



# **Local Improvement Scheme (Capital Fund)**

## **What To Expect If Your Capital Application Is Successful & Frequently Asked Questions (FAQs)**

*(This document relates to the Capital Fund launched in October 2018)*

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# Introduction

This document outlines:

- What to expect if your Local Improvement Scheme application for capital funding is successful (Part A).
- Frequently Asked Questions: FAQs (Part B).

It is strongly recommended that this document is read in conjunction with the '*Local Improvement Scheme (Capital Fund): Information for applicants*' document, which can be downloaded from the Council's webpage: [www.nottinghamshire.gov.uk/lis](http://www.nottinghamshire.gov.uk/lis)

## Part A: What to expect if your capital application is successful

### Award Letter and Agreement

If your application is approved for funding by the Council Committee, you will receive an 'award letter' and Agreement. The award letter will confirm the outcome of your application and list any other information and / or documents\* that the Council needs to receive as a condition of the funding agreement, and before paying the grant. Your award letter will also provide information about getting set up to receive your grant payment.

**\* If you would like to accept the award offer, you will need to submit the following by the date stated on your award letter:**

- Your signed Local Improvement Scheme Agreement.
- A copy of your governing document (with the exception of Parish and Town Councils).
- A copy of your Public Liability Insurance certificate (not the policy itself).
- Health & Safety Policy.
- Equality & Diversity Policy.

Where applicable:

- Permission to use land / buildings from the land / building owner (or permission / consent from VIA Highways), as appropriate.
- Safeguarding Policy for vulnerable adults and / or children & young people (as applicable).
- Any other information and / or documents requested by the Council as a condition of the award.

Please note that organisations in receipt of Local Improvement Scheme funding need to comply with the Council's monitoring requirements and the acknowledgement of financial support and publicity procedure – further information about this is provided in this document.

## Payment

The Council aims to process payments in line with the following schedule:

**Payment 1:** To be made as soon as possible after the agreement start date (aim within 30 working days of the Agreement start date assuming the Council has received from the Organisation, the signed agreement and all other documents / information as requested):

- For awards of £5,000 or more, the Council will pay 75%; and
- For awards of £4,999 or less, the Council will pay 100%.

**Payment 2:** For awards of £5,000 or more, the Council will pay 25% on completion of the project.

### Please note:

- Payments are subject to compliance with the terms and conditions of the funding, (including satisfactory monitoring), and the Council budget.
- Payment(s) will be made directly into the organisation's nominated bank account. The bank account must be in the same name as the Group / Organisation as provided in the application and have two unrelated and authorised signatories. Further information regarding the payment arrangements will be provided to successful applicants.

## Monitoring

Local Improvement Scheme funding is discretionary and is public money. Monitoring helps the Council to demonstrate that the money has been well spent as agreed by elected members. If your group has good governance in place and has carried out the necessary planning to develop the project / asset as outlined in the application, then the monitoring requirements should be straightforward.

As a minimum, all recipients of capital Local Improvement Scheme funding will be asked to:

- Submit invoices and / or receipts to confirm how the Local Improvement Scheme capital funding has been spent within the timeframe as outlined in the application and Agreement.
- Submit a photo of the capital asset 'in-situ'.
- Complete and submit an 'end of project report' using the designated form as provided by the Council to successful applicants (the report questions may be 'online' or in a document).
- Depending on the nature and length of the capital project, organisations may be asked to provide additional monitoring information. For example, if the project is delivered over several months, then the Council may ask for updates on how the project is progressing. The Council will discuss any additional monitoring as appropriate with successful applicants.

- Although organisations are encouraged to use the monitoring process, they should raise any issues / concerns and/or advise the Council of any planned (or actual) changes at the earliest opportunity.
- Please note that the monitoring requirements may be subject to change in order to assist the Council with reporting, audit and / or other requirements.

## **Acknowledgement of financial support and publicity**

- Organisations in receipt of the Local Improvement Scheme funding should acknowledge the support from Nottinghamshire County Council in all written materials including but not limited to press releases, letters, building signage, event invitations and social media.
- Appropriate acknowledgement of Nottinghamshire County Council's support must always be made on building signage and other assets supported by the Local Improvement Scheme.
- To ensure all proposed materials meet the appropriate guidelines, the County Council's Communications and Marketing team should be notified of any proposed building signage, photo calls, project openings and/or relevant promotional events at least four weeks prior to discuss the arrangements. Please send an email with relevant information to: [communications@nottscc.gov.uk](mailto:communications@nottscc.gov.uk). Consideration should also be given for a County Council representative and elected County Councillor(s) to attend on the day of the event, where available.
- Any publicity / press releases concerning the project should be arranged in partnership with the County Council's Communications and Marketing team who will ensure that the publicity / press release is in line with the Council's requirements and support the distribution of publicity / press releases to the media.

## Part B: Frequently Asked Questions (FAQs)

### 1. Can I apply as a partnership and separately?

If an organisation is part of a partnership application, then it should not also apply as an independent organisation for funding to deliver the same project / asset (and vice versa).

### 2. We're a branch of a larger umbrella / national organisation – can we apply?

If you're a branch of - or related to a large organisation that may have some legal responsibility for the work that you do, it is recommended that you discuss your proposed application with the umbrella organisation before applying. If your application is successful, you will need to ensure that your umbrella organisation is aware of this.

### 3. What happens next if our application is successful?

Please read Part A of this document: ['What to expect if your capital application is successful.'](#)

### 4. Our application was successful, however the amount awarded was less than the amount applied for – why was that?

The amount of funding awarded may not necessarily be the same as the amount of funding applied for. This may be due to a range of factors such as:

- Some itemised costs (such as general maintenance), may not be eligible for capital funding.
- Project / asset costs that are considered 'not value for money' when compared to similar projects with similar activities and outputs (i.e. there is information to suggest that the proposed costs could be reduced).
- High competition for funding.

### 5. Our application was successful and the amount awarded was less than the amount applied for – what do we do?

The Local Improvement Scheme is a discretionary, highly competitive funding scheme and funds are limited.

If the amount awarded is less than the amount applied for, it is recommended that groups review their project activities and budget, and consider how the shortfall may be met, e.g. through additional fundraising and / or reducing costs. Organisations may wish to seek advice from an appropriate professional organisation.

## **6. Do we need to provide our annual report / accounts?**

Applicants do not need to submit their annual accounts / report with their Local Improvement Scheme application for capital funding. However, the Council may require further information to help with the assessment process, therefore it is possible that the Council may review the annual report / accounts if available online, or, if not available online, the Council may contact the organisation to request the annual accounts / report.

## **7. What do we need to include in our accounts / annual report?**

It is the organisation's responsibility to ensure that their accounts contain the required information in the appropriate format. Further information / guidance about accounts is available from:

- The Charity Commission: [www.charitycommission.gov.uk](http://www.charitycommission.gov.uk)
- The National Council for Voluntary Organisations (NCVO): [www.ncvo.org.uk](http://www.ncvo.org.uk)
- Your accountant.

## **8. What if our application is unsuccessful?**

The Council will contact you by email if your application is not successful.

## **9. We would like to query why our application was not successful – how do we do this?**

All applications that are not successful will be provided with a summary of the reason(s) why the application was not successful on this occasion. Common reasons why applications are not successful include:

- The application does not adequately demonstrate how it contributes to The Council Plan and the Local Improvement Scheme strategic aims.
- Concerns relating to match funding e.g. the application does not sufficiently demonstrate how the match funding will be secured and / or, there is insufficient 'cash' match funding.
- The project / asset does not address an unmet need.
- The project / asset carries a higher risk than what the Council would be prepared to accept.
- Concerns relating to governance.
- The project / asset duplicates and / would be in conflict with another project / asset.
- The application does not meet the Council's minimum standards for Local Improvement Scheme funding.
- Vague and / or incomplete responses to questions.
- The application round was highly competitive and there were other, stronger applications.

**10. Our application was not successful and we are not happy with the feedback – what do we do?**

The Local Improvement Scheme is a discretionary, highly competitive funding scheme and funds are limited. All applications go through a rigorous assessment, moderation and approval process and it is very unlikely that decisions will be over-turned.

If an applicant is not happy with the decision, they should email the Communities Team at [LIS@nottsc.gov.uk](mailto:LIS@nottsc.gov.uk), providing information as to why they are not happy with the outcome.

The Communities Team aim to respond to all queries as soon as possible.

**11. Will there be other opportunities to apply for Local Improvement Scheme funding outside of this round?**

Arrangements for any future Local Improvement Scheme funding will be advertised on the Council's website and through other media. Organisations are encouraged to sign up to the Council's Email Me service to receive email alerts about any future Local Improvement Scheme funding opportunities: <http://www.nottinghamshire.gov.uk/emailme/> (under the sub-heading 'Business and community', check the box next to 'Local Improvement Scheme').

**12. What other funding schemes are available through Nottinghamshire County Council?**

The Council may promote other discretionary funding opportunities via the Council's website and other media. Organisations are encouraged to sign-up to the Council's Email Me service to receive notification of other funding opportunities: <http://www.nottinghamshire.gov.uk/emailme>.

Links to information about funding opportunities from other organisations is available on the Council's Support, Advice and Networking for Voluntary and Community Groups webpage: <http://www.nottinghamshire.gov.uk/council-and-democracy/get-involved/supporting-voluntary-sector/support-advice-networking>.