
Address	Nightingale Close, Brackley, Northants.
Post code	NN13 6NX
Telephone	01280 700685
Email	info@brackleyrufc.com
Web address	http://www.brackleyrufc.com/

1b Contact details for correspondence to be sent to

Name	Mr Mike Carter
Position	Director
Address	2 Brewin Close
Postcode	NN13 6NX
Telephone	07870488995
Email	commercial@brackleyrufc.com

1c Please describe the aims, objectives and purpose of your organisation

Brackley Rugby Football Club is a voluntary managed sports club, which provides sporting activities for players from Brackley and across South Northamptonshire.

1d When was your organisation set up? Please enclose a copy of your organisation's constitution. (Not applicable to Parish/Town Councils.)

Date, month and year: the club was formed in 1976 and the Constitution was adopted in June 1982. The club moved to the current clubhouse in 1999

1e What type of organisation are you?

Y
Limited company

6895526

1f Organisation's Bank account details (Please note this must be in the name of the organisation applying for the funding and not a third party.)

Name of Bank: Lloyds Bank

Account Name: Brackley Rugby Union Football Club ltd.

Account Number: 16519760 Sort Code: 30-11-08

1g Have you received any previous grant funding from South Northants Council or other grant making body in the last 5 years? Please tick the relevant box. If yes please give details of the amount, the funder name and the purpose of the funding

No	
Yes	Yes
Purpose	Sand banding of sports pitch and reactive maintenance of disabled lift.

2. About your project

2a What is the purpose or title of the project or service that you require the funding for?

This funding is to provide the club with a much-needed refurbishment of the toilet facilities within the building and new flooring on the first floor. Since 1999, no improvements have been made to the area and in order to maintain private hirers of the facility, the club needs to ensure that the toilets and flooring do not detract away from the visitors' experience.

2b Please provide the location of the proposed project:

Location	Nightingale Close, Brackley, Northants
Postcode	NN13 6PN

2c What are the proposed start and end dates of your project or service (i.e. when will you commence the project and when do you expect your project to be completed?) Please state the month and year.

Start: May 2019 End: August 2019

2d Please give a summary of the proposed project or service which you require funding for in no more than 150 words including:

- The nature of the assets/services/facilities that are currently available.
- Summary of the proposed project asset/s or service/s and how any current provision would be enhanced.

The funding is to allow for a refurbishment of the toilet facilities and first floor flooring within the clubhouse. This has come about from hirers and visitors' feedback who attend the club and noted the tired condition of the toilet area.

This is not through the lack of cleaning, more the levels of investments made into other local clubs and that of people's increasing expectations when visiting establishments have raised these comments.

As a small rugby club, we understand that the Clubhouse is the greatest asset we have in order to make the club sustainable. We need to compete in an open market for not only attracting new rugby players, but hirers/bookings to make the rugby club an even greater success.

The proposed project is to give the toilets a complete overhaul and make the environment cleaner, more environmentally friendly and to enhance the customers experience whilst visiting the rugby club.









2e Please describe how your organisation and the proposed project asset/s/service/s would support the Council's strategic priorities. (Please refer to the SNC Business Plan objectives listed in the guidance document).

Strategic Priority Describe how these would be supported as a direct result of the project

Descride and some set	As a marky alich ann amination of the t
Provide and support health and wellbeing	As a rugby club, our aspirations are to fully support health and wellbeing within the community. This is in respect of a broad spectrum of community members from the young to the old and male and female.
Enhance leisure facilities	Our club house not only plays host to structured rugby as accredited by the RFU, but we hire the hall for a host of other activities ranging from ante natal, yoga, first aid classes and other private hiring. The toilets play a critical role in ensuring retention of our
	hirers and would certainly enhance the leisure facilities.
	The replacement of the flooring would also be beneficial for the likes of the yoga classes as well as the overall impression of the space.
Provide support to the voluntary sector	The success of the rugby club is through the charitable donations of time from all those who volunteer, from the Committee Members (Directors), to the rugby coaches, players and administration personnel.
	One of our main hirers is also a young charitable organisation, who volunteer their time for 'Do it for Defibs'. Please see
	https://www.facebook.com/groups/1078345945638073/ for more details on 'Do it for Defibs'.
Reduce our carbon	As part of the refurbishment work, we are looking to
footprint and protect the natural environment	introduce new LED panels to save on energy consumption. The flooring for the main hall is from 100% recycled material.

2f Please describe the beneficiaries of your proposed project/service and the current problems they face.

Beneficiary Type	Number of beneficiaries	Current problems faced
Brackley Rugby Club	300+	The aged and tired facility is in need of a significant makeover.
Visitors/Private Hires		

		1000+ per annum	More people will see the investment in the facility to gain new users, aid retention and see the facility well for the next 20years.
			cations for your proposal and include users and the local community.
	and the need to be a sustautiable and underpinning	ainable commur justification as Especially in co	target markets we attempt to attract nity club, we believe that this is a to why the club would be a worthy onsideration as to the added value the unity.
	Are you aware of any othe similar service? Yes	r organisation	s operating locally that provide a
1			r services and how you either intend t/service complements other services
2i F	Please detail how the proje	ect/service will	be sustained in the long term.
	WC facilities comparable w RUFC to compete in the op	ith other venues en market gaini ıms of players w	long term, by enabling the club to have in the district. This will allow Brackley ng new hirers in the clubhouse. We will ranting to play at a club, where they see ted and see a bright future.
			phouse fell into disrepair, Brackley ervice it currently attempts to provide.

2j Please detail when the proposed service/project will be accessible to users, for example opening hours, days of week

The clubhouse is available for bookings during the day and evening, Monday to Sunday. Certain days are busy through many rugby teams training and having competitive games, so these are less likely to have any private hire (i.e. Saturday afternoon and Sunday morning).

The Bar can be hired by special arrangement and the clubhouse is only used as a Members only bar.

The aim will be to undertake the work out of rugby club season. Therefore, completion by late August 2019.

2k Please summarise the objectives/outcomes and targets you expect the project/service to achieve.

Objective (i.e. provide greater facilities for children in the area)	Outcome (i.e. provision of a playing field or equipment)	Measurable Target (i.e. increased number of children using the facility / door to door survey)
To provide quality sporting facilities for the community to use.	- Make the facilities more appealing to users/guests and environmentally friendly	 Increased number of people attending sporting activities. Increased hirers and bookings. Greater income received. Reduced attrition levels.

3. Capital Projects Relating to Land, Buildings or Facilities

You need to complete section three if you are applying for funding relating to land, buildings, facilities, fixtures or fittings.

Please detail the tenure for the project site, if you do not own the site please detail any lease or licence you hold and the extent of the remaining period. Please note if the project site is not owned by the applicant, funding can only be awarded if a long-term lease/licence is in place (usually for a minimum of 20 years from the date of the application).

Brackley RUFC own the land and the buildings within its demise.

3b	Have	you received	any specialis	st advice? (e	e.g. structural	engineers	report)
----	------	--------------	---------------	---------------	-----------------	-----------	---------

No works will be undertaken where a structural engineer report is required. Plumbing and electrical works will be undertaken as part of the project, and will be conducted by professional tradesman.

3c Is the facility presently accessible for people with disabilities? If no, please outline how the work will improve accessibility.

Yes. The club has a disabled lift and an accessible WC on the first floor. There is an accessible parking space to the front aspect.

The other parts of the club are accessible.

3d What is the forecast of the useful life of the asset for which funding is being sought?

It is anticipated that the lifecycle of the refurbishment works should be approx. 15 – 20 years.

3e Do you require any of the following approvals?

	Yes/No	Current status (i.e. approved/pending)	Date granted	Reference number
Planning Approval	No			
Listed Building Consent	No			
Building Regulation Approval	No			
Conservation Area Consent	No			

4. Financial Details

Grants awarded by South Northamptonshire Council will fund a maximum of up to 35% of the eligible costs of a project. Applicants are expected to find match funding.

The only exception to this is where an application is being made in respect of the **New Homes Bonus Local Community Grant** where up to 100% of a project may be funded. Where match funding can be obtained for this funding stream, this would further demonstrate a commitment to delivering the project and increase value for money against the grant requested.

Under certain circumstances funding from more than one funding stream may be applied for. You will need to complete the relevant boxes for the separate elements of the project (i.e. capital and/or revenue costs). The percentage awarded will reflect the total of the separate elements and an example is shown in the guidance document as Appendix 1 – 'Completing the Financial Section'.

4a Please provide a full breakdown of the estimated costs of your proposal. (Please show the net, VAT and gross values.)

4a (1) Revenue Grants

(do not fill in this section if you are only applying for capital costs)

Which funding stream are you applying to (please tick) and complete the relevant box/es:

Community Development Revenue Grant (up to 35%)	
New Homes Bonus Voluntary Sector Grant (must benefit more	
than 1 parish) (up to 35%)	
New Homes Bonus Local Community Grant (up to 100%)	

REVENUE COSTS (please enter operating costs only) Awards will be made at up to 35% only of the revenue costs or up to 100% for New Homes Bonus Local Community Grants.

Community Development Revenue Grant (up to 35%) (please complete below for this fund and add lines where required)					
Description of Revenue Cost (i.e. insurance, printing, contract workers)	£ Net of VAT	£ VAT	£ Gross	£ SNC grant requested	
TOTAL					

New Homes Bonus Voluntary Sector Grant (up to 35%) (please complete below for this fund and add lines where required) Must benefit more than 1 parish.

Description of Revenue Cost (i.e. insurance, printing, contract workers)	£ Net of VAT	£ VAT	£ Gross	£ SNC grant requested
TOTAL				

New Homes Bonus Local below for this fund and a	_		100%) (please	complete
Description of Revenue Cost (i.e. insurance, printing, contract workers)	£ Net of VAT	£ VAT	£ Gross	£ SNC grant requested
TOTAL				

4a (2) Capital Grants

(do not fill in this section if you are only applying for revenue costs)

Which funding stream are you applying to (please tick):

Community Development Capital Grant (up to 35%)	
New Homes Bonus Voluntary Sector Grant (must benefit more	
than 1 parish) (up to 35%)	
New Homes Bonus Local Community Grant (up to 100%)	

CAPITAL COSTS (please enter capital costs only). Awards will be made at up to 35% only of the capital costs or up to 100% for New Homes Bonus Local Community Grants. (Please add rows where required.)

Community Development for this fund and add lines			(please comp	lete below
Description of Capital Cost (i.e. building works, equipment, tangible assets)	£ Net of VAT	£ VAT	£ Gross	£ SNC grant requested
TOTAL				

below for this fund and add lines where required) Must benefit more than 1 parish					
Description of Capital Costs (i.e. building works, equipment, tangible assets)	£ Net of VAT	£ VAT	£ Gross	£ SNC grant requested	
TOTAL					

New Homes Bonus Local below for this fund and a			0%) (please	complete
Description of Capital Costs (i.e. building works, equipment, tangible assets)	£ Net of VAT	£VAT	£ Gross	£ SNC grant requested
Refurbishment of the Ladies, Gents and Disabled WC (budget)	£10,400	£2,600.00	£13,000.00	£13,000
Replacement of first floor flooring (actual)	£5,551.00	£1,110.20	£6,661.20	£6,661.20
TOTAL	£15,951.00	£3,7102.00	£19,661.20	£19,661.20

VAT INFORMATION:

Are you VAT registered	Yes	No	NO
Do you intend to recover the VAT element of the cost of the project?	Yes	No	NO
Please provide your VAT registration number			
(where applicable)			

4b Funding Sources

How much grant funding are you seeking from SNC? How will you cover the total costs of the project? Please provide details of any grants or loans received or applied for specifically in relation to this project. Please note that any co-funding or match funding arrangements must be supported by a letter of intent from the provider and appended to your application.

These figures should NOT include VAT if you are VAT registered and are able to claim back from HMRC.

SNC grant (i.e. amount you are requesting in this application) Please note the maximum	Revenue	Costs	£
percentages in tables 4a(1) and 4a(2). If you are VAT registered use only the net amount from tables 4a(1) and 4a(2) to calculate your percentage.	Capital Co	osts	£19,661.20
Total SNC grant requested (Revenue + Capital)	£19,661.2	0	
Contribution from parish / town council	£ value	0	
(state whether secured or anticipated)	Status	-	-
Secured grants £	Amount	£0	
	Provider		
Anticipated grants £	Amount	£0	
	Provider		
Fund raising required £	Amount	£0	
	Method		
Other sources (i.e. own reserves, co funding -please detail provider and amount)	come in a the work i house. Ad	t circa s to be Iditiona	for the work have £24,000, therefore project managed in al project costs will rackley RUFC.
Total (Please note that this total should equal the total project costs as shown in the individual Project Costs tables in 4a)	£19,661.20	0	

5. State Aid Compliance

(Please note, if you are a Parish Council, Parish Meeting or Town Council body you may tick "No" in both of these boxes)

Any grant funding paid to a commercial organisation may constitute State Aid. Please note that to quality as eligible to apply for an SNC grant you must be a not-for-profit organisation.¹

Before the State Aid tests can be applied it is necessary to determine whether the two aspects are present. Please tick the relevant boxes.

1. Is the applicant an "undertaking"? An undertaking is defined as any entity, regardless of its legal status, which is engaged in economic

Yes (if you are to include hiring of the facilities)

¹ Definition of "not-for-profit": Not-for-profit describes a type of organisation that does not distribute profits to its owners or shareholders. All of the money earned by or donated to a not-for-profit organisation is used in pursuing the organisation's objectives and keeping it running. Typically, not-for-profit organisations are charities or other types of public service organisations.

	(commercial/competitive) activity and where there is a market in comparable goods or services.	
2.	Is the applicant engaged in economic activity? This is defined as offering goods and/or services in a given market and which could, at least in principle, be carried out by a private operator for remuneration in order to make profits.	No (We are a non-profit distributing organisation. All funds are retained for the provision and benefit of continued sporting services)

If the answer to either of these questions is "Yes", you will need to contact Sarah Burns, Community Funding Officer to discuss further, telephone number 01327 322131 or email sarah.burns@cherwellandsouthnorthants.gov.uk.

If the answer to both of these questions is "No", there will be no State Aid present.

6. Supporting Information

IMPORTANT

South Northamptonshire Council will only process your application if:

- All relevant questions have been answered
- The form has been signed in Section 8 by an authorised signatory.
- All the necessary supporting documents are submitted with your application.

Where applicable, copies of the following documents should accompany this application.

Please Tick (or state 'N/A' if not applicable)

Constitution of the applicant organisation (not applicable to Parish/Town	Attached
Councils/Parish Meetings)	
Latest audited accounts and balance sheets (all applicants)	Attached
Proof of ownership of land / buildings or a copy of the lease/licence (capital	N/A
and building repair applications only)	
Detailed quotes from three separate sources for all capital costs over	See
£1,000 (unless a full justification can be provided) (all applicants)	highlighted
	note below.
Written evidence that consultation has been sought from Town/Parish	Attached
Council (New Homes Bonus Local Community Grant only)	
Project, Business or Development Plan (All applications with project costs	See project
over £10,000)	specification
	attached
For purchase of land:	N/A
i) a location plan	
i) A site plan showing means of access	

ii)	A copy of the District Valuer's report	
For bui	Iding projects:	N/A
i)	A scale plan or drawings	
ii)	A site plan including location of any buildings*	
iii)	Accessibility statement	
Details	of Valuation	
*A full s	specification for building works is not required, but scale drawings	
should	show:	
i)	Areas of each room and total area within external walls	
ii)	Outline specification (brief notes) of materials to be used in the	
main	construction	
iii)	Heating and hot water supply (type of installation and fuel)	
iv)	Drainage and any exceptional site or ground conditions	
v)	Construction of any existing building retained	
Copies	of any mandatory consents required in direct relation to your project	N/A
(i.e. pla	nning permissions, licensing consents, listed building consents, etc)	

Please see the attached quotes from established building contractors, for the entire project. These have come in over the anticipated budget circa £24k and £25k for the WC's alone. Through use of our connections at the rugby club, the material cost is circa £4k for the WC refurbishment and installation will be conducted from internal professional resources. This does require project management and alternative costs, rather than one contractor conducting the entire project.

The application form also states that other relevant information may be required. This may include insurance details (where there is a specific event) and if the organisation is specifically involved in activities with children, young people or vulnerable adults you will be required to supply relevant child protection and safeguarding polices (these should also demonstrate your compliance with DBS requirements). Please include any policy or procedure with your application that you think helps to support it. The Council reserves the right to request additional information as required.

7. Grant Terms and Conditions

If you are successful and you are awarded funding, there will be Terms and Conditions attached to your offer. The standard Terms and Conditions are set out at Appendix 2 of the Guidance Document. Please note that the Council reserves the right to vary them or impose additional Terms and Conditions if they are deemed necessary for a grant offer to be made.

8. Privacy Notice

South Northamptonshire Council (SNC) Community Services Grant Funding Programmes

What are SNC Community Services Grant Funding Programmes?

SNC grant programmes including Community Development Revenue Fund (including Training fund, Talented Performers fund, Listed Building fund and Events fund), Community

Development Capital Fund, New Homes Bonus Voluntary Sector, New Homes Bonus Local Community Grant. The grant programmes are open to not-for-profit organisations only and the full application eligibility criteria is published in the associated Guidance Document.

The programmes are not open to individuals or for profit-making commercial enterprises with the exception of the Talented Performers fund and the Listed Building fund that are open to individuals.

Contact details specific to Community Services Grant Funding

If you have any queries that are specific to SNC grants please contact Sarah Burns, Community Funding Officer, sarah.burns@cherwellandsouthnorthants.gov.uk, 01327 322131

How we use your information collected by the Community Services Grant Team

The Council processes applications and makes decisions for the management of community funding programmes, draws up offer letters and associated terms and conditions and project manages the grant claim process and any project monitoring requirements both during and post-project completion. In line with the Terms and Conditions of offer, the grant recipient should display a sticker or plaque acknowledging that the project has received a grant and the Council reserves the right to enter into publicity and press releases with regards to the project.

Who will have access to my personal data?

Council staff and Council Members involved in the grant application, decision-making and project monitoring processes.

What information is processed?

In order to ratify that a grant applicant has a bank account set up in the organisation's name, at the application stage, for bank or building society accounts we record the account holder's name, the branch address, sort code, account number and signature and the name, address and contact details of the organisation/individual applicant.

Retention period

The Council will retain data for 5 years from the date of receipt of the application and thereafter all personal data to be redacted, leaving the organisation's data only to be retained for a further period of 5 years (up to £1K grant), 21 years (£1K - £20K grant) and 50 years (over £20K grant) to reflect the grant claw back period as set out in the Terms and Conditions of offer. Thereafter once the retention period has expired all documentation shall be securely disposed of by the Council.

Summary of rights

In line with the administration of public funds and for transparency purposes, the Council is required to list the value of the grant, date awarded, grant recipient and project description in the public domain, which will be published on the Council's website.

You have a number of statutory rights that are explained in the "Summary of the data subject's rights" section of our website found under https://www.southnorthants.gov.uk/privacy-and-cookies here you will also find the Council's Privacy Policy.

Alternatively you can request this information by email: informationgovernance@southnorthants.gov.uk

Or by post:

The Information Governance Team

South Northampto	onshire Council		
The Forum			
Moat Lane			
Towcester			
Northamptonshire			
NN12 6AD			
Declaration This section can	only be completed by a	ın authorised signatory of your organisat	tion.
and the requisite		and understand the grant terms, condition of within the Guidance Document, and the accurate.	
		ive consent for my information to be sees set out in this document.	
Signature			•••••
Name			
Date			
Project Title			
Name			
Role			
Organisation			
Date			
I confirm I	Community	Terms &	
have read:	Grants	Conditions	
(please tick to	Guidance	Claims Guidance	
confirm)	Document	(Grant guidance	
		document	
E		Appendices 2 & 3)	
Privacy	By completing and sig	gning this form, I give consent for my	
Policy		cessed in accordance with the purposes	set
Signature	Applicable to applicar	nt organisations that do not have a Board	of
(please insert	Trustees		
signature)			
(authorised			
approver)			
Trustee	Applicable only to app	olicant organisations that have a Board o	f

9.

Approval

Trustees

(where applicable)	By signing this document we confirm that all Trustees are fully aware and fully supportive of the proposed project and the application for a Grant and that they have read and agree the terms and conditions as contained in the SNC Grants Guidance Document. For Trustees, 2 signatures by nominated trustees are required and those 2 trustees must have been authorised by the Board of Trustees to sign the application form for and on behalf of all the trustees.
Signature (places insert	
(please insert Trustee	
signature) (Trustees)	
Please add	
lines for all	
Trustees	
signatures	
where more	
than 2 are	
required.	

If you cannot complete an electronic form, or if there is anything in the terms & conditions, or in the grant claim procedures that you do not understand please contact:

Sarah Burns, Community Funding Officer, on 01327 322131.

Please return your completed form by email to:

grants@southnorthants.gov.uk







Community Grants Application Form (Mainstream Grants)

Version for use from May 2018-Please check the website to ensure you are using the current version

South Northamptonshire Council offers grants for a variety of projects, activities and services that are delivered within the district. This form covers the four mainstream community grant funds. Separate application forms are downloadable for bespoke grant schemes.

N.B. <u>before</u> completing this application form, please read the Community Grants Guidance Document, which is downloadable from the SNC website.

Please note; to apply for the New Homes Bonus Local Community Grant, we ask that you consult with the Parish Authority to seek its views on your proposal, and submit its written response with this application.

Please read the guidance document (section 2) to determine which funding stream is most appropriate for your proposed project.

If you require any clarification or help, please email grants@southnorthants.gov.uk or call Sarah Burns, Community Funding Officer, on 01327 322131.

Grant Funding Stream(s) applied for	Tick
Community Development Revenue Grant (up to 35% of eligible	
revenue costs only)	
Community Development Capital Grant (up to 35% of eligible	
capital costs only)	
New Homes Bonus Voluntary Sector Grant (up to 35% of eligible	
revenue and/or capital costs) - must benefit more than 1 parish in	
the district	
New Homes Bonus Local Community Grant (up to 100% of eligible	1
revenue and/or capital costs)	

1. About your organisation

1a Main or registered office details

Name of organisation	Home-Start Daventry and South Northants	
Address	1 st Floor, Victoria House, 138 Watling Street East,	
	Towcester, Northants	
Post code	NN12 6BT	
Telephone	01327 353139	
Email	manager@homestart-davsn.org.uk	
Web address	www.homestart-davsn.org.uk	

1b Contact details for correspondence to be sent to

Name	Phil Hickson	
Position	Scheme Manager	
Address	1st Floor, Victoria House, 138 Watling Street East, Towcester, Northants	
Postcode	NN12 6BT	
Telephone	01327 353139	
Email	manager@homestart-davsn.org.uk	

1c Please describe the aims, objectives and purpose of your organisation

Home-Start Daventry and South Northants is a voluntary organisation that offers support and practical help to young families living in South Northamptonshire and Daventry Districts. All families supported by the scheme are experiencing difficult or stressful situations and have at least one child under five years old

1d	When was your organisation	set up?	Please	enclose a	copy of	your
	organisation's constitution.	(Not appl	licable to	Parish/To	wn Coun	cils.)

June 1996

1e What type of organisation are you?

$\sqrt{}$
Company Limited by Guarantee

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Registration Number (if applicable)

1105831

Company No. 5199639

1f Organisation's Bank account details (Please note this must be in the name of the organisation applying for the funding and not a third party.)

Name of Bank: NatWest

Account Name: Home-Start Daventry and South Northants

Account Number: 33528055 Sort Code: 52-30-21

1g Have you received any previous grant funding from South Northants Council or other grant making body in the last 5 years? Please tick the relevant box. If yes please give details of the amount, the funder name and the purpose of the funding

No	
Yes	Please see five Annual Reports sent separately (2012/13, 13/14,
	14/15, 15/16 and 16/17), plus latest audited accounts for FY 17/18.
Purpose	Includes recruitment & training of volunteers to support families; hire &
	staffing of SNVB Brackley office twice a month; and most recently
	supporting Brackley families and establishing a Stay & Play Group in
	Brackley Old Fire Station (August 2018 – March 2019) plus Stay &
	Play (Towcester), with family support (October 2018)

2. About your project

2a What is the purpose or title of the project or service that you require the funding for?

Stay and Play Group (Brackley) plus Co-ordinator salary

2b Please provide the location of the proposed project:

Location	STAY AND PLAY GROUP INITIATED AT OLD FIRE STATION		
	IN BRACKLEY AUGUST 2018. AS PLANNED, VENUE WILL		
	CHANGE TO EGERTON HALL BRACKLEY MID 2019.		
Postcode	Main office is in Towcester (NN12 6BT); weekly Stay & Play		
	Groups currently take place at the Old Fire Station in Brackley		
	NN13 7DW		

2c What are the proposed start and end dates of your project or service (i.e. when will you commence the project and when do you expect your project to be completed?) Please state the month and year.

Start: October 2019	End: March 2020

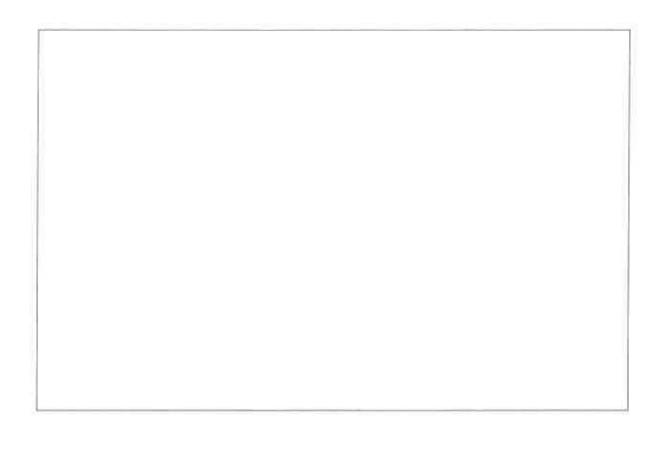
- 2d Please give a summary of the proposed project or service which you require funding for in no more than 150 words including:
 - The nature of the assets/services/facilities that are currently available.
 - Summary of the proposed project asset/s or service/s and how any current provision would be enhanced.

There are three main elements -

- Continue Stay & Play project at Egerton Hall, Brackley for six months (staff time and expenses for 25 Wednesday Stay & Play sessions);
- > Salary contribution for dedicated Stay and Play Group organiser;
- Provide additional relevant expert training for HS DSN staff and volunteers by NorPip and NDAS (staff time & travel expenses from Northampton).

The groups support local families in a safe, secure environment, and mean that vulnerable local young children enjoy a rich play experience. Parents and children enjoy the social setting. We also offer parenting resources and support: a family might request a meeting with a coordinator to talk about eg debt advice, low mood.

We have been supporting an increasing number of fragile families in Brackley: this project would enable us to extend that tailored support to more families, including those moving into the new estates.



2e Please describe how your organisation and the proposed project asset/s/service/s would support the Council's strategic priorities. (Please refer to the SNC Business Plan objectives listed in the guidance document).

Strategic Priority	Describe how these would be supported as a direct result of the project		
Provide and support			
health and wellbeing	Home-Start promotes and values diversity of background, and we do everything we can to ensure everyone has an equal opportunity to access our services and to feel included. Giving children the best possible start in life improves educational attainment and employment opportunities, helping achieve economic wellbeing. Our "Stay and Play" groups support local families and provide a safe, secure environment in which vulnerable young children can enjoy a rich play experience that is not otherwise available in the district. The children's social skills improve, also their physical and emotional well-being. Demand for the groups is increasing.		
	With our Stay & Play groups we also: > Encourage parents to develop their strengths and take care of their emotional well-being for the ultimate benefit for the children,		

Reassure parents that difficulties	in	bringing	up
children are not unusual, and			

➤ Encourage the simple enjoyment of family life. Increasing self-esteem and confidence contributes to parents social inclusion, enabling them to make a positive contribution to their local community and become more independent.

We work with partners in the voluntary sector (eg SNVB, SNH, MIND, NDAS, NorPip) to ensure sharing of best practice and information as well as resources and opportunities. Local businesses support us by collecting and donating funds, as well as surplus stock which we sell to raise funds.

We safeguard the vulnerable by supporting families and children with varied complex needs and specifically ensure all our safeguarding policies and procedures are adhered to.

Enhance leisure facilities

We encourage all supported families to develop healthy and safe lifestyles. Where appropriate, we signpost to relevant events and organisations within the community for additional support, for example, SNC Activity Hubs, Family Fun Days, National Play Day events, library services, children's centres, GP surgeries and schools.

The Stay & Play groups are also a cost effective way of supporting a greater number of vulnerable families with young children. We can then step up support if necessary with a home visiting volunteer.

We also offer parenting resources at Stay & Play groups, including behaviour management and establishing boundaries (123 Magic), school readiness (Big Hopes, Big Future), crafting skills and play (Rhyme Time), encouraging healthy eating, promoting dental health and advocating physical activity. Our coordinators attend on request, and can signpost a family to more support for debt advice, mental health issues, bereavement etc.

Provide support to the voluntary sector	We work effectively in partnership with various agencies across the districts and we ensure outcomes are met via continuous monitoring and evaluation. By providing advice on relevant issues (including indebtedness), we contribute to the stability of the work force by reducing family breakdown. As parent's self-esteem and confidence increase with support from our volunteers, they become more likely to return to work or training. Volunteers encourage and support parents to build positive support networks within their own community and to access local services and resources. With Home-Start support, parents grow in self-esteem and confidence. As a result, they are more likely to access training and employment opportunities that help them to achieve economic wellbeing and to boost the local economy. We regularly consult and report at meetings with various agencies including South Northants Volunteer Bureau (SNVB), South Northants Homes, NorPIP, Children Centres Advisory Boards, South Northants Council and Northamptonshire County Council Annual Conversation. We have had monthly Focus Groups with our Volunteers, regular staff and family meetings where we discuss the needs and support currently and how to improve for the future.
Reduce our carbon footprint and protect the natural environment	N/A

2f Please describe the beneficiaries of your proposed project/service and the current problems they face.

Beneficiary Type	Number of beneficiaries	Current problems faced
	Up to 10	Examples from existing Stay & Play
Stay & Play group	families/week	groups in Towcester, Daventry &
Local, fragile family (ie	for 25 weeks,	Brackley, include:
parents & children) with	Oct 19 –	➢ isolation;
at least one child under	March 20	➤ indebtedness;
5y.		

- lack of confidence and low self esteem:
- mental health difficulties and low mood;
- recently leaving refuge, following abusive relationship;
- ill health and/or disability for child or parent;
- poor parenting skills, including behaviour management;
- > lack of rôle models.

Many families who attend our Stay and Play Groups have multiple needs, often, additional needs become apparent as we work together.

Our preventative support at the early intervention stage can reduce/avoid higher cost social services reactive support at a later stage

2g Please describe any underpinning justifications for your proposal and include details of how you have consulted with users and the local community.

Since the start of the Stay and Play group in Brackley in August 2018, a total of 37 families from Brackley have attended at least once. Families tell us that they value the Stay & Play group as it helps to reduce isolation, gives more help with parenting support and helps them make local friends. Several families told us that existing play groups feel "cliquey." Most existing play groups also stop in school holidays, when families can be very isolated.

Health visitors refer families to Home Start for support by a home visiting volunteer, and our services and resources are stretched, so last year, we piloted Stay & Play groups: these enable us to support more families on a weekly basis, and to step up family support with a home visiting volunteer if needed.

We also step down support for a family via the local Stay & Play group as a home visiting volunteer is reducing the number of visits to a family. We provide a programme of support at the Stay & Play group which is not otherwise available in Brackley, including advice on healthy teeth, and healthy eating via NCC/First for Wellbeing, behaviour management, school readiness, a six week Rhyme Time programme via NCC/First for Wellbeing, and support from NDAS, NorPip, MIND and other specialists. Demand for the Stay and Play Groups is increasing so we now run weekly sessions in Towcester, Brackley and two in Daventry. We have recently recruited a

dedicated Stay and Play Group Organiser to work four hours per day, four days a week organising and running the groups.

From regular monitoring and evaluation of our data, it is clear that we are receiving more referrals in the town, some with multiple needs. Living on the new estates also brings its own problems – distance from shops and facilities including surgeries and the library; unmade up roads with rutted surfaces make pushing a buggy difficult; a family may have moved away from extended family support in another area; lack of a postcode can mean that benefits and other support cannot be transferred in the short term, leading to arrears. Our Stay and Play Groups can support families in resolving these issues.

We have consulted by attending and reporting at meetings with various agencies including TTC, SNVB, South Northants Homes, NorPip, Health Visitors, Children's Centres and Advisory Boards.

We hold monthly groups with our volunteers, as well as regular staff and family meetings, where we discuss the needs and support currently available and how to improve provision – this led to the Stay & Play idea last year, and the pilot projects in Towcester and Daventry.

Our Board of Trustees receives regular Scheme Manager Reports which evaluate key priorities, data on families, referrals and types of support from our monitoring and evaluation system. In addition, we report on a quarterly basis to Home-Start UK and six monthly to the Big Lottery (though their support ended in October 2018).

We use Home-Start UK's bespoke online MESH (Monitoring and Evaluation System within Home-Start) as, amongst other metrics, this enables parents to evaluate their own progress and identifies how effective support has been through the review process. The system also provides a database that collates statistical information and evidence of outputs and outcomes. We achieved 100% in our Home Start UK Quality Assurance Review in 2017 (next review January 2020) and gained a QA seal and Certificate. We constantly seek the opinions of supported families on improving our service to meet their needs at Review Meetings, and families complete a questionnaire at the end of the support.

Volunteers and Trustees attend Family Activity Days and events which provide an opportunity to talk to families in an informal way about their experiences as service users.

We have appointed an experienced Safeguarding Advisor to the Board who has confirmed that through early intervention and prevention we are making a valuable contribution to reducing the impact of stress and difficulties on families, helping to prevent family crises or breakdowns.

From the data, statistics and outcomes provided from this varied and diverse evaluation, we have evidence to show we need to continue our Stay & Play project in Brackley. This is also borne out by the number of families accepting support, which can be self-referral as well as via Health Visitors and Children's Centres.

s	Are you aware of any other organisations operating locally that provide a similar service? Yes No
	o work in partnership or how this project/service complements other servi or fills a gap:
	Existing play groups in Brackley do not focus on vulnerable families with young children. Our families are referred by Health Visitors, Children's Centres or occasionally self-refer; they report that existing groups can be "cliquey." We have been running popular Stay & Play groups in Daventry, Brackley & Towcester Children's Centres and demand is increasing. Although accommodation is free at the Old Firestation, we have purchased toys and play equipment. We are seeking funding for staff time plus a contribution towards the new Group Organisers salary in order to keep the Brackley group going untit end of the financial year in March 2020. We are able to support up to 10 families per week at the Brackley group. Parents chat, and the children play. If parents want, the Co-ordinator is available for a private conversation, and we can then assess whether additional support (eg by a home visiting volunteer; advice on housing, clothing or equipment; food bank vouchers etc) is relevant to the family.

The Stay & Play Group has now been running for seven months and has been popular with both supported and unsupported families.

Families are asked for a voluntary contribution, which contributes towards entertainment and presents at Christmas, for example.

, foi
,

2j

This funding would ensure its continuation whilst we approach other funders

2k Please summarise the objectives/outcomes and targets you expect the project/service to achieve.

Objective (i.e. provide	Outcome (i.e. provision	Measurable Target (i.e.
greater facilities for	of a playing field or	increased number of
children in the area)	equipment)	children using the

		facility / door to door survey)
Provide greater	Run 25 weekly Stay &	Up to 10 families with
opportunities for play and socialisation for Brackley children from vulnerable	Play sessions at Egerton Hall	young children/week attend group.
families.	Reduce isolation; parents will have a reduction in	Parents feel supported and better able to cope;
Improve outcomes and	social isolation and	children play in rich,
life chances for the children whose wellbeing is affected by the impact	improved links within their local community.	stimulating and secure environment.
of challenging situations experienced by their family.	Improve families' physical health and well-being.	Parents report their family has undertaken more physical activities.
		Parents report their families' physical health and well-being has improved.
		Parents report an increase in their self-esteem and confidence, improvement in their emotional health and well-being and their ability to cope on a day to day basis.
		Parents report accessing other local groups and resources.
		Parents report feeling less isolated.

3. Capital Projects Relating to Land, Buildings or Facilities

You need to complete section three if you are applying for funding relating to land, buildings, facilities, fixtures or fittings.

3a Please detail the tenure for the project site, if you do not own the site please detail any lease or licence you hold and the extent of the remaining period.

sought?			
Is the facility presently accessible for peroutline how the work will improve accessibility. N/A What is the forecast of the useful life of the sought? N/A Do you require any of the following approved/			
Is the facility presently accessible for peroutline how the work will improve accessibile N/A What is the forecast of the useful life of the sought? N/A Do you require any of the following approved/	? (e.g. struc	tural enginee	ers report)
N/A What is the forecast of the useful life of t sought? N/A Do you require any of the following approved/			
What is the forecast of the useful life of t sought? N/A Do you require any of the following approved/		isabilities?	If no, please
N/A Do you require any of the following approved/			
Do you require any of the following approved/			
Do you require any of the following approved/	the asset fo	r which fund	ding is being
Yes/No Current st approved/			
approved/	ovals?		
		Date granted	Referenc
	0,		
Listed Building			

Building
Regulation
Approval
Conservation
Area Consent

Please note if the project site is not owned by the applicant, funding can only be awarded if a long term lease/licence is in place (usually for a minimum of 20 years

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4. Financial Details

Grants awarded by South Northamptonshire Council will fund a maximum of up to 35% of the eligible costs of a project. Applicants are expected to find match funding.

The only exception to this is where an application is being made in respect of the **New Homes Bonus Local Community Grant** where up to 100% of a project may be funded. Where match funding can be obtained for this funding stream, this would further demonstrate a commitment to delivering the project and increase value for money against the grant requested.

Under certain circumstances funding from more than one funding stream may be applied for. You will need to complete the relevant boxes for the separate elements of the project (i.e. capital and/or revenue costs). The percentage awarded will reflect the total of the separate elements and an example is shown in the guidance document as Appendix 1 – 'Completing the Financial Section'.

4a Please provide a full breakdown of the estimated costs of your proposal. (Please show the net, VAT and gross values.)

4a(1) Revenue Grants

(do not fill in this section if you are only applying for capital costs)

Which funding stream are you applying to (please tick) and complete the relevant box/es:

New Homes Bonus Voluntary Sector Grant (must benefit more	
than 1 parish) (up to 35%)	
New Homes Bonus Local Community Grant (up to 100%)	1

REVENUE COSTS (please enter operating costs only) Awards will be made at up to 35% only of the revenue costs or up to 100% for New Homes Bonus Local Community Grants.

Community Development for this fund and add line			6) (please con	nplete below
Description of Revenue Cost (i.e. insurance, printing, contract workers)	£ Net of VAT	£ VAT	£ Gross	£ SNC grant requested

TOTAL		

New Homes Bonus Voluntary Sector Grant (up to 35%) (please complete below for this fund and add lines where required) Must benefit more than 1 parish.					
Description of Revenue Cost (i.e. insurance, printing, contract workers)	£ Net of VAT	£ VAT	£ Gross	£ SNC grant requested	
TOTAL					

Description of Revenue Cost (i.e. insurance, printing, contract workers)	£ Net of VAT	£ VAT	£ Gross	£ SNC grant requested
Egerton Hall - no charge			-	
Direct costs of Co- ordinator: 1 hour, total £12/week x 25 weeks	300		300	300
Co-ordinator travel (from Towcester office) £13.80/week x 25	345		345	345
Direct costs of Stay and Play Group Organiser, 4 hours, total £46/week x 25 weeks Organiser travel (from Towcester office)	1,150		1.150	1,150
£13.80/week x 25	345		345	345
Specialist training for staff & volunteers provided by NDAS and NorPip (towards publications, travel etc) £100/organisation x 2	200		200	200
Monthly group sessions with external speakers covering eg. housing, indebtedness, weaning,	78		78	78

potty training etc. £13/hour			
x 6 sessions			
Food and drink	250	250	250
refreshments for children			
£10/week x 25 weeks			
Small presents at	100	100	100
Christmas for the children			
£5 x 20 children			
TOTAL	2,768	2,768	2,768

4a(2) Capital Grants

(do not fill in this section if you are only applying for revenue costs)

Which funding stream are you applying to (please tick):

Community Development Capital Grant (up to 35%)	
New Homes Bonus Voluntary Sector Grant (must benefit more	
than 1 parish) (up to 35%)	
New Homes Bonus Local Community Grant (up to 100%)	

CAPITAL COSTS (please enter capital costs only). Awards will be made at up to 35% only of the capital costs or up to 100% for New Homes Bonus Local Community Grants. (Please add rows where required.)

Community Development Capital Grant (up to 35%) (please complete below for this fund and add lines where required)						
Description of Capital Cost (i.e. building works, equipment, tangible assets)	£ Net of VAT	£ VAT	£ Gross	£ SNC grant requested		
TOTAL						

New Homes Bonus Voluntary Sector Grant (up to 35%) (please complete below for this fund and add lines where required) Must benefit more than 1 parish						
Description of Capital Costs (i.e. building works, equipment, tangible assets)	£ Net of VAT	£ VAT	£ Gross	£ SNC grant requested		

TOTAL			

New Homes Bonus Local Community Grant (up to 100%) (please complete below for this fund and add lines where required)							
Description of Capital Costs (i.e. building works, equipment, tangible assets)	£ Net of VAT	£ VAT	£ Gross	£ SNC grant requested			
TOTAL							

VAT INFORMATION:

Are you VAT registered	Yes	No	V
Do you intend to recover the VAT element of the cost of the project?	Yes	No	1
Please provide your VAT registration number (where applicable)			

4b Funding Sources

How much grant funding are you seeking from SNC? How will you cover the total costs of the project? Please provide details of any grants or loans received or applied for specifically in relation to this project. Please note that any co-funding or match funding arrangements must be supported by a letter of intent from the provider and appended to your application.

These figures should NOT include VAT if you are VAT registered and are able to claim back from HMRC.

SNC grant (i.e. amount you are requesting in this application) Please note the maximum	Revenue C	osts	£
percentages in tables 4a(1) and 4a(2). If you are VAT registered use only the net amount from tables 4a(1) and 4a(2) to calculate your percentage.	Capital Cos	sts	£
Total SNC grant requested (Revenue + Capital)	£		
Contribution from parish / town council	£ value		- W
(state whether secured or anticipated)	Status	-	
Secured grants £	Amount	£	
	Provider		
Anticipated grants £	Amount	£	

	Provider	
Fund raising required £	Amount	£
	Method	
Other sources (i.e. own reserves, co funding - please detail provider and amount)	£	
Total (Please note that this total should equal the total project costs as shown in the individual Project Costs tables in 4a)	£2,768	

5. State Aid Compliance

(Please note, if you are a Parish Council, Parish Meeting or Town Council body you may tick "No" in both of these boxes)

Any grant funding paid to a commercial organisation may constitute State Aid. Please note that to quality as eligible to apply for an SNC grant you must be a not-for-profit organisation.¹

Before the State Aid tests can be applied it is necessary to determine whether the two aspects are present. Please tick the relevant boxes.

1.	Is the applicant an "undertaking"? An undertaking is defined as any entity, regardless of its legal status, which is engaged in economic (commercial/competitive) activity and where there is a market in comparable goods or services.	□ Yes	□ No√
2.	Is the applicant engaged in economic activity? This is defined as offering goods and/or services in a given market and which could, at least in principle, be carried out by a private operator for remuneration in order to make profits.	□ Yes	□ No√

If the answer to either of these questions is "Yes", you will need to contact Sarah Burns, Community Funding Officer to discuss further, telephone number 01327 322131 or email sarah.burns@cherwellandsouthnorthants.gov.uk.

¹ Definition of "not-for-profit": Not-for-profit describes a type of organisation that does not distribute profits to its owners or shareholders. All of the money earned by or donated to a not-for-profit organisation is used in pursuing the organisation's objectives and keeping it running. Typically, not-for-profit organisations are charities or other types of public service organisations.

If the answer to both of these questions is "No", there will be no State Aid present.

6. Supporting Information

IMPORTANT

South Northamptonshire Council will only process your application if:

- All relevant questions have been answered
- The form has been signed in Section 8 by an authorised signatory.
- All the necessary supporting documents are submitted with your application.

Where applicable, copies of the following documents should accompany this application.

Please Tick

	(or state 'N/A' i	f not applicabl
	ution of the applicant organisation (not applicable to Parish/Town	1
	s/Parish Meetings)	
Latest a	audited accounts and balance sheets (all applicants)	1
	f ownership of land / buildings or a copy of the lease/licence (capital ding repair applications only)	N/A
	d quotes from three separate sources for all capital costs over £1,000 a full justification can be provided) (all applicants)	N/A
	evidence that consultation has been sought from Town/Parish (New Homes Bonus Local Community Grant only)	٧
Project, over £1	Business or Development Plan (All applications with project costs 0,000)	N/A
For pure	chase of land:	N/A
i) a loca	tion plan	
i)	A site plan showing means of access	
: ii)	A copy of the District Valuer's report	
For build	ding projects:	N/A
i)	A scale plan or drawings	
ii)	A site plan including location of any buildings*	
	Accessibility statement	
Details of	of Valuation	
*A full sp should s	pecification for building works is not required, but scale drawings show:	
i)	Areas of each room and total area within external walls	
ii)	Outline specification (brief notes) of materials to be used in the main construction	
iii)	Heating and hot water supply (type of installation and fuel)	
	Drainage and any exceptional site or ground conditions	
	Construction of any existing building retained	
Copies o	of any mandatory consents required in direct relation to your project uning permissions, licensing consents, listed building consents, etc)	N/A

The application form also states that other relevant information may be required. This may include insurance details (where there is a specific event) and if the organisation is specifically involved in activities with children, young people or vulnerable adults you will be

required to supply relevant child protection and safeguarding polices (these should also demonstrate your compliance with DBS requirements). Please include any policy or procedure with your application that you think helps to support it. The Council reserves the right to request additional information as required.

7. Grant Terms and Conditions

If you are successful and you are awarded funding, there will be Terms and Conditions attached to your offer. The standard Terms and Conditions are set out at Appendix 2 of the Guidance Document. Please note that the Council reserves the right to vary them or impose additional Terms and Conditions if they are deemed necessary for a grant offer to be made.

8. Privacy Notice

South Northamptonshire Council (SNC) Community Services Grant Funding Programmes

What are SNC Community Services Grant Funding Programmes?

SNC grant programmes including Community Development Revenue Fund (including Training fund, Talented Performers fund, Listed Building fund and Events fund), Community Development Capital Fund, New Homes Bonus Voluntary Sector, New Homes Bonus Local Community Grant. The grant programmes are open to not-for-profit organisations only and the full application eligibility criteria is published in the associated Guidance Document.

The programmes are not open to individuals or for profit-making commercial enterprises with the exception of the Talented Performers fund and the Listed Building fund that are open to individuals.

Contact details specific to Community Services Grant Funding

If you have any queries that are specific to SNC grants please contact Sarah Burns, Community Funding Officer, sarah.burns@cherwellandsouthnorthants.gov.uk, 01327 322131

How we use your information collected by the Community Services Grant Team

The Council processes applications and makes decisions for the management of community funding programmes, draws up offer letters and associated terms and conditions and project manages the grant claim process and any project monitoring requirements both during and post-project completion. In line with the Terms and Conditions of offer, the grant recipient should display a sticker or plaque acknowledging that the project has received a grant and the Council reserves the right to enter into publicity and press releases with regards to the project.

Who will have access to my personal data?

Council staff and Council Members involved in the grant application, decision-making and project monitoring processes.

What information is processed?

In order to ratify that a grant applicant has a bank account set up in the organisation's name, at the application stage, for bank or building society accounts we record the account holder's

name, the branch address, sort code, account number and signature and the name, address and contact details of the organisation/individual applicant.

Retention period

The Council will retain data for 5 years from the date of receipt of the application and thereafter all personal data to be redacted, leaving the organisation's data only to be retained for a further period of 5 years (up to £1K grant), 21 years (£1K - £20K grant) and 50 years (over £20K grant) to reflect the grant claw back period as set out in the Terms and Conditions of offer. Thereafter once the retention period has expired all documentation shall be securely disposed of by the Council.

Summary of rights

In line with the administration of public funds and for transparency purposes, the Council is required to list the value of the grant, date awarded, grant recipient and project description in the public domain, which will be published on the Council's website.

You have a number of statutory rights that are explained in the "Summary of the data subject's rights" section of our website found under https://www.southnorthants.gov.uk/privacy-and-cookies here you will also find the Council's Privacy Policy.

Alternatively you can request this information by email: informationgovernance@southnorthants.gov.uk

Or by post:

The Information Governance Team

South Northamptonshire Council

The Forum

Moat Lane

Towcester

Northamptonshire

NN12 6AD

9. Declaration

This section can only be completed by an authorised signatory of your organisation.

I/We hereby confirm that I/we have read and understand the grant terms, conditions and the requisite processes as contained within the Guidance Document, and that the information contained within this form is accurate.

By completing and signing this form, I give consent for my information to be processed in accordance with the purposes set out in this document.

Signature			
Jean Morgan	***************************************	 	
Name			

Jean	
Morgan	
•	-
Date	
26 February	
2019	

Project Title	Stay & Play (Brackley)							
Name	Jean Morgan							
Role	Chair, Board of Trustees							
Organisation	Home Start Daventry & South Northants							
Date	26 th February 2019							
I confirm I have read: (please tick to confirm)	Community Grants Guidance Document • Terms & Conditions • Claims Guidance (Grant guidance document Appendices 2 & 3)							
Privacy Policy	By completing and signing this form, I give consent for my information to be processed in accordance with the purposes set out in this document.							
Signature (please insert your signature) (authorised approver)	Applicable to applicant organisations that do not have a Board of Trustees							
Trustee Approval (where applicable)	Applicable only to applicant organisations that have a Board of Trustees By signing this document we confirm that all Trustees are fully aware and fully supportive of the proposed project and the application for a Grant and that they have read and agree the terms and conditions as contained in the SNC Grants Guidance Document. For Trustees, 2 signatures by nominated trustees are required and those 2 trustees must have been authorised by the Board of Trustees to sign the application form for and on behalf of all the trustees.							
Signature (please insert Trustee signature) (Trustees) Please add lines for all Trustees signatures where more	Jean Morgan							

than 2 are	 	<u> </u>	
required.			

If you cannot complete an electronic form, or if there is anything in the terms & conditions, or in the grant claim procedures that you do not understand please contact:

Sarah Burns, Community Funding Officer, on 01327 322131.

Please return your completed form by email to:

grants@southnorthants.gov.uk