



**THE VALE OF GLAMORGAN COUNCIL**

**COMMUNITY ACTION SELF HELP (C.A.S.H.) SCHEME**

**CONDITIONS AND CRITERIA**

**GENERAL**

- Schemes must be of a capital\* nature that benefit the Town or Community.
- Definition of Capital Expenditure is that it meets the criteria defined in the Statement of Recommended Practice on Local Authority Accounts (SORP), as follows: -
  - (i) the acquisition, reclamation, enhancement or laying out of land;
  - (ii) the acquisition, construction, preparation, enhancement or replacement of roads, buildings and other structures;
  - (iii) the acquisition, installation or replacement of moveable plant or immovable plant, machinery and apparatus, vehicles and vessels;
  - (iv) acquisition or preparation of computer programs to be used for a period of at least one year;

(Enhancement in relation to any asset means the carrying out of works which are intended to substantially increase the useful life or open market value of an asset or the use to which it can be put.)

- Schemes should be publicly visible but not necessarily restricted to schemes of an environmental enhancement nature.
- Town or Community Councils must be legally capable of carrying out the scheme(s).
- Where the proposed works are to be gifted to a third party community organisation eg village hall, the most recent audited final accounts of that organisation must accompany the application.
- The contribution of the Vale Council must be suitably acknowledged by the Town or Community Council or third party beneficiary.
- Assistance will generally not be forthcoming where the scheme / initiative is considered to be part of the Community Council's normal expenditure.

## **TIMING**

- The closing date for grant applications is Friday 30 March 2007.
- All schemes must be completed and all grant monies applied for by 29 February 2008.

## **QUOTATIONS**

- Three written quotations, one of which should be obtained from the Vale Council's Direct Services Organisation, must be obtained for all work to be carried out unless otherwise agreed with The Vale of Glamorgan Council.
- Should the total cost of the scheme exceed £15,000, a formal tendering procedure will be required.

## **TECHNICAL ASSISTANCE**

- Technical assistance in the form of help with technical drawings and technical advice will be available to Town and Community Councils at a cost of 10% of the grant allocation for schemes up to £15,000. Assistance for schemes over £15,000 where the Council is not funding 100%, must be agreed separately with The Vale of Glamorgan Council.

## **LIABILITY FOR WORKS**

- It is the responsibility of the Town and Community Councils to ensure that all works are undertaken in accordance with current health and safety legislation and that sufficient insurance cover is obtained prior to the commencement of works. Further advice on these matters is available from The Vale of Glamorgan Council.

## **FUNDING AND PAYMENTS**

- There will be a ceiling of **£15,000** in the total amount of grant each Town or Community Council is able to receive. This could be one large grant or several smaller grants that in total do not exceed that ceiling.
- The Vale of Glamorgan Council is willing to consider 100% funding of schemes as well as part funding of larger schemes. However, where The Vale of Glamorgan Council is part funding a scheme, release of grant will only be made once the scheme is complete unless otherwise agreed with the Director of Finance & IT before scheme commencement.
- Where The Vale of Glamorgan Council is funding 100% of the scheme, stage releases of grant will be available after 25% of the work is complete on schemes up to £15,000. Where the cost of a scheme exceeds £15,000 and The Vale of Glamorgan Council is not funding 100%, release of grant will only be made on completion of the project unless otherwise agreed with the Director of Finance, ICT & Property in advance of the scheme commencement.
- Release of grant will only be made after technical inspection and financial audit.

- **Release of grant will be made to the Town or Community Council to which the grant was awarded and not direct to their contractors.**  
Any Council that is not able to reclaim its VAT or experiences any other problems with this arrangement are requested to discuss their difficulties in this respect with the Director of Finance & IT.
- All future revenue\*\* expenditure arising from the scheme must be met by the Town or Community Council and no future liability for such costs will be accepted by The Vale of Glamorgan Council.
- Where the grant offered is less than the projects estimated cost the shortfall will need to be funded by the Community Council. If the final cost of the work carried out, for any reason, is less than the estimated cost on which the offer of grant was based, then the grant will be reduced proportionately.

\*\* "Revenue" expenditure is the ongoing maintenance of that scheme.