

REPORT TO CABINET

REPORT OF: CORPORATE DIRECTOR COMMUNITY SERVICES

REPORT NO: DCS16

DATE: 7th March 2005

TITLE:	REVIEW OF GRANT CONDITIONS (DISCRETIONARY GRANTS SCHEME)
FORWARD PLAN ITEM:	YES
DATE WHEN FIRST APPEARED IN FORWARD PLAN:	14TH FEBRUARY 2005
KEY DECISION OR POLICY FRAMEWORK PROPOSAL:	YES

COUNCIL AIMS/PORTFOLIO HOLDER NAME AND DESIGNATION:	COUNCILLOR MRS LINDA NEAL
CORPORATE PRIORITY:	PRIORITY B: VULNERABLE PERSONS
CRIME AND DISORDER IMPLICATIONS:	
FREEDOM OF INFORMATION ACT IMPLICATIONS:	
BACKGROUND PAPERS:	REPORT CEX 257 – COMPLETING THE PRIORITISATION PROCESS. OCTOBER 2004

1.0 INTRODUCTION AND SUMMARY

- 1.1 Over recent years the Council has provided an opportunity for local organisations to apply for financial assistance for projects and initiatives to support work in the local community. Following the setting of the Council's priorities the budget traditionally allocated for discretionary grants has been diverted to support work of a higher priority. The new budget allocation for 2005/06 has been set at £7,000 for the financial year.
- 1.2 To ensure that grants are awarded on an equitable basis the grants criteria have been reviewed. A new set of guidance notes have been written that describe how the award of grants are made by the Council. This document is attached as Appendix A.
-

2.0 RECOMMENDATIONS

Cabinet members are asked to consider the following recommendations:

- 2.1 **to approve the Grants Criteria attached as Appendix A.**
- 2.2 **that the maximum grant awarded to any single organisation be cash limited to £1,000.**
- 2.3 **that the decision to award discretionary grants be delegated to the Director of Community Services in consultation with the appropriate Cabinet Portfolio Member.**
-

3.0 DETAILS OF REPORT

- 3.1 The Council pays grants to voluntary organisations to promote various activities within the district. These have typically been social, elderly support groups and recreational grants; for example sports clubs health and disease support groups.
- 3.2 Report CEX 257 entitled Completing The Prioritisation Process and approved by Council on 28th October 2004 identified a number of service areas where realignment of budgets could be made in favour of the Council's new priorities. As a consequence the budget available for the award of discretionary grants has been adjusted.
- 3.3 To ensure that grants are allocated on an equitable basis new guidance has been drawn up for prospective applicants to assist them in making a successful application to the Council.
- 3.4 In the past applicants have been invited to submit request for support during February and March preceding the start of the new financial year. This year it is proposed to undertake a mail shot and to place advertisements in the local

press. It is proposed to invite applicants to request an application pack then submit the information by a set date. It is suggested that this should be no later than the 31st May 2005. In future years this process will be undertaken in the February and March preceding the start of the financial year.

- 3.5 It is proposed that grants be cash limited to £1,000 and that authority be delegated to the Director of Community Services for the award of grants in **consultation with the appropriate portfolio holder.**

4.0 FINANCIAL IMPLICATIONS

- 4.1 The highest amount granted to any single organisation has been £4,000 in 2002/03. In 2004/05 the largest grant awarded was £1,000. A cash limit of £1,000 will enable the Council to support a larger number of organisations. It is proposed not to accept applications for less than £100.

- 4.2 The award of Grants will be contained within the 2005/06 budget allocation of £7,000.

5.0 COMMENTS OF DIRECTOR OF FINANCE AND STRATEGIC RESOURCES

- 5.1 I agree with report recommendations

6.0 COMMENTS OF CORPORATE MANAGER DEMOCRATIC AND LEGAL SERVICES (MONITORING OFFICER)

- 6.1 No comments.

7.0 CONCLUSIONS

- 7.1 The revised grants criteria is aimed at helping local organisations to make successful applications for financial support. In addition it is important that any financial support given contributes the overall objectives and priorities of the Council. The new criteria will help to achieve this. If cabinet approve the revised criteria these will be circulated to local groups and organisations and an advertisement will be placed in the local papers to raise awareness of the scheme.

7.2 CONTACT OFFICER

John Pell
Corporate Director (Community Services)
01476 406510



GRANTS CRITERIA FOR SKDC

GUIDANCE NOTES

Welcome

Thank you for asking for a Grants application pack. This pack contains everything you need to know about how to make an application, so please read it carefully before you start. We've highlighted some points here to help you make your application.

Before filling in the form

- Please read the guidance notes before you fill in the form. They are there to help you. The most common mistake among applicants is not reading this guidance thoroughly.
- Allow enough time for our decision to come before your activity starts.

When filling in the budget section of the form

- Please fill in as many of the boxes as possible.
- Please note that if you are employing (paying) people to take part in your activity, you may need to budget for paying an employer's National Insurance contribution for each person. You may also have to make holiday payments. This should be shown in your application.

Introduction

Please take time to read these guidance notes carefully. They give you information on how to apply for a grant, and answer some commonly asked questions.

How to apply

You need to write a proposal about the activity you want us to support. This is a very important part of your application.

You also need to fill in an application form. This gives us information about you, what you are applying for and your budget. We will assess your application using the form and your written proposal. The form also gives us important information for monitoring our grants.

Depending on the type of activity you want us to support, you may also need to include other information. These guidance notes explain what we need.

When you have filled in your application, you should send it to:-

*South Kesteven District Council
St. Peter's Hill
Grantham
Lincolnshire NG31 6PZ*

and mark it for the attention of

The application pack

This application pack includes:

- these guidance notes, which include help with writing your proposal;
- an application form;
- details of how to contact us;

Grants for Organisations

Aims

We invest by making grants available to organisations to support locally based activity that contributes to the overall aims of the Council. It recognises that some locally based groups are better placed to understand and meet needs within their communities.

What you can apply for

Our grants are for organisations. They are for activities that benefit people in the area administered by South Kesteven District Council.

Grants for organisations

Organisations can apply for grants towards their activities. This might include:-

- **projects and events;**
- **activities for people to take part in;**
- **education activities;**
- **research and development;**
- **marketing activities;**
- **capital items (such as equipment and improvements to facilities and buildings);**
- **professional development and training;**
- **organisational development to improve the long-term stability of community based organisations**

Guidance Notes

Your application can cover more than one type of activity.

Grants normally range from £100 up to a total of £1,000. Grants will be under £1,000.

What we do not fund

- **Activities that are not community related;**
- **activities that provide no potential benefit to local people, either in the short or long term;**
- **goods or services that have been bought or ordered before receiving an offer letter;**
- **activities that have already taken place;**
- **activities, equipment or events that double up (duplicate) what already exists;**
- **costs that are already covered by other funding;**
- **your ongoing overheads (including overheads related to equipment or buildings, such as insurance and maintenance costs);**
- **fundraising events, such as charity galas, that do not benefit the local community;**
- **second-hand equipment.**
- **organisations that are able to share out profits to members or shareholders.**
- **students, for activities related to their course of study or their tuition fees (by student we mean a person following a course of study in a school, college or university);**
- **activities or events mainly taking place outside of the District;**

- applications from organisations based (resident) outside of the District.
- Application from religious groups unless the applicant can demonstrate that the project is accessible to all sections of the community regardless of religious belief.

When you can apply

You can apply up to 31st May 2005. In subsequent years you will be expected to apply in February and March. Make sure that you allow plenty of time to receive a decision before your activity starts.

Remember that we do not fund goods or services that you have already bought or ordered, or activities that have already taken place. We may not be able to accept your application if we do not have enough time to reach a decision before your project starts. We also advise you to have a stand-by plan, as we cannot guarantee that your application will be successful.

The number of applications you can make

We advise you to think carefully before making more than one application. Our assessment will consider your ability to manage more than one activity at a time. However, we are flexible, particularly to help organisations working with a range of communities and projects. If you want to make more than one application, you should speak to us for advice before doing so.

Partnership funding

We expect you to find at least 10% of the cash you need for your activity from other sources. This can include:-

- earned income from your activity;
- funding from other organisations;
- grants from trusts and foundations; and
- a contribution from you or your organisation.

In special circumstances we will provide a grant for the total cost of your activity. These circumstances where there are few opportunities for raising money from other sources. If you apply to us for the total cost of your activity, you must tell us in your written proposal what your special circumstances are.

Writing your proposal

In our experience people who apply for grants prefer to write a proposal rather than answer a lot of detailed questions. So, we are asking you to write a proposal about the activity that you want us to support. This is a very important part of the application process. We will use it with the application form when we assess your application.

The amount of information you provide in your proposal depends on how complicated your proposed activity is and how much money you are applying for. Your proposal, not including headings and any extra

material, should preferably not be longer than:

- 500 words (for applications up to £1,000);

The headings below tell you the information we need. Please use the headings in the order they appear below when writing your proposal. Please number each heading. Not all the details under each heading will be relevant to every application. If appropriate, you can put more emphasis on some than others.

We also need extra information for some activities, as described after these six main headings.

1. You and your work

You must describe, in relation to this activity:

- what you want to do;
- what you want to achieve, how it fits in with your current work and
- its future development; and
- why it is important to you or your organisation.

Please also describe, where relevant:-

- the names, skills and experience of the other main people involved.

(You may attach CVs (curriculum vitae) with your application.)

2. Making it Happen

You must describe, in relation to this activity:-

- any plans you have already made; and
- how you will manage and carry out the activity to achieve its aims.

Please also describe, where relevant:

- evidence of support from any partners, including funders;
- your past experience of successfully managing similar activity; and
- how you will manage the main stages of the activity and what each stage contains.

3. The finances

In most cases, the budget section of the application form will give us all the information we need to carry out our financial assessment. If your proposed activity is complicated you may want to give us more information.

Please describe, where relevant:-

- your approach to raising money from other sources for this activity;
- any effect the activity will have on your long-term financial position;
- the financial control systems you have in place; and
- what your special circumstances are if you are applying to us for the total cost of your activity.

4. Benefits

You must describe, in relation to this activity:

- the benefit it will bring to you, your organisation or other people.

Please describe, where relevant:-

- details about the people the activity will reach, within the community, or people taking part or attending;
- how you will reach them, including marketing activity; and
- any evidence of demand for the activity.

5. Meeting our aims

Our five (Priorities) aims are listed last page of these guidance notes. Your activity will not need to meet all of our (Priorities) aims.

You must describe, in relation to this activity:-

- which of our aims it will meet and how.

Please describe, where relevant:

- any ways that the activity will contribute to the aims of local partners.

6. Evaluation

You must describe, in relation to this activity:

- how you propose to evaluate it.

Evaluation is a structured way of thinking about what happened during your activity and why.

Evaluation can help you to:

- take decisions during the activity;
- shape future activities;
- improve practice; and
- show what happened as a result of the activity.

If we give you a grant, we will ask you to evaluate your work.

Applications for organisational development

You must:-

- **describe what you are planning to improve in your organisation and why;**
- **describe how your management committee is showing its commitment to it;**
- **give details of any plan or brief, giving a clear outline of the work; and**
- **describe your current financial position and send us your latest set of accounts.**

Applications for a capital item or building work

You must, in relation to this activity:

- **explain how it will be well designed, fit for its purpose and good value for money. This can include, if appropriate, details of how any maintenance, insurance and replacement will be covered in your future running costs.**
- **Provide copies of your plans and drawings for the work;**
- **explain how you will make the facility accessible and how you will meet the requirements of the Disability Discrimination Act 1995 (DDA);**
- **provide evidence of who owns the building, or provide details of the lease; and**
- **provide evidence of relevant permission (for example, planning) and how you will keep to building regulations.**

Assessment

How we will assess your application

We have designed our grants in a way that allows us to make fair and unbiased decisions.

We will assess the information in your written proposal and application form by taking account of:

- **how the activity will be managed and its ongoing effect;**
- **how feasible the activity is financially, and its future effect;**
- **how the public will benefit from the activity, immediately or in the longer term; and**
- **the contribution of the activity to meeting our aims (these are listed).**

There is a high demand for our grants. We will assess your application by comparing it with others. We may not have enough money to fund all good applications. We will then have to choose which applications to support. We will do this by looking at whether your application:

- **is from an organization that has not received funding from us before;**
- **will benefit areas of social deprivation (social and economic problems) or communities at risk of 'social exclusion' (not being able to take part fully in society.**
- **will benefit communities that have limited community infrastructure.**

Sending us your application

This guidance should help you provide all the information we need to assess your application.

Your application must include:

- **a written proposal describing your activity in your own words (these guidance notes include help with writing a proposal);**
- **a filled-in application form;**
- **one quote for each capital item.**

What happens next

What happens if you are offered a grant

You will receive an offer letter outlining any special conditions and explaining how we will pay the grant.

If you receive a grant offer but no longer want to accept it, please let us know in writing.

You must accept the offer within one month. This means signing the offer letter and returning it to us.

What happens if your application is unsuccessful

We will write to you briefly explaining why your application was unsuccessful and telling you who to contact if you would like more detailed feedback.

You can apply again at any time. Before you do so, we strongly recommend that you get advice and more detailed feedback on why your application was unsuccessful.

South Kesteven Ambitions and Prioritisation Process

<u>Proposed Ambition:</u>	Priorities that it incorporates		Shared national priorities that it reflects
	Category A	Category B	
Economic Development	Town-centre regeneration.	Business Development. Planning	Sustainable Communities and Transport.
Safer communities	Anti-social behaviour.	Diversity. Vulnerable Persons. Housing Management. Affordable Housing.	Safer and Stronger Communities
Healthier Environment	Street Sweeping. Recycling.		Healthier Communities.
Engagement	Access.	Communications. LSP and Community Strategy.	Children and Young People. Older People

Category A Priorities

Town-Centre Development and Grantham as a Sub-Regional Centre

Grantham, Bourne, Stamford and the Deepings all have a town-centre partnership and action plan for their development. The Council will be looking for external agencies to make a substantial financial contribution to deliver these developments. Grantham is the second largest settlement in Lincolnshire. Unfortunately we are not eligible for the European funding that has prompted regeneration and commercial development in towns such as Boston and Spalding. If our District is to attract and retain high quality employers it is important that Grantham has equally good, if not better facilities. The work to achieve this mainly involves bringing together all aspects of the community of Grantham to reach agreement on the way forward and present the strongest case for external funding. It is not restricted just to the town centre; issues such as transport and housing are equally important.

Anti-Social Behaviour.

In our recent General Household Surveys, crime emerged as the greatest priority for our residents, in particular, anti-social behaviour such as noise, vandalism or graffiti blights to many of our communities. By working with other agencies we intend to take effective action to make our streets both safer and more pleasant.

Street Sweeping

Our latest residents' survey shows high levels of dissatisfaction with the cleanliness of our streets. Therefore we are intending to prepare and implement a comprehensive strategy for reducing street litter and tackling graffiti.

Recycling.

Further developments and investment in recycling are essential to meet government targets which rise from 12% in 2003/4 to 18% in 2005/6 and 25% in 2007/8. In the last two years we have been helped by some additional money from the government.

Access

Providing good customer service by ensuring enquiries are dealt with correctly the first time, is absolutely essential to the delivery of excellent services. This objective will mean meeting a number of performance indicators such as:

80% of customer contacts dealt with at first point of contact;

92% of customers satisfied with the way their enquiry was dealt with and

85% of customers satisfied with the overall service provided by SKDC.

A substantial amount of capital investment has already been made towards improving customer service using both external and internal finance.

Category B Priorities

Business Development

Maintaining a good climate for local businesses provides full employment and prosperity for residents. We are seeking to deliver a sustainable improvement to the number of active businesses and propose a target to increase by 2% each year the number of VAT registered firms in the District.

Vulnerable Persons

There are many people in our communities who are vulnerable because of their age, disability or social circumstances. Indeed any of us can become vulnerable in the future. In partnership with other agencies the Council is seeking to identify and take specific steps to meet their needs

Housing Management.

Affordable homes are accessible to those on low incomes; they are normally rented from a Housing association but can also be some form of low-cost owner-occupation such as shared ownership. Our target is to ensure that 15% of new homes built over the next ten-year period are affordable. That's likely to mean about 75 new affordable homes each year. Most of these will be delivered by the council utilising its planning powers.

Planning

The main objective is to improve the performance relating to the determinations of planning applications. Improved performance will help to ensure the award of Phasing Delivery Grant.

In addition the Council is committed to ensuring the delivery of the new Local Development Framework.

Communications.

Many residents say they are ill-informed and not consulted. This may be showing itself in low turnouts at elections. By improving the way we communicate and consult we can help communities to engage with their Council. We intend to do this by preparing and implementing strategies for communications and consultation including improvement to District Line, developing Local Area Assemblies and local liaison meetings to engage with young people .

LSP and Community Strategy.

The Community Plan is in need of reviewing to ensure that it is evidence based and focused on meeting local need. The Local Strategic Partnership which is an alliance of local organisations and agencies lead on developing priorities for action and overseeing the implementation of the Community Strategy.