



Berinsfield Grant Scheme FAQs

Please make sure you have read the [Berinsfield Grant Policy](#) before referring to these FAQs.

How much funding can I apply for?

Eligible organisations can apply for revenue and capital funding. The list of groups eligible to apply can be found on our [Berinsfield Grant Policy](#).

You can apply for a minimum of £500 up to £25,000 **per annum** for a maximum of five years for **revenue funding** (up to £125,000 over five years). We will limit awards to a maximum of 50 per cent of an organisation's total annual running costs in any financial year.

You can apply for a minimum of £5,000 up to £60,000 for **capital projects**; you can only request funding for **one** project.

Can I apply for capital and revenue funding?

Yes, you can apply for both.

Do I have to complete two applications if I am applying for capital and revenue funding?

No, you will only need to complete one application. The form will ask for all the information we will need for both types of funding.

How many years can I apply for funding?

You can apply from one to five years for revenue funding.

Capital funding is per project; requests for projects up to £25,000 must be completed within 12 months and projects over £25,001 must be completed within 24 months.

My capital project has already started so can I still apply for funding?

Yes, we will consider projects that have already started, however, we will not be able to fund any costs that have been incurred prior to the council's decision.

How much will you contribute to my capital project?

Applications that are successful will be awarded up to 100 per cent of the requested funding.

How much will you contribute to my revenue costs?

All revenue awards will be capped at 50 per cent of your organisation's total annual running costs, based on the 2020/21 financial year.

My organisation is not based in Berinsfield, so can I still apply?

Yes, but only if your funding request relates to projects, services or activities that take place in Berinsfield and directly benefit the residents of Berinsfield.

What type of revenue costs can I request funding for?

You can apply for funding for a variety of revenue costs, such as staff salaries. For further information on what we will consider funding, please read the [Berinsfield Grants Policy](#).

What type of capital projects can I request funding for?

You can apply for a variety of projects such as improvements and repairs to buildings and facilities, purchasing new or replacement equipment, nature recovery and investing in energy saving measures. For further information on what we will consider funding, please read the [Berinsfield Grants Policy](#).

How can I ensure my application is successful?

Unfortunately, we cannot guarantee your application will be successful, however, please ensure you complete the application in full, provide all the requested documents and read the policy and scoring matrix that provides details on how your application will be scored. We will also be holding a webinar to support you with the application process in the next few weeks, so please look out for your invitation/or forthcoming emails.

If we work across South Oxfordshire, does our annual operating costs need to be pro rata to reflect costs relating to Berinsfield only?

No, you can provide your **overall** operating costs. However, applications for revenue funding projects should only include costs relating to Berinsfield, which cannot be more than 50 per cent of your **overall** operating costs.

Can I choose which years accounts to provide, as we were closed for the whole or majority of 2020/21?

Yes, you can either provide 2020/21 or 2019/20. Whichever you feel accurately reflects your usual annual operating costs.

How detailed does the budget for our project (revenue or capital) need to be?

Your budget should represent an overview of your finances towards your project.

If you are applying for annual revenue costs, examples could include (but not limited to), salaries, rent/building costs, supplies/equipment and professional costs. Please also provide income that you are expecting to receive for services you will charge for or income from other grants that have been secured or you are waiting to hear the outcome of.

If your project relates to improvements to a building or facility, include the costs involved such as materials, equipment and labour. Your quotes or professional estimates will set this out. Please also provide other grants that have been secured,

or you are waiting to hear the outcome of, in case you do not receive the full funding requested from us.

If you need further guidance, please contact berinsfieldgv@southandvale.gov.uk

How will you decide who to award a grant to?

Each application will be marked in accordance with the criteria in the scoring matrix in *Appendix 1* of the [Berinsfield Grants Policy](#).

How will I know if my application has been successful?

If your application is successful, you will receive a grant offer letter by email. The letter will ask you to sign a grant acceptance form and, depending on the size of the grant you're receiving, you'll need to sign either the standard conditions or the grant agreement and return it to us before we can start to make payment arrangements. All unsuccessful applicants will be informed in writing.

When will I be informed if I have been successful in my application?

Once the deadline has passed, the council will review all applications and we anticipate being able to let everyone know our decision this summer.

Will revenue and capital grants be paid together?

No, they will be paid individually and have separate grant offer letters and conditions.

When will my grant be paid?

Once we receive the signed grant acceptance form from you, and either standard conditions or a grant agreement depending on the value of the award, we will start to make arrangements for a payment or payments to be made. If you're asked to sign a grant agreement, the payment process may take up to three months.

Will I receive my grant payment in one lump sum or is there a payment schedule?

Revenue grants up to £10,000 will be paid once per year and over £10,001 will be paid in two equal stages per year.

Capital grants will be paid in two stages, half upfront on receipt of the signed standard conditions or grant agreement, and half when the project completes.

How will the payment be made?

It will be paid via BACS to an account in the name of the organisation making the grant application.

What documents might I be asked to submit with my application?

Depending on your funding request you may be asked to submit the following documents as part of your application:

- signed evidence of your organisation's governing document
- insurance policies e.g. public liability
- policies such as safeguarding, health and safety, GDPR and equality
- estimated budget costs for period of years applying for
- evidence of the local need for your service, activities or project

- details of targets or outcomes and how you will measure success
- evidence your organisation has authorised you to make this application
- evidence of property ownership or lease
- bank or building society statement
- financial records and forecasts
- professional estimates for projects
- project plan
- planning permission consent, landlord consent

All required documents will be requested as you complete your application.

What happens if some documents are missing?

We ask that all the required documentation is submitted at the point of application to be eligible. However, officers will discuss any issues or questions around eligibility with the organisations.

When does the scheme close?

Midday 17 June 2022.

What happens if I don't submit my application by the deadline?

Unfortunately, we cannot accept late applications. If you are having issues submitting your application, please contact berinsfieldgv@southandvale.gov.uk