



Decision to be taken on or after 22 July 2013

Ward: Various

Adur Competitive Community Grants Budget 2013/14

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 2013/14 grants budget amongst the 9 applications that were received before the deadline date of 21st June 2013. The applications total £37,982 and the 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 2012/13, grants to the value of £49,642 were awarded to 12 local organisations.

2.5 The 9 2013/14 applications will be scored against the criteria set out on the application form – see copy of Application Form and Scoring criteria in **Appendix 1**.

3.0 Proposals

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

3.1 Adur Churches Forum

Adur Churches Forum grew out of an initiative to create closer links between churches, the local authority and other agencies. A significant number of churches have now linked to the group covering the whole of Adur. ACF also has a representative on the Better Place Group and currently a member of ACF chairs the Adur Communities Network.

Funding of **£540** has been requested to support the group while it becomes established and to meet the costs of the Annual Conference.

3.2 **Adur Voluntary Action**

AVA supports any local voluntary sector organisations within the Adur area for purposes that benefit the local community.

Funding of **£13,300** has been requested towards three projects

- Homefront – garden maintenance service for those who experience physical or financial difficulty in looking after their gardens. £6,500 is requested to help fund a PT post and to purchase new gardening equipment.
- Online Access – To run courses across Adur providing an introduction to the use of the internet and email. £5,800 is requested to extend what is already being offered to cover applying for state benefits online.
- Hosting locally based services – Such as Cruse bereavement and the Credit Union. £1,000 is requested to finance, host and promote these services to the community.

3.3 **Albion in the Community**

To continue to provide the successful running of the Friday Night Football project at Lancing Leisure Centre. **£5,000** has been requested.

3.4 **City Coast Trust**

Funding of **£2,500** has been requested to provide Fishersgate residents the opportunity to receive a bike in need of TLC and then guidance, tools, venue and opportunity to rebuild or repair the bicycle which on completion they keep and use. In addition, local residents who own bicycles which need repair/maintenance will be offered the same opportunities.

3.5 **Cruse Bereavement Services**

Funding of **£3,200** has been requested to contribute towards the running costs of bereavement services in Adur which includes;

- Face to face bereavement support at home
- Access to support via telephone / email helplines
- Specially trained volunteers to support children & young people
- Friendship Groups
- Access to a Drop-In Service for all ages
- Longer term support for those in complex situations
- Information leaflets
- Training opportunities

3.6 **Freedom Powerchairs**

Funding of **£5,000** has been requested to install a lift up to the first floor to allow access to a community resource area.

3.7 Lancing United Football Club

Funding of **£2442** has been requested to make improvements to their current changing facilities. Repairs to the roof and floor of the shower room needs to be made along with other general maintenance to bring it up to a decent standard.

3.8 PAWS

Funding of any amount is requested for a donation towards improvements to the wildlife sanctuary. They are looking to purchase new property to enable them to provide additional and improved facilities.

3.9 St. Peters Knit and Natter

A local knitting group have requested **£1,000** towards the purchase of wool. The group knit items for the Special Care baby unit at Worthing Hospital, 'Link to Hope' (rebuilding lives in Eastern Europe) and Worthing Churches Homeless Project.

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 £44,478 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, 2013/14 in September and again in January 2014, 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 2013/14 Adur Community Grants budget in line with the suggested scoring criteria;
- ii) Agrees to two further competitive grants processes, using the same criteria, being run in the current financial year

Local Government Act 1972

Background Papers:

None

Contact Officer:

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Adur Civic Centre
01273 263311
jo.marshall-inns@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

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

COMMUNITY ADUR – Grants to Groups

Application form – up to £5,000

Please refer to the guidance notes when completing this application.

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

Q2. About you and your group.

Name of Group or Organisation.

Contact Address

Daytime Tel. No.

Email

Website

How much funding are you applying for?

Please give details of the management committee of your organisation. (There must be at least three unrelated people to your governing body).

Name.

Position.

Address.

Postcode

Daytime Tel. No.

Email

Name.

Position.

Address.

Postcode

Daytime Tel. No.

Email

Name.

Position.

Address.

Postcode

Daytime Tel. No.

Email

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

Registered Charity

Charity Number

Community Group or Society

Other (Please specify)

When did your organisation start?

Month

Year

Are you a branch of or related to a larger organisation? If so which one?

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).

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?

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

How did you hear about the Community Adur – Grants to Groups Scheme?

What are the aims and objectives of your organisation?

Q5. Please give details of the purpose of your grant
(Please be as detailed as you can).

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

Q7. Please estimate how many people 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

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?

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?

Where will most of the beneficiaries come from?
(Ward or Wards or disadvantaged groups).

Is the project aimed at a particular group of people?

Yes No

If you have answered yes, which groups in particular?

Unemployed

People on low incomes

Refugees/asylum seekers

Disabled people

Other (please specify)

How will you ensure their participation?

How are you going to publicise what you are doing?

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

Management Committee

Paid Staff

Volunteers

Other (please specify)

Q11. How many people involved with your organisation would you describe 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 Community Adur – Grants to Groups Scheme?

Referring to the five priority areas shown in the Guidance Notes, indicate which of these objectives you are addressing through your service or initiative. How will you measure your success against these objectives throughout the period of the 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.

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

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

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

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?

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

Q16. Please provide the following financial details:

Account year ending	Day	Month	Year
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Total gross income £

Total expenditure £

Current Account Balance at end of financial year £

Savings Account Balance at end of financial year £
(including any reserves or investments)

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

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

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

Funder	Activity	Date & Amount Awarded

Q18. Application Referee

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

Title First Name

Surname

Occupation

Address

Postcode

Daytime Tel. No.

Email

How long have you known this organisation?

How do you know this organisation?

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

Q19. Senior Contact

The Senior contact is the person who will sign the Grant Agreement between the group and Adur District Council.

Title First Name

Surname

Address

Postcode

Daytime Tel. No.

Email

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

Name of Bank / Building Society

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 13 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).



Application Checklist

- We have answered all the questions on the application form.
- The Main Contact (Q3.) has signed the declaration on page 15 (below).
- The Referee has filled in their details and signed Q18 on page 11.
- The Senior Contact (NOT the contact in Q3.) has added their details on page 12.
- 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 Q3.)

Dated

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

- Referee (Page 11)
- Senior contact (Pages 12)
- Main contact (Page 15)
- Section B: Bank/Building Society confirmation (Page 13/14)

The logo for 'Community Adur Grants to Groups' is centered at the top. It consists of three parts: a dark grey horizontal bar with the word 'COMMUNITY' in white, uppercase letters; a row of four teal squares, each containing a white letter 'A', 'D', 'U', and 'R' respectively; and the words 'GRANTS TO GROUPS' in a grey, uppercase, sans-serif font below the squares.

COMMUNITY
A D U R
GRANTS TO GROUPS

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

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

Introduction to funding scheme

Adur District Council Community Adur 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 this round of applications will be Friday 21st June 2013. Applications received after this date will NOT be considered .

Community Adur 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

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?

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

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.

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 refer to these guidelines while completing your application form.

- Q2. This address should be the main address of your group, but all correspondence will be sent to the address in Q3.
- Q3. The main contact cannot be the same person who will be signing the grant agreement. The person who signs the agreement will be your Senior contact.
- Q4. We only fund initiatives that take place in the year following the award of the grant.
- 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 your application please head the sheets with the name of your organisation, a contact telephone number and 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. You need to show how you adhere to current legislation. If you have people working on your service / initiative who are trained and experienced and who have an understanding of health and 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.
- Q9. Ward information is available at www.adur-worthing.gov.uk or from the Communities Team.
- Q12. This 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. 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 the 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.

Q15. Your group does not have to make a financial contribution. Volunteer time is just as important.

Q17. 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 the Big Lottery.

Q18. Your referee should be someone that 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. 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, clients/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.



Please note: Please complete the application form in full. 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 14 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***
 - 6. A copy of your Public Liability Insurance***
- **Make sure that a SENIOR CONTACT (see Q19) adds their details on page 12. they will sign the Grant Agreement if your application is successful.**
 - **Make sure that the MAIN CONTACT (see Q3) signs the Declaration on Page 15.**
 - **Make sure that you have an INDEPENDENT REFEREE (see Q18) for this application and that they sign the space on Page 11.**
 - **Please note that the reference will be taken up before the grant is awarded.**



How do we apply?

Please fill in the application 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

For information on other areas of funding that may be available to you please visit <http://www.adur-worthing.gov.uk/grants-and-funding>

PLEASE NOTE:

All applications must be received by Friday 21st June 2013.

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 Community Adur Grants.



