



Ward: Various

Adur Grants Budget 2011/12

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 remainder of the 2011/12 grants budget. A previous report allocated £32,396 from the budget of £82,460 leaving a balance of £50,064 to be allocated. It is recommended that up to £10,064 is allocated according to the up to £5,000 competitive grants criteria and that the remaining £40,000 is vired to the general grants budget and allocated to Central Sussex Citizens Advice Bureau and Adur Voluntary Action.

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 Council's 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 The applications have been scored against the criteria set out on the application form – see copy of Application Form and Scoring criteria in **Appendix 1**.

3.0 Proposals

3.1 Up to £5,000 competitive community grants proposals are as follows:

3.2 CW2011/0011 Growing Artists

Growing Artists is a voluntary social enterprise working to tackle social and personal issues that the most disadvantaged members of the local community face through creative interventions.

Funding of **£5,000** has been requested towards the cost of session leaders for both adult day sessions and after school sessions and also towards materials and admin costs.

This application was deferred in order to allow Councillors to make further enquiries with the organisation which have now been carried out.

3.3 CW2011/0016 Shoreham Wordfest

Shoreham WordFest is a celebration of words, written, spoken and sung, organised by a group of local writers and enthusiasts. They are seeking to run workshops by published authors for primary and secondary age pupils, and for adults to encourage literacy and new writing. They hope to run a playwriting competition for adults plus short story and poetry competitions for local schools and a festival in September and October 2012.

Funding of **£2,100** is requested towards publicity, author costs, 'poetrees' and publication.

3.4 CW2011/0015 Blueprint 22 – Keeping It Green 2012 Allotment Project

Blueprint 22 is a not-for-profit social enterprise aimed at anyone in Worthing and the surrounding area of West Sussex who is aged 16-25. Their aim is to encourage young people to get motivated and involved in tailor-made projects designed specifically by young people for young people - with the support of the Blueprint 22 team. Blueprint 22 is steered by a committee of young people who help to keep the work current and on-trend.

Funding of **£750** is requested for equipment, seeds, travel expenses, refreshments and publicity for a community allotment in Eastern Avenue, Adur.

3.5 Adur Youth Council – Young People's Voice

Funding is sought to enable a group of young people to steer the formation of an Adur Youth Council. They will participate in training to enable them to understand the role of Youth Councillor and to ensure their engagement within the community is valued and valid. The young people will engage with local councillors and community groups and will work towards an election process to create an elected youth council for the future.

Funding of **£4,000** is requested towards hire of venues, refreshments, lap top, training facilitation, elections and volunteer expenses.

4.0 Further Proposals

in the absence of further applications which meet the published 'up to £5,000' criteria, it is recommended that up to £10,064 is allocated to the above applications and that the remaining £40,000 is vired to the general grants budget and allocated as follows:

4.1 **Citizens Advice Bureau**

Funding of **£30,000** is recommended

- To help overcome existing issues in Adur and to bed in the new merged CABx arrangements specifically to increase opening hours and phone responses in the Lancing and Shoreham bureaux
- To train more local volunteers
- To review and provide better outreach services in the Fishersgate area
- To explore the viability of a Youth CAB in Adur

This will not be used for LSC contract work but would be one-off funding to enable the long-term sustainability of a quality service for the people of Adur.

4.2 **Adur Voluntary Action**

Adur Voluntary Action is seeking funding to ensure delivery of outreach and community network initiatives using volunteers. AVA is planning to open shops in Lancing and Shoreham in conjunction with Lancing Parish Council and Churches Together in Shoreham to offer local volunteering services, internet access, job clubs and art activities in collaboration with other local voluntary groups.

Funding of **£10,000** is recommended towards a part-time Development Worker

5.0 **Legal**

- 5.1 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.

6.0 **Financial implications**

- 6.1 There is a balance of £50,064 of unallocated funding in the 11/12 Adur grants budget which could be used to fund these requests.
- 6.2 However, as the financial year has now finished, the budget will need to be 'carried forward' to 2012/13. This will be considered by Joint Strategic Committee at its next meeting. Whilst the Cabinet Member can agree in principle the allocation of this remaining funding, the funding cannot be given until JSC have formally confirmed the carry forward.

7.0 **Recommendation**

- 7.1 It is recommended that the Cabinet Member

makes decisions in principle concerning the allocation of the remaining 2011/12 Adur Community Grants budget in line with the suggested scoring criteria and to meet corporate objectives namely:

- Promoting health and wellbeing in the local community
- Promoting community involvement and volunteering opportunities
- Targeting inequalities and deprivation
- Increasing partnership working between organisations

- Promoting the regeneration of the district.

7.2 That sufficient funding be released from the 2012/13 revenue budgets for the grants pending approval of the carry forward by the Joint Strategic Committee from 2011/12 revenue budgets.

Local Government Act 1972

Background Papers:

Report by the Executive Head of Planning, Regeneration & Wellbeing dated 23 January 2012

Record of Decisions re above Report dated 20 February 2012

Contact Officer:

Anne Jones
Voluntary Sector Support Officer
Adur Civic Centre
01273 263175
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 The new more transparent way of decision-making should enhance 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

2011/12 Adur Community Grants

Name of Project

Name of Appraiser

Amount Requested

Community Grant Applications will be considered for services that assist in the following 5 **priority** areas (see Q 12)

Q 12	Score 0-5
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	
SUB TOTAL	/25

Preference will be given to applications which

	Score 0-5
target local neighbourhood improvement areas (LNIAs) in Adur (Q 9)	
evidence need (Q 6)	
demonstrate strong local community support and leadership	
demonstrate good value for money (Q 7 ; Q 13)	
are sustainable in the long term (Q 12 ; Q 14)	
are getting more people involved rather than just working with an established user group (Q 12)	
SUB TOTAL	/30
TOTAL	/55

Referee.....

Adur Community Grants Up To £5,000



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

Introduction to funding scheme

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

No funding is available for individuals.

The closing dates for applications will be Friday 25th November 2011. Applications received after this date will NOT be considered for funding.

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

- promoting health & wellbeing in the local community
- promoting community involvement and volunteering opportunities
- targeting inequalities and deprivation
- increasing partnership working between organisations
- promoting the regeneration of the district

Up to £5,000 funding – 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.

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

What can be funded?

Preference will be given to applications which

- Target Local Neighbourhood Improvement Areas (LNIAs) in Adur (Churchill, Peveler, Eastbrook, Southlands, Hillside and Mash Barn)
- Evidence need
- Demonstrate strong local community support and leadership
- Demonstrate good value for money
- Are sustainable in the long term
- Have not received Adur District Council Pot of Gold funding in the current year
- Are getting more people involved rather than just working with an established user group

What cannot be funded?

- Projects that do not involve residents of the Adur District
- Projects that promote religious or political beliefs
- Projects 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. *Latest set of audited annual accounts***
- 3. *Copy of your Safeguarding Policy***
- 4. *A copy of your Equalities & Diversity Policy (see P15)***
- 5. *A copy of your Public Liability Insurance***
- 6. *Page 21 of the application form signed and stamped by your bank or building society***

Make sure that a SENIOR CONTACT (see Q18. from your organisation signs the Grant Agreement on page 17.

Make sure that the MAIN CONTACT (see Q2. signs the Declaration on Page 19.

**Make sure that you have an INDEPENDENT REFEREE for this application and that they sign the space on Page 13.
Please note that the reference will be taken up before the grant is awarded.**

How do we apply?

Fill in the attached form and send to:

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

**E-mail: community.wellbeing@adur.gov.uk
Tel: 01273 263311**

Please Note

All applications must be received by the closing date. No applications will be processed after this.

A condition of the awarding of a grant is the completion of a 6-month and 12-month monitoring form. An Adur District Councillor will also be asked to visit and to provide a written report. Previous grant recipients must leave a gap of at least one funding year before another application will be considered.

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

Application Ref. No. (please leave blank - office use only)

.....

**Adur Community Grants –
Application Form up to £5,000**

Q1. What is the name of your service?

.....

Q.2 About you and your group

Name of group or organisation

.....

Contact address

.....

.....

.....

.....

.....Post Code.....

Daytime Telephone Number.....

Mobile Telephone Number.....

E-mail address.....

**Please give details of the Management Committee of your
organisation (there must be at least 3 unrelated people on
your governing body)**

Name.....

Position.....

Address.....

.....

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.....Post Code.....

Daytime Telephone Number.....

Email address.....

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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.....Post Code.....

Daytime Telephone Number.....

Email address.....

Name.....

Position.....

Address.....

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.....Post Code.....

Daytime Telephone Number.....

Email address.....

What is your group?

(Please tick all that apply):

a) Registered Charity

if so add your charity number

b) Community Group or society

c) Other

If other please specify

When did your group start?

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

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

.....

The Main contact cannot be the same person who will be signing the Grant agreement on page 17.
(The person who signs the agreement will be your Senior Contact)

Q3. Main contact for this application

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

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

What is your position in the group?
.....

Address (for all correspondence relating to the application if different from the one on page 4)
.....

.....
.....
.....Post code.....

Phone number (day).....
Evening.....
Email address.....

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

Q4. When will your service commence?

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

In which Adur ward (or wards) will your project take place?
.....

(Ward information is available at www.adur.gov.uk or by calling the Community Wellbeing Team on 01273 263311).

Please describe realistically what you intend to do if awarded a grant. Please use an additional A4 sheet if you need to.

If you need to attach additional A4 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 project part of other work that is going on in the community? Have you carried out research into community needs?

Make a reasonable guess, doesn't need to be too accurate and a higher number of people is not necessarily better.

Q5. Describe your service

(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 project.

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Ages of the people who will directly benefit from your project (estimate numbers of specific age groups or tick 'All Ages' box if more appropriate):

0 – 12 13 – 19 20 – 65 65+ **All Ages**

You need to show how you adhere to current legislation. If you have trained and experienced people working on your project, with 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

Ward information is available at www.adur.gov.uk or by contacting the Community Wellbeing Team.

Q8. Please explain how you will address any safety issues that may be related to your project. If working with children or young people (under 18), or vulnerable adults, how will they be kept safe?

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Does your group have the following?

- Public Liability Insurance
- Safeguarding Policy (if your work involves contact with children or vulnerable adults)
- Equalities & Diversity Policy (See page 15)

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

Q9. Who will the project benefit?

a) Where will most of them come from? (ward or wards).

.....

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 income

Refugees/asylum seekers

Disabled people

Other

(Please specify).....

d) how will you ensure their participation?

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.....
.....

Please continue on a separate sheet if you need to.

Q16. 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

Your referee should be someone who holds a professional position, knows the work of your group well and can comment upon your proposed service. **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 Community Wellbeing Team.**

Q17. Application referee

Your application requires an independent referee.

References will be taken up.

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

Surname.....

Employer.....

Address.....

.....

.....Post Code.....

Telephone Number (Daytime).....

Evening.....

E-mail Address.....

How long have you known the group?.....

How do you know the group?.....

.....

.....

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.....

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

Q18. Senior Contact.

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

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

Surname.....

Position held in group.....

Address

.....

.....

.....

Post Code.....

Daytime Tel. No.....

Evening.....

E-mail address.....

IMPORTANT!

The Senior Contact MUST also sign the Grant Agreement on Page 17.

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 and used – whether on paper, in a computer or recorded on other material – and there are safeguards to ensure this is 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 we hold. 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:

- Eliminate unlawful racial discrimination; and promote 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 Community Wellbeing 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 Community Wellbeing 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 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 meet 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's Community Wellbeing Team with a monitoring report after 6 months and 12 months. We will also present the project 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.

This declaration **CANNOT** be signed by your Main Contact in Q2 this must be signed by the same member of your organisation whose details are given on page 14.

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 Q18.)

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 Group.....

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 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 relevant information. **Please note that we will not be able to process incomplete applications – please note the cut-off dates on page 1.**

Application Checklist.

- We have answered all the questions on the application form.
- The Main Contact (see Q2.) has signed the declaration on Page 19.
- The Referee has filled in their details and signed Q17 on Page 13.
- The Senior Contact (**NOT the contact in Q2.**) has signed the Grant Agreement on Page 17.
- 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

We understand that incomplete applications will not be processed.

We understand that when a complete application has been received we will be informed of the decision within **six weeks** of the closing date.

We 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 addition information during the assessment process.

Signed (Main Contact Q2.)

.....

Dated.....

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

- Referee (page 13)**
- Senior Contact (Pages 14 & 17)**
- Main Contact (Page 19)**
- Section B: Bank / Building Society confirmation (page 21)**

Bank / Building Society Account Details Form

Section A (for completion by the applicant)

Name of Bank / Building Society

.....

Account Name (Your Group).....

Bank / Building Society Account Number _ _ _ _ _

Sort Code _ _ _ _ _ Building Society Roll Number

Postal address of your group (for this bank account)

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.....
.....
.....

Name, address and date of birth of signatories (withdrawals
need 2 unrelated signatories)
(date of birth required as an anti-fraud measure)

1) Full Name.....

Position in Group.....

Date of Birth.....

Home Address.....

.....
.....

.....Post Code.....

2) Full Name.....

Position in group.....

Date of Birth.....

Home address.....

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.....

.....Post Code.....

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

To the Manager, applicant's bank / building society.

Please check the above details. 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 above account exists and that the details are correct.

Name.....

Position in Bank / Building Society.....

Signed.....

Date.....

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

