

Award of rent support grants to Cheltenham's Voluntary and Community Sector Organisations occupying buildings owned by Cheltenham Borough Council

Application form

This Assessment Process is for determining the eligibility of rent support grants for properties let by Cheltenham Borough Council to voluntary and community sector groups. *It should be read in conjunction with the updated policy for the award of rent support grants to Cheltenham's Voluntary and Community Sector Organisations*

Our corporate strategy 2016-17 focuses our efforts on three high level outcomes covering the issues that matter most to our residents, businesses and visitors. The outcomes are:

- Cheltenham's environmental quality and heritage is protected, maintained and enhanced
- Sustain and grow Cheltenham's economic and cultural vitality
- People live in strong, safe and healthy communities

Cheltenham Partnerships has agreed an action plan that identifies the most-pressing issues for partnership activity where there is both corroborating evidence and a willingness from partners to work collectively on solutions but also where there is alignment with priorities set at a county level. The four key outcomes are:

- Strengthening the emotional wellbeing and resilience of all Cheltenham residents
- We will work to promote healthy lifestyles across all communities in Cheltenham
- We will work to encourage more people to get actively involved in their communities so that people live in strong and safe communities
- We will work to ensure that everyone has an opportunity to contribute to Cheltenham's economy

We are therefore proposing that the following four outcomes form the basis of our assessment criteria:

- **Cheltenham's environmental quality and heritage is protected, maintained and enhanced**
- **Sustain and grow Cheltenham's economic and cultural vitality**
- **People live in strong and safe communities**
- **We will work to strengthen the emotional and physical wellbeing of all Cheltenham residents**

Rent grants will be determined by the council based upon the appropriateness to which organisations support these outcomes in their application form.

Who is eligible?

Only legally constituted, not-for-profit voluntary and community sector organisations who are occupying one of the Council's buildings on a market rent basis can apply for a rent support grant.

Calculating the Rent Support Grant

The maximum rent support grant that any organisation will be able to apply for will be 80% of their current market rent and that the assessment process will determine the level of grant to be offered up to this maximum and will be staggered incrementally, as follows:

- Meeting one outcome –up to 20% grant
- Meeting two outcomes –up to 40% grant
- Meeting three outcomes –up to 60% grant
- Meeting four outcomes –up to 80% grant

Each outcome is subject to a stepped discount between 0 and 20% depending upon the impact of the defined sub-elements of each outcome.

In addition, the council will scrutinise the applicant's financial standing and make an assessment of the following:

- That the reason for applying for the rent support grant is backed up by the organisation's financial health in that the grant award will support the financial viability of the operation of the building
- That the organisation has reasonable longer-term plans in place to be able to sustain activities being delivered from the building beyond the term of the grant.

The following Assessment Matrix provides a framework for calculating the rent support grant.

Process

The Council's Assessment Panel (comprising a community engagement lead, a commissioning lead and a finance lead) will review each application and make a recommendation to the Director of Resources.

The Director of Resources will then brief the relevant Cabinet Member, who in consultation with other appropriate officers and other Cabinet portfolio holders, to decide whether or not the organisation contributes sufficiently enough to the Council's corporate priorities and those of our partnerships to merit a discount on the rent and what the level of discount should be. A report will be brought to cabinet setting out the reasons for the rental support grant.

What happens afterwards

The council will put in place an annual monitoring process whereby recipients of a rent support grant will submit a monitoring form to explain the activities that have been delivered from the premises. The monitoring information will be reviewed by the Asset Management Working Group that will be able to make recommendations to the Cabinet Member Finance about whether the grant should continue into the next year, or whether the level of rent support grant should be reviewed or withdrawn.

The offer of the rent support grant will be for a maximum term of three years at which point the applicant must re-apply for the grant. The quality and timeliness of previous monitoring information will taken into account, if the applicant wishes to re-apply for a rent support grant.

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Application Form

1. Contact Details

Name of Organisation	
Address	
Telephone	
Email	
Name of Contact Person	
Position in the organisation	

2. Organisational Status Please tick all that apply:

Registered charity <input type="checkbox"/>	Charity number:	
Company Limited by guarantee <input type="checkbox"/>	Company number:	
Charitable Trust <input type="checkbox"/>	Constituted Voluntary organisation	<input type="checkbox"/>
Other (please explain)		
If you are a charity with an income over £5,000, have you registered with the Charity Commission? <div style="display: flex; justify-content: space-between;"> YES / NO If not, we may contact you about this. </div>		

3. About the building you are interested in

Name of Building
Address of Building
What do you propose to use the building for?
What permissions and/or licences do you need to achieve your project and what are your plans / timescale to secure these permissions?

4. About your organisation's finances

Please set out the reasons for applying for the rental subsidy to evidence that the subsidy award will support the financial viability of the building

Please set out evidence that you have reasonable plans in place to be able to sustain activities being delivered from the building beyond the term of the grant
(please include a financial statement for the last financial year along with a projected financial statement for the following financial year

5. About how well the proposed use of the building will deliver our outcomes

Please set out how your proposed use of the building will contribute to each outcome. It is important that you set out a strong argument as to why the council should give you a grant, so please try and be specific about quantifying your impact on the outcomes eg by providing numbers of people that will use the building.

Cheltenham's environmental quality and heritage is protected, maintained and enhanced.

This could include

- Promoting bio-diversity
- Responding to climate change
- Promoting sustainable living
- Protecting and enhancing parks, gardens and open spaces
- Protecting and enhancing the built environment

Sustain and grow Cheltenham's economic and cultural vitality.

This could include:

- Helping people into employment
- Helping businesses to get established
- Supporting cultural activity
- Providing advice and information
- Supporting tourist activities

People live in strong and safe communities.

This could include

- Enabling local residents to meet together and socialise
- Engaging residents in positive social networks
- Enabling local residents to contribute their time and efforts into community activity
- Enabling local residents to feel safer in their communities
- A place for young people to meet and feel safe

We will work to strengthen the emotional and physical wellbeing of all Cheltenham residents

This could include:

- Enabling local people to be active
- Helping local people make healthy lifestyle choices
- Reducing the harm caused by alcohol
- Improving mental health

- Improving health & wellbeing into older age

This part is to be signed by all applicants.

If you are submitting this form by email, please print and send a signed copy (at least a copy of your signature page) in the post to the address on the front of this form.

Declaration and Data Protection Statement

Data Protection Act



I confirm that the organisation/group named in this form has authorised me to sign this application on their behalf.

The information contained in this application is correct, to the best of my knowledge, and I confirm that any grant aid received will be used solely for the purposes specified in the application.

I agree to my name and my organisation's details being held on paper or electronic files.

I understand that the information in this form may be shared with other local funders.

Don't forget to send the following:

A copy of your constitution



A copy of your latest accounts



Signature	
Name of person signing	
Position in Organisation	
Date	