

# LARGE VILLAGE RETAIL AREA FUND

## Guidance Notes



## 1. Introduction

Welcome to our guidance notes for the **Large Village Retail Area Fund**. This fund is part of West Lindsey District Council's UK Shared Prosperity Fund (UKSPF) Investment Plan. UKSPF has been funded by the Government.

This fund is only open to Parish Councils for large villages in West Lindsey as defined in the adopted Central Lincolnshire Local Plan 2017. These are:

- Bardney
- Cherry Willingham
- Dunholme
- Keelby
- Nettleham
- Saxilby
- Scotter
- Welton

The aim of this fund is to support our larger village and neighbourhood centres to improve their look and feel, to foster a sense of pride and belonging and increase their usage, footfall, and prosperity.

This fund will be able to support two key areas:

- Physical changes to boost the look and feel of larger village/neighbourhood retail and commercial areas, by investing in public realm changes such as street planting, seating areas, installation of signage and other measures to improve the areas, strengthen the social fabric and foster a sense of pride in place and belonging.
- Publicity campaigns and events that will boost footfall and encourage residents and visitors to visit these areas thereby supporting local businesses and the wider local economy.

## 2. Contact details

We can arrange a consultation meeting with one of our officers. Our officers can liaise with you via telephone, virtual meeting or on the site of your project. We can discuss your project in more detail and provide advice on:

- Project planning
- Evidencing need
- Project funding
- Quotes and procurement
- Volunteer involvement
- Monitoring impact
- Support with the application form

E-mail: [funding@west-lindsey.gov.uk](mailto:funding@west-lindsey.gov.uk)

Telephone: 01427 676676

### 3. How to apply to this fund

To apply please complete the Application Form for this fund. The application form has been sent directly to eligible Parish Councils.

If you have not received the Application Form, please contact us.

The Application Form gives us detailed information about your project. We will review your completed application within 4 weeks.

### 4. Closing Dates for this fund

This fund is open to applications until 1 November 2023. Applications cannot be accepted after this date.

Our website provides up to date information on the status for all our grant funds. Visit: [www.west-lindsey.gov.uk/funding](http://www.west-lindsey.gov.uk/funding)

### 5. Grant amount available

The **maximum** grant available per eligible location is **£9,000**.

The maximum grant is available in the following split:

A **maximum capital grant** of **£6,000** per eligible location.

- Can be split across a number of smaller capital spend projects or be part of a wider project also funded by other sources.

A **maximum revenue grant** of **£3,000** per eligible location.

- Revenue grants are available to support publicity campaigns and events.

We can fund up to **100% of project costs**.

This funding cannot be matched against other funding schemes delivered by West Lindsey District Council.

## 6. Criteria for this fund

### Key Criteria

- The project must be for wider community benefit and seek to boost the look and feel and/or increase footfall and encourage visitors to the retail and commercial areas within your village
- The project must be delivered within the village's retail and commercial areas
- The project must not contravene any of our core policies, procedures, or strategies
- The project must be able to secure other funding applied for (match funding)
- All grants will be a one-off grant with no on-going funding commitment

### Positive outcomes and differences to the local community

The main aim of this fund is to help support large villages to boost the look and feel of their retail and commercial areas and to promote their place through publicity and events. All applicants must provide information about the positive outcomes that will be delivered for local communities, people and businesses.

Here are some examples of outcomes your project could achieve:

- Local retail environment is improved or enhanced
- People are encouraged to visit their community retail and commercial areas
- Events are delivered within the community retail and commercial areas and are well attended
- Increased footfall to the retail and commercial areas helps support local community facilities and businesses

### Organisational Requirements

- Bank account in the same name as the organisation
- Evidence of financial accounting (e.g., Annual accounts)
- Safeguarding policies (for projects involving children and vulnerable people)
- Any required insurance policies (e.g., Public Liability Insurance)

## Freedom of Information Act

All grants that we make are subject to the Freedom of Information Act 2000 and any subsequent amendments. Therefore, any information regarding a grant we award may be provided to any individuals or organisations requesting information under the requirement of this Act.

## Grant Funding Agreement

If offered funding, you must be able to sign our '**Grant Funding Agreement**' used with this fund. A copy is available to view online at: [www.west-lindsey.gov.uk/funding](http://www.west-lindsey.gov.uk/funding)

It is essential you do not begin spending against your project until you have a fully signed Grant Funding Agreement. Our officers can provide additional advice and support when completing a grant agreement.

## 7. What this grant can be spent on

- ✓ Capital costs
- ✓ Event costs
- ✓ Equipment hire/purchase
- ✓ Revenue costs

## 8. What this grant CANNOT be spent on

- ✗ Anything illegal
- ✗ Promotion of any religion
- ✗ VAT if your organisation can reclaim it
- ✗ Support to lobbying or campaign groups
- ✗ Anything that will bring the Council into disrepute
- ✗ Anything party political, including supporting political organisations
- ✗ Anything contrary to the Council's financial regulations, policies or strategies
- ✗ Anything that an organisation or local authority has a statutory obligation to deliver
- ✗ Projects based/operating outside of West Lindsey unless they provide significant benefit to communities within West Lindsey
- ✗ Anything that has already been spent or committed before receiving a grant (known as retrospective funding)

## 9. Eligible organisations

The following organisations can apply to this scheme:

- ✓ Bardney Parish Council
- ✓ Dunholme Parish Council
- ✓ Nettleham Parish Council
- ✓ Scotter Parish Council
- ✓ Cherry Willingham Parish Council
- ✓ Keelby Parish Council
- ✓ Saxilby Parish Council
- ✓ Welton Parish Council

Other Parish Councils and community organisations not eligible for this fund can apply to other grant funds provided by West Lindsey District Council.

## 10. Monitoring and evaluation

Monitoring and evaluation is an important part of any grant funding scheme. It enables us as an organisation spending public funds to ensure a project is achieving best value and delivering results for the local community. It also enables you to learn what has worked well and where there have been challenges.

All successful projects will be required to complete an end of project evaluation form. We use this information to highlight the importance of funding community projects and the value of volunteers.

We will work with you on monitoring and evaluating your grant to:

- Demonstrate the change your project has made to the community and people's lives
- Approve that the project or activities have been delivered in the way described in the application and other requested documentation
- Collect feedback, including publicity, user comments, survey information, photographs, and video
- Highlight project successes
- Demonstrate how your project has ensured inclusion and accessibility for all in the community
- Understand more about what you learned and what skills you developed as individuals and as an organisation

## 11. How we make funding decisions

We will check your completed application against our eligibility criteria and review your request using the following process:

### Phase 1 – Eligibility Check

We check eligibility of your project against the criteria of this fund

### Phase 2 – Panel Review

Our panel for this grant fund makes a final decision on whether to offer funding

## 12. Updates to these Guidance Notes

These Guidance Notes were adopted on 27 March 2023. They will expire or be replaced with a new version on 1 April 2025 unless replaced sooner. Updated versions of Guidance Notes will not apply to grants already made. The document in use at the time of a grant being made will continue to be used.

## Other support for your project

The following organisations and sources of information can help you find funding and provide advice on delivering your project.



**Lincolnshire Volunteering & Funding** website, hosted by Voluntary Centre Services, provides the latest information on funding opportunities. The website includes a funding directory and other useful information.

Website: [www.lincolnshirevolunteering.org.uk/find-funding](http://www.lincolnshirevolunteering.org.uk/find-funding)



**myCommunity** provides all the latest tools, tips and ideas to support organisations to make your community an even better place to live. You can access advice and resources on topics including:

- Funding
- Community assets
- Volunteer management
- Governance
- Parks and green spaces
- Community engagement

Website: [www.mycommunity.org.uk](http://www.mycommunity.org.uk)