



Ward: Various

Adur Competitive Community Grants Budget 2012/13

Report by the Executive Head of Planning, Regeneration and Wellbeing

1.0 Summary

1.1 This report requests the Cabinet Member to consider the allocation of the 2012/13 grants budget amongst the 9 applications that were received before the deadline date of 28 September 2012. The applications total £33,000 and the unspent amount in the grants budget is £82,460.

2.0 Background

2.1 There is no legal obligation on the Council to provide financial or other assistance to voluntary and community groups. However, the Council recognises the vital part played by such groups in the life of the District eg in the Councils' corporate priorities 2011-14: 'Develop ways in which the Councils can commission the Community and Voluntary sector to deliver services'.

2.2 The Council currently provides grants to voluntary groups in two ways: through ongoing contracts and Service and Funding Agreements with a number of key providers, and through a small grants programme which is subject to annual application.

2.3 The Council also supports voluntary groups through the granting of discretionary rate relief and subsidised rents. However, the recommendations in this report do not apply to these forms of support.

2.4 In 2011/12, grants to the value of £76,805 were awarded to 15 local organisations, see **Appendix 1**. Summaries of six-monthly monitoring information are also included.

2.5 The 9 2012/13 applications will be scored against the criteria set out on the application form – see copy of Application Form and Scoring criteria in **Appendix 2**.

3.0 Proposals

A summary of each of the 9 applications can be seen below.

3.1 Adur Special Needs Project

Adur Special Needs Project provides a lifeline for families struggling to cope with the pressures of safely occupying and stimulating children and young people with

disabilities and extra special needs. They are based in Shoreham and support children and families in the local area.

Funding of **£5,000** has been requested to help towards the cost of employing and training 2 members of staff for the weekend play scheme.

3.2 **Catch 22 (aka West Sussex Supported Accommodation Service)**

Catch 22 supports offenders in Adur and Worthing to sustain a tenancy, stop offending and ultimately to return to work and education. Service users struggle to find voluntary work due to their offending history. This pilot project will support 8 service users to volunteer in Adur which will help them to find employment and make a positive contribution to their local area and community.

Funding of **£4,098** has been requested towards staff time, refreshments and travel expenses.

3.3 **Fishersgate Community Association**

Computer courses and a garden club have already been established at Fishersgate Community Centre.

Funding of **£4,250** has been requested for computer tutor, landline, utilities and consumables costs and publicity and garden club equipment and seeds.

3.4 **Indian Colours**

Funding of **£1,500** is requested towards a Divali Celebration (13 November). The funding would be used towards food, premises, publicity and transport.

3.5 **Lancing Methodist Church**

Funding of **£4,000** is requested to upgrade and modernise the electrics in the upper hall which is used by many community groups

3.6 **Southwick Christian Community Church**

Southwick CCC has been running community activities for 9 years and is aware of a need by all ages for positive low-cost activities at the weekend when other facilities are closed. Intergenerational 'Saturday Specials' will feature a lunch time meal with a range of activities for young people, families, adults and seniors from 11 am till 4 pm.

Funding of **£4,877** is requested to purchase activity and cooking equipment, subsidise food costs and pay co-ordinators

3.7 **St Michaels, Lancing**

Following a pilot project in 2009, St Michaels in Lancing wish to hold more concerts and 'come along and sing' days to be held in the church which has good acoustics.

Funding of **£4,821** is requested towards purchasing a portable staging system and publicity.

3.8 Sussex Multiple Sclerosis Centre

Funding of **£2,242** is requested towards weekly exercise classes for men with MS at the Sussex Multiple Sclerosis Treatment Centre in Southwick. The funding would pay for a tutor, room hire and administration.

3.9 West Sussex Mediation Service

Funding of **£2,450** is requested for ongoing mediation work in Adur. Adur clients are currently referred to the service by community safety, the police and Adur Homes. Issues include noise, pet, parking and boundary disputes.

4.0 Legal

4.1 Section 2 of the Local Government Act, 2000 allows a Council to do anything which they consider is likely to achieve the promotion or improvement of the economic, social or environmental well-being of its area. This includes the giving of grants.

5.0 Financial implications

5.1 There will be approximately £49,000 remaining in this grants pot following the allocation of these grants, if all the applications are agreed by the Cabinet Member.

5.2 It is recommended that this competitive grants process, using the same criteria, is opened again in the current financial year, 2012/13, providing voluntary and community sector groups with another opportunity for funding.

6.0 Recommendation

6.1 It is recommended that the Cabinet Member

- i) Makes decisions concerning the allocation of the 2012/13 Adur Community Grants budget in line with the suggested scoring criteria;
- ii) Agrees to another competitive grants process, using the same criteria, being run in the current financial year

Local Government Act 1972

Background Papers:

Adur Competitive Community Grants Budget 2011/12

Contact Officer:

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Adur Civic Centre
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Anne.jones@adur-worthing.gov.uk

Schedule of Other Matters

1.0 Council Priority

- 1.1 Work more closely with and commission our communities, the voluntary sector, public organisations, business and commercial sectors to develop and deliver services

2.0 Specific Action Plans

- 2.1 Develop ways in which the Councils can commission the Community and Voluntary sector to deliver services.

3.0 Sustainability Issues

- 3.1 Matter considered and no issues identified

4.0 Equality Issues

- 4.1 Scoring criteria include: 'targeting inequalities and deprivation' and 'target local neighbourhood improvement areas'

5.0 Community Safety Issues (Section 17)

- 5.1 Matter considered and no issues identified

6.0 Human Rights Issues

- 6.1 Matter considered and no issues identified

7.0 Reputation

- 7.1 Supporting the voluntary sector locally enhances the Council's reputation

8.0 Consultations

- 8.1 Matter considered and no issues identified

9.0 Risk Assessment

- 9.1 Matter considered and no issues identified

10.0 Health & Safety Issues

- 10.1 Matter considered and no issues identified

11.0 Procurement Strategy

- 11.1 Matter considered and no issues identified

12.0 Partnership Working

12.1 Partnership working with the voluntary and community sector

Adur Community Grants 2011/12 6 Month Monitoring Update

Summary

In 2011 Adur Community Grants received applications from 14 organisations. Awards were made to nine of these organisations and one was deferred while further information was requested. The Friday Night Football Project was also awarded £5,000.

CW2011/00016 Action on Elder Abuse (AEA) Lancing Group

The AEA Lancing Group is a group of older volunteers and others with an interest in preventing and dealing with elder abuse. It provides a centralised point of expertise on elder abuse at local level, and focuses on the prevention of abusive practices and environments, and appropriate interventions in abuse situations. Specifically, AEA group members will be supported and trained to provide a buddying service, to provide peer support and to promote good practice within local care homes and hospitals.

Funding of **£3,000** was granted for publicity materials, stationery and equipment such as a laptop, printer, projector and screen, flipchart stand and a lockable filing cabinet and also for volunteers' expenses when visiting clients' homes.

In the first 6 months;

- all volunteers in the group have been trained to recognise and report abuse
- they have 4 fully trained buddies
- provided 2 victims of elder abuse with buddies who have supported them to full recovery – one joining the group to become a buddy
- are in the process of encouraging self-referral through posters in the community, organisation referrals through one to one meetings with managers
- increased the number of volunteers to the group to 16
- carried out a pilot research survey covering 100 homes in North Lancing to raise awareness
- set up their own website (www.aealancinggroup.org)
- carried out presentations to staff in 20 voluntary and statutory organisations/services to promote outcomes for service users
- promoted their care/nursing home visiting service.

'The AEA Lancing Group is very grateful for the financial support that Adur District Council has provided – not only through this grant but through the support of the local district Councillors – especially Cllr David Simmons. Thank you very much'.

CW2011/00005 Adur Special Needs Project

Adur Special Needs Project provides a lifeline for families struggling to cope with the pressures of safely occupying and stimulating children and young people with disabilities and extra special needs. They are based in Shoreham and support children and families in the local area.

Funding of **£5,000** was granted to help towards the cost of employing and training 2 members of staff for a weekend play scheme.

In the first 6 months;

- the weekend play scheme has been run successfully during this period and will continue to do so for the rest of 2012.
- 64 local families have benefited
- they have been able to offer the special needs children exciting and interesting opportunities that they would otherwise not have had, and also have provided respite care for the families involved.

CW2011/0013 Cruse Bereavement Care – Cruse West Sussex Area

Cruse West Sussex Area is part of the national charity, Cruse Bereavement Care. This was founded in 1959 but is entirely self-funded by money raised by its volunteers and staff based in West Sussex. The area includes the three local branches based in Worthing, Chichester and Mid-Sussex.

Funding of **£2,718** was granted for travel expenses, administration costs and publicity materials.

In the first 6 months;

- Core services in Adur have continued to function fully
- There has been a steady uptake (24 from Adur) of one to one bereavement support
- The friendship group continues to thrive with 12 members from the Adur District
- 27 volunteers working in Adur have received on-going clinical supervision and training.
- The drop-in service has been struggling slightly and client numbers here have fallen - 2 from Adur
- Early bereavement group – 2 from Adur
- Email support – 4 clients

“We are extremely grateful to Adur District Council for the award. Funds are very hard to raise and this money underpinned our service in this district enabling us to continue with the services we run”.

CW2011/00002 Electric Storm Youth

Electric Storm Youth continues to pursue its long term vision of providing a new purpose built youth centre for the Adur community based in the centre of Lancing, and has recently received permission to build. Their first priority is to

reach young people wherever they are in their local communities by means of outreach work and by providing hot chocolate as an incentive to get to know the young people better. A youth worker will deliver these outreach sessions.

Funding of **£5,000** was granted for materials and food and drink for drop-ins and for outreach sessions and also towards the cost of a part time youth worker.

In the first 6 months;

- Drop in sessions have been held every month including through the summer and have provided art, craft, cooking and sports activities.
- a number of new volunteers are waiting for training
- They have met with the Wellbeing Hubs and have explored possibilities for encouraging healthy eating
- working with the Youth Service regarding the process of recruiting a youth worker.
- An average of 21 young people now attend the drop in sessions with 43 young people in contact with them
- the highest attendance level has been 31
- there have been improvements in the levels of confidence and social interaction between the young people and they are learning new skills and enjoying the activities
- They are at capacity at their current location, no detached youth work or promotion of drop in sessions has been undertaken
- purchase of a lap top

CW2011/0014 Friends of Shoreham Beach

Friends of Shoreham Beach are a local group with an interest in the environment.

Funding of **£320.93** was granted to enable them to continue to support World Oceans Day and to be able to facilitate the Environment Festival during Adur Festival 2012. Funding was for volunteer expenses and publicity materials.

The project has now been completed.

- 6 new families joined FoSB
- The final report has been produced and is available for inspection

CW2011/0009 International Neighbours

International neighbours organise an annual multi-cultural event at the Shoreham Centre as part of the Adur Festival encouraging a diverse mix of people and cultures to exhibit together and get to know one another.

Funding of **£1,093** was granted towards the costs of the event in 2012.

The project has now been completed.

- 200 -300 people attended the event and broadened their knowledge of other cultures

- Feedback from stallholders, performers and the public were all very positive
- membership has been increased

“We are very grateful for all the support that Adur Council has given us and look forward to continued help in the future”.

CW2011/0001 Sussex Association for Spina Bifida and Hydrocephalus (SASBAH)

Sussex Association for Spina Bifida and Hydrocephalus (SASBAH) works with those in Sussex who have Spina Bifida and / or Hydrocephalus to create and develop life opportunities. Services include The Advisor Service, The Education Advice Service, youth work, residential breaks, welfare grants and SASPIRE, a social enterprise enabling service users to train, gain work and manage their transition into employment.

Funding of **£3,000** was granted for staff costs, programme costs, and core costs relating to service users living in the Adur District.

In the first 6 months;

- Advisor Service – regular visits and response to calls from service users in Adur District
- Social Programme – 9 events including pub visits, meals out, days in the park, bingo, quiz nights
- Buddy Scheme – 2 pairs in place
- 30 people in Adur District have benefited through use of these services. Benefits include advice, advocacy, home visits, social events, meeting friends, being out in the community, increasing confidence and self-esteem.

CW2011/0004 Southlanders

Southlanders Community Group aims to bring members of the local community together, to encourage people out of isolation and to communicate with others, improving their health and wellbeing.

Funding of **£3,165** was granted towards the cost of a greenhouse for the community garden.

In the first 6 months;

- Foundations and greenhouse erection completed, now growing Thai basil, chillies, peppers and tomatoes
- people visiting the garden have been able to obtain cheaper vegetables
- one member of the community who has been working in the garden has seen his health improve so much he has gone back to work

“The greenhouse is fantastic and has made an enormous difference to us. Thank you”. Photos can be seen on their website <http://www.southlanders.org.uk/>

CW2011/0010 The Storm Basketball Club

The Storm Basketball Club provides a junior basketball club for children and young people from 5 – 18. This includes those with special needs. There are currently 50 members of the group and training takes place at Sir Robert Woodard Academy. The club runs a bursary scheme for children in need of financial help to get involved. They also provide boots and kits.

Funding of £4,100 was granted for kits, balls, training shirts and venue hire.

In the first 6 months;

- Bursaries distributed to 6 recipients
- purchase of basketballs and fitness equipment
- summer camp with 8 bursaries given out
- uniforms for U11s / U12s / U14s / U16s / U18s
- over 70 children have benefited so far
- it has secured the club and enabled kids from poor social backgrounds to benefit in the form of bursaries and equipment and uniforms
- increased take up of playing the sport
- increased the club profile in the community
- provided organised sport uptake for children who cannot afford to play sport.

Happy for anyone to come along to a match or to see what has been achieved so far.

Friday Night Football

The Friday night football project has been running on and off over the past 4 years, however long term funding had never been gained so it ran as a series of mini programmes. The aim of the project was to guarantee funding so that the project would run for at least another year. During this time, participants would be highlighted to attend training courses which could help with the sustainability of the project in the long run. It was decided that 2 coaches from Brighton & Hove Albion FC would run the football elements at Lancing Leisure Centre, so that a professional image made the project appealing to young people.

The purpose of the grant was to ensure the long term future of the project by providing regular informal football sessions for local young people aged 14-21 on a Friday night. This session provides a diversionary activity to attract local young people. The grant will also be used to fund some of the projects young people to attend certain courses such as the FA Level 1, Referees course etc.

Funding of **£5,000** was granted for the continuation of the Friday Night Football Project. The Community Wellbeing Team had obtained external funding for 16 weeks for a revamped Friday Night Soccer League, and it was considered by the Cabinet Member that a grant from residual funds should be made to extend the sustainability of the programme which is viewed as an important factor in dealing positively with disengaged young people in Lancing and Sompting with key benefits in both health and community benefits.

In the first 6 months:

- Numbers have averaged approximately 40 each week, with the age range being 14-21, all local males.
- Brighton & Hove Albion FC have continued to deliver the sessions.
- Shane Leggett – Lancing resident – Has almost completed his FA Level 2 Coaching Certificate which we have funded through this funding. Shane continues to volunteer on the project every Friday night and is improving as a coach all the time.
- Emma Nunn – Shoreham resident – Emma has been volunteering on the project for 4 months and is growing in confidence all the time. Emma's main responsibility is with regards to the administration of the project, but she has also been taking some great photos. Emma will now be enrolling in her FA Level 1 Coaching Certificate.
- Max Ludlum – Sompting resident - Max has also been helping out on the project and will be undertaking his Referee's course in the near future.

Further grants were awarded in a second Tranche of the grants programme which included –

Growing Artists	£3,000
Shoreham Wordfest	£2,100
Blueprint 22	£750
Adur Youth Council	£4,214
CAB	£30,000
AVA	£10,000

Monitoring reports are due to be received from these organisations by end November 2012, when a further update will be provided.

Jo Marshall-Inns
Communities Team Support Officer
October 2012

APPLICATION REF. NO. (Please leave blank – office use only)

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**ADUR COMMUNITY GRANTS –
Application form – up to £5,000**

Q1. What is the name of the service / initiative you want funding for?

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Q2. About you and your group
Name of Group or organisation

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Contact address

.....
Postcode.....

Daytime Tel. No.....

Email

Website.....

Please give details of the Management Committee of your organisation. (There must be at least three unrelated people on your governing body).

Name.....

Position.....

Address.....

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Postcode.....

Daytime Tel. No.....

Email.....

This address should be the main address of your group, but all correspondence will be sent to the address given in Q3.

Name.....

Position.....

Address.....

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Postcode.....

Daytime Tel. No.....

Email.....

Name.....

Position.....

Address.....

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Postcode.....

Daytime Tel. No.....

Email.....

What is your organisation? (Tick all that apply).

a/ Registered Charity

Charity Number.....

b/ Community Group or Society

c/ Other (Please specify)

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When did your organisation start?

Month.....Year.....

Are you a branch of or related to a larger organisation?

If so, which one?

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Q3. Main Contact for this application.

Please note: this should be someone who can talk about this funding application and can be contacted during normal office hours.

Name.....

Position.....

Address (for all correspondence relating to the application if different from the one on page 1).

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Postcode.....

Daytime Tel. No.....

Email.....

Q4. When will your service / initiative commence?

Start Date (month/year).....

End Date (month/year).....

In which Adur ward (or wards) will your service/ initiative take place?

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Ward information is available at www.adur.gov.uk or by calling the Communities Team on 01273 263311

How did you hear about the Adur Community Grants Scheme?

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The main contact cannot be the same person who will be signing the grant agreement on page 14 (The person who signs the agreement will be your Senior Contact)

Remember we only fund initiatives that take place in the year following the award of the grant.

If this is an existing service please ensure the accounts submitted clearly indicate the need for additional funding

Q5. Describe your service / initiative.

(Please be as detailed as you can.)

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Q6. How do you know that people in your community want these activities to take place? What evidence have you collected?

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Q7. Please estimate how many people will directly benefit from your service / initiative.

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Ages of the people who will directly benefit from your service / initiative.

(Estimate numbers of specific age groups or tick 'All Ages' if more appropriate).

- 0 – 12
- 13 – 19
- 20 – 65
- Over 65
- All Ages

Q5. Please describe realistically what you intend to do if awarded a grant. Please use additional sheets of A4 if you need to.

If you attach additional sheets at any stage of the application please head the sheets with:

1. The name of your organisation
2. A contact name and telephone number
3. The name of your project.

Q6. Have you spoken to local people? Is your initiative part of other work that is going on in the community? Have you carried out research into community needs?

Q7. Make a reasonable guess; it doesn't have to be too accurate and a higher number of people is not necessarily better.

Q8. Please explain how you will address any safety issues that may be related to your service / initiative. If working with children or young people (under 18), or adults at risk, how will you ensure their needs are safeguarded?

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Does your group have the following?

- Public Liability Insurance
- Safeguarding Policy
- Equalities & Diversity Policy (if applicable to your initiative)

Please note that your group will need to have these to be considered for a grant and copies of these documents should be sent with your application.

Q9. Who will the service / initiative benefit?

- a) Where will most of the beneficiaries come from? (Ward or wards or disadvantaged groups).
- b) Is the project aimed at a particular group of people?
Yes No

c) If you have answered yes, which groups in particular?

- Unemployed
- People on low incomes
- Refugees/asylum seekers
- Disabled people
- Other

(Please specify.....)

d) How will you ensure their participation?

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.....

Q8. You need to show how you adhere to current legislation. If you have people working on your service / initiative, with who are trained and experienced and who have an understanding of health & safety issues, then please mention it. If you are unclear about carrying out risk assessments and current legislation, please contact Adur Voluntary Action 01903 854980

Ward information is available at www.adur.gov.uk or from the Communities Team.

e) How are you going to publicise what you are doing?

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Q10. How many people are involved with your organisation? (i.e. running the activities and management committee, etc?)

Management Committee.....
Paid Staff.....
Volunteers.....
Other (Specify).....

Q11. Would you describe at least one third of the people listed in Q10 above as any of the following? (tick appropriate boxes)

Disabled Young people Older People (65+)
People of ethnic minority

Q12. How does your service / initiative meet the criteria of the Adur Community Grant Scheme?

Referring to the five priority areas on page 1 of the guidance notes, indicate which of these objectives you are addressing through your service / initiative. How will you measure your success against these objectives throughout the period of funding? How will you ensure sustainability of the service / initiative after the period of funding? If other local groups are also involved, please indicate who and the nature of their involvement.

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Q12 is the most important part of the form. Look at each priority area and **explain how** your project will be helping the Council work towards that priority. **You only need to choose one but can choose more.** If there is competition for funding, additional priorities will be taken into account, so think carefully about this question.

Q13. Budget for the service / initiative. How much will it cost and how much funding are you requesting from Adur District Council?
(Please be as detailed as you can).

<u>Items</u> For example: professional fees, room hire, equipment, staff costs, publicity Please identify core costs included (up to a maximum of 25%)	<u>Cost</u> Can include estimates. If so, you must let us know how you came up with the figure.	<u>Amount requested from Adur District Council</u> as Community Grant funding.
Total		Total

Receipts will be required for any items of equipment that have been purchased.

If you are not requesting all of the funding from Adur District Council please tell us where the rest of the money is coming from and if it is secured.

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Be as accurate as you can. If you only have quotations at this point please use them. You can confirm the exact figures if you are awarded funding.

Cost (Column 2) means what is the full cost of the item in column 1. Amount requested (Column 3) means how much of the cost are you asking Adur District Council for in this application.

Add total cost of project in column 1 and total requested from Adur in column 3.



Q14. Income from service / initiative. Will service users be expected to contribute? If so, how much? How will you ensure the service is sustainable after the period of funding?

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Q15. What contribution is your organisation making to the service / initiative? Include volunteer time (in hours) and 'in-kind' funding.

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Q16. Please provide the following financial details:

Account year ending day.....month.....year.....

Total gross income £.....

Total expenditure £.....

Balance at end of year £.....

Savings £.....

(including any reserves or investments)

If you have any savings larger than your annual expenditure, what are they for?

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Do not forget to enclose your group's latest set of annual accounts or signed financial statement with your application.

Your group does not have to make a financial contribution. Volunteer time is just as important.

Q17. Have you received any grant funding from Adur District Council or any other funder in the past 5 years?

Funder	Activity	Date and amount awarded

Q18. Application Referee

Your application requires an independent referee. References will be taken up.

Title.....First Name.....

Surname.....

Occupation.....

Employer.....

Address.....

.....

.....

.....

Postcode.....

Daytime Tel. No.....

Email.....

How long have you known this organisation?
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How do you know this organisation?
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I know this group. I support the request for funding and I am willing to be contacted to discuss this application and comment on any grant awarded.

Signed.....

Date.....

Please continue on a separate sheet if you need to. Please include Adur Pot of Gold, CLC Community Initiative Funding, WSCC Big Society, Social Enterprise Funding as well as Sussex Community Foundation and Big Lottery funding.

Your referee should be someone who holds a professional position, knows the work of your organisation well and can comment upon your proposed service / initiative. The referee could be a Community Development worker (not employed by Adur District Council), a health professional, a social worker, a police officer, or a local councillor. If you are unsure, please contact the Communities Team.

Q19. Senior Contact

The Senior Contact is the person who signs the Grant Agreement between the group and Adur District Council.

Title.....First Name.....

Surname.....

Occupation.....

Employer.....

Address.....

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Postcode.....

Daytime Tel. No.....

Email.....

IMPORTANT!

The Senior Contact MUST also sign the Grant Agreement on page 14.

The Senior Contact CANNOT be the same person as in the Main Contact in Q2 but must be on the Management Committee of your organisation.

Data Protection Policy

Adur District Council needs to collect and use certain types of information about people with whom it conducts business in order to operate. These people include current, past and prospective employees, suppliers, client/customers and others with whom it communicates. In addition, it may occasionally be required by law to collect and use certain types of information to comply with Government Departments. All such personal information must be handled properly however it is collected, recorded or used – whether on paper, in a computer or recorded on other material – and there are safeguards to ensure this within the Data Protection Act 1998.

Adur District Council regards the lawful and correct treatment of personal information as very important to its successful operations and to maintaining confidence between the Council and those with whom it carries out business. The Council will ensure that it treats personal information lawfully and correctly. The details of your grant application may be shared with other funders for the purposes of ensuring the right projects are funded by the appropriate funders.

Freedom of Information

The Freedom of Information Act 2000 deals with information, other than personal information, which continues to be managed under the rules of the Data Protection Act.

It means that any member of the public can request any information that the Council holds. This includes information provided by grant applicants. We will inform you that a request has been made before releasing information.

Equalities & Diversity Policy

Your organisation must have 'due regard' to eliminating

- unlawful racial discrimination
- promoting equality of opportunity and good relations between people of different racial groups.

Grant Agreement

- 1** If we are awarded an Adur Community Grant it will only be used for the project described on the application form.
- 2** If we make any changes to the project during the term of the grant, we understand that we must get written agreement for the changes from the Communities Team at Adur District Council.
- 3** We agree to return any unused part of the grant to Adur District Council unless agreed in writing by the Communities Team at Adur District Council.
- 4** During the period of the grant funding we agree to comply with all relevant legislation and to act in a fair and open manner and without discrimination on the basis of gender, race, religion, disability or age.
- 5** The amount of the grant award will be shown in our annual accounts under the heading Adur District Council Community Grant and our Annual Report will show how this funding has been spent.
- 6** We consent to Adur District Council using funded projects for publicity purposes as it sees fit.
- 7** We will meet the requirements of the Data Protection Act 1998 in our management of all personal information.
- 8** We have, or will have by the time the grant is awarded, an Equalities & Diversity Policy, a Safeguarding Policy (if our work involves contact with children or vulnerable adults) and Public Liability Insurance (or our contractors will have PLI if they have direct contact with the public).
- 9** We will ensure that we comply with all laws regulating the way we operate, the activities we undertake, the staff we employ and the goods we buy.
- 10** The grant is made inclusive of VAT.
- 11** We will provide the Adur District Council Communities Team with a monitoring report after 6

months and 12 months. We will also present to full Council if requested.

12 We accept that Adur District Council may have to share information about the Adur Community Grant scheme following a request for information under the Freedom of Information Act 2000.

13 Adur District Council has the right to withdraw the grant at any time: if we do not fulfil the conditions in this agreement; if we break the law in the delivery of the project covered by the grant or for any other reason during the term of the grant funding; if we are in danger of bringing the name of Adur District Council into disrepute; if we have not completed the application form honestly.

This declaration must be signed by your SENIOR CONTACT (see Q19).

I confirm that the organisation named in Q1. Of this application has duly authorised me to sign this agreement for and on their behalf.

I certify that the information given in this application is true and that the organisation has the power to accept this grant if awarded and to repayment if such conditions are not met.

I and the organisation understand that any grant is subject to the terms and conditions herein.

SENIOR CONTACT

Name.....

Position in organisation.....

Signed.....

Date.....

Confirmation of Acceptance

The signature of your Senior Contact on this form is taken as confirmation that you understand our obligations under the Data Protection Act 1998 and the Freedom of Information Act 2000 and that you accept that we will not be liable for any loss or

The declaration CANNOT be signed by your Main Contact in Q2 this must be signed by the Senior Contact of your organisation whose details are given on page 11.

damage to you pursuant to our fulfilment of our obligations under the relevant law.

Once you have completed your form, please check through this list and ensure that you have included all the relevant information by the closing date.

Application Checklist

- We have answered all the questions on the application form.
- The Main Contact (see Q2.) has signed the declaration on page 16.
- The Referee has filled in their details and signed Q18 on page 10.
- The Senior Contact (NOT the contact in Q2.) has signed the Grant Agreement on page 14.
- We have made a copy of the application for our records.

Enclosures

- We have enclosed a copy of our constitution / governing document
- We have enclosed a copy of our latest annual accounts
- We have enclosed a copy of our Safeguarding Policy
- We have enclosed a copy of our Equalities & Diversity Policy
- We have enclosed a copy of our Public Liability Insurance.

Declaration

I understand that incomplete applications will not be processed.

I confirm that all information included in this application is, to the best of my knowledge, correct and that the relevant information has been sent to you. We understand that you may ask for additional information during the assessment process.

Signed (Main Contact Q2.)

.....

Dated.....

If this form is submitted electronically, please send hard copies of the following pages:-

Referee (Page 10)

Senior Contact (Pages 11 and 14)

Main Contact (Page 16)

Section B: Bank / Building Society confirmation (Page 18)

**Bank / Building Society Account Details Form
Section A (For completion by the applicant).**

Name of Bank / Building Society

.....

Account Name

.....

Bank / Building Society Account Number

.....

Sort Code.....

Building Society Roll Number.....

Postal Address for your organisation (for this account)

.....

.....

.....

.....

Postcode.....

Name, address and date of birth of signatories

(withdrawals need 2 unrelated signatories)

(date of birth is required as an anti-fraud measure)

1) Full Name.....

Position in group.....

Date of Birth.....

Home Address.....

.....

.....

Postcode.....

2) Full Name.....

Position in group.....

Date of Birth.....

Home Address.....

.....

.....

Postcode.....

Section B (for completion by your Bank / Building Society)

To the Manager

Please check the details on page 17 of this application. If they are correct, stamp and complete the declaration below and return this form to the account holder for submission with their application to Adur District Council for Community Grant Funding.

I can confirm that the account exists and that the details are correct.

Name.....

Position in bank / building society

.....

Signed.....

Dated.....

Official Bank / Building Society Stamp
(Please write address of bank / building society if not on your stamp)

Adur Community Grants 2012/13



Guidance notes and application form for groups/organisations making an application for grants up to £1,000 and up to £5,000.

In exceptional cases grants of over £5,000 will be considered.

Introduction to funding scheme

Adur District Council Community Grants are administered by the Council's Communities Team based at the Civic Centre in Shoreham-by-Sea. Applications will be considered for amounts **up to £5,000** from local groups and organisations for services or initiatives that meet the criteria below.

The closing date for applications will be 28th September 2012. Applications received after this date will NOT be considered for funding.

Community Grant Applications will be considered for services or initiatives that assist in the following 5 priority areas:

1. promoting health & wellbeing in the local community
2. promoting community involvement and volunteering opportunities
3. targeting inequalities and deprivation
4. increasing partnership working between organisations
5. promoting the regeneration of the district.

Who can Apply?

Any constituted groups or organisations working with local people in the Adur District.

Please note: We cannot accept applications from individuals.

How much can you apply for?

Groups or organisations can apply for up to £5,000 in any one financial year and can only make one application for funding each financial year. In exceptional cases grants of over 5K will be considered.

We can only fund services or initiatives that will take place within one year of awarding the grant.

New initiatives are particularly welcomed but in exceptional circumstances on-going projects will be considered.

What can be funded?

Preference will be given to applications which

- target Local Neighbourhood Improvement Areas (LNIAs) in Adur (Churchill, Peverel, Eastbrook, Southlands, Hillside and Mash Barn) or disadvantaged groups
- clearly evidence need
- demonstrate good value for money
- are sustainable in the long term
- are getting more people involved rather than just working with an established user group
- have not received Adur District Council Pot of Gold funding in the current year.

If in doubt about whether to apply, please phone us to discuss.

What cannot be funded?

- Services or initiatives that do not involve residents of the Adur District
- Services or initiatives that promote religious or political beliefs
- Services or initiatives that have already taken place.

Please note: If you need to attach additional A4 sheets at any stage of the application, please head the sheets with:

- 1) the name of your group or organisation
- 2) A contact name and telephone number or email address
- 3) The name of your service.

Before returning your form, please ensure that you have enclosed the following documents as without them your application will **NOT** be considered.

- 1. Your group/organisation's constitution / governing document***
- 2. Page 18 of the application form signed and stamped by your bank or building society**
- 3. Latest set of annual accounts or signed financial statement**
- 4. Copy of your Safeguarding Policy (if applicable) see Q8.**
- 5. A copy of your Equalities & Diversity Policy (see P12)**
- 6. A copy of your Public Liability Insurance**

***Unless you have already submitted them as part of a previous application and they have not changed.**

Make sure that a SENIOR CONTACT (see Q19) from your organisation signs the Grant Agreement on page 14.

Make sure that the MAIN CONTACT (see Q3) signs the Declaration on Page 16.

Make sure that you have an INDEPENDENT REFEREE (see Q18) for this application and that they sign the space on Page 10.

Please note that the reference will be taken up before the grant is awarded.

Are you related to anyone who is a Councillor or Council Officer?

Yes No

If so, who, and what is their relationship to you?

.....

How do we apply?

Fill in the attached form and send to:

**Communities Team
Adur Civic Centre, Room 209
Ham Road
Shoreham-by-Sea
West Sussex
BN43 6PR**

E-mail: communities@adur-worthing.gov.uk

Tel: 01273 263311

Please Note

All applications must be received by 28th September 2012.
Applications received after this date will not be processed.

A condition of awarding a grant is the completion of a 6-month and 12-month monitoring form. An Adur District Councillor may request a visit and be asked to provide a written report.

Failure to complete and return the monitoring forms at the appropriate time will render your organisation ineligible to apply for future Adur Community Grants.