



Our Space Capital Grant Criteria

Eligibility (“Must”) Criteria of Applicants

All grant applications must be;

- a voluntary, community, social enterprise or youth sector organisation
- spend the grant on a building or facility that is located or delivers activities within the boundaries of Kirklees
- All grant applicants must be Grant Access Point (GAP) registered. GAP is the Council’s *due diligence* mechanism for voluntary and community groups. Registration is carried out by the Third Sector Team and lasts for 3 years. If you are not Grant Access Point registered please contact [Register with the Grants Access Point | Kirklees Council](#)

Applications from education or religious settings must be for the primary purpose of open access community use and not limited to members of the organisation.

Capital Grant Criteria

1. Each application will be assessed against the relevant Councils key outcomes for children and young people set out below;

Children have the best start in life

- Improve the number of places for young people to go
- Transform the way we support children & families with SEND

Children and Young Peoples Plan 2020-23

All children and young people in Kirklees have the best start in life and are nurtured and supported to achieve their potential. Our ambitions for Kirklees children are;

- To be healthy and valued in our community
- To aspire, to achieve and to enjoy childhood
- To feel safe - in a loving, secure family and a strong, cohesive community
- To live in a decent home, with enough money

The Youth Development Board Outcomes

Children & Young People to have access to good quality activities, services, and opportunities that promote good physical and emotional health and wellbeing

- All Children and Young People will be able to participate in the community offer
- Activities for Children and Young People are coordinated locally

All Children & Young People have the confidence, skills, and good access to make the most of available opportunities

- Children and young people can gain appropriate skills for life

Organisations working with Children & Young People can identify potential risks and the appropriate support needed

- Activities for Children and Young People are coordinated locally
- Those working with Children and Young People access quality training they need to ensure they achieve good outcomes.
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Children & Young People feel safe in strong cohesive communities and make meaningful contributions to them

- Children and Young People are committed to an equitable, diverse, and inclusive Kirklees
- Children and Young People are safer because of the support they receive

2. Each application will be judged against other applications for funding in that locality to ensure the capital funding is invested fairly across Kirklees. Priority will be given to areas of deprivation, and areas where there is a lack of children and young people's provision.

3. Each application will be judged against what children and young people tell us is most important to them, and the observations of the Families Together - Area Partnerships and relevant elected members.

4. Each application will be judged by the benefits and difference the investment will make to the quality of provision you currently offer as stated in your application form.

5. A single grant award must be over £10,000 but not exceed £75,000. An organisation may submit more than one application if they have a number of youth services and partnership applications from small organisations are acceptable.

6. The grant (including VAT if not recoverable) may meet the full costs of a project, or it may be a contribution or match funding from another source of funding, internal or external to the supported organisation.

7. The grant must be spent on the agreed expenditure set out in the application form and be within the definition of capital purposes and may not be used for any other items, even if they would pass the definition of capital expenditure.

8. Any awarded capital grant funding that is underspent must be returned to the Council. Any awarded capital grant not spent within the timescales stated may be recovered by the Council.

9. All applicants must demonstrate compliance with all Council rules as regards to; child protection, safeguarding policy, being a safe place, equality of opportunity, non-discriminatory practices, and insurance.

10. All applicants must provide full financial accounts information on their current and previous years to demonstrate your organisation is financially viable and not in debt, or at

risk of closure / being insolvent. Organisations that owe money or are at risk of closure / being insolvent will be excluded.

11. All applicants will be required to use a competitive quotation process (minimum of 3 quotes) for building works of any value, and an independent architect or surveyor to assist the design and construction process (the costs of which are eligible for grant support).

12. Any proposal to acquire other assets will require a competitive process, the details of which should be included as part of your proposal and will be a feature of any grant approval.

13. Projects must not commence until a formal grant award letter has been issued by the Council and accepted. Grants will be released on a staged payment basis as set out in grant award letter and the capital grant agreement. The grant panel must be informed of any delays to the agreed delivery timescale of the project.

14. All grants must comply with the following;

(a) The project as approved must be delivered. The applicant cannot make any substantial variation to the project without the written approval of the grant panel.

(b) The amount of grant is fixed and will not be increased.

(c) Where the Council is making a partial contribution alongside other grant funders, the share is the same proportion as the initial grant offer. For example; If the grant agreed for a £30k project is £20k Council funds and £10k other funding, the Council share is 67%. If the actual project cost is £24K the Council will contribute 67% as agreed, which would be £16K. If the actual final cost is £35k, the Council will still only contribute £20k as the agreed maximum.

15. All successful applicants will produce and promptly submit to the Council full evidenced documentation supporting all payments at the end of the project. They must answer all reasonable questions asked by the Council as a part of this process. The grant will be repayable in part or in whole if these criteria are not fulfilled.

16. All successful applicant will produce evidence of the achievement of any objectives. All applicants must provide evidence of achieving targets/delivery timeline.

17. Grants must comply with capital grant rules and will not be made for small or individual loose items (e.g. laptop computers or tablets, minor items of sports equipment (e.g. cricket bats and pads) or loose kitchen equipment (e.g. pans). Grant assistance could be given to a major item of equipment, for example an electronic mixing studio, a full set of fixed or semi fixed equipment (e.g. Trampoline, climbing frames, or kitchen refurbishment).

18. New vehicles may be supported, but repairs or refurbishment of an existing vehicle will not be supported. Any application for a vehicle will need to be accompanied by evidence of an ability to meet all ongoing operating costs of the vehicle, such as fuel, maintenance, insurance, tax, etc. and provision for replacement of key components and or the vehicle itself.

19. New buildings, extensions, refurbishment and improvements are permitted, including all incidental costs such as redecorating. However, day to day repairs cannot be supported.

20. Building work will only be supported where the applicant can demonstrate that they have a freehold or long term leasehold interest in the property to be improved. Where this is not the case the applicant will need to provide clear evidence of a long term letting agreement, and the landlord will need to agree to the right of the Council to recover funds in certain termination events. The Council cannot justify a capital grant for fixed building improvements if the lease is less than 15 years.

21. All applications will be made in writing, and approval will be given in writing. Successful applicant will be asked to agree compliance with the applicable rules and sign a capital grant agreement.

22. Appeals against the decision made will be restricted to a material error in the process. Additional supporting evidence to the original application will not be considered. An independent person at the Council's Head of Service level, not involved in the panel process will undertake this role.

23. All successful applicants will be expected to complete monitoring forms and a final evaluation report, setting out detailed costings, the outcomes achieved and the difference the capital grant funding has made.

24. If the sum total of all capital grants approved are more than the allocated £1 million pound budget, then the **ranking criteria** below will be used;

1. Priority will be given to applications from areas of deprivation
2. Where there is a lack of provision in a location
3. What children and young people tell us is most important to them
4. The outcomes the applicant / grant will achieve.