****

**APPLICATIONS FOR FUNDING FROM THE AUCHTERARDER COMMUNITY FACILITIES FUND**

**GUIDANCE NOTES FOR APPLICANTS AND APPLICATION FORM**

**April 2024**

**BACKGROUND**

The Auchterarder Development Framework will deliver 800 dwellinghouses within Auchterarder. The identified level of development will have an impact on the level of existing services provision provided by community facilities. To mitigate this impact as the development progresses a contribution of £1,000 per unit will be made up to a total £600,000. This money will be used by the Council over the lifetime of the development to improve the wider realm or facilities as the demand on these increases. The Auchterarder Community Facilities Fund will be available for use on projects being promoted by Council Services and voluntary/community organisations which improve the amenity of the public realm or facilities within the settlement boundary of Auchterarder.

**GUIDANCE NOTES**

The Council will consider all applications for funding in line with the essential criteria. Where it is agreed the proposal would support community projects and meet the essential criteria the Council’s Strategic Lead – Economy, Development and Planning may approve the transfer of contributions up to a maximum of £50,000 per project. Applications for funding for more than £50,000 per project will require Committee approval. Where Committee approval is required this may take up to 4 months, dependant on the Committee cycle.

All contributions received will be spent on projects which improve the amenity of the public realm or facilities within the settlement boundary of Auchterarder. These include, but not exclusively, car parking facilities, public hall improvements, adaption of existing school changing facilities to permit access to pitches forming part of the new Sports Facilities, a public library, new or enhanced public transport services, improvements to the core path network and recycling facilities. This range of community improvements forms the basis of the criteria against which applications for funding from the fund will be assessed.

The funding will not be received by the Council as a lump sum, but will be based upon the sales of each new dwelling within the Development Framework; therefore funds will only be allocated to projects where they have already been collected. The funding will not be used to fund a single large project, but will be spread across a range of projects. A report providing details of funding received and allocated will be published annually in April.

**Who can apply?**

The Auchterarder Community Fund is available for use on projects being promoted by Council Services and voluntary/community organisations. The definition of a voluntary/community organisation is a body which is led by volunteers, is non-profit distribution, legally independent of the state, and is dedicated to a public good. The funding criteria contained in this guide apply to all local voluntary/community and national voluntary organisations and umbrella organisations requesting financial support from the Auchterarder Community Fund. Applicant organisations would have to demonstrate that they are open to all regardless of religion, race, gender or disability.

Specific Notes:

* Religious organisations: religious organisations will be considered, if they meet the standard conditions, on the basis that the programme offered is sufficiently general in nature to be applicable to a wide cross-section of the population of regular and sufficient duration (e.g. weekly for 2 hours, 36 weeks per year).
* Uniformed organisations: Uniformed organisations can apply where there is provision within a written constitution for equal access and opportunity for individuals as appropriate to the nature of the organisation.
* National organisations: National organisations will be considered, if they are able to identify defined local activities to the reasonable satisfaction of the Council.

**Criteria For Assessing Applications For Funding**

Applications for funding should meet the following criteria:

1. Projects should be located within the settlement boundary of Auchterarder as defined by the adopted Local Development Plan. Projects which start within the boundary but extend out with, such as core path improvements, would be acceptable;
2. Projects should be linked to mitigating the impact of the new housing within the scope of the Auchterarder Development Framework on the public realm or facilities;
3. Projects should improve the amenity of the public realm or facilities and should consider a range of funding streams in addition to the Community Facilities Fund to ensure maximum value. Money cannot be used for projects which are already fully funded from other sources. Projects being brought forward with contributions from other funding streams will be able to access gap funding from the Community Facilities Fund.
4. Projects should identify any ongoing maintenance or eventual replacement costs and demonstrate that this can be secured through existing or future budgets.

**APPLICATION FOR FUNDING**

In order to minimise delays in processing your application please complete all sections as fully as possible. Plans and or information can be attached in support of the application form.

|  |
| --- |
| Name of applicant(s) (to whom funding would be payable) |

|  |
| --- |
| Project address/location (please attach a location plan) |

|  |
| --- |
| Project proposal overviewProject output (What is the project seeking to achieve?) |

|  |
| --- |
| Amount of funding requested |

|  |
| --- |
| Details of what the funding will be spent on |

|  |
| --- |
| Summary of any other funding sources which will be used in addition to requested funding |

|  |
| --- |
| Date by which receipt of funding is preferred(Applicants will be advised of the timescale for payment of funding and the documentary evidence which will be required once the application has been assessed) |

|  |
| --- |
| Applications for up to £50,000 will normally be decided within 6 weeks but if an earlier decision is required, please indicate the date below. Applications for more than £50,000 will require Committee approval which may take up to 4 months. |

Please include a **location plan** of the project site with the application.

Applications may be submitted by email to the Development Contributions Officer at developmentcontributions@pkc.gov.uk

Alternatively, a paper copy of the application together with the accompanying location plan may be sent by post:

For the attention of the Development Contributions Officer

Economy, Development and Planning

Perth and Kinross Council

Pullar House

35 Kinnoull Street

Perth

PH1 5GD

**Auchterarder Community Facilities Fund**

Request for funding assessed against criteria. Consultation with Perth and Kinross Council services, Local Elected Members and Community Council

Where criteria are met and up to £50,000

Where criteria are met and over £50,000

Where criteria are not met

Internal assessment form completed by Planning and Housing Strategy officers for authorisation by Strategic Lead – Economy, Development and Planning

Report prepared by Strategic Lead – Economy, Development and Planning for consideration by Environment, Infrastructure and Economic Development Committee

Application refused

Developer Contributions collected and held by Perth and Kinross Council

Details recorded on [database](http://www.pkc.gov.uk/ldp2developercontributions)

Invoice for Funding Submitted upon Commencement of Project

Grant Approval

Auchterarder Community Facilities Fund application form submitted by Council Services or voluntary/community organisations to the Developer Contributions Officer

developmentcontributions@pkc.gov.uk

Payment Transferred/Database updated by the Developer Contributions Officer