

GRANTS COMMITTEE AGENDA



Monday 16th July 2007

at 2.00 pm

**in Training Room 2,
Belle Vue Community, Sports and Youth Centre,
Kendal Road, Hartlepool**

MEMBERS: GRANTS COMMITTEE:

The Mayor, Stuart Drummond, Councillors Payne and Tumilty.

1. APOLOGIES FOR ABSENCE

2. TO RECEIVE ANY DECLARATIONS OF INTEREST BY MEMBERS

3. MINUTES

3.1 To receive the minutes of the meeting held on 12th March 2007 (*attached*)

4. KEY DECISIONS

No items

5. OTHER ITEMS REQUIRING DECISION

- 5.1 Civic Lottery Grant Applications – *Assistant Chief Executive*
- 5.2 Directed Lettings 2007/2008 Hire of Premises by Voluntary/Community Groups - *Director of Adult and Community Services*
- 5.3 Community Pool 2007/2008 – *Director of Adult and Community Services*
- 5.4 Play Opportunities Pool Award 2007/2008 – *Director of Children's Services*
- 5.5 Community Safety Capital Grants Allocations – *Head of Community Safety and Prevention*

6. ITEMS FOR INFORMATION

No items

GRANTS COMMITTEE

MINUTES AND DECISION RECORD

12th March 2007

The meeting commenced at 2.00 pm in the Civic Centre, Hartlepool

Present:

The Mayor, Stuart Drummond

Councillors Robbie Payne (In the Chair), Victor Tumilty

Officers: Nicola Bailey, Director of Adult and Community Services
John Mennear, Assistant Director, Adult and Community Services
Diane Whitehead, Planning and Implementation Officer
Sue Rybak, Grants Officer
Brian Robinson, Operations Manager
Jo Dickinson, Business Support Officer
Jo Hogan, Crime and Disorder Co-ordinator
Clare Clark, New Deal for the Communities
Angela Hunter, Principal Democratic Services Officer

Also Present: Liz Carter, Hartlepool Community Studio

20. Apologies for Absence

None.

21. Declarations of interest by Members

None.

22. Minutes of the meeting held on 25th January 2007

Received.

23. Civic Lottery Grant Applications *(Assistant Chief Executive)*

Type of decision

Non-key.

Purpose of report

To consider Civic Lottery Grant Applications.

Issue(s) for consideration by the Committee

The report sought the Committee's consideration of the following:-

- applications where no previous grants had been awarded;
- applications where grants had previously been awarded.

Following consideration of the information provided Members expressed support for all applications. In the case of the San Gai Karate Club, the Active8 Centre Partnership however, Members requested further information on the function and activities of the group before giving consideration to the application.

Decision

The following allocation of grants was approved:-

Application number	Organisation	£
3226	Hartlepool and District Hospice	500*
3228	Model Rail Hartlepool	500
3229	Hartlepool Sports Council	500*
3230	Hartlepool Town FC	500*

(* Organisations that have previously received Civic Lottery Grants)

24. Play Opportunities Pool Award 2007/08 *(Director of Children's Services)*

Type of decision

Non-key.

Purpose of report

To advise members of applications to the Play Opportunities Pool and to seek approval for recommended grant awards.

Issue(s) for consideration by the Committee

Grant aid totalling £18,849 for 2007/08 was available to community groups and voluntary organisations to enable them to provide play opportunities throughout the year, thereby complimenting the Authority's play provision. The provision of play grants also enabled groups to provide play to meet local needs, especially in areas of disadvantage to assist local people on limited incomes.

Grant Awards are used as a contribution towards the cost of a play opportunity, with the Authority's funding acting as a magnet to attract match funding. In total, six applications had been assessed with requests from the Grants Pool towards staff, volunteers, transport, equipment etc. Grant awards were used as a contribution towards the cost of a play opportunity, with the Authority's funding acting as a magnet to attract match funding. In total, six applications had been assessed with requests from the Grants Pool towards staff, volunteers, transport, equipment etc totalling £15,634.31. The remaining balance being £3,214.69.

Details of the groups requesting funding were set out in the report together with an outline of what schemes the groups were proposing that the grant would be utilised for.

Decision

That the grant awards below totalling £15,634.31 be approved: -

C.H.I.L.D. Deaf Youth Project - A contribution of £1,354.31 towards the costs for the summer play scheme, including staff, volunteers' expenses and transport and the under 11's youth provision for staff, transport administration and volunteers' expenses.

Hartlepool Special Needs Support Scheme - A contribution of £3,190.00 towards the cost of transport, paid sessional staff and volunteers and administration.

Manor Residents' Association – A contribution of £1,580.00, being the balance of the cost of the schemes, towards transport costs.

West View Project – A contribution of £4,725.00 towards staff and transportation.

Buzzy Bees Fun Club- A contribution of £2,185.00 towards staff costs and management costs to operate the Buzzy Bee Fun Club.

Hartlepool Families First – A contribution of £2,600.00 towards salary and associated costs as detailed within the report to cover 3 hours per

week in the south area of the town.

25. Youth Service Grant to Abbey Street (Headland Future) Voluntary Youth Project for 2007/08 *(Director of Children's Services)*

Type of decision

Non-key.

Purpose of report

To consider details and seek Members' approval of a grant award for the support of youth work at the Abbey Street Voluntary Youth Project.

Issue(s) for consideration by the Committee

The report advised that the Youth Service supported voluntary youth groups which were complementary in contributing to town-wide provision for young people 13-19 years. Grants were assessed against criteria involving need (where services were required) and the potential of the voluntary organisations to contribute to the Youth Service's outcomes and targets. Abbey Street Voluntary Youth Project continued to successfully meet both criteria. Any grant issued was on the basis of delivering a specification which detailed the quantity/quality of youth work expected. The specification for the Abbey Street project was attached by way of appendix.

The Abbey Street project operated a good curriculum and was particularly successful in respect of young people's participation through a user committee, and live music. Abbey Street would be effective in contributing numbers towards the Youth Service Reach target of 25% of 13-19 year olds and further had the capacity to deliver recorded and accredited outcomes. The youth staff at Abbey Street had undertaken training over the past year with 2 staff training with the Youth Service to qualify as youth workers.

The administration and finances of the organisation had had issues and pressures in the past. This had resulted in the grant being released on a monthly basis last year. However the situation had much improved and subject to this grant being given, the project had a 100% confirmed budget for 2007/08. Abbey Street had made sound progress in guaranteeing funding through to 2009/10.

Given the new level of security achieved, it was deemed that the staged monthly payments authorised last year, were no longer necessary.

The grant requested for 2007/8 was £28,135 which represented a 3% inflation increase on the previous year's award. The grant application was

attached by way of Appendix. The Youth Service Budget for 2007/08 had earmarked for this project, a budget of £28,135, equivalent to the amount requested.

Members raised the question of monitoring and the Operations Manager indicated that the projections show that the project was sustainable for the next year and that any future applications would be subject to a risk assessment when submitted.

Decision

- (i) That the grant funding to Abbey Street Project (Headland Future Ltd) of £28,135 be approved.
- (ii) That the staged monthly payments be withdrawn.
- (iii) An annual review be undertaken to assess the risk to the Council.

26. Community Pool 2006/07 – Hartlepool Access Group : Shopmobility *(Director of Adult and Community Services)*

Type of decision

Non-key.

Purpose of report

To advise Members of an application to the Community Pool from Hartlepool Access Group (HAG) for their Shopmobility project and to seek approval for a grant award from remaining funds.

Issue(s) for consideration by the Committee

An application had been received from HAG for a contribution towards the running costs of the Shopmobility project, including the salary costs of an Equipment Worker and an Administrator. The Shopmobility project provided mobility equipment; motorised scooters, wheelchairs, crutches etc to enable people to go about their business in the town centre independently thus improving their quality of life. Details of previous Community Pool grant aid allocated to the Shopmobility Project was highlighted within the report.

Early in the financial year Shopmobility approached the management of Middleton Grange Shopping Centre, PPG Metro 500 Ltd and asked for financial support for the project. PPG had provided written confirmation that they were prepared to match the Local Authority's investment in Shopmobility pound for pound basis on the proviso that Hartlepool Access Group supplied a 3-year business plan. PPG Metro also indicated that they

were willing to offer a 3-year funding commitment if a similar commitment was made by the Local Authority.

Due to the lengthy development of a 3-year business plan, PPG had offered payment of £5,479.00 towards the current financial year and had confirmed that their 3-year initial match funding arrangement would commence from 1st April 2007. This arrangement placed Shopmobility in potentially their most financially sustainable position for many years.

HAG therefore requested additional grant aid from the Community Pool of £4,914 to cover this shortfall and sustain service delivery until 1st April 2007. It was reported that if this application was approved, the balance of the 2006/07 Community Pool would be £66,509 and it was requested that this be rolled forward to 2007/08.

Decision

- (i) A grant of £4,914 for Hartlepool Access Group as a contribution towards the running costs of the Shopmobility project for the 2006/07 financial year.
- (ii) That the balance of the 2006/2007 Community Pool, £66,509, be accrued into the 2007/2008 financial year, subject to any further demands on the Community Pool.

27. Community Safety Capital Grant Allocations *(Head of Community Safety and Prevention)*

Type of decision

Non-key.

Purpose of report

To advise Members of applications to the Community Safety Capital Fund and seek approval for recommended grant awards.

Issue(s) for consideration by the Committee

The Council had decided that its capital budget for 2006/07 would include an allocation of £150,000 to implement community safety projects associated with and contributing to Safer Hartlepool Partnership's strategy covering crime, disorder and drugs. Following an overspend of £14,321 in 2005/06 this had been reduced by £14,321 to £135,679. However, there was slippage of £7,738 in 2005/06 into 2006/07, therefore the capital budget was £143,417 for 2006/07.

Details of the objectives contained in the Safer Hartlepool Partnership's strategy and the criteria against which project proposals were judged were outlined within the report and attention was drawn to the following applications for grant funding each of which had been recommended for approval by the Community Safety Officer Group:

- **Community Allotment Project** – funding of £12,175 for a contribution towards a steel container for the storage of garden equipment and rural planning permission for the container along with palisade fencing and installation (three sides of plot) at the Waverley Terrace site.
- **Milton Road/Tankerville Street CCTV** – funding of £6,000 to upgrade the current system, purchase and install a new camera at the Milton Road/Tankerville Street junction and pay for the ongoing monitoring and maintenance costs of all cameras within the system for the next two years.

Concern was expressed by Members about reports of anti-social behaviour around Lynnfield School and requested that the security issues around this particular area be examined.

Decision

The following Community Safety capital contributions were approved:

- **Community Allotment Project** – funding for a steel container for the storage of garden equipment and rural planning permission for the container along with palisade fencing and installation (three sides of plot).
- **Milton Road/Tankerville Street CCTV** – funding to upgrade the current system, purchase and install a new camera at the Milton Road/Tankerville Street junction and pay for the ongoing monitoring and maintenance costs of all cameras within the system for the next two years.

28. **NRF Community Safety Grants Pool** (*Head of Community Safety and Prevention*)

Type of decision

Non-key.

Purpose of report

To seek approval to allocate a proportion of the NRF Community Safety Grants Pool to a project.

Issue(s) for consideration by the Committee

The Community Safety Grants Pool was awarded to allow community groups access to funding to tackle local community safety problems. The objectives and criteria of the grants were detailed within the report.

Members were asked to consider the following applications:

- **Hartlepool Executive District Scouts Council** to fund installation of wall spikes around the Scout Centre Project and Owton Fens Community Association (OFCA) to fund a confidential information shredding service.

The Grants Panel had agreed that the project would benefit the local community and service users by aiming to reduce burglary and the level of anti-social behaviour around the building.

- **Owton Fens Community Association (OFCA)** to fund the purchase of a confidential information shredding service.

The Grants Panel had agreed with OFCA that the project would benefit the local community by providing community voluntary organisations, throughout Hartlepool with a shredding service. The project would promote reassurance and create a feeling of safety for clients in the knowledge that confidential information was disposed of securely.

In relation to the OFCA application, Members requested monitoring arrangements were put in place to enable officers to identify the level of usage of the shredder with a view to obtaining “claw-back” of funding if the shredder was not fully utilised. The Crime and Disorder Co-ordinator indicated that a process for low-cost monitoring could be put in place in order to establish the level of usage and he would explore “claw-back” of funding as a consequence of low level usage.

Decision

- (i) The application for £938.75 towards the cost of the installation of wall spikes around Hartlepool Executive District Scouts Centre be approved.
- (ii) The application for £880.75 to purchase a cross cutter shredder for the Owton Fens Community Association be approved and that low-cost monitoring arrangements for the usage of the shredder be examined.

29. Community Pool 2007/08 (*Director of Adult and Community Services*)

Type of decision

Non-key.

Purpose of report

The report sought approval for the level of grant awards to community groups and voluntary organisations from the Community Pool for 2007/08.

Issue(s) for consideration by the Committee

The Community Pool budget for the 2007/08 financial year had been set at £437,109. If the final round of applications for funding from the 2006/07 budget was agreed at this meeting and Members agreed to accrue the balance from the 2006/07 Community Pool budget of £66,329 this would give a total available for distribution of £503,438.

Within the Community Pool budget it was usual practice to allocate funding for Directed Lettings, the allocation for which had been frozen for 2007/08 at £4,000, the same level as 2006/07. Due to the agreement of 7 awards from the Community Pool being approved on a tapering basis in 2005/06, the total of these awards £24,605 had been taken from the total budget available. After both these deductions, a balance of £474,833 remained in the Community Pool budget for distribution. Members were informed that due to the likelihood of some groups requiring further in-year support to safeguard their future, it was suggested that a contingency reserve should be retained.

Details of the applications made along with recommendations for funding were detailed within the report. The report also included details for four organisations requests for funding that had been refused. Details of two applications from Hartlepool People and Owton Manor Neighbourhood Watch and Residents' Association were not in a position to provide some of the information required to process their application. It was suggested that either both these applications be deferred to the next meeting of this Committee or delegated authority could be given to the Director of Adult and Community Services to process the applications upon receipt of the necessary documentation.

At this point in the meeting The Mayor, Stuart Drummond and Councillor Robbie Payne declared a prejudicial interest in the application for the Belle Vue Community Sports and Youth Centre. As a result of this interest, this application would be referred to Cabinet for a decision.

Members attention was drawn to the fact that PPG Metro had agreed to commit to a 3-year funding package from 2007-10 to match Local Authority funding pound for pound if the Local Authority was prepared to make the same commitment. Members requested that a form of annual review be incorporated into the allocation of funding to Shopmobility. The Director of Adult and Community Services indicated that an indicative agreement could be given to approve the grant subject to an annual review in line with the Council's budget strategy. Members were concerned that the application from Hartlepool Hospice has been rejected. The Assistant Director, Adult and Community Services indicated that there were some extremely difficult decision to be taken in relation to the allocation of grant funding and there was strict criteria to be met. The Assistant Director added that the current investigation being undertaken by the Scrutiny Co-ordinating Committee into the withdrawal of European Funding to the Community and Voluntary Sector may provide some guidance with a view to reviewing the criteria.

Decision

- (i) That the budget allocated for directed lettings (£4,000) be approved.
- (ii) That the Grant aid to those organisations detailed in Appendix 2 of the report be approved for 2007/08 with the exception of the applications submitted by Hartlepool People and Owton Manor Neighbourhood Watch and Residents' Association. Delegated authority was given to the Director of Adult and Community Services to approve the above 2 applications, once the necessary documentation had been received.
- (iii) That an agreement to a 3-year commitment to Hartlepool Access Group for Shopmobility be approved, subject to an annual review in line with the Council's budget strategy.
- (iv) That the applications from the four applications detailed in the report which did not meet the criteria be rejected.
- (v) That the retention of the balance of the Community Pool, as a contingency to be dispersed later in the financial year be approved.
- (vi) That the application from the Belle Vue Community and Sports Centre be referred to Cabinet for a decision.

J A BROWN

CHIEF SOLICITOR

PUBLICATION DATE: 16th March 2007

GRANTS COMMITTEE

16th July 2007



Report of: Assistant Chief Executive

Subject: CIVIC LOTTERY GRANT APPLICATIONS

SUMMARY

1. PURPOSE OF REPORT

To consider Civic Lottery Grant Applications.

2. SUMMARY OF CONTENTS

The report asks members to consider the following:

- the general approach to the allocation of the available balance for 2007/8
- the approach to the award of grants for citizens' summer outings and Christmas parties and delegating authority to officers to approve these grants.
- applications where no previous grants have been awarded.
- applications where grants have previously been awarded

3. RELEVANCE TO THE GRANTS COMMITTEE

The Committee is responsible for determining these grant applications.

4. TYPE OF DECISION

Non-key decision

5. DECISION MAKING ROUTE

Grants Committee

6. DECISION(S) REQUIRED

- 1 To consider the approach to the allocation of the available balance for 2007/08, (including the setting aside of £1,500 for applications for summer outings and Christmas parties as set out in section 3 (A) of the report and delegating authority to the Assistant Chief Executive to award such grants in accordance with the criteria)
- 2 That the proposed changes to the awards to senior citizens groups as set out below be approved

Up to 30 members £60
Over 30 members £100
- 3 To consider applications for the allocation of grants as detailed in sections (B) and (C) of the report.

Report of: Assistant Chief Executive

Subject: CIVIC LOTTERY GRANT APPLICATIONS

1. PURPOSE OF REPORT

- 1.1 To consider Civic Lottery Grant Applications.

2. BACKGROUND AND APPROACH TO GRANT ALLOCATION

- 2.1 In accordance with the procedure previously approved by Members, the annual amount available for distribution of lottery grants is based upon the real rate of interest earned by the investment in the previous financial year. This can be calculated from the Council's internal interest rate less the April Retail Price Index increase over 12 months.

- 2.2 For 2007/2008 grants the rates are: 2006/2007 internal interest rate **4.97%**. The calculation is set out below:

	£
Balance 01.04.07	399,581.47
Interest on fund at 4.97 %	<u>19,859.00</u>
Balance available for distribution	19,859.00

- 2.3 If Members agree to the proposal set out in section 3 (A) below (that £1,500 is made available for senior citizen's summer outings and Christmas parties), the balance available for distribution will be **£18,359.00**. The total sum sought in this tranche of lottery applications, the first of three that are due to be considered this Municipal Year, is **£3,660**

- 2.4 The current criteria for eligibility and distribution from the Civic Lottery Fund requires Members to consider applications three times a year in order that an overall view of applications can be obtained. In previous years Members have generally attempted to distribute one third of the balance available on each occasion. If Members wish to do this the sum available for each of the three meetings would be **£6,119.66**

- 2.5 Also In previous years it was agreed to distribute the balance available for distribution proportionately. Normally the amount of grants requested outweighs the allocation available. In that case, awards are usually made on a pro rata basis. However, in this tranche the sum of grants sought totals **£3,660**. Each of the three tranches would be allocated **£6,119.66** therefore

Members would be able to fully support each of the grant applications. The remaining balance from this tranche would be added to the balance of the future two tranches.

3. ISSUES FOR CONSIDERATION AND FINANCIAL IMPLICATIONS

(A) APPROACH TO APPLICATIONS FOR FUNDING TOWARDS SENIOR CITIZENS' SUMMER OUTINGS AND CHRISTMAS PARTIES

It is usual at this time of year to consider applications from senior citizens' organisations, and the Council's warden-controlled flatlets and bungalows, for assistance towards the cost of their summer outings and Christmas parties.

It is suggested that Members may wish to adopt a similar system as in previous years, whereby, a sum of £1,500 is set aside for applications for grants towards either summer outings or Christmas parties (not both). If this approach continues then the balance available for distribution for other application would reduce from **£19,859** to **£18359** (as described in paragraph 2.3 above), leaving **£6119.66** for award in this tranche.

In previous years decisions relating to this type of application have been delegated to officers and it is suggested that this approach continues. The criteria for amount awarded has been dependent upon the number of Members in an organisation, i.e.:-

15-20	members	£20
21-40	members	£40
41-60	members	£50
over 60	members	£70

In the previous financial year only £320 of grants to senior citizens organisations were approved. It should be noted that the level of grants has not been increased for quite some time (at least ten years). If members are agreeable, it is proposed that the current bandings be replaced by two bands, 15 to 30 members and over 30 members, to simplify the administration of the awards. It is then proposed that the payments be increased to £60 for the lower band and £100 for the higher band. At the maximum of the lower band this equates to £2 per member.

Some additional publicity in Hartbeat may also encourage some new applications from these groups. The numbers applying over recent years have been dwindling with the same groups coming back year after year.

(B) APPLICATIONS FOR CONSIDERATION - WHERE NO PREVIOUS GRANTS AWARDED

Copies of the application forms are available in the Member's Library.

APP NO.	ORGANISATION	REASON FOR APPLICATION	TOTAL COST £	SUM SOUGHT £
3233	Headland Boxercise Club	Financial support towards future costs	£3925.00	£500
3235	White Crane Tai Chi Group	Running costs	£11,856	£500
3227	Activ8 Centre Partnership	Financial Assistance towards an office conversion	£500.00	£500
3238	Friends of Tees and Hartlepool Yacht Club Sailing Cadets	Financial Assistance towards the cost of a cadet weekend on the tall ship "James Cook"	£1,560	£500
3237	The Princess Royal (Hartlepool Lifeboat) Trust CIC	Financial support towards attendance at the Sunderland International Air Show July 2007	£500	£500
3225	San Gai Karate Club	Financial assistance towards attendance at World Karate Championships October 2007	£1,000	£500

(C) APPLICATIONS FOR CONSIDERATION – SECOND AND SUBSEQUENT REQUESTS

Copies of the application forms are available in the Member's Library.

APP NO.	ORGANISATION	REASON FOR APPLICATION	TOTAL COST £	SUM SOUGHT £
3231	Hartlepool Snooker Centre Church and District League	To purchase trophies for cup finals	£500	£500
PREVIOUS GRANTS				
£494.86	End of season trophies		Grants Committee 29 th March 2006	
£500	Running costs		Grants Committee 15 th November 2005	
£500	Running costs		Grants Committee 21 st December 2004	
3236	RASC/RCT Association – Teesside Branch	To fund a church service and buffet to celebrate the 25 th anniversary of the end of the Falklands War	£160	£160
PREVIOUS GRANTS				
£60	Christmas Party		Approved under officer's delegated powers 11 th October 2005	
£70	Christmas Party		Approved under officer's delegated powers 1 st October 2004	
£70	Christmas Party		Approved under officer's delegated powers 30 th October 2003	
£40	Christmas Party		Approved under officer's delegated powers 5 th September 2002	

APP NO.	ORGANISATION	REASON FOR APPLICATION	TOTAL COST £	SUM SOUGHT £
£70	Christmas Party		Approved under officer's delegated powers 25 th October 2001	
£50	Christmas Party		Approved under officer's delegated powers 12 th September 2000	
£40	Christmas Party		Approved under officer's delegated powers 13 th September 1999	

4. RECOMMENDATIONS

- 4.1 To consider the approach to the allocation of the available balance for 2007/8, (including the setting aside of £1,500 for applications for summer outings and Christmas parties as set out in section 3 (A) of the report and delegating authority to the Assistant Chief Executive to award such grants in accordance with the criteria set out in the report)
- 4.2 That the proposed changes to the awards to senior citizens groups as set out below be approved
- | | |
|------------------|------|
| Up to 30 members | £60 |
| Over 30 members | £100 |
- 4.3 To consider applications for the allocation of grants as detailed in sections (B) and (C) of the report.

GRANTS COMMITTEE

16th July, 2007



Report of: Director of Adult and Community Services

Subject: DIRECTED LETTINGS 2007/2008
HIRE OF PREMISES BY VOLUNTARY/COMMUNITY GROUPS

SUMMARY**1. PURPOSE OF REPORT**

This report provides details of applications to the Directed Lettings Scheme for the hire of premises by voluntary/community groups.

2. SUMMARY OF CONTENTS

The Directed Lettings Scheme was established in 1996 to deal with applications for funding from community groups, who had benefited from free use of school premises for their meetings, prior to local Government reorganisation. Since reorganisation, to honour this arrangement and other youth activities, an allocation from the Community Pool for specific activities, including Directed Lettings is made at the beginning of each financial year. At the meeting of the Grants Committee on 12th March, 2007, therefore, Members approved an allocation of funding of £4,000 for Directed Lettings.

Through the Directed Lettings Scheme, support has previously been provided to two Parish Councils, Hart and Elwick. The Council has a legal obligation to provide grant aid to the Parish Councils in accordance with Section 134 of the Local Government Act 1972 and the total recommended to support Hart and Elwick Parish Councils for the 2007/2008 financial year is £440.

In addition, six applications have been received and have been assessed, resulting in recommendations amounting to £3,219 towards the costs of eight groups/organisations.

Subject to approval, as all applications to the Directed Lettings allocation will have been made, it is proposed that the balance of the allocation, amounting to £781 be returned to the main Community Pool budget for distribution at future meetings of the Grants Committee.

3. RELEVANCE TO PORTFOLIO MEMBER

The Grants Committee is responsible for determining the level of grant awards from the Community Pool.

4. TYPE OF DECISION

Non-Key.

5. DECISION MAKING ROUTE

Grants Committee to determine awards at meeting, 16th July, 2007.

6. DECISION(S) REQUIRED

To approve grant awards to eight groups/organisations from the Directed Lettings allocation of the Community Pool, totalling £3,219, leaving a balance of £781 to be returned to the main Community Pool budget.

Report of: Director of Adult and Community Services

Subject: DIRECTED LETTINGS 2007/2008
HIRE OF PREMISES BY VOLUNTARY/COMMUNITY GROUPS

1. PURPOSE OF REPORT

- 1.1 This report provides details of applications to the Directed Lettings Scheme, the hire of premises by voluntary/community groups.

2. BACKGROUND

- 2.1 Prior to 1996, community groups, including uniformed groups operating in school premises, were allowed free use of those premises for their meetings by Cleveland County Council. In 1996, when Hartlepool became a Unitary Authority, sufficient resources were not available to allow these groups free use, so the Directed Lettings Scheme was established to target resources to the groups operating in the most disadvantaged areas, i.e. those meeting in areas designated as suffering from the highest levels of disadvantage were awarded 100% of their costs, other groups were awarded up to 50% of their costs.
- 2.2 Since the scheme was established, several groups have ceased to operate, others have rationalised by joining groups together and some have moved to cheaper accommodation in order to reduce their costs. All groups have had to increase their membership charges.
- 2.3 Through the Directed Lettings Scheme, support has been provided to two Parish Councils; Hart and Elwick. The Council has a legal obligation to provide grant aid to the Parish Councils in respect of the hire of premises and Section 134 of the Local Government Act 1972 gives the Council the powers to provide a meeting place for Parish Councils paid for from its own budget.
- 2.4 At the meeting of the Grants Committee on 12th March, 2007, Members approved an allocation of £4,000 from the Community Pool for Directed Lettings; the hire of premises by voluntary and community groups in 2007/2008.

3. FUNDING PROPOSAL

- 3.1 As previously highlighted, there is a requirement to support the premises' costs of the Hart and Elwick Parish Councils meetings from this budget. The Parish Councils meet on a monthly basis at a total cost of approximately £440 per year.
- 3.2 Applications for support towards premises costs have been received from another six community/voluntary organisations and details of the applications can be found as **Appendix 1**.
- 3.3 In accordance with the Directed Lettings Scheme, grant aid is recommended towards the costs of the hire of a venue for one meeting per week. Up to 100% subsidy is usually recommended for those groups who operate in the top 1% of deprived wards nationally (as defined in the Index of Multiple Deprivation 2004). Of the six applications received, none of the groups fit into this category. Up to 50% subsidy is recommended for those groups who operate in the top 10% of deprived wards nationally. Two groups fall into this category; 22nd Hartlepool Rainbows, Brownies and Guides and the 20th Hartlepool Brownies who operate the Rift House and Rossmere wards respectively.
- 3.4 Applications have been received from two groups, 34th Hartlepool Rainbows, Brownies and Guides and 1st Hartlepool Brownies Unit, both groups have previously benefited from a 50% subsidy towards their costs, however, neither of them meet in a ward identified as one of the most deprived in the town, however, they do have members from those wards or have the potential to attract members from those wards. Whilst it is accepted that resources are limited and need to be targeted to the most deprived areas of the town, these groups have previously benefited from support from the Directed Lettings Scheme and are probably reliant on it therefore a 50% subsidy is recommended for 34th Hartlepool Rainbows, Brownies and Guides and 1st Hartlepool Brownies for 2007/2008.
- 3.5 The Swimming Club and the Hartlepool Youth Choir are town-wide organisations which are based/operate in wards of deprivation and have the potential to enhance their membership from those wards. Up to 40% subsidy is recommended for these groups towards the costs of the hire of a venue for one meeting per week.
- 3.6 Approval of these grant awards is recommended totalling £3,219 as detailed at **Appendix 1**. With all the applications to the Directed Lettings allocation being satisfied, then the balance of £781 can be retained within the Community Pool for distribution at future meetings of the Grants Committee.

4. RECOMMENDATIONS

Members are requested to approve the following levels of grant aid from the Community Pool Directed Lettings allocation.

Hartlepool Rainbows, Brownies, Guides	£570
20th Hartlepool Brownie Guides	£600
34th Hartlepool Guides, Brownies, Rainbows	£525
1st Hartlepool Brownie Unit	£264
Hartlepool Youth Choir	£300
Hartlepool Swimming Club	£520
Hart Parish Council	£220
Elwick Parish Council	£220
Total of Recommendations	£3,219

CONTACT OFFICER: John Mennear, Assistant Director (Community Services)

Background Papers

Applications to the Community Pool: Directed Lettings 2007/2008.
 Local Government Act 1972 Section 134.
 Index of Multiple Deprivation Estimated National Rankings 2004.

5.2
Appendix 1

DIRECTED LETTINGS 2007/08								
ORGANISATION	AREA OF OPERATION (WARD)	VENUE	2006/07 AWARD £	COST PER WEEK	NO OF WEEKS OPERATIONAL	NO OF YOUNG PEOPLE BENEFITING	SUBSIDY	GRANT RECOMMENDED 07/08 £
22ND H'POOL RAINBOWS BROWNIES GUIDES	RIFT HOUSE	NDNA	£ 570.00	£ 30.00	38	65	50%	£ 570.00
20TH H'POOL BROWNIE UNIT	ROSSMERE	ROSSMERE PRIMARY	£ 500.00	£ 30.00	40	17	50%	£ 600.00
34TH H'POOL RAINBOWS BROWNIES GUIDES	THROSTON	THROSTON PRIMARY	£ 540.00	£ 30.00	36	71	50%	£ 525.00
1ST H'POOL BROWNIE UNIT	HART	CLAVERING PRIMARY	£ 298.00	£ 17.00	35	13	50%	£ 264.00
HARTLEPOOL YOUTH CHOIR	TOWNWIDE	OZ CENTRE	£ 255.00	£ 18.75	40	37	40%	£ 300.00
				COST PER HOUR				
HARTLEPOOL SWIMMING CLUB	TOWNWIDE	DYKE HOUSE SCHOOL	£ 549.00	£ 26.00	50		40%	£ 520.00
				COST PER MONTH	NO OF MONTHS OPERATIONAL			
HART PARISH COUNCIL	HART	HART PRIMARY	£ 220.00	£ 20.00	11			£ 220.00
ELWICK PARISH COUNCIL	ELWICK	ELWICK PRIMARY	£ 220.00	£ 20.00	11			£ 220.00
								£ 3,219.00
BUDGET ALLOCATION	£ 4,000.00							amount recommended is minus clawback of unspent grant aid from 06/07
COMMITMENTS	£ 3,219.00							
TO BE TRANSFERED BACK TO POOL	£ 781.00							



GRANTS COMMITTEE

16th JULY, 2007

Report of: Director of Adult and Community Services

Subject: COMMUNITY POOL 2007/2008

SUMMARY

1. PURPOSE OF REPORT

This report provides details of the current financial position of the Community Pool budget for 2007/2008; a request from West View Advice and Resource Centre to change the use of their 2007/2008 grant and an application for a 3 year tapered revenue grant from The Princess Royal Lifeboat Trust.

2. SUMMARY OF CONTENTS

The Community Pool base budget for the 2007/2008 financial year has been set at £457,109.

At a meeting of the Grants Committee on 22nd November, 2006, Members agreed to accrue of the balance of the 2006/2007 Community Pool budget into the 2007/2008 budget. Following year end close-down, the amount accrued was £66,658. Including the Cabinet contingency funding made available from 2006/2007 of £19,000, this amounts to £542,767 available for distribution in the 2007/2008 financial year.

At the meeting on 12th March, 2007, Members also approved 23 awards from the 2007/2008 Community Pool budget, a total of £376,003 being committed. Taking into account all of the above this leaves a balance of £166,764 to be disbursed later in the financial year.

At the meeting, Members also approved an award of £30,324 for West View Advice and Resource Centre (WVARC). However, the group has been successful in securing additional funding, including the full costs of the Centre Manager's salary. As a contribution to this salary had been approved from the Community Pool, WVARC has requested that this funding be retained and attributed towards another area of their operation; the Debt Advice Service; specifically the salary costs of a full time Debt Advice Worker's post.

An application for a 3 year tapered revenue grant of £6,635 has also been received from The Princess Royal Lifeboat Trust for the running costs of the Princess Royal Lifeboat, a tourist attraction moored at Hartlepool Marina. This application is not recommended for funding at this time as it does not meet the criteria of the Community Pool.

3. RELEVANCE TO PORTFOLIO MEMBER

The Grants Committee is responsible for determining the level of grant awards from the Community Pool to the voluntary sector.

4. TYPE OF DECISION

Non-Key.

5. DECISION MAKING ROUTE

Grants Committee to determine awards at meeting, 16th July, 2007.

6. DECISION(S) REQUIRED

Members are requested to approve/note:-

1. The current financial position relating to the 2007/2008 Community Pool budget as detailed in the report in paragraph 3.1.
2. A request from West View Advice and Resource Centre to change the use of their 2007/2008 grant from the Community Pool as detailed in paragraph 5.1.3 of this report.
3. The rejection of the application from The Princess Royal Trust as detailed in paragraph 5.2.6 of this report.

Report of: Director of Adult and Community Services

Subject: COMMUNITY POOL 2007/2008

1. PURPOSE OF REPORT

- 1.1 This report provides details of the current financial position of the Community Pool budget for 2007/2008; a request from West View Advice and Resource Centre to change the use of their 2007/2008 grant and an application for a 3 year tapered revenue grant from The Princess Royal Lifeboat Trust.

2. BACKGROUND

- 2.1 The Community Pool provides financial assistance to support those aspects of the activities of the voluntary/community/not for profit sector that clearly reflect the aspirations of the Council's Community Strategy.
- 2.2 The Council has identified, within the Community Strategy's aims and themes, a number of corporate strategy priorities. The main objective of the Community Pool is to support the activity of strengthening communities.
- 2.3 Applications are processed against set criteria, which can be found as **Appendix 1**.
- 2.4 Grant aid awarded is generally provided as a contribution towards the core costs of an organisation's operation and, in many instances, helps to match other funding streams.

3. CURRENT FINANCIAL POSITION

- 3.1 The Community Pool base budget for 2007/2008 has been set at £457,109. At a meeting of the Grants Committee on 22nd November, 2006, Members agreed to accrue the balance of the 2006/2007 Community Pool budget into the 2007/2008 budget. Following year-end closedown, the amount accrued was £66,658. Including the Cabinet contingency funding made available from 2006/2007 of £19,000, this amounts to a total of £542,767 available for distribution in the 2007/2008 financial year.
- 3.2 At the meeting on 12th March, 2007, Members approved 23 awards from the Community Pool for 2007/2008, a total of £376,003 being committed. Taking all of the above into consideration this leaves a balance of £166,764 to be committed at subsequent meetings of the Grants Committee should it be required to sustain applicant organisations that have been identified as providing services that are of strategic importance.

4. CONSIDERATION OF AWARDS

- 4.1 Application to the Community Pool is open to all, however, the majority of the applications are from groups that have received grant aid previously and are somewhat dependant on financial support from the Council to ensure their sustainability. Applicants can apply for a one-year revenue grant or a three-year tapering revenue grant. In accordance with the criteria applications are categorised as follows:-
- (i) Providers of services that are of strategic importance.
 - (ii) Community development/capacity building initiatives.
 - (iii) Established groups who have not been previously supported from the Community Pool.
 - (iv) Other organisations/groups.
- 4.2 Consideration is given to the group's operational activity with funding provided as a proportion of the core costs and the potential of the group to access other funding in order to achieve a complete financial package for their activities.

5. GRANT APPLICATIONS FOR 2007/2008

5.1 West View Advice & Resource Centre (WVARC)

- 5.1.1 WVARC is an advice and resource centre based in West View, an area of high economic disadvantage, providing a comprehensive benefits advice service, covering all aspects of welfare benefits, specialist debt advice, specialist disability advice, tribunal support and home visits.
- 5.1.2 WVARC was awarded a grant of £30,324 at the meeting of the Grants Committee on 12th March, 2007. The award was approved as a contribution towards the core costs of the group, including the salary costs of a Centre Manager, an Advice Manager and 2 Advice Workers. When this award was approved, the group was waiting to be informed of the outcome of other funding bids. They have since been informed that they have been successful in obtaining funding from the Northern Rock Foundation to cover the full salary costs of the Centre Manager's post for three years.
- 5.1.3 As the grant approved from the Community Pool for 2007/2008 also included a contribution of £15,826 towards this post, WVARC has requested that the use of this portion of the grant be changed to contribute towards another area of their operation; the Debt Advice Service, specifically the salary costs of an existing full time Debt Advice Worker's post. WVARC had applied to the Financial Services Authority for funding for this post, but the application was unsuccessful as the bidding round was considerably oversubscribed.

- 5.1.4 The Debt Advice Service has been running for 2 years. In the last financial year, the Worker dealt with in excess of £500k of personal debt and provided debt relief of £400k in the form of reduced payments, frozen interest, debt written off and the application and award of additional benefits.
- 5.1.5 WVARC have requested a 75% contribution to the Debt Worker's salary. If this was approved, this would not reduce the amount of grant aid previously approved.
- 5.1.6 If a contribution to the salary costs of the Debt Advice Worker's post is approved, the remainder of the salary costs would be made up from the group's reserves, thereby guaranteeing the sustainability of the Debt Advice Service until April 2008.
- 5.1.7 The following outputs/benefits have been agreed by WVARC and form part of the terms and conditions of the grant already approved from the Community Pool for 2007/2008:-
- To provide a benefits advice service ensuring information and support is available to in excess of 2,000 residents, including 600 new clients.
 - To work to gain financial benefits for local residents in excess of £500k in claimed benefits.
 - To work to reduce debt for local residents in excess of £100k.
 - To empower local residents to take responsibility for their own finances.
 - To maintain the organisation's legal service quality mark in 2007/2008.
- 5.1.8 Officers are therefore recommending approval of the request to change the use of the grant awarded to WVARC for 2007/2008. Officers are also recommending no reduction in the level of grant awarded for 2007/2008 to maintain the Debt Advice Service for the benefit of local people and to promote the group's financial sustainability for the long term. This support to the Debt Advisory Scheme run by West View Advice & Resource Centre should be seen as one off support.
- 5.2 The Princess Royal Lifeboat Trust
- 5.2.1 The Princess Royal Lifeboat Trust is a registered charity operating in Hartlepool for the benefit of The Princess Royal Lifeboat.

- 5.2.2 The Princess Royal Lifeboat is a decommissioned lifeboat which was in service in Hartlepool. Between 1939-1968 after decommissioning, the boat was sold into private ownership and following the death of the owner, the boat was donated back to the people of Hartlepool. The Princess Royal Lifeboat Trust set about restoring the boat, securing £35,000 from the North Hartlepool Partnership to carry out the works.
- 5.2.3 The boat was re-launched in 2004 and is currently moored in Hartlepool Marina. It operates as a cruiser, offering day trips around the bay and the Marina. The Princess Royal Lifeboat Trust is currently awaiting the outcome of a feasibility study into the prospect of the lifeboat being exhibited in a proposed permanent museum facility on the Hartlepool Headland.
- 5.2.4 The Princess Royal Trust has applied to the Community Pool for a 3 year revenue tapered grant of £6,683 for berthing and insurance costs; health and safety certificates; training; and fuel and oil expenses of The Princess Royal Lifeboat. The application falls partly into category 3 of the criteria – i.e. no previous funding support.
- 5.2.5 The application evidence and additional discussion suggests that The Princess Royal Trust has had limited success in any partnership working in order to sustain its current day-to-day operation. It would appear from the Trust's application to the Community Pool that the full operational costs of the lifeboat have been requested. The application does not provide any evidence of any match funding being secured from other sources to complement an award from the Community Pool. The information that has been provided in relation to current and potential income generation relies on the potential for Harbour tours (which seek to break even) or fishing trips which provide for greater income potential. However, these activities depend upon having qualified skippers, a lack of which, has proved a severe drawback to the Trust's aspirations. The conclusion that is drawn, is that the Princess Royal Trust doesn't have the capacity to help sustain itself in the post restoration phase.
- 5.2.6 Whilst the work of The Princess Royal Lifeboat is considered worthwhile in terms of promoting the boat as a tourist attraction and as a museum piece, it does not meet the criteria of the Community Pool in as much as it does not reflect the Strengthening Communities theme of the Community Strategy. As Strengthening Communities is the main objective of the Community Pool and as resources are limited, they must be targeted to activities which clearly assist the Council to meet the Strengthening Communities Objective. After careful consideration, however, Officers are recommending the rejection of this application.

6. CONCLUSION

- 6.1 For the 2007/2008 financial year to date, a total of 23 awards have been made from the Community Pool. The total amount committed to date is £376,003, leaving a contingency reserve of £166,764.

- 6.2 At the meeting of the Grants Committee on 12th March, 2007, Members approved an award to West View Advice and Resource Centre as a contribution to the core costs of the group, including the salary costs of a Centre Manager. Since the grant was awarded, WVARC has been successful in securing funding for the full costs of the Centre Manager's salary, consequently they have made a request to change the use of the grant from the Community Pool to be used as a contribution towards the costs of the Debt Advice Service; specifically the salary costs of a full time Debt Advice Worker.
- 6.3 Members are asked to approve the request from West View Advice and Resource Centre and maintain the level of grant aid which was approved previously for the 2007/2008 financial year.
- 6.4 The Princess Royal Lifeboat Trust has made an application for a 3 year tapered revenue grant for the berthing, insurance, health and safety certificates and training costs, fuel and oil expenses relating to the day-to-day operation of the Princess Royal Lifeboat, which is moored in Hartlepool Marina providing trips around the Marina. Members are recommended to reject the application from The Princess Royal Lifeboat as it does not strictly meet the criteria of the Community Pool and no evidence of match funding is evident.

7. RECOMMENDATIONS

Members are requested to approve/note:-

1. The current financial position relating to the 2007/2008 Community Pool budget as detailed in the report in paragraph 3.1.
2. A request from West View Advice and Resource Centre to change the use of their 2007/2008 grant from the Community Pool as detailed in paragraph 5.1.3 of this report.
3. The rejection of the application from The Princess Royal Trust as detailed in paragraph 5.2.6 of this report.

CONTACT OFFICER: John Mennear, Assistant Director (Community Services)

Background Papers

Application to the Community Pool: West View Advice & Resource Centre 2007/2008.

Application to the Community Pool: The Princess Royal Lifeboat Trust 2007/2008.

Report to the Grants Committee, 22nd November, 2006: Community Pool 2006/2007.

Report to the Grants Committee, 12th March 2007: Community Pool 2007/2008.



HARTLEPOOL BOROUGH COUNCIL

COMMUNITY POOL 2007/2008

CRITERIA AND GUIDANCE NOTES FOR APPLICANTS

The main aim of the Community Pool is to support those aspects of the activities of the voluntary/ community/not for profit sector that clearly reflect the aspirations of the Council's Community Strategy.

COMMUNITY STRATEGY

Within the main strategic document, the Community Strategy, there are 7 aims and themes, which are clearly set out as priorities:-

- Jobs and the Economy
- Life Long Learning and Skills
- Health Care
- Community Safety
- Environment and Housing
- Culture and Leisure
- Strengthening the Communities

CORPORATE STRATEGY

The Council has identified within the Community Strategy's aims and themes a number of corporate strategy priorities. The main objective of the Community Pool is to support the activity of strengthening communities. This supports both the Community Strategy and the Neighbourhood Renewal Strategy's aspirations.

Community Pool resources are targeted to vulnerable sectors of the community and to those organisations delivering effective and appropriate services that complement the Authority's strategic aims, "to empower individuals, groups and communities and increase the involvement of citizens in all decisions that affect their lives".

Within the Strengthening Communities theme are a number of objectives which groups funded from the Community Pool can collaborate with the Council to achieve its corporate objectives:-

- To empower communities, develop community capacity and opportunities for residents to take a greater role in determining, planning and delivering services.
- To increase opportunities for everyone to participate in consultation, especially "hard to reach groups".
- To improve the accessibility of services and information to residents and businesses.
- To increase understanding and collaboration between communities of interest and generations.

The Neighbourhood Renewal Strategy states that:-

- All the poorest neighbourhoods should have a common goal of lower worklessness rates and crime and better health, skills, housing and the physical environment.
- We should endeavour to narrow the gap on these measures between the most deprived neighbourhoods and the rest of the country.

In order to identify the poorest communities for the purposes of assessing applications to the Community Pool. The rankings found in the Index of Multiple Deprivation will be used to ascertain the geographical ranking of the nature of deprivation in Hartlepool.

The following ward is in the top 1% of deprived wards nationally: **Stranton**.

The following wards are in the top 5% of deprived wards nationally: **Owton, Dyke House, Brus, St Hilda, Rift House**.

The following wards are in the top **10%** of deprived wards nationally: **Grange, Rossmere**.

Weightings will be applied to grant applications depending on the location of the applicant organisation and the area they serve.

Organisations applying to the Community Pool must offer services and support to the local community to complement the work of the Local Authority and to assist the Local Authority to achieve its corporate objectives.

The Community Pool funding categories are as follows:-

(i) PROVIDERS OF SERVICES THAT ARE OF STRATEGIC IMPORTANCE

Groups/organisations that provide services to support disadvantaged individuals. These groups may require specialist expertise, e.g. Legal advice, debt counselling, and self-improvement opportunities. Groups targeting areas of greatest disadvantage in the town will receive a higher priority for funding;

Applications from those groups providing services that directly complement the services provided by the local authority and are considered strategically important will receive priority including:-

- Legal advice and guidance.
- Income generation and credit union support.
- Voluntary sector infrastructure support: accreditation, management, fundraising.
- Counselling services.

(ii) COMMUNITY DEVELOPMENT/CAPACITY BUILDING INITIATIVES

Those groups which support the development of community capacity, including the formation of tenants and residents groups, and seek to improve interaction between local residents and statutory service providers, including local partnerships and networks:

Applications from local community groups, particularly those who actively provide:-

- Advocacy in relation to issues affecting the voluntary sector.
- Support to strengthen voluntary sector infrastructure; accreditation, management.
- Support with fundraising.
- Support to volunteers.
- Development of capacity building projects/activities.

Applications will be welcome from groups working proactively to facilitate the engagement of disadvantaged sectors, to encourage them on to the first step and then signpost them onto provision elsewhere, if necessary, providing support and training to encourage self help will be given priority.

(iii) ESTABLISHED GROUPS WHO HAVE NOT PREVIOUSLY BEEN SUPPORTED FROM THE COMMUNITY POOL

Groups who are considered to be established i.e. who have been fully constituted for in excess of 2 years, who have not been awarded grant aid from the Community Pool previously can apply for financial support if they are meeting the aims and objectives of the Community Pool.

(iv) OTHER ORGANISATIONS/GROUPS

All applications, which do not fall into the other 3 categories, but provide valuable services with measurable outcomes for the benefit of Hartlepool residents living in the most disadvantaged wards, can be considered for funding.

ALLOCATION OF FUNDING

Funding to support these services is offered on a two-tier system.

- Groups can apply for a 3 year tapered funding agreement in principle subject to budgetary availability. In the second and third years of the agreement, grant recipients will be afforded, in principle, 75% and then 50% of the award made in Year 1.
- 1 year funding with applications being processed alongside all others in subsequent years.

Grant aid will be approved to support organisational running costs. A funding formula will be applied with the main priority being the staffing costs of a group. Key posts within an organisation, as identified by the Grants Officer, can be supported with a percentage of salary costs.

Applicants should note that:

- New applications for initiatives in areas currently benefiting from regeneration initiative funding will receive a lower priority.
- Play initiatives will receive a lower priority because of the alternative funding sources e.g. Sure Start, Play Opportunities Pool.
- Capital works will not be supported.
- Applications for less than £5,000 will not be considered from the Community Pool but will be signposted to other funders.

MONITORING OF GRANT AID

All grant aid is managed through a funding agreement, which includes the terms and conditions, under which grant aid has been awarded.

The spend and the outputs/benefits relating to the grant will be monitored and if it is found that grant aid has not been spent appropriately or outputs/benefits not achieved then measures may be taken to reclaim the grant.

APPEALS PROCEDURE

Groups applying to the Community Pool will be given the opportunity to appeal against a recommendation made to the Grants Committee in respect of their application for funding. Applicants will be informed of the proposed recommendation prior to the meeting of the Grants Committee and the timetable for the submission of an appeal. An appeal must be made in writing, as it will be presented to the Grants Committee for their consideration along with a report detailing Officers recommendations.

THE APPLICATION PROCESS

These guidance notes are here to help you complete the application form.

Please read through them and refer to them while you complete the application.

WHO MAY APPLY?

- Voluntary and community organisations serving residents of Hartlepool who have been constituted for in excess of 2 years.
- Organisations whose aims and objectives fit within the Council's strategic objectives (see criteria) and the main objective of the Community Pool which is to support the activity of strengthening communities.

WHAT DOES THE APPLICATION PROCESS INVOLVE?

The process consists of a tiered approach:-

1. The Grants Officer makes an assessment of the application to establish if it meets the criteria of the Community Pool.
2. If the application meets the criteria, then a level of grant aid is formulated based on information provided and allowing for Council priorities and the circumstances relating to the application.
3. If a grant is to be recommended, the proposed level of grant aid is communicated to the applicant organisation, who is asked to consider the proposal and provide any comments feedback to the Grants Officer, which will also be used to inform the process. Letters of appeal can be submitted at this stage.
4. A report detailing the recommendations is presented to the Members of the Grants Committee for their approval.
5. Applicant organisations will be informed of the Grants Committee decision when the minutes of the meeting have been published and have come into effect.
6. Documentation relating to any grant award is prepared by the Grants Officer and despatched to the applicant organisation, who must accept the terms and conditions of the award before any payment of grant can be made.
7. Once the grant terms and conditions have been accepted, funding can be released. Normally grant aid is paid in 2 instalments via the BACS system.

WHAT CAN YOU USE GRANT FOR?

Core running costs – salary costs of key staff, rent, gas, electricity, water bills.

HOW IS YOUR APPLICATION ASSESSED?

We will look at:-

- Whether your application fits the aims of the Council and the criteria and objectives of the Community Pool.
- Who in the community will benefit and whether there is a real need for your services or activities.
- Your financial status.
- Other financing arrangements and fundraising activities.
- Whether the budget of the organisation is realistic.

YOUR RESPONSIBILITY

- All successful applicants are expected to monitor their services provision and activities and expenditure of grant aid in relation to these services. An annual monitoring form must be completed.
- Successful applicants are required to acknowledge the Council's support in any publicity material produced.
- You must notify the Grants Officer immediately if for any reason you are not able to comply with the terms and conditions of grant aid.

COMPLETING THE APPLICATION FORM

- Applicants are required to complete all sections of the application form. If this is not possible, please explain why on a separate sheet.
- The next part of these guidance notes attempts to further explain certain questions in the application form. Not all questions are listed here, as we consider they are self explanatory.

Section 1 Tell us about your organisation

Question 2

The main applicant or contact must be someone w ho we can contact during the day in office hours about this application.

Question 3

Your aim is a brief sentence about w hat your organisation hopes to achieve.

Question 11

The Council needs to be assured that you are in a stable financial situation and that your Accounts are in order. *Please attach supporting documents.*

Section 2 Tell us about the grant you are requesting

Question 13

Please provide information relating to w hat your organisation will be able to achieve if you were awarded a grant from the Community Pool.

Question 14

Please provide evidence of need for the services your organisation provides. Information relating to specific outputs and outcomes will assist you to demonstrate the need.

Question 15

Please identify w hich grant you are applying for. A one-year grant aw ard w ill be considered with no onus on the Local Authority to fund the organisation in subsequent years. A three-year tapered grant can be offered (with no formal agreement being made for years 2 and 3 because the Council's budget setting is done on an annual basis). In the second and third years of the agreement grant recipients w ill be offered, in principle, 75% and then 50% of the aw ard made in Year 1.

Question 18

The Council w ould like evidence that you are proactively trying to raise money from other non Council sources.

Section 3**Tell us about who will benefit from this grant****Question 20**

Please give a realistic figure for the number of people and type of groups who will benefit. Do not put 'all members of the public'.

Question 22

Only organisations that are based in Hartlepool or serve Hartlepool residents may apply.

The Council wants to distribute funds to areas in need. We need to know where the people live who will be able to access your services.

Question 24

Be realistic. Please only tick those categories that your organisation really serves. You will not increase your chances of receiving a grant by ticking more boxes.

Section 4**Questions 26 and 27**

Be realistic. Please only tick those themes and objectives that relate to the services or activities your organisation carries out.

Question 28

Please attach a separate sheet if necessary. **Be sure to include quantitative and qualitative outputs as this information will form the basis of any offer of grant aid.**

Section 5**Declaration**

The application form must be signed by the main contact person and the organisation's Chairperson and dated or it will not be considered.

Section 6**Enclosures**

Failure to provide additional documentation, as requested, could result in a delay in the processing of your application.

GRANTS COMMITTEE

16 July 2007



Report of: Director of Children's Services

Subject: PLAY OPPORTUNITIES POOL AWARD
2007/2008

SUMMARY

1. PURPOSE OF REPORT

The purpose of the report is to advise members of applications to the Play Opportunities Pool and to seek approval for recommended grant awards.

2. SUMMARY OF CONTENTS

Proposed awards for Play Opportunities Grants to the Voluntary Sector are as follows:

<u>Group</u>	<u>Recommended</u>
Manor West Youth Project	£1,449.00
Hartlepool & District Dyspraxia Support Group	£ 900.00
Total	£2,349.00

This will leave a balance of £865.69, available for distribution

3. RELEVANCE TO THE GRANTS COMMITTEE

The Committee has responsibility for determining the levels of grant awarded to the voluntary sector.

4. TYPE OF DECISION

Non – key decision.

5. DECISION MAKING ROUTE

Grants Committee, 16th July 2007.

6. DECISION(S) REQUIRED

Members of the Grants Committee are requested:

To approve grant awards to 2 groups, totalling £2,349.00

Report of: Director of Children's Services

Subject: PLAY OPPORTUNITIES POOL AWARD
2007/2008

1. PURPOSE OF REPORT

The purpose of the report is to advise members of two applications to the Play Opportunities Pool to seek approval for grant awards from the grants budget.

2. BACKGROUND

Grants totalling £18,849 annually are available to community groups and voluntary organisations. The grant fund is available to enable organisations to provide play opportunities throughout the year, thereby complementing the authorities play provision. The provision of play grants also enables groups to provide play to meet local needs, especially in areas of disadvantage.

Grant awards are used as a contribution towards the cost of a play opportunity, with the local authority's funding often attracting matched funding. In total, two applications have been assessed with requests from the grants pool for staff costs, volunteers, venue hire and insurance.

At a meeting of the Grants Committee on 12th March 2007, members approved grant aid to six groups, totalling £15,634.31, therefore leaving a balance of £3,214.69.

The criteria used to assess applications are detailed in **Appendix 1**. If the grant is approved, it is stated within the terms and conditions of the grant that the group will provide specific monitoring information at the end of the appropriate financial year. The monitoring information requires groups to provide evidence of the contribution of funding, together with a report of the project, number of beneficiaries, staff training and any additional funds levied to match the local authority's contribution. This information is used to analyse the gaps in provision across the town.

3. FINANCIAL IMPLICATIONS

Grant aid of £18,849, in total is available for the year 2007/2008.

4. APPLICATIONS

Details of the groups requesting funding are as follows:

4.1 Manor West Youth Project

The group has been established since July 2003, providing services for children and young people aged 7 – 16 years residing in the Owton Ward of the town.

The aim of the group is to:

- Provide leisure, social and educational opportunities for young people
- Provide activities that will build self esteem and divert young people from the risk of engaging in anti social behaviour and or criminal activities
- Work in partnership with both statutory and voluntary organisations all for the benefit of the young people in the Owton Manor West area

The group is requesting funding towards the delivery of swimming activities to be delivered in the local area. This activity was highlighted in a recent survey of young people wishing to engage in healthy exercise outside of school hours. The sessions would also help with team building amongst the group and reduce anti social behaviour by offering young people some alternative to hanging around the street. It is envisaged that this activity may also encourage some of the young people to go onto training to become a lifeguard, therefore enhancing their career prospects, confidence and help with low self esteem.

The group has also developed excellent relations with Brierton Community Sports Centre and Hartlepool Primary Care Trust.

This activity contributes to a number of the five outcomes in Every Child Matters, including Being Healthy and Enjoy and Achieve.

The group are hoping to commence the session in October half term, by providing 1 session a week, until the end of the financial year. In total, some 33 young people will benefit from this activity each week, with the assistance of a Local Out Reach Youth Worker, Community Sports Leader Volunteer and qualified Lifeguard.

The total cost to provide this activity for a period of 23 weeks is detailed below:

Lifeguard costs 23 weeks @ 15.00 per hour	£345.00
Volunteer's expenses	£230.00
Pool Hire 23 weeks @ 38.00 per session	£874.00
Insurance	£100.00
Administration	£ 50.00

Total Cost**£1,599.00**

In addition to the Play Opportunities Pool contribution, the group has also secured funding from Sherburn House to employ an Out Reach Youth Worker for 20 hours per week to engage with young people, inform and encourage them to use the many activities delivered by the group. Hartlepool Primary Care Trust has also agreed to supply free fruit to all young people attending the swimming exercise to encourage healthy eating. The young people will also contribute a nominal amount to attend the sessions, although any young person who is not in the position to contribute will not be turned away.

Recommendation

A contribution of £1,449.00 is therefore recommended towards the cost of the swimming sessions, including staff, volunteers' expenses, venue hire and insurance. The balance of the total cost will be met by the young people's contributions.

4.2 Hartlepool and District Dyspraxia Support Group

This group has been established for over 10 years and covers the whole of Hartlepool, including surrounding villages. The service provides support to children and young people from birth to 16 years, with approximately 28 children and their families accessing the services of the organisation.

The aim of the group is to provide:

- Help and support to families affected by dyspraxia
- To provide a warm and safe environment for children and young people to engage in activities
- To enable families to engage as a family unit by organising holidays and respite
- To raise the awareness in schools and the local community the effects of dyspraxia and how the group can offer support

The group are requesting funding to continue the operation of the Saturday club. This club is a vital lifeline to families of children with dyspraxia as without this many of the children concerned would not receive any social activity outside of school due to the condition of the illness.

Due to the nature of the condition, it has lead in the past for these young people to become involved in petty crime and it is believed that this type of activity can offer an alternative that is much more rewarding. The type of activities delivered also help with the physical co ordination of dyspraxia, their confidence and self-esteem.

The group will be providing a range of both physical and craft activities, which assist with developing and enhancing their co ordination skills. Included within the sessions the group will be providing fresh fruit and juice to encourage healthy eating.

This activity contributes to the five outcomes of Every Child Matters, which includes:

Being Healthy
Enjoy and Achieve

The group will be starting the Saturday club in September 2007 by providing 1 session each week until the end of March 2008, equating to 30 sessions in total. 28 children and young people will benefit from the sessions. The total cost to provide the Saturday club, is detailed below:

Staff wages (qualified coach)	£300.00
Venue Hire	£600.00
Total Cost	£900.00

In addition, the group will utilise contributions from families for the purchase of fruit and refreshments and have a stock of equipment and craft materials to deliver the sessions

Recommendation

A contribution of £900.00 is therefore recommended towards staff costs and venue hire.

5. RECOMMENDATIONS

Members are requested to:

Approve grant awards totalling £2,349.00, as detailed above.

6. CONTACT OFFICER

Danielle Swainston, Sure Start, Extended Schools and Early Years Manager.

7. BACKGROUND PAPERS

Children's Services Department, Play Opportunities Monitoring File.



HARTLEPOOL BOROUGH COUNCIL **PLAY OPPORTUNITIES POOL** **CRITERIA**



NOTES FOR APPLICANTS

Before completing the application, please read the following notes carefully.

1. Aim of the Play Opportunities Pool

The aim of the Play Opportunities Pool is intended to provide a resource to enable organisations to co-ordinate and develop play opportunities in local areas to meet local needs.

The provision will complement those schemes provided by the Local Authority, at present, and address gaps in service delivery.

2. Types of Projects Which can be Funded

The types of projects and activity which can be funded fall into the following areas:-

- ★ Out of School Care/Holiday Care/Playschemes.
- ★ Playgroups.
- ★ Planned Activity Sessions.
- ★ Special Needs.
- ★ Parent and Toddler.

3. Priorities for Support

There are likely to be more applications than resources available. To assist in prioritising applications, the following elements will be considered and finance may be targeted towards:-

- ★ Areas of disadvantage.
- ★ Assistance in reducing crime levels.
- ★ Improve the value of play.
- ★ Encourage integration.
- ★ Children with special needs.
- ★ Ethnic minorities.
- ★ Safe play provision.
- ★ Provision of interesting, stimulating opportunities.

4. Awards

The award will be granted once a year, therefore, if you are requesting funding for more than one project, this needs to be indicated and detailed on your application form and a full programme and timetable provided.

Age range for which grant funding is applicable is 0-16 years of age. There will be no ceiling limit on grants, however, you may not receive your full request.

Payments of grants will be staggered, dependent upon when your project(s) will operate.

5. Other Requirements

To ensure that a high quality of play and childcare provision is being provided you must meet, depending upon the service delivered some, if not all, of the following requirements:-

- ★ Must operate in a voluntary capacity or not for profit
- ★ Must be constituted.
- ★ Suitable premises from which to operate.
- ★ Correct ratio of staff/volunteers to children.

- ★ Current valid registration certificate if providing for children under 8.
- ★ Staff recruitment and vetting procedures.
- ★ CRB checking system in place.
- ★ Implement good codes of practice.
- ★ Identify age range.
- ★ Attend appropriate training workshops.

Evidence of the above will be required as part of the terms and conditions, should your application be successful.

6. Items Not Eligible for Funding

- ★ Core costs to your organisation.
- ★ Catering.
- ★ Admission fees for young people.
- ★ Gifts/prizes/parties.

7. Alternative Funding

Grant aid may not be approved when funding could be available from a more appropriate or alternative source.

8. How to Apply

8.1 Completion of Application Form

The application form is simple to complete. PART 1 asks for details about your organisation, why it was set up, what it does and where it meets. PART 2 asks for more details on the specific project or activities for which you are seeking grant aid. You must provide as much information as possible on the project including a breakdown of costs, without this information, your application cannot be processed.

8.2 Enclosures

The form asks that you submit the additional information listed whenever possible. Please indicate as much as you can, if you do not, this will result in the processing of your application being delayed.

8.3 What Happens After I Posted the Form?

When the application is received in the Children's Services Department, you will be sent an acknowledgement by the Youth People and Play Co-ordinator. In due course, you will be contacted by the Children's Services Department staff, who will advise you on the processing of your application and when you are likely to receive a decision.

8.4 Play Opportunities Pool Monitoring

If you have any questions about completing this form or need advice or support in developing an appropriate play opportunity or how to progress with your application, please contact the Children's Services Section in Hartlepool, Tel: 01429 523411 and ask for the Young People and Play Co-ordinator.

Please return your completed form and enclosures to:-

Tracy Liveras
 Young People and Play Co-ordinator
 Hartlepool Borough Council
 Children's Services Department
 Level 4
 Civic Centre
 Victoria Road
 HARTLEPOOL
 TS24 8AY

GRANTS COMMITTEE

16th July 2007



Report of: **Head of Community Safety and Prevention**

Subject: **COMMUNITY SAFETY CAPITAL GRANTS
ALLOCATIONS**

SUMMARY

1. **PURPOSE OF REPORT**

The purpose of this report is to advise Members of applications to the Community Safety Capital Fund and seek approval for recommended grant awards.

2. **SUMMARY OF CONTENTS**

Proposed awards for the Community Safety Capital fund are as follows:

<u>Project</u>	<u>Recommended</u>
Milton Road/Tankerville Street	£14,000

This leaves £139,542 to allocate.

RELEVANCE TO THE GRANTS COMMITTEE

Grants Committee has responsibility for determining the levels of grant awarded.

4. **TYPE OF DECISION**

Non - Key

5. **DECISION MAKING ROUTE**

Grants Committee on 17th July 2007

6. **DECISION(S) REQUIRED**

Members of the Grants Committee are requested:

To approve grant award to one project totalling £14,000

Report of: Head of Community Safety and Prevention

**Subject: COMMUNITY SAFETY CAPITAL GRANTS
ALLOCATIONS**

1. PURPOSE OF REPORT

The purpose of this report is to advise Members of applications to the Community Safety Capital Fund and seek approval for recommended grant awards.

2. BACKGROUND

The Council has decided that its capital budget for 2007/08 would include an allocation £150,000 to implement community safety projects which are associated with and contribute to Safer Hartlepool Partnership's strategy covering crime, disorder and drugs. Following an underspend of £3,542 in 2006/07, this has been increased by £3,542 to £153,542.

The Safer Hartlepool strategy comprises seven primary objectives based on:

- Drugs treatment
- Acquisitive crime (covering burglary, theft and vehicle crime)
- Domestic Violence
- Violence in the Town Centre associated with alcohol
- Anti Social Behaviour
- Reassurance (fear of crime)
- Prevention of offending

The Community Services and Safety Board at its meeting in August 2000, approved criteria against which to judge project proposals as follows:

1. Clearly identify the link to Action Plans for each objective
2. Outline the problem and proposals to remedy it
3. Identify the cost and contribution from the Department budget
4. Include an approximate timescale for implementation
5. Include further information which is appropriate for officers/members to know about

Matched funding of between 20% and 50% is generally requested.

All projects are considered first by the Community Safety Officer Group – which comprises senior officer representatives from all Council Departments.

3. FINANCIAL IMPLICATIONS

The Community Safety Capital Fund in total for 2007/2008 is £153,542.

4. APPLICATIONS

4.1 Tankerville Street/Milton Road

Since Commencing in 2002, the New Deal for Communities (NDC) CCTV project has added eleven cameras to the town wide HBC CCTV network. A subsequent evaluation and review of this project identified that effectiveness of these installations could be improved through upgrading some of the cameras' transmission links.

On 25th January 2007, the Grants Committee received a request for the sum of £55,000 to upgrade the transmission system of three existing cameras together with the upgrade of one existing camera, as well as the installation of a new camera at the junction of Milton Road and Tankerville Street. £35,000 of the request was to cover the upgrade element and £20,000 for the new installation. The total project cost is set at £131,000 with match funding of £76,000 to be provided by NDC, which includes contribution to cover maintenance, operating and monitoring costs.

Members indicated they were supportive of the upgrading element - £35,000. However a decision on the new camera element - £20,000 – was deferred to a future meeting.

On 12 March 2007, the Grants Committee received further information regarding the Milton Road/Tankerville Street installation and agreed to support the request. However due to constraints on available funding, it was agreed that a sum of £6,000 be allocated from financial year 2006/07 with the remaining £14,000, to enable the project to be finalised, forthcoming from budget year 2007/8, if funding was available.

The NDC Partnership has approved their full contribution to the project.

Development of the upgrade elements of the proposal are well advanced and await formal costings from British Telecom to enable work to be commissioned. Early work on the Milton Road/Tankerville Street installation has been undertaken but cannot be completed further until the full funding requirement of £20,000 is approved. It is confirmed that the new installation project cost remains at £20,000 and that the additional £14,000, in support of the £6,000 previously approved, is required to enable progression and completion.

HBC Section 17 Officer Group fully supports this further application.

RECOMMENDATIONS

Members are requested to approve grant award totalling £14,000.

CONTACT OFFICER: **Joe Hogan, Crime and Disorder Coordinator**

BACKGROUND PAPERS

Bids to Section 17 Officer Group
Minutes Grants Committee 25th January 2007
Minutes Grants Committee 12th March 2007