

Appendix 2

Appendix AM-G Procedure for determining applications for grants to offset market rent (grants in lieu of rent)

July 2016

Introduction

All applications for grants to offset market rent (grants in lieu of rent) should be made to the Executive Head of Business Services by completing the Application Form attached to this procedure.

The estimated market rent assesses the lease value against other similar leases (i.e. sports leases) across the South Devon area. An estimated market rent will take into account whether the landlord or tenant has the liability for the cost of maintenance and what income generating facilities are at the disposal of the tenant. i.e. a club house & bar, private car parking, etc. The estimated market rent would also reflect the restrictive nature (sports use only user clause) of the lease and the level of the security of tenure.

Applications will be considered for any period up to the next scheduled rent review but that period should not exceed five years. Any grant application below a cumulative value of £25,000 (of foregone income) will be considered and determined by the Council's officers in the form of the Senior Leadership Team. All applications for grants in excess of five years or with a cumulative value of £25,000 or more will be passed to the Council for determination.

The Senior Leadership Team and/or Council will use the criteria set out below when considering an application for a grant to offset market rent (i.e. a grant in lieu of rent).

If a grant is rejected by the Council's Senior Leadership Team then the applicant can take their case to an Appeals Committee made up of Councillors.

The Council will not normally offer grant support to tenant organisations whose activities do not support one or more of the 'Targeted Actions' within the Corporate Plan.

The Council will not normally offer grant support to tenant organisations that are not affiliated to or are a member of a recognised national body/voluntary organisation. This requirement is included to ensure that a tenant organisation has an appropriate constitution with associated rules & regulations. It also means that the tenant would be required to follow best practice in such matters as safeguarding, protecting young children, inclusion and financial probity; it will also help to prevent discrimination and promote equality. Consequently, it is expected that the tenant organisation will have the relevant policies for such matters and can therefore demonstrate a corporate social responsibility.

Tenant organisations will need to supply a set of annual accounts and it may be necessary to supply audited accounts and/or accounts for more than one year. The Council may also request to see a medium term financial forecast to evaluate whether or not the organisation is financially sustainable.

Criteria for assessing applications for grants to offset market rent (grants in lieu of rent)

1. Do the activities or services provided by the tenant organisation contribute to the Council's Corporate Plan?

(The Council will not normally offer grant support to tenant organisations whose activities do not support one or more of the 'Targeted Actions' within the Corporate Plan)
2. Is the tenant organisation affiliated or a member of a national body ?

(The Council will not normally offer grant support to tenant organisations that are not affiliated or are a member of a national body/voluntary organisation. This is to ensure that the tenant organisation has proper oversight and governance at a national level, such that it can follow best practice in such matters as safeguarding, financial probity and equality)
3. How many residents of Torbay benefit from the services provided by the organisation ?
4. What is the level of benefit received by those users of the organisation ?
5. How well does the organisation promote social inclusion ?
6. Would the Council need to provide the services if they were not provided by the organisation ?
7. How much other funding will the organisation be able to access if the Council provides a grant ?
8. What mechanisms are in place for working in partnership with other organisations?
9. How much effort is made towards self-help, especially in the form of local fundraising and grant applications ?
10. How far is the organisation able to become self-supporting over the period of the grant?

Application Form for a grant to offset market rent (grant in lieu of rent)

1. Information about the organisation

1.1 Name of Organisation

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1.2 Address of premises to which the grant will apply

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1.3 Which of the following best describes your organisation ?

- a. Registered Charity
If yes please provide Charity Registration Number:.....
- b. Awaiting Charity Registration
- c. Charitable organisation which is not registered in any way
- d. Company Limited by guarantee
- e. Other (**Please state**):.....

1.4 Is your organisation:

affiliated to a national voluntary organisation ? Yes No

a branch of a national voluntary organisation ? Yes No

If yes to either of these:

Do you have an independent local management committee ? Yes No

Do you produce separate accounts for the local organisation ? Yes No

2. Name and Address of Contact Person

To whom any queries on this application and correspondence should be addressed

2.1 Name of contact.

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2.2 Position held within organisation:

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2.3 Address if different from above.

2.4 Telephone Number

Home:

Work:

Email

3. Grant Information

3.1 Amount of rent due on premises

£		pa
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3.2 Amount of grant requested

£		pa
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3.3 Length of lease

3.4 For how many years would you like a grant ?

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3.5 Please explain why you need a lease of this length

3.6 Have you received, ever received, or do you currently receive, funding from Torbay Council ?..... Yes No

3.7 If Yes,

Year

Amount

Type of grant

What for

£	£	£	

4. Your Organisation

4.1 Please describe the aims of your organisation.

4.2 What services and/or activities will you provide from your premises ?

4.3 Which of the 'Targeted Actions' within the Council's Corporate Plan does the work of your organisation meet ? If you meet more than one please tick appropriate boxes.

- Protecting all children and giving them the best start in life.....
- Working towards a more prosperous Torbay
- Promoting healthy lifestyles across Torbay.....
- Ensuring Torbay remains an attractive and safe place to live and visit
- Protecting and supporting vulnerable adults

4.4 Please explain briefly how your organisation meets the 'Targeted Actions' you have ticked.

4.5 Please describe how your organisation promotes social inclusion (i.e. how does it serve people who are disadvantaged).

4.6 Please give three examples of how your organisation made a difference to the lives of your users in the last 12 months.

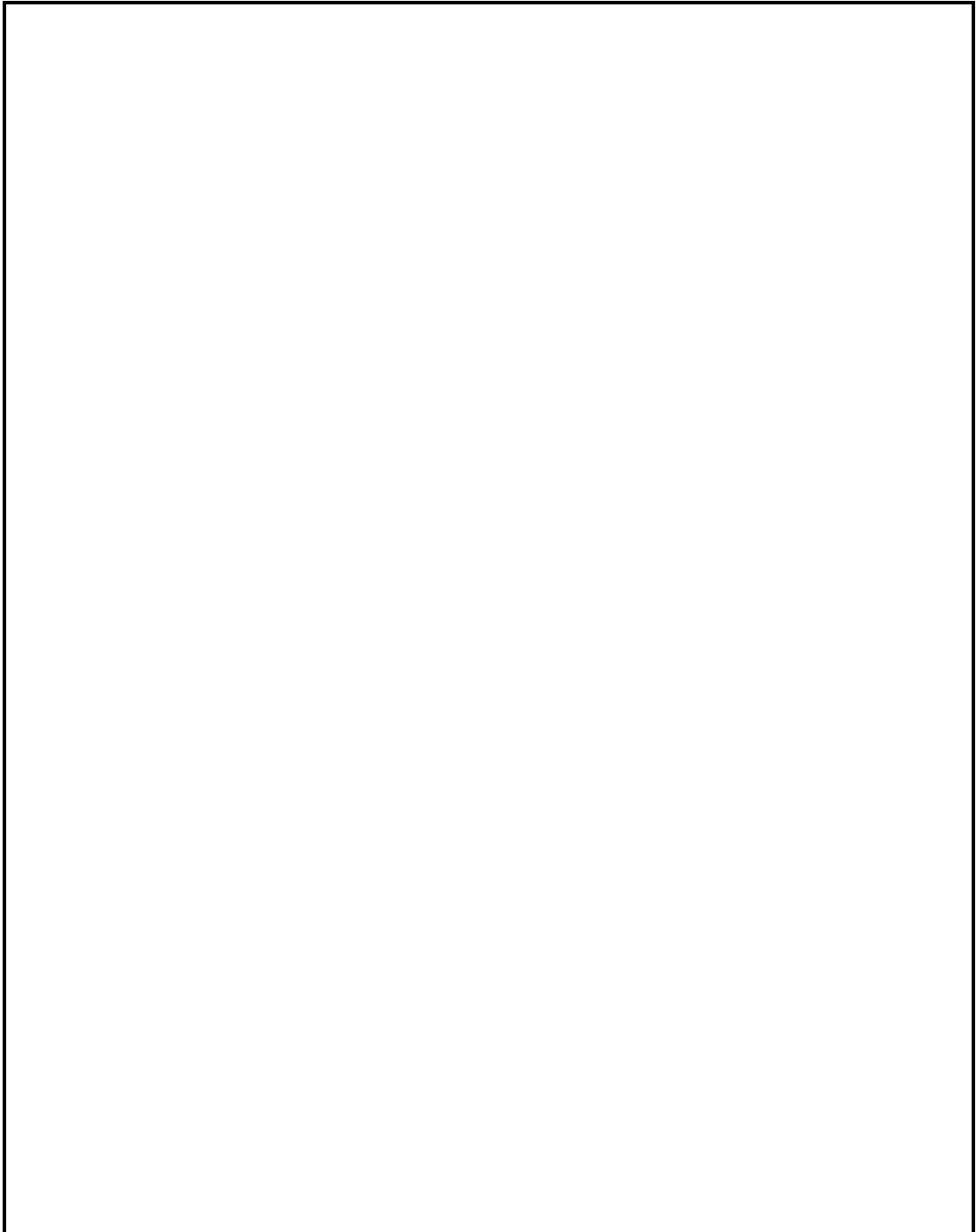
4.7 How many members does your organisation have ?

4.8 How many users did your organisation have last year ?

4.9 How many of your users were residents of Torbay last year ?

4.10 Do you have an equal opportunities policy ?..... Yes No

4.11 Please give examples of how you ensure your service is accessible to all sections of the community.

A large, empty rectangular box with a black border, intended for the user to provide examples of how their service is accessible to all sections of the community.

4.12 Are you aware of any other organisations which also provide similar services or activities in Torbay ? Yes No

If yes, please give brief details, and describe how your organisation liaises or works with these organisations to complement each other and avoid duplication.

5. Financial Information

5.1 Please provide details of your organisation’s income and expenditure last year, your budget for this year and your proposed budget for next year.

INCOME – Source	Last year	This year	Next year
Grants			
:			
:			
:			
:			
Fund-raising			
:			
:			
:			
Earned Income			
:			
:			
:			
Reserves brought forward (do not include fixed assets)			
Other (please specify what they are for)			
TOTAL			

EXPENDITURE – Details	Last year	This year	Next year
Salaries/Staffing			
Premises			
Administration			
Volunteers/Management Committee			
Resources and Training			
Transport			
Other			
TOTAL			

Please provide details of any reserves you had at the end of the last financial year, which were either reserves for a specific purpose (e.g. building fund) or were general reserves (e.g. funds held on deposit at the bank).

5.2 What reserves (excluding fixed assets) were held by your organisation at the end of the last financial year ?

£

5.3 What are these reserves held for ?

5.4 What was the value of your fixed assets at the end of the last financial year ?

£

5.5 What are your plans generating income (including fund raising) or making savings over the period of your lease ?

6. Checklist

If applicable, please enclose with your application a copy of your constitution, your equal opportunities policy, evidence that your organisation is affiliated or a member of a national voluntary organisation/body, your latest annual accounts (audited if possible) and a copy of your most recent annual report.

	Enclosed	Not Produced
Application Form		
Constitution		
Equal Opportunities Policy		
Evidence of membership of a national body		
Annual Accounts for last financial year		
Annual Report for last financial year		

7. Additional Information

Please use this space for any additional information relevant to your application.

8. Declaration

This application has been seen and approved by the organisation's Management Committee and/or officers of the Management Committee. The information contained in this application is correct to the best of my knowledge and belief.

Signed:

Position in Organisation:

Date:

Please return this completed form along with all enclosures to :-

The Executive Head of Business Services
c/o Torquay Harbour Office
Beacon Quay
Torquay
TQ1 2BG