

Grant Awards Programme (GAP) 2027/28

Eligible Costs Information Sheet


Introduction

This information sheet provides additional guidance on the types of expenditure that may be supported through the Grant Awards Programme (GAP).

The examples included are intended as a guide only and are not exhaustive. If you are unsure whether a particular item or cost is eligible, please contact the Community Partnership Team before submitting your application.

The Council reserves the right to determine whether a particular cost is eligible, partially eligible or ineligible.


Traffic Light Guide

 Normally Eligible

These costs will normally be considered eligible where they are directly linked to the delivery of approved projects and activities.









 Contact Us First

These costs may be eligible depending on the circumstances. Applicants should contact us for advice before including them within an application.

 Not Eligible

These costs will not normally be supported through the Grant Awards Programme.

Eligible and Ineligible Costs

Facilities and Property Costs		
Venue Hire		For delivery of projects and activities
Room Letting Costs		For community activities
Property Running Costs		Where permitted under programme rules
Non-Domestic Rates		Only in specific circumstances
Building Repairs		Capital expenditure
Building Extensions		Capital expenditure
Structural Alterations		Capital expenditure
Property Improvements		Capital expenditure

Employee Costs		
Core staff costs	●	Staff issued with contracts of employment Within programme limits
Volunteer expense	●	Reasonable project-related costs
Sessional Workers	●	Not eligible in this category. Please add to PROJECT costs
Specialist Tutors	●	Not eligible in this category. Please add to PROJECT costs
Staff bonuses	●	Not eligible
Property Improvements	●	Capital expenditure
Payments to Trustees, Directors or Committee Members	●	Not eligible

Project and Activity Costs		
Project Materials	●	Directly linked to activities
Educational Resources	●	Eligible
Training Costs	●	Eligible
Publicity and Marketing	●	Eligible
Community Consultation Activities	●	Eligible
Volunteer Recognition Activities	●	Contact us to discuss
Property Improvements	●	Capital expenditure
Payments to Trustees, Directors or Committee Members	●	Not eligible

Food and Hospitality

The programme recognises that food may be an important part of some community activities.

Ingredient costs required to deliver cooking programmes, cookery classes, food education projects and practical learning activities may be supported.

Light hospitality may also be considered where it forms part of a funded activity.

Examples of Light Hospitality

Tea and coffee	●	Directly linked to activities
Water	●	Eligible
Fruit	●	Eligible
Healthy snacks	●	Eligible
Cooking ingredients for a healthy eating course	●	Eligible
Ingredients for a community baking project	●	Eligible
Fruit and water for a youth activity	●	Eligible
Tea and coffee during a training workshop	●	Eligible
Party catering	●	Ineligible
Celebration event buffets	●	Ineligible
Restaurant meals	●	Ineligible
General catering costs	●	Ineligible
Alcohol	●	Ineligible
Food purchased without a clear project purpose	●	Ineligible

Equipment

Small items of equipment required to deliver approved projects and activities may be supported.

As a general guide, individual items should normally cost no more than £100 each.

Examples Normally Eligible

Sports equipment	●	Directly linked to activities
Arts and crafts tools	●	Eligible
Gardening tools	●	Eligible
Small activity equipment	●	Eligible
Tablets	●	Contact us to discuss
Printers	●	Contact us to discuss
Audio-visual equipment	●	Contact us to discuss
Laptops	●	Ineligible
High-value equipment purchases	●	Ineligible
Replacement of major organisational assets	●	Ineligible
Items not linked to project delivery	●	Ineligible

Capital Expenditure

Capital expenditure is not eligible through the Grant Awards Programme.

Capital expenditure generally relates to purchasing, constructing, improving or significantly extending assets that provide a long-term benefit.

Examples of Capital Costs

Building extensions	●	Ineligible
Major repairs	●	Ineligible
Structural alterations	●	Ineligible
Purchase of land	●	Ineligible
Purchase of buildings	●	Ineligible
Permanent fixtures	●	Ineligible
Vehicles	●	Ineligible
Major infrastructure works	●	Ineligible
Significant IT infrastructure	●	Ineligible

Travel Costs

Item Status

Minibus hire for project activities	●	Eligible
Participant transport costs	●	Eligible
Educational trip transport	●	Eligible
Luxury travel arrangements	●	Ineligible

Training and Learning

Item Status

Accredited training courses	●	Eligible
Volunteer training	●	Eligible
Skills development programmes	●	Eligible
Professional qualifications unrelated to the project	●	Ineligible

Frequently Asked Questions

Can we apply for food costs?	Yes. Ingredient costs and light hospitality linked to project delivery may be supported.
Can we buy equipment?	Yes. Small items of equipment required for project delivery may be supported.
Can we buy laptops or tablets?	Possibly. Please contact us before including these items.
Can we repair our building?	No. Building repairs are generally classed as capital expenditure and are not eligible.
Can we apply for staff costs?	Yes. Staff costs may be supported within the programme limits.
Can we apply for volunteer expenses?	Yes. Reasonable volunteer expenses directly linked to project delivery may be supported.

Need Further Advice?

If you are unsure whether a particular cost is eligible, please contact the Community Partnership Team before submitting your application.