



# Salisbury City Council Rent Reductions Policy

Policy Number	Version	Author	Doc No.	PDF No.	Date Published	Review Due	Review Team
tbc	7	SG	tbc	TBC	TBC	July 2024	E, M & G Subcommittee
CS015	6	AS	71176	76977	24 Jul 19	2024	CWG
CS015	4	CM	67623		18 Jul 18	16 Jul 2021	Man
FP006	3	ES	62176	62177	July '16	July '19	Finance
CS015	2	AC	55510		April '16	April '19	Man
CS015	1	AC			Aug '12	Aug '15	Man

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## Information

A grant or subsidy is any payment made or charge waived by SCC to assist an organisation achieve a specific community service or support a community initiative. Salisbury City Council (SCC) supports a range of causes each year within a limited budget.

This document sets out the definition of and procedure of application for Rent Reduction Subsidies for organisations, associations or clubs occupying SCC properties.

### Rent Reduction Subsidy Parameter

- For sports, youth and social clubs that occupy buildings or land owned by SCC

### Areas of Priority

Applications must demonstrate that the organisation, association or club operates for purposes that supports one or more of the following Council strategic aims as shown in [SCC City Plan 2017-2021](#)

- Making Salisbury a better place to live, work and visit
- Helping the community to help themselves
- Improving public open spaces

The Council also aims to

- Deliver community engagement activities to develop our community's self-confidence and resilience, and
- Ensure SCC's work with partners is effective
- Invest in the city's facilities and services

and therefore will support applications which:

- Encourage the development of community spirit
- Help to make our community healthier, through activities and sport
- Encourage initiatives within the community

Applications must also demonstrate value for money.

## **Mandatory Requirements**

Organisations must:

- Exist for charitable, sporting, youth development, community service or social purposes.
- Place any surpluses or profits into reserves, or spend them on pursuing its aims and objectives and ensure they are not paid to shareholders or officials
- Have clear and well defined aims and objectives
- Have officials, a constitution and a set of rules
- Have a bank or building society account which requires at least two signatories and is in the name of the organisation applying for the grant
- Organisations whose income exceeds £25,000 in their financial year will need to provide independently examined or audited accounts
- Be able to provide copies of 3 months most recent back statements
- Have public liability insurance for any events or projects involving third parties
- Have employee liability insurance, if staff are engaged
- **Be able to provide a Safeguarding Policy**
- Have building insurance, if a funding request is to be put towards improving a building
- Provide a registered address for the organisation and a contact name and number

## **Applications that are not usually eligible**

SCC will not accept applications for or from the following:

- General revenue costs (including wages and salaries), except in the case of Medium grants
- Loan repayments, rent, rates, council tax or utilities and insurance costs, except public liability insurance
- Statutory services
- Replacement for statutory funding
- Projects outside of Salisbury, which do not provide significant advantage to Salisbury city residents
- Individuals
- National Charities
- Local groups whose fund raising is sent to central HQ for redistribution
- Organisations who operate at a profit
- Costs of routine maintenance and repair of equipment
- Projects with party political links
- Organisations or projects that discriminate on the grounds of any of the nine protected characteristics: age, disability, gender reassignment, marriage and

civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation

- Projects which do not benefit the residents of Salisbury City
- For buildings that are uninsured
- For projects that compete or conflict with any service, project or event being supported, organised or funded by SCC

Projects already receiving or having received funding within the last twelve months from SCC, except from organisations receiving Rent Reduction subsidy

## **Areas of Priority Requirements**

SCC seeks to provide leadership in the city both now and for the future and is working towards a City that is green and lively, where resident's voices are heard and their wellbeing improved. Full details of the strategic plan can be found here [Strategic Plan 2021 – 2025](#)

## **Rent Reductions Priorities**

Rent reductions holders and new applicants will be asked to evidence the impact of their proposed and continuing activity in relation to SCC's Community Priorities

- Improving People's Wellbeing
- Bringing Communities Together
- Working to celebrate, or improve understanding, of marginalised communities
- Supporting People on Low Incomes
- Improving Access to Active Lifestyles
- Creating a Green City

Successful applicants will be asked to specifically report against a minimum of the priorities they reference in their original application in their annual return in order to secure rent reductions in subsequent years

See SCC's [Strategic Plan 2021 – 25](#) for more details on these priorities

## **Application Process**

**Applicants are to contact the Communities Team to discuss the application process before an application is submitted.**

Telephone: 01722 417100

Email: [bhc@salisburycitycouncil.gov.uk](mailto:bhc@salisburycitycouncil.gov.uk)

## Rent Reduction Subsidy

For sports, youth and social clubs **and community organisations** that occupy buildings or land owned by SCC

The process for **new** applications is as follows:

1. Applicants must complete **a Rent Reduction Application Form (Appendix 1)** and forward it to SCC with the required supporting paperwork.
2. **All applicants** should contact the SCC Communities Manager, to discuss their application and gain support in understanding how their activity connects with the priority areas, before submitting an application.
3. An SCC officer reviews the application against the **Mandatory Requirements**
4. shown above.
5. If the officer believes the application meets these requirements, it will be forwarded to **Events, Markets and Grants Subcommittee**
6. If an application is refused submission to the **Events, Markets and Grants Subcommittee** by the officer, the [Officer Refusal Notice](#) (Appendix 3) will be issued detailing the reason for refusal and initiating the appeal period. Applicants have 30 days from the issue of the Officer Refusal Notice to appeal this decision.
7. Members of the **Events, Markets and Grants Subcommittee** are able to 'Call-in' or override the officer's decision if two or more members of the Subcommittee agree to do so.
8. An appeal can be refused by either the Chairman of the Subcommittee, or the City Clerk or an officer on behalf of the City Clerk
9. Once application is:
  - Progressed by an officer
  - Called-In by the **Events, Markets and Grants Subcommittee**
  - Or is successful on appealthen the application will be submitted to the **Events, Markets and Grants Subcommittee**
10. The **Events, Markets and Grants Subcommittee** shall consider the application. The Chairman may ask the applicant to present their application to the **subcommittee**. If the **Subcommittee** requests further information before it makes its recommendation, the application will be deferred to a future meeting.
11. The **Events, Markets and Grants Subcommittee** has delegated authority from the Community Services Committee consider to Rent Reduction Subsidies. The **Subcommittee** makes recommendations concerning these subsidies to the next meeting of the Community Services Committee. These

recommendations may also be forwarded to members of the Finance and Governance Committee for comment.

12. If successful and the subsidy is agreed by the **Community Services Committee**, applicants will be advised they have 60 days to accept the subsidy and acknowledge any conditions which applied to the subsidy by signing and returning the [Grant Acceptance Form](#) (Appendix 3) sent with the formal offer.
13. All subsidy recipients are required to submit an Annual Return no later than the last day of the 10th month from the date the subsidy was received.
14. The Annual Return will be reviewed by an SCC officer and then will be submitted to the CWG for consideration.
15. If the Annual Return is considered satisfactory by the CWG, then the subsidy will be continue.
16. If the recipients of a Rent Reduction Subsidy:
  - Does not submit an Annual Return OR
  - Submits an unsatisfactory Annual Return OR
  - **Fails to demonstrate activity against a minimum of 2 Areas of Priority OR**
  - **Fails to show they are meeting their stated objectives**

then the Events, Markets and Grants Subcommittee may request additional reports or information, or recommend to the Services Committee that the subsidy be withdrawn.

17. The Subcommittee will refer its decision and any recommendations to the Community Services Committee for approval where appropriate at the next meeting. At the same time the Policy and Resources Committee will be notified of the decisions and recommendations by email and asked to comment in advance of the Services Committee.
18. Applicant is notified of the outcomes after the Services Committee.

## Reasons for application refusal or rejection

Below is a list of potential reasons for an officer refusing/rejecting an application - it is not an exhaustive list but provides key reasons.

- **The application does not meet the mandatory requirements, including planning and reporting against a minimum of 2 areas of priority.**
- The application is not complete.
- Further information requested for an application has not been received in good time and no communication has been received from the applicant.
- The application does not meet with [SCC's Strategic City Plan](#) or the Key [Priorities](#) of the City Council.
- Such an application would set an unfair or unsustainable precedent to future applications of a similar nature.

- The project is too high risk for public funds and/or not good value for money
- The business case/budget, if presented, is considered flawed or unsustainable.
- SCC has awarded the allocated annual grant budget in full, and there are no identified reserves/contingency which it wishes to use.
- Any other relevant reason(s) which are considered significant to warrant refusal to safeguard SCC and local public funds.
- An application will be automatically refused with no right of appeal right if it is an application for the same or similar to a previously refused application and been submitted within 12 months following the refusal (same applicant/organisation etc.).

### **Improvement Periods in lieu of refusal or rejection**

If Events, Markets and Grants Subcommittee finds that an organisation, association or club currently in receipt of a rent reduction

- Submits an unsatisfactory Annual Return OR
- Fails to demonstrate activity against a minimum of 2 Areas of Priority OR
- Fails to show they are meeting their stated objectives

A 3 to 6 month improvement period may be instated.

Events, Markets and Grants Subcommittee will set out the terms of improvement and a set of new aims and objectives for this period will be agreed between the organisation and the SCC Communities Manager

An Improvement period report will be required at the end of this period and the Events, Markets and Grants Subcommittee will then make a decision on refusal, amendment or continuation of the rent reduction at the next available meeting.

If a refusal is issued an Officer Refusal Notice will be issued.

If an amendment to the level of rent reduction is made an Officer Amendment Notice will be issued

### **Appeals Procedure**

The appeals procedure is only available to applicants in the initial stages of the process when an officer has issued an **Officer Refusal Notice** or an **Officer Amendment Notice**. The applicant has 30 days from the Date of the Notice to appeal.

To appeal the applicant needs to do the following:

- Response in full to any observations made to the satisfaction of the officer and provide information required.
- Set out why the appeal should be agreed

The Officer will submit valid appeals to the Chairman of the **Events, Markets and Grants Subcommittee**/Finance and Governance Committee for approval to grant the appeal and so progress the application to Committee or Sub-Committee, OR to refuse the appeal.

If an application:-

- Is unsuccessful
- Is not called in
- Is refused on appeal
- Is not appealed within the deadline set or
- Has been turned down by members at a previous meeting or
- A grant or Rent Reduction Subsidy has been withdrawn

the applicant cannot re-apply for the same or similar project/grant for a period of not less than 12 months from the date expiration of the 30 days appeal deadline or date of the final decision notice from an officer, the Events, Markets and Grants Subcommittee, or the F&G Committee.

If a grant be re-applied for which is a similar or same request to that which is under the 12 month embargo, it will be automatically refused.

### Further Information

1. It is a condition of any subsidy application that the group or project must bring direct benefit to the residents of Salisbury. All applications must clearly demonstrate how this will be achieved in their application form **and annual return.**
2. **It is a condition of any rent reduction that the organisation, association or club is able to demonstrate plans to deliver activity that supports a minimum of 2 of the Rent Reduction Priority Areas.**
3. Application forms **must** be submitted along with the latest set of the group's accounts which must include full details concerning the organisation's reserves if held. It is important that all questions on the application form are fully answered and that any appropriate additional information, which supports an application, is provided at the time of the submission.
4. Applications from religious & faith groups will be considered where a clear benefit to the wider community of Salisbury can be demonstrated, irrespective of their religious beliefs. Compliance with this requirement will need to be demonstrated throughout the project.
5. **Subsidy cost savings are intended to enable the organisation to deliver activity that supports SCC's Rent Reduction Priority Areas.**
6. Although SCC's Community Team will support applicants, the administration of and accounting for any grant or subsidy shall be the responsibility of the recipient.

7. SCC reserves the right to request any further information that it deems necessary to assist the decision making process.
8. Awards may be subject to additional conditions and requirements as deemed appropriate by the Events, Markets and Grants Subcommittee/F&G Committee.
9. The awarding Committee/Subcommittee may award a proportion of the subsidy requested.
10. Grant application forms are available from the Communities Team or the City Council website.

## Reporting Requirements

New recipients of Rent Reduction Subsidy will be required to report against the Priority Area and Access plans and in their original application.

Current recipients of Rent Reduction Subsidy will be required to set out new Priority Area Plans, Organisational Aims and Access Plans as part of their the annual return and will also report on new Priority Area Plans, Organisational Aims and Access Plans in their previous annual return.

In January each year all rent reduction subsidy recipients **must** meet with the Communities Manager to discuss their annual report and to gain support, as required, in completing a new set of aims and objectives to submit with the annual return.

The Events, Market and Grants Sub-Committee understands that Priority Area Plans, Organisational Aims and Access Plans may change over a 12 month period in response to need, opportunity and challenged. Reports should also include any narrative around reasons why aims and plans have changed over the 12 month period

## Banking Arrangements

The organisation should have a bank account in its own name with at least two authorised representatives required to sign each cheque. Grant payments will be made by BACS.

## Deadlines/Timelines

### Successful Grants

Subject to relevant conditions being in place, successful applicants have 60 days to accept the grant and request the release of the funds before it is automatically re-allocated. An extension can be requested, but this is usually only granted for larger/capital projects. If the funds are automatically re-allocated after 2 months, then the applicant would need to re-apply for the grant, as well as submitting reasons for

not drawing down funds within the 60 days/extended time. There is no guarantee that such applications will be successful

### **Reporting**

Annual returns must be submitted by the 31<sup>st</sup> of January annually and rent reductions will be granted or refused by 31<sup>st</sup> March

### **Annual Meeting – Communities Manager**

In January each year all rent reduction subsidy recipients **must** meet with the Communities Manager to discuss their annual report and to gain support, as required, in completing a new set of aims and objectives to submit with the annual return.

### **Notice of Officer Refusal**

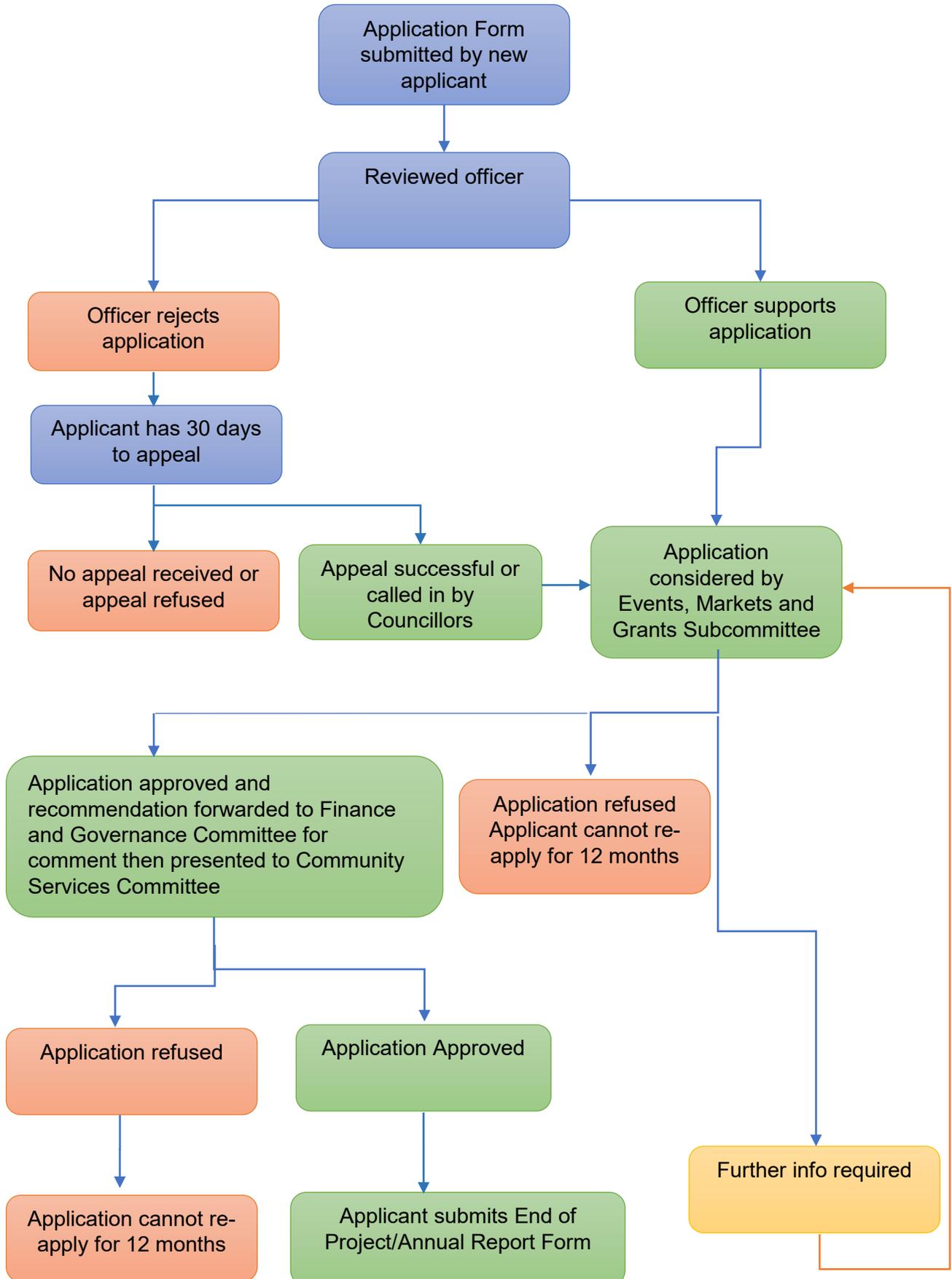
The applicant has 30 days from the date of the Refusal Notice to appeal or for a councillor to call-in the application to a future Sub-Committee/F&G Committee meeting

### **Application refused by **Events, Markets and Grants Subcommittee** or F&G Committee**

Applicants cannot re-apply for 12 months from the date of the Events, Markets and Grants Sub-Committee or Finance & Governance Committee meeting at which refusal was agreed.

## Flow chart for Rent Reduction Scheme (New applications and Annual Reports)

*For sports, youth and social clubs that are occupy buildings or land owned by SCC*



Appendix 1 – Ren Reduction Application Form



**Rent Reduction Application Form**

Do you have a safeguarding policy and all relevant insurances in place?

(please ✓)

Contact Name:		
Position:		
Organisation:		
Contact Address:		
Telephone Number:		
Email:		
Status of Organisation:		
Charity/Company number if (if applicable)	Charity No:	
	Company No:	
What geographical area does your organisation cover?		
How long has your organisation been in existence? (Please ✓)	Less than one year	
	Between one and five years	
	More than five years	

**Please be aware that the applicant may be required to present information to support this application to the Events, Markets and Grants Subcommittee**

**If you have any specific communication needs, tell us what they are**

Text phone       Sign language       other language

(please specify)

Other

## 1. Organisation Background

<b>Have you applied for or received a grant/subsidy from SCC in the last <u>5 years</u>?</b>  (Please list – continue on a separate sheet if necessary)	<b>Date Applied</b>	<b>Project</b>	<b>Amount Applied for</b>	<b>Were you successful</b>
<b>What are the aims and objectives of your organisation</b>				
<b>What are the main activities of your organisation?</b>  <i>If you are a new group describe the services/activities you plan to provide</i>				
<b>Please demonstrate your organisation's commitment to equal opportunities</b>  (please enclose any relevant policies)				

## 2. Your Activity

<b>Please outline the core activity undertaken by your organisation for the benefit of the community</b>	
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<p>i.e. regular activities, core services and partnership work</p>	
<p><b>Who will benefit from your work in the next 12 months?</b></p> <p><i>Please tell us about your participant groups including ages, needs and any relevant information about particular barriers to participation,</i></p>	
<p><b>What evidence do you have that your work is meeting the needs of the community?</b></p> <p><i>Please share feedback from current members/beneficiaries/users. Include membership or current beneficiary numbers and any evidence of need you have gathered.</i></p>	
<p><b>What support have you received for this application?</b></p> <p><i>Please tell us about any expressions of support you have received from outside your organisation</i></p>	

**AIMS/OBJECTIVES FOR 2021/2022**

**Recipients of Rent Reduction Subsidies from Salisbury City Council are required to report to us each year on the benefit your organisation brings to the community. Your aims should be written with input and feedback from the SCC Communities Manager. Your Objective areas should include a minimum 2 of our community priorities and the SCC communities Manager can support you in identifying where your work does or can connect with these priorities.**

improving People's Wellbeing  
 bringing Communities Together  
 working to celebrate, or improve understanding, of marginalised communities  
 supporting People on Low Incomes  
 improving Access to Active Lifestyles  
 creating a Green City

Please select the relevant priorities and outline how your planned activity in the next 12 months supports these priorities

**PRIORITY AREA 1 -**

**What do you plan to accomplish? Please give specific details on this objective.**  
Who, What, When, Where, Why, Is there a cost involved?

**How will you measure the progress?**

**PRIORITY AREA 2-**

**What do you plan to accomplish? Please give specific details on this objective.**  
Who, What, When, Where, Why, Is there a cost involved?

**How will you measure the progress?**

**PRIORITY AREA 3 –**

**What do you plan to accomplish? Please give specific details on this objective.**  
Who, What, When, Where, Why, Is there a cost involved?

**How will you measure the progress?**

**Please also outline your own organisational aims and objectives for the development and sustainability of the work you do for the benefit of the community in the next 12 months. These could include some of the following areas**

**Governance**

**Membership/Participant Numbers**

**Partnership Work**

**Diverse funding**

#### **Access Plan**

**Recipients of Rent Reduction Subsidies from Salisbury City Council are expected to actively consider the access needs of and barriers experienced by the wider community who may benefit from their work.**

**In this section we ask you to outline what your organisation does, or plans to do to ensure that these needs are considered and that work is ongoing to overcome barriers to participation.**

**These could include, where relevant, consideration of some of the following**

**Low incomes**

**Disability or Neurodiversity**

**Age ( any groups with lower levels of participation)**

**Gender**

**LGBTQ+ identity**

**Race**

**Religion**

**Access to transport**

**You will also be asked to report against these aims.**

**Please outline activity you plan to undertake in the next 12 months which will enable access to opportunities at your site**

<p><b>How will you measure the progress?</b></p>	
<p><b>What arrangements do you have in place to ensure safeguarding of children and young people</b></p> <p><i>Applicable only if your project involves working with this client group</i></p>	
<p><b>What are the main risks for the success of your plans for delivery of your core activity and the plans outlined above in the next 12 months.</b></p>	
<p><b>If your organisation/group has financial reserves, what is the value of these reserves and for what purpose are they held?</b></p>	

**3.2 Please list any specific activities or purchased which the Rent Reduction subsidy will enable**

<b>Item</b>	<b>Cost</b>	<b>Beneficiaries/Impacts</b>

**4.0 Further information enclosed Checklist**

	<b>Enclosed (please ✓)</b>
<b>A copy of your organisations bank statements for the previous three months</b> (mandatory)	
<b>Copies of all <u>relevant</u> Employer’s, Building &amp; Public Liability Insurance Certificate if appropriate</b> (mandatory)	
<b>A copy of your constitution and articles of association</b> (or similar documents if the above do not exist, showing the organisations status)	
<b>A copy of your organisations latest set of accounting statements</b> (if any exist)	
<b>Safeguarding Policy</b>	
<b>Copies of any letters of support for your project</b>	
<b>Other</b> (please list)	

If any of the above documents have not been enclosed, please give reasons why in the box below:

Please confirm that the bank account from which this project is funded is in the name of the organisation and that 2 authorised representatives are required to authorise payments

## Declaration by the applicant

I/we declare that, to the best of my /our belief, the information on this application form and in any enclosed supporting documentation is correct

I/we declare that, I/we have read the City Council's Grant Policy and believe to the best of my/our knowledge, that we meet the criteria set out by the Policy

I/we accept the following:

- I. That any false information we provide, even if provided in good faith, may lead to the withdrawal of the grant offered,
- II. That for applications of £1000 or more, a presentation is required by the applicant(s) to the City Council. This will be arranged prior to any meeting by the City Council Active Communities Team
- III. That any grant offered will be used only for the purpose set out in this application and
- IV. That we will provide reports on progress at the request of the City Council
- V. That should any grant offered, not be used in accordance with the terms and conditions set out by the City Council, I/we undertake on behalf of the organisation to repay the outstanding amount to the City Council on demand

Please be aware that the decision as to whether you have been successful in your application will be communicated to you shortly after the relevant council meeting

<b>Signed :</b>		
<b>Name(s):</b>		
<b>Position(s):</b>		
<b>Date:</b>		

***SCC will not sell or rent your personally identifiable information to anyone, or use the data for any other purpose incompatible with the purpose for which it was originally collected (Medium Grants Application).***

***We will only hold your information for as long as necessary for the purposes (a year after the event)***

***I consent for my personal data being held for the purposes listed***

### **Please remember:**

If you have not answered all the relevant questions and sent all the information we require, **we will return your application to you and this will cause a delay.**

Please send your application to:

Communities Team, SCC, Bemerton Heath Centre, 58-60 Pinewood Way,  
Salisbury, SP2 9HU

Appendix 2 - Grant Application – Officer Refusal Notice

**Grant Application – Officer Refusal Notice**

<b>Application received from:</b>	
<b>Organisation Name</b>	
<b>Name of Project</b>	
<b>Date of Refusal Notice</b>	

Your grant application has been assessed by the Communities Manager and has been refused on the grounds selected below:

	✓
The application does not meet the mandatory requirements	
The application is not complete.	
Further information requested for an application has not been received in good time and no communication has been received from the applicant.	
The application does not meet with SCC’s Strategic City Plan or the Community Priorities of the City Council.	
Such an application would set an unfair or unsustainable precedent to future applications of a similar nature.	
The project is too high risk for public funds and/or not good value for money	
The business case/budget, if presented, is considered flawed or unsustainable.	
SCC has awarded the allocated annual grants budget if full, and there are no identified reserves/contingency which it wishes to use.	
Any other relevant reason(s) which are considered significant to warrant refusal to safeguard SCC and local public funds.	
*An application will be automatically refused with no right of appeal right if it is an application for the same or similar to a previously refused application and been submitted within 12 months following the refusal (same applicant/organisation etc.).	

The application has been refused on these grounds because:

You have 30 days from the date of this notice to submit an appeal  
 \*Except in the case of automatic refusal where there is no right of appeal

Signed:	Sarah Gregson Communities Manager
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### Appendix 3 Grant Application – Officer Amendment Notice

<b>Application received from:</b>	
<b>Organisation Name</b>	
<b>Date of Refusal Notice</b>	

Your grant application has been assessed by the Active Communities Manager and has been amended on the grounds selected below:

	✓
The application does not meet the <a href="#">mandatory requirements</a>	
The application is not complete.	
Further information requested for an application has not been received in good time and no communication has been received from the applicant.	
The application does not meet with <a href="#">SCC's Strategic City Plan</a> or the Key <a href="#">Priorities</a> of the City Council.	
Such an application would set an unfair or unsustainable precedent to future applications of a similar nature.	
The project is too high risk for public funds and/or not good value for money	
The business case/budget, if presented, is considered flawed or unsustainable.	
SCC has awarded the allocated annual grants budget if full, and there are no identified reserves/contingency which it wishes to use.	
Any other relevant reason(s) which are considered significant to warrant refusal to safeguard SCC and local public funds.	
*An application will be automatically refused with no right of appeal right if it is an application for the same or similar to a previously refused application and been submitted within 12 months following the refusal (same applicant/organisation etc.).	

The application has been granted an amended subsidy level on these grounds	
New Rent Reduction Subsidy Level	£

You have 30 days from the date of this notice to submit an appeal  
 \*Except in the case of automatic refusal where there is no right of appeal

Signed:	Sarah Gregson Communities Manager
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### Appendix 3

Appendix 4 - Grant/Subsidy Acceptance Form

**SCC COMMUNITY GRANT FUND SCHEME  
Grant/Subsidy Acceptance Form**

**Name of project:**

**Amount of grant/subsidy:**

**Decision: The \* Events, Markets and Grants Subcommittee /Service Committee/Finance and Governance Committee\* has agreed to fund the bid.**  
*(\* delete as appropriate)*

**The following conditions apply to this award:**

**Reporting Deadline:  
(Annual returns form will accompany this letter)**

*(To be completed by Communities Manager/City Clerk appropriate)*

I accept the grant on the terms as offered

Signed ..... Date .....

Name of Group/Organisations:  
(BLOCK CAPITALS) .....

Position/Representing .....

Address .....

..... Postcode.....

Telephone .....

Email .....

Please provide bank details for the account into which SCC will pay this grant.  
(If you require a cheque please let us know who to make the cheque payable to)

Cheque  BACS transfer

Account Name: .....

Account Number: .....

Sort Code: .....

Please return completed form to:

**Grants - SCC, The Guildhall, Salisbury SP1 1JH or  
grants@salisburycitycouncil.gov.u**

## Appendix 5 -Annual Report Form

### Annual Report/End of Project Monitoring Form



#### What is this form for?

This form is to enable you to describe what you've achieved through your work, by this we mean the activities, services or facilities you have been able to provide by being awarded a Medium Grant, or relief from your rent via the Rent Reduction Scheme, as detailed in your application

Please complete the whole form and send to:

Communities Manager  
 SCC  
 Bemerton Heath Centre  
 Pinewood Way  
 Salisbury  
 SP2 9HU

**Date by which completed form  
 must be received by SCC:**

**INSERT DATE**

<b>Organisation Name</b>	
<b>Project Name</b>	
<b>Telephone Number</b>	
<b>Contact Name</b>	
<b>Email Address</b>	
<b>Details of award/subsidy</b>	£

**Agreed changes/benefits/objectives for the year (from application) Add rows as appropriate**

<b>SCC Community Priority Areas</b>	
improving People's Wellbeing	Supporting People on Low Incomes
Bringing Communities Together	Improving Access to Active Lifestyles
Working to celebrate, or improve	Maintaining a Green City
Understanding, of marginalised communities	

<b>Priority Area Aim and Objectives</b> Please refer to your application or last year's monitoring form.	Describe how these aims and objectives were met/delivered including actual outputs, evaluation and feedback Please include any evidence available  Add rows as required
---	---

1.		
2.		
2		
<b>Organisational Aims and Objectives</b> Please refer to your application or last year's monitoring form		Describe how your activity delivered impact against these priority areas including actual outputs, evaluation and feedback  Please include any evidence.
1.		
2.		
3		
4.		

**Access Plan Reporting**

In your application or last year's reporting form you outlined activity you planned to undertake in the next 12 months which would enable access to opportunities at your site.

Please report on the success of these activities referring to participants numbers, actions completed or policies put in place. (add rows as required)

<b>1</b>		
<b>2</b>		

<b>Can you confirm that the whole of the rent reduction was used to enable community benefit</b>	Yes/No <i>(please be aware that if the answer is NO, the remaining balance may need to be repaid)</i>
<b>If you have answered please explain why</b>	

**Comment and evaluation**

Use the box below to provide information on any other evaluation and learning you have gained during the course of this year.

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**Were there any changes/benefits you were not expecting? (include here any results that were in addition to your original aims, or difficulties/challenges experienced)**

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**What will you take from the changes/benefits to plan or develop for the future**

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Signed:	Position:	Date:
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***Please return this form along with your accounts, invoices and receipts to:  
Communities Manager, SCC, Bemerton Heath Centre, Pinewood Way, Salisbury SP2  
9HU***

**Aims and Objectives for the next Financial Year**

Please outline your aims and objectives with reference to the SC community priorities, followed by your own organisational aims and objectives for community benefit, for the next financial year.

<b>SCC Great Priority Areas</b>	
Improving People's Wellbeing Bringing Communities Together Working to celebrate, or improve Understanding, of marginalised communities	Supporting People on Low Incomes Improving Access to Active Lifestyles Creating a Green City

<b>Priority Area Aim and Objectives</b>		Describe your planned activity related to a minimum of 2 community priority areas above.
1.		
2.		
3.		
<b>Organisational Aims and Objectives</b>		
Describe your planned activity related to a minimum of 2 community priority areas above. (Add rows as required)		
1.		
2.		

<b>3</b>	
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<b>Publicity</b>	
<b>Organisation Name</b>	
<p><b>COMMENTS</b>            It would be helpful if you could provide us with a quote we can use on what the award has meant to your organisation or to the people that you project/organisation helps in accordance with the changes/benefits you have reported. (Please keep this to a maximum of 50 words)</p>	
<p>This has been written by:</p> <p>Name.....Position .....</p> <p>(Capitals please) (E.g. Committee Member, Client, Helper etc.)</p>	
<p><b>PHOTOGRAPHS</b></p> <p>Do you have a photograph that is suitable for inclusion in our Annual Report or similar publication            Yes/No - if yes please send it via email to <a href="mailto:BHC@salisburycitycouncil.gov.uk">BHC@salisburycitycouncil.gov.uk</a> with your organisation name and details of the activity etc.</p> <p>If NO, would you be agreeable if we were able to arranged for a photographer to visit</p>	

Yes/No

If you are agreeable, the following information would be helpful

Is there a regular day, time and place that would be convenient? If so please give details:

Alternatively please provide a name and telephone number of the person to contact if we can arrange for a photographer to visit

Name:.....

Telephone Number.....

**Monitoring and evaluation guidelines:**

Monitoring and evaluation of your project is not just important to us and our residents, but also to your organisation for future planning purposes and possible funding applications.

Being organised to monitor progress from the outset will help you evaluate your work and most importantly, the difference made to your beneficiaries. Focussing on the changes/benefits your project has achieved will help with your report.

Please take time to familiarise yourself with this form and the information you will be required to supply – ensure everyone knows what is required and when the form is to be returned.

Think about what you said the award would be used for and why. If this was for a small project within your organisation you need to report on the changes/benefits of the project itself, not on those of the organisation as a whole.

Examples could include questionnaires, feedback forms, recorded observation, interviews, and attendance sheets and so on

**Remember – you have signed a contract with SCC**

Non return of the Monitoring and Evaluation form may result in your organisation having to pay Rent to the value of the award unaccounted for and prevent your organisation from applying to the Rent Reduction Scheme in the future.

Here are some general hints and tips regarding managing and returning monitoring on time for any award recipient:

**Monitoring and Evaluation Tips**

Share and pass on the monitoring requirements and form with others in your organisation

Diary return dates for Monitoring and Evaluation forms

(Check with your Salisbury City contact if unsure)

If you are unclear about what is expected ASK!
Put systems and good practices in place to collect quantitative data (things that can be measured numerically) as a matter of course over the award period
Incorporate required monitoring data into feedback forms completed by your users and volunteers
Keep copies of all receipts and invoices
If someone moves in your organisation, hand the requirements over and inform us of the new contact straightaway
If there are changes to, or problems with your planned activities, talk to your SCC contact before your monitoring is due, don't assume you can use the award for other purposes. Regard the exercise as a positive one. Lessons learned from monitoring and evaluation can feed into your future strategic plans and other funding applications
Allow good time for posting the report and take copies of completed monitoring forms for your files before you send them to us
Focus on the changes/benefits achieved through your activities
<b>Do not wait to be reminded or chased for monitoring – it may appear unprofessional, and chasing by SCC puts a strain on administrative resources</b>