



Local Improvement Scheme Capital Fund 2020 - 21

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

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Introduction

This document relates to the Local Improvement Scheme Capital Fund 2020-21 and 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.

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 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 (except for Parish and Town Councils);
- A copy of your Public Liability Insurance certificate (not the policy itself);
- Health and Safety Policy;
- Equality and Diversity Policy;
- Safeguarding Policy.

Where applicable:

- Permission to use land or buildings from the owner (or permission / consent from VIA Highways), as appropriate.
- Any other information and/or documents requested by the Council as a condition of the award.

Organisations awarded Local Improvement Scheme funding **must** comply with the Council's monitoring requirements and the acknowledgement of financial support and publicity procedure as part of the terms and conditions of the funding Agreement.

The monitoring requirements, acknowledgement of financial support, and publicity procedure are also summarised 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 both parties have signed the Agreement and the organisation has submitted 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 receipt of evidence of project completion (i.e. invoices and a photo or video clip of the asset in situ).

Please note:

- Local Improvement Scheme grant awards are in principle – i.e. grant awards are subject to compliance with the terms and conditions of the funding, (including satisfactory monitoring and acknowledgement of financial support and publicity), and subject to 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.
- If an organisation *can* reclaim VAT, then the Local Improvement Scheme grant would *not* be expected to contribute towards the VAT amount for a project, as it can be claimed back by the organisation (see example 1, below).
- If an organisation *cannot* reclaim VAT, then the Local Improvement Scheme grant *would* be expected to contribute towards the VAT amount for a project (see example 2, below).
- It is the organisations' responsibility to confirm to the Council whether or not they can reclaim VAT. Organisations are encouraged to seek professional financial advice if they are unsure about their VAT obligations (either their own financial advisers or they may wish to contact Community Accounting Plus).

Example 1: An organisation that CAN reclaim VAT

Organisation A has applied for a project with a cost excluding VAT (net cost) of £2,000 and £400 worth of VAT, for a total project cost of £2,400. Because Organisation A *can* reclaim their VAT, the County Council would only take into account the net cost of £2,000 when considering how much to award, i.e. a 50% contribution would be £1,000.

Example 2: An organisation that CANNOT reclaim VAT

Organisation B has applied for a project with a cost excluding VAT (net cost) of £2,000 and £400 worth of VAT, for a total project cost of £2,400. Organisation B *cannot* reclaim their VAT, so the County Council would take into account the gross cost of £2,400 when considering how much to award, i.e. a 50% contribution would be £1,200.

Acknowledgement of financial support and publicity

- Organisations in receipt of the Local Improvement Scheme funding must 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.
- **Successful applicants will be required to agree with the County Council's Communications & Marketing Team a timeline for any publicity events or media releases from the start to the end of the project, who will also ensure that the relevant Council Members receive at least 8 weeks' notice of any major publicity events that they may wish to attend.** The extent of publicity required will depend on the scale and nature of the project. Communications & Marketing officers will advise organisations accordingly.
- Any publicity concerning the project (including press releases) should be arranged in partnership with the County Council's Communications and Marketing Team, who will ensure that the publicity is in line with the Council's requirements and support with distribution to the media.

Monitoring and completion of projects

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, on completion of the Local Improvement Scheme-funded project, organisations will be asked to:

- Submit invoices and/or receipts to confirm the total cost of the project and how the Local Improvement Scheme capital funding has been spent within the timeframe as outlined in the application and Agreement. Organisations must also confirm whether they are able to claim back any VAT for amounts paid on receipts or as stated on the invoice(s).
- Submit a photo (or video clip) of the capital asset 'in-situ'.
- 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.
- Organisations should raise any issues or concerns and advise the Council of any planned changes to the Local Improvement Scheme project at the earliest opportunity.
- Please note that the monitoring requirements may change to assist the Council with reporting, audit or other requirements.

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?

As a national charity (or local branch thereof) you would need to demonstrate that the funding is being spent solely in Nottinghamshire and/or for the benefit of the residents of Nottinghamshire.

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

The Local Improvement Scheme is a discretionary, highly competitive funding scheme. Therefore, funds are limited, and funding awards are decided by elected Members.

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, for example:

- 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.

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.

4. What if our application is unsuccessful?

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

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

All applicants who are not successful on this occasion will be provided with a summary of the reason(s) why the application was not successful. 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, or there is insufficient 'cash' match funding when considering the total project cost;
- The project / asset does not address an unmet need;

- There is insufficient information to show that there is community support for the proposed project / asset;
- Concerns relating to governance;
- The project / asset carries a higher risk than the Council would be prepared to accept;
- The project / asset duplicates and/or would conflict with another project / asset;
- The application does not meet the Council's minimum standards for Local Improvement Scheme funding;
- Vague or incomplete responses to questions;
- The application round was highly competitive and there were other, stronger applications.

6. 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. Funding decisions are made by elected Members 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 detailing why they are not happy with the outcome.

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

7. 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/>.

8. 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>.