

# PLEASE NOTE VENUE

## GRANTS COMMITTEE AGENDA



**Tuesday, 18 December 2007**

**at 2.00 pm**

**in the Blue Room, Avondale Centre,  
Dyke House, Hartlepool  
(Raby Road entrance)**

**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 24 September 2007 (attached)
- 4. KEY DECISIONS**

No items
- 5. OTHER ITEMS REQUIRING DECISION**
  - 5.1 Civic Lottery Grant Applications – *Assistant Chief Executive*
  - 5.2 Community Pool 2007/08 – *Director of Adult and Community Services*

# **GRANTS COMMITTEE**

## **MINUTES AND DECISION RECORD**

24 September 2007

**Present:**

Councillors    The Mayor

Officers:        Tony Brown, Chief Solicitor  
                     John Mennear, Assistant Director (Community Services)  
                     Joe Hogan, Crime and Disorder Co-ordinator  
                     Steve Hilton, Public Relations Officer  
                     Jo Wilson, Democratic Services Officer

### **10.    Apologies for Absence**

Apologies were received from Councillor Victor Tumilty.

### **11.    Adjournment of the meeting**

In the absence of a quorum the meeting was adjourned to Monday 1<sup>st</sup> October 2007 immediately following Cabinet in accordance with Council Procedure rules.

Upon reconvening the meeting on Monday 1<sup>st</sup> October 2007 at 10.45 am in the Avondale Centre, the following Members were present:

Councillor Robbie Payne (in the chair)

Councillors    The Mayor and Victor Tumilty

Officers:        Tony Brown, Chief Solicitor  
                     Nicola Bailey, Director of Adult and Community Services  
                     Joe Hogan, Crime and Disorder Co-ordinator  
                     Steve Hilton, Public Relations Officer  
                     Jo Wilson, Democratic Services Officer

### **12.    Apologies for Absence**

None

### **13. Declarations of Interest from Members**

None

### **14. Confirmation of the minutes of the meeting held on 16<sup>th</sup> July 2007**

Agreed

### **15. Civic Lottery Fund** *(Director of Adult and Community Services))*

#### **Type of decision**

Non-key

#### **Purpose of report**

To seek Grants Committee consideration of the future of the Civic Lottery fund and the specific request of the General Purposes Sub-Committee to seek amendment of the 'approved purposes' of the Civic Lottery criteria to enable repair and maintenance of the town's Civic Regalia.

#### **Issue(s) for consideration by the Committee**

The report provided a short history of the Civic Lottery and its current approved purposes of use. Members had previously requested a review of the Lottery Fund with a view to its cessation. Approval had been given for the Civic Lottery fund interest to be disbursed in its entirety thus creating a 'closed fund' which would reduce value year on year. However over the four years 2003/04-2006/7 the amount of interest earned had increased the value of the fund from £372,000 to £411,000.

In June 2007 the General Purposes Committee had expressed concern at this increase and determined that they wished officers to explore extending the type of expenditure which could be funded from the Civic Lottery Fund to include repairs to Civic Regalia. The Regalia Committee also supported this request which would allow an increased percentage of the Civic Regalia to be displayed within the Civic Centre.

Members were also asked to consider re-affirming their decision to close the Civic Lottery Fund. The original reason for considering termination was due to the small level of interest payments generated which then took a disproportionate amount of officer time to administer. Should members decide to cease the fund options were given as to how the capital could be disbursed. Any alterations would require formal approval from the Secretary of State.

It was felt by members that using Civic Lottery Funds for the repair of Civic Regalia was inappropriate. The Chief Solicitor advised that he felt the Secretary of State was unlikely to consider such a use to be a satisfactory extension of the criteria for distribution of the fund. Following further discussion members agreed that they wished the Civic Lottery Fund to continue with the maximum grant allowed to be increased to £2000. The Chief Solicitor expressed his understanding that the consent of the Secretary of State would not be required in that regard. A request was also made for more publicity in order to encourage more diverse groups to apply.

### **Decision**

1. That the request of the General Purposes Sub-Committee be refused and Civic Lottery monies not be used for the repair of Civic Regalia,
2. That the Civic Lottery Fund continue,
3. That the maximum amount of grant allowed to an individual group be increased to £2,000
4. That a publicity exercise be undertaken to encourage new applications and
5. That a further report be brought to Grants Committee advising members of what interest had been forthcoming following said publicity

## **15. Community Safety Capital Grants Allocation** *(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 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 had been increased to £153,542.

Five applications for grant were reported to Members.

### **Lynnfield School Play Area**

This project would purchase and install CCTV, improve lighting and install alleygates as part of a broader package to create a safe play area on Lynnfield School site and improve security to the surrounding neighbourhood. The total cost of the project would be £174,500 with an NDC contribution of £148,500. This would leave a Community Safety Capital Fund contribution of £28,000.

With regard to the monitoring and maintenance of the CCTV cameras NDC would pay for the first two years with Neighbourhood Services covering the costs thereafter.

### **Thornton Street Linear Park**

Part of the physical regeneration of Central Hartlepool included the development and implementation of a Community Housing Plan in the NDC area. This plan included initiatives aimed at tackling low demand housing, crime and anti-social behaviour and the need for environmental green space in the area. Chief among these was the creation of a linear park on the North side of Thornton Street, adjacent to Middleton Grange shopping centre. The plans included the removal of derelict properties and investment in existing housing. A number of improved security measures had been included, details of which were given within the report.

The total cost of the project would be £750,000. The NDC would contribute £630,000 with the Highways Department contributing £60,000. This would leave £65,000 from the Community Safety Capital Fund. It had been agreed that Neighbourhood Services would be responsible for the overall maintenance of the park. Should CCTV be included NDC would provide an additional £8,000 toward future maintenance.

### **Hartlepool Business Security Fund**

The Business Security Grant Scheme had been running for a number of years and had been successful in assisting small businesses vulnerable to crime to secure their premises. The project involved the provision of grant assistance to manufacturing and related service sector businesses undertaking security works to their sites and premises. Businesses would be able to apply for up to 50% of the cost of security installations to a maximum of £2,500. The total cost of the project would be £80,000 and members were asked to consider approval of a £20,000 grant to the project.

### **Social Lighting**

There were various locations throughout the Borough where there was inadequate or no public/street lighting and little prospect of the provision of any, particularly on back streets and urban footpaths. These areas provided opportunities for crime and anti-social behaviour. Successful applications had been made over the past years when funding of £10,000 and £20,000 had been allocated for the establishment of the social lighting programme in various locations. The Council had adopted, in partnership, a Community Safety Plan and improvements to street lighting in the selected areas would be specifically to target crime and the fear of crime and anti-social behaviour and help with CCTV installations. Potential sites would be drawn from a number of sources including Elected Members, Parish Councils, Police referrals and NDC Officers.

The installation cost of one street lighting column varied depending on its location. Generally, however, the maximum cost of a fully serviced column is £1,000. Members were requested to approve a grant of £20,000 to the project. The Public Lighting Service would include all additional columns into its maintenance programme, including inspections, repairs and energy costs.

### **CCTV**

The Community CCTV scheme had grown substantially over the past few years providing cameras undertaking the surveillance of public space in a considerable number of locations throughout the town. In excess of 80 cameras are operational 24 hours a day, 365 days a year, with the majority of cameras monitored on a live basis at a CCTV Control Centre, linked directly to Cleveland Police HQ Control Room. It had been identified that several cameras required full replacement or mid-term refurbishment, a capital budget expense as the current revenue budget did not afford adequate flexibility to progress these needs. Other funding sources had been fully exhausted and the only option if funding were unavailable would be to decommission a number of cameras.

Members were requested to approve a grant of £20,000 to support the capital refurbishment of CCTV cameras and supporting operational equipment. The ongoing maintenance and operation would be incorporated into overall CCTV budgets.

The Crime and Disorder Co-ordinator indicated to members that should they approve the five proposed awards in their entirety this would result in an overspend of the Community Safety Capital Fund of £13,458. Members were advised that agreement had been reached with the Hartlepool Business Security Fund, Social Lighting and CCTV for a £5,000 reduction in their individual grants. Members questioned the fairness of asking three of

the five projects to take a cut in grant but were advised that the projects concerned had been happy to accept this.

**Decision**

1. That a grant award of £28,000 toward Lynnfield School Play Area be approved
2. That a grant award of £65,00 toward Thornton Street Linear Park be approved.
3. That a grant award of £15,000 toward Hartlepool Business Security Fund be approved
4. That a grant award of £15,000 toward Social Lighting be approved
5. That a grant award of £15,000 toward CCTV be approved.

**J A BROWN**

**CHIEF SOLICITOR**

**PUBLICATION DATE: 5<sup>th</sup> October 2007**

## **GRANTS COMMITTEE**

18<sup>th</sup> December 2007



**Report of:** Assistant Chief Executive

**Subject:** CIVIC LOTTERY GRANT APPLICATIONS

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### SUMMARY

**1. PURPOSE OF REPORT**

To consider Civic Lottery Grant Applications.

**2. SUMMARY OF CONTENTS**

The report asks members to consider the following:

- 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**

To consider applications for the allocation of grants as detailed in sections 3(A) and (B) of the report.



**Report of:** Assistant Chief Executive

**Subject:** CIVIC LOTTERY GRANT APPLICATIONS

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## PURPOSE OF REPORT

1.1 To consider Civic Lottery Grant Applications.

## 2. BACKGROUND

2.1 In accordance with the procedure previously approved by Members, 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.

2.2 This is the second tranche for consideration of applications. Members previously agreed to distribute the balance available at three meetings proportionately. Normally the amount of grants requested outweighs the allocation available. In that case, awards are usually made on a pro rata basis. In this tranche the sum of the grants sought totals £31,717.28. Each of the three tranches was allocated £6,119.66 at the start of the financial year. Members therefore will not be able to fully support each of the grant applications.

2.3 Following the allocation of grants in the first tranche there was a balance of £2,459.66. This makes the current balance available, £8579.32.

## 3. ISSUES FOR CONSIDERATION AND FINANCIAL IMPLICATIONS

### (A) APPLICATIONS FOR CONSIDERATION – WHERE NO PREVIOUS GRANTS HAVE BEEN AWARDED

Copies of the application forms are available in the Members' Library.

| APP NO | ORGANISATION    | REASON FOR APPLICATION                  | TOTAL COST | SUM SOUGHT |
|--------|-----------------|---|------------|------------|
| 3269   | Synergy Media   | Financial Assistance towards venue hire | £1,040     | £1,040     |
| 3272   | Sweet Art Group | Financial Assistance towards venue hire | £600       | £500       |

|             |   |   |          |        |
|-------------|---|---|----------|--------|
| <b>3287</b> | <b>Wordlab</b>  | Financial Assistance to pay for professional tuition and help towards publication of an anthology       | £2,000   | £2,000 |
| <b>3286</b> | <b>Manor Residents' Association</b>                     | Financial Assistance towards Health and Safety Improvements to Children's allotment                     | £3,200   | £1,999 |
| <b>3296</b> | <b>Grass Route Solutions</b>                            | Financial Assistance for training   | £675     | £675   |
| <b>3298</b> | <b>Owton Rossmere Community Enterprise Ltd</b>          | Financial Assistance to fund craft workshops to make costumes for the Headland Carnival Procession      | £1,200   | £1,200 |
| <b>3297</b> | <b>Orcel Sea Training</b>                               | Financial Assistance to charter sail training vessel and take six local residents sailing for five days | £2,000   | £2,000 |
| <b>3283</b> | <b>Owton Lodge Ladies' Bowling Club</b>                 | Financial Assistance to replace tables & chairs in clubhouse  | £1,715   | £500   |
| <b>3293</b> | <b>Hartlepool Young People's Music Consortium</b>       | Financial Assistance to enable the purchase of musical equipment for performance and recording          | £1,500   | £1,500 |
| <b>3292</b> | <b>Hartlepool &amp; East Durham Stoma Support Group</b> | Financial Assistance to enable members to dine socially   | £1,500   | £1,500 |
| <b>3301</b> | <b>Eldon Grove Tennis Club</b>                          | Financial Assistance towards new tennis centre  | £700,000 | £2,000 |
| <b>3299</b> | <b>Hartlepool Chester Boys FC</b>                       | Financial Assistance towards Christmas party, football coaching and pitch fees                          | £1,150   | £1,150 |

**(B) APPLICATIONS FOR CONSIDERATION – SECOND AND SUBSEQUENT REQUESTS**

Copies of the application forms are available in the Members' Library.

| <b>APP NO</b>          | <b>ORGANISATION</b>   | <b>REASON FOR APPLICATION</b>   | <b>TOTAL COST</b> | <b>SUM SOUGHT</b> |
|------------------------|---|---|-------------------|-------------------|
| <b>3234</b>            | <b>Hartlepool Camera Club</b>                               | Funding for the purchase of a continuous ink system for printer                   | £411.29           | £411.29           |
| <b>PREVIOUS GRANTS</b> |   |   |                   |                   |
| £500.00                | Funding towards cost of A3 printer                          |   | 31 July 2006      |                   |
| £250.00                | Funding towards cost of replacement water heater            |   | 27 April 2004     |                   |
| £165.28                | Funding to purchase frames in which to exhibit work         |   | 29 November 2002  |                   |
| <b>3266</b>            | <b>Belle Vue Endeavour OAP Club</b>                         | Funding for 24 people to attend 20 <sup>th</sup> anniversary meal at Marine Hotel | £182.00           | £182.00           |
| <b>PREVIOUS GRANTS</b> |   |   |                   |                   |
| £40                    | Summer outing   |   | 2 July 2002       |                   |
| £40                    | Summer outing   |   | 14 June 2001      |                   |
| £40                    | Summer outing   |   | 15 June 2000      |                   |
| <b>3259</b>            | <b>West End Residents Association</b>                       | Wii games console to attract younger people to group                              | £384.99           | £384.99           |
| <b>PREVIOUS GRANTS</b> |   |   |                   |                   |
| £250                   | Funding for day trips, office equipment and training events |   | 4 October 2001    |                   |
| <b>3273</b>            | <b>Walking Tall</b>   | Funding to finance a youth worker to support group skills development             | £850.00           | £850.00           |
| <b>PREVIOUS GRANTS</b> |   |   |                   |                   |
| £474.93                | Room hire for stilt walking classes and artist's invoices   |   | 14 November 2005  |                   |

|             |   |   |           |        |
|-------------|---|---|-----------|--------|
| <b>3242</b> | <b>Hartlepool Catholic<br/>Boxing and<br/>Community Police<br/>Club</b> | Funding for equipment<br>for new premises | £3,004.76 | £2,000 |
|-------------|---|---|-----------|--------|

## PREVIOUS GRANTS

Previous grants obtained prior to 2000

|             |                   |  |     |     |
|-------------|-------------------|--|-----|-----|
| <b>3258</b> | <b>The Liners</b> | Funding towards<br>'house warming'<br>celebration buffet upon<br>returning to previous<br>premises | £72 | £60 |
|-------------|-------------------|--|-----|-----|

## PREVIOUS GRANTS

£40 Previous grant obtained prior to 2000

|             |   |  |      |      |
|-------------|---|--|------|------|
| <b>3249</b> | <b>G.E.C (Hartlepool)<br/>Retirement Club</b> | Funding toward an<br>anniversary party | £350 | £100 |
|-------------|---|--|------|------|

## PREVIOUS GRANTS

|                               |                 |                 |
|-------------------------------|-----------------|-----------------|
| £40                           | Christmas party | 5 July 2005     |
| £40                           | Christmas party | 8 August 2004   |
| £40                           | Christmas party | 28 July 2003    |
| £40                           | Christmas party | 2 July 2002     |
| £40                           | Christmas party | 14 June 2001    |
| £50                           | Christmas party | 15 January 2000 |
| Previous grants prior to 2000 |                 |                 |

|             |                            |   |      |      |
|-------------|----------------------------|---|------|------|
| <b>3278</b> | <b>Greatham Dance Club</b> | Lunch to celebrate 33<br>years of sequence<br>dancing | £170 | £170 |
|-------------|----------------------------|---|------|------|

## PREVIOUS GRANTS

£100 Previous grant obtained prior to 2000

|             |                                  |  |        |        |
|-------------|----------------------------------|--|--------|--------|
| <b>3284</b> | <b>Hartlepool<br/>Coastwatch</b> | General running costs<br>for the station | £6,000 | £2,000 |
|-------------|----------------------------------|--|--------|--------|

## PREVIOUS GRANTS

|                              |   |               |
|------------------------------|---|---------------|
| £431.48                      | Running costs and update of VHF<br>radios | 8 August 2004 |
| Previous grant prior to 2000 |   |               |

|             |   |   |      |      |
|-------------|---|---|------|------|
| <b>3294</b> | <b>Hartlepool Blind<br/>Welfare Association</b> | To enable Mr Armes to<br>partake as 'disabled<br>crew' on the Lord<br>Nelson when it comes<br>into Hartlepool in<br>August 2008 | £640 | £400 |
|-------------|---|---|------|------|

## PREVIOUS GRANTS

Previous grants obtained prior to 2000

|             |   |  |       |        |
|-------------|---|--|-------|--------|
| <b>3288</b> | <b>Hartlepool Special Needs Support Group</b> | Christmas Activities – Santa cruise with gifts for children/young people | £1000 | £1,000 |
|-------------|---|--|-------|--------|

## PREVIOUS GRANTS

|         |   |                  |
|---------|---|------------------|
| £400    | Trip to see Toy Story at Metro Arena            | 29 March 2001    |
| £111    | Trip to see Beauty and the Beast at Metro Arena | 2 July 2002      |
| £452.31 | Trip to see Disney on Ice at Metro Arena        | 28 July 2003     |
| £431.48 | Trip to see Toy Story at Metro Arena            | 8 August 2004    |
| £500    | Trip to see Disney on Ice at Metro Arena        | 14 November 2005 |
| £500    | Christmas activities                            | 23 November 2006 |

|             |                             |  |        |        |
|-------------|-----------------------------|--|--------|--------|
| <b>3281</b> | <b>Hartlepool Flamingos</b> | Financial Assistance towards 20 <sup>th</sup> year anniversary party | £1,400 | £1,000 |
|-------------|-----------------------------|--|--------|--------|

## PREVIOUS GRANTS

|         |  |                |
|---------|--|----------------|
| £431.48 | Maintenance of coach and running costs | 8 August 2004  |
| £150    | Costs for parking coach and rent       | 4 October 2001 |

|             |                                    |  |        |      |
|-------------|------------------------------------|--|--------|------|
| <b>3287</b> | <b>Hartlepool Male Voice Choir</b> | Financial Assistance toward the purchase of music and help towards hire costs for the Borough Hall | £1,500 | £500 |
|-------------|------------------------------------|--|--------|------|

## PREVIOUS GRANTS

|      |   |               |
|------|---|---------------|
| £500 | Financial Assistance towards visit to twin town Huckelhoven | 28 March 2006 |
|------|---|---------------|

|             |  |   |        |        |
|-------------|--|---|--------|--------|
| <b>3300</b> | <b>Hartlepool &amp; East Durham Alzheimers Trust</b> | Financial Assistance towards venue, refreshments and entertainment at "Dementia Café" | £1,800 | £1,000 |
|-------------|--|---|--------|--------|

## PREVIOUS GRANTS

|      |   |                 |
|------|---|-----------------|
| £300 | Financial Assistance towards Xmas lunch                   | 2 August 2005   |
| £250 | Financial Assistance towards Xmas lunch                   | 27 January 2004 |
| £100 | Financial Assistance towards refurbishments of day centre | 27 March 2003   |

|             |                                   |  |        |       |
|-------------|-----------------------------------|--|--------|-------|
| <b>3285</b> | <b>Headland Development Trust</b> | Financial Assistance towards the production of a quarterly charity information booklet | £1,800 | £1000 |
|-------------|-----------------------------------|--|--------|-------|

## PREVIOUS GRANTS

|      |  |                  |
|------|--|------------------|
| £500 | Assistance towards alterations to Activ8 building          | 14 November 2005 |
| £431 | Financial Assistance towards Illuminations on the Headland | 8 August 2004    |

|                 |  |   |        |        |
|-----------------|--|---|--------|--------|
| £460            | Financial assistance towards staging a summer variety show | 25 March 2003   |        |        |
| <b>3291</b>     | <b>Hartlepool Snooker Centre Sunday League</b>             | Financial Assistance towards project for youths in deprived areas | £3,000 | £2,000 |
| PREVIOUS GRANTS |  |   |        |        |
| £500            | Assistance towards buying trophies                         | 14 November 2005  |        |        |
| <b>3282</b>     | <b>High Flyers Trampoline Group</b>                        | Financial Assistance towards insurance costs and coaching course  | £595   | £595   |
| PREVIOUS GRANTS |  |   |        |        |
| £500            | Assistance towards alterations to Activ8 building          | 14 November 2005  |        |        |
| £431            | Financial Assistance towards Illuminations on the Headland | 8 August 2004   |        |        |
| £460            | Financial assistance towards staging a summer variety show | 25 March 2003   |        |        |
| <b>3305</b>     | <b>Preston Simpson Scholarship in Music</b>                | Financial Assistance for local musicians                          | N/A    | £2000  |
| PREVIOUS GRANTS |  |   |        |        |
| £500            | Financial Assistance for local musicians                   | 23 November 2006  |        |        |
| £206.63         | Financial Assistance for local musicians                   | 25 November 2002  |        |        |

#### 4. RECOMMENDATIONS

To consider applications for the allocation of grants as detailed in Sections 3(A) and (B) of the report.

## GRANTS COMMITTEE

18th December, 2007



**Report of:** Director of Adult and Community Services

**Subject:** COMMUNITY POOL 2007/2008

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### SUMMARY

#### 1. PURPOSE OF REPORT

This report provides: -

- (a) details of the current financial position of the Community Pool budget for 2007/2008
- (b) requests for revenue funding from the Community Pool from ten voluntary/community groups for a one year grant and one request for a three year tapered grant
- (c) details on the current situation relating to the funding of the Princess Royal Lifeboat Trust.

#### 2. SUMMARY OF CONTENTS

The Community Pool budget available for the current financial year is £457,109. At a meeting of the Grants Committee on 22nd November 2006, Members agreed the accrual of the balance of the 2006/2007 budget to 2007/2008. Including the Cabinet contingency funding made available from 2006/2007 of £19,000 therefore, this amounted to £542,767 available for distribution in the 2007/2008 financial year.

At the meeting of the Grants Committee on 12th March 2007, Members approved 23 awards totalling £376,003 from the 2007/2008 budget leaving a balance of £166,764 to be distributed. Included within these commitments was £4,000 for Directed Lettings.

At a further meeting of the Grants Committee on 16th July 2007, Members approved awards totalling £3,219 from this Directed Lettings allocation, allowing for the balance of £781 to be added back into the main budget. Therefore, the balance of funding remaining available for distribution for 2007/2008 now stands at £167,545.

For this funding round, a total of eleven applications have been received and following a careful examination of these, the following recommendations are made: -

| <b><u>Organisation</u></b>       | <b><u>Amount<br/>Recommended up to</u></b> |
|----------------------------------|--|
| Hartlepool Access Group          | £5,000                                     |
| Owton Fens Community Association | £5,000                                     |
| The Wharton Trust                | £5,000                                     |
| Hartlepool Catholic Boxing Club  | £5,000                                     |
| RESPECT                          | £8,000                                     |
| Hart Gables                      | £5,000                                     |
| Hartlepool Families First        | £10,000                                    |

Applications not recommended for funding: -

| <b><u>Organisation</u></b>              |          |
|---|----------|
| West View Advice and Resource Centre    | Rejected |
| Hartlepool Voluntary Development Agency | Rejected |
| Adventure Youth Sea Training Trust      | Rejected |
| Hartlepool Community Studio             | Rejected |

At the Grants Committee meeting on 16th July 2007, Members deferred an application for a 3 year tapered revenue grant of £6,635 from The Princess Royal Lifeboat Trust. This was associated with the running costs of the Princess Royal Lifeboat and Officers were asked to review the financial status of the group as well as for the Trust to identify any available match funding. Officers have subsequently ascertained that the Trust have now secured additional resources and do not see any need for funding to be provided from the Community Pool. Members are therefore requested to approve the original recommendation presented at the meeting on 16th July 2007, which is to reject the application.

### **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, 18th December 2007.



## **6. DECISION(S) REQUIRED**

Members of the Grants Committee are requested to approve/note: -

1. The current financial position in relation to the 2007/2008 Community Pool budget as detailed in the report at section 3.
2. Grant aid to those organisations as detailed in paragraph 5.3 of this report.
3. The rejection of the applications from West View Advice and Resource Centre, Hartlepool Voluntary Development Agency, Adventure Youth Sea Training Trust and Hartlepool Community Studio as detailed in paragraph 5.4 of this report.
4. Information provided in relation to The Princess Royal Lifeboat Trust at section 6 of the report and rejection of the application presented to a previous meeting of the Grants Committee in light of current circumstances.
5. The remaining Community Pool balance at the 31<sup>st</sup> March 2008 be accrued from 2007/ 2008 to the 2008/2009 financial year.

**Report of:** Director of Adult and Community Services

**Subject:** COMMUNITY POOL 2007/2008

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**1. PURPOSE OF REPORT**

1.1 This report provides: -

- (a) details of the current financial position of the Community Pool budget for 2007/2008
- (b) requests for revenue funding from the Community Pool from ten voluntary/community groups for a one year grant and one request for a three year tapered grant
- (c) details on the current situation relating to the funding of 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 at **Appendix 1** and 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 budget available for the current financial year is £457,109. At a meeting of the Grants Committee on 22nd November 2006, Members agreed the accrual of the balance of the 2006/2007 budget to 2007/2008. Including the Cabinet contingency funding made available from 2006/2007 of £19,000 therefore, this amounted to £542,767 available for distribution in the 2007/2008 financial year.
- 3.2 At the meeting of the Grants Committee on 12th March 2007, Members approved 23 awards totalling £376,003 from the 2007/2008 budget leaving a balance of £166,764 to be distributed. Included within these commitments was £4,000 for Directed Lettings.

- 3.3 At a further meeting of the Grants Committee on 16th July 2007, Members approved awards totalling £3,219 from this Directed Lettings allocation, allowing for the balance of £781 to be added back into the main budget. Therefore, the balance of funding remaining available for distribution for 2007/2008 now stands at £167,545.

#### 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 and 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 Applications for funding have been received from eleven groups and **Appendix 2** provides details of these as well as the recommendations relating to these applications.
- 5.2 In the main body of this report, the applications are broken down into two distinct categories; those that are recommended for approval and those that are not as they fall outside of the funding criteria.
- 5.3 **Applications recommended for approval: One year Revenue Grant**
- 5.3.1 Officers are recommending the approval of the following awards as a contribution towards the core costs of the organisation, including salary costs of key staff, rent and utilities for the period December, 2007 to March, 2008.

| <b>GROUP</b>                              | <b>£'s RECOMMENDED</b> |
|---|------------------------|
| Cat (i) HARTLEPOOL ACCESS GROUP           | £5,000                 |
| Cat (ii) OWTON FENS COMMUNITY ASSOCIATION | £5,000                 |
| Cat (ii) THE WHARTON TRUST                | £5,500                 |
| Cat (iii) HARTLEPOOL CATHOLIC BOXING CLUB | £5,000                 |
| Cat (iii) RESPECT                         | £8,000                 |
| Cat (iii) HART GABLES                     | £5,000                 |
| Cat (iv) HARTLEPOOL FAMILIES FIRST        | £10,000                |
| <b>TOTAL FUNDING RECOMMENDED</b>          | <b>£43,500</b>         |

- 5.3.2 Members will be aware that some of these groups have already benefited from a grant from the Community Pool for 2007/2008. However, they are now seeking additional support as they have budget shortfalls for their core costs for this financial year and all (with the exception of one - Hartlepool Families First) do not have any reserves to contribute towards their shortfalls.
- 5.3.3 At the Grants Committee meeting on 12th March, 2007, Members agreed to retain a balance of funding to be committed at a later date, in order to safeguard the future of the groups awarded funding at that meeting and to protect previous Council investment. Attempts by these groups to secure funding from elsewhere have been unsuccessful and in order to sustain their services, are now seeking additional funding from the Community Pool.
- 5.3.4 Officers are mindful of the need to strike the right balance between ensuring those groups without reserves being supported to continue in existence whilst they seek to re-align their core business plan. Some are in the process of downsizing staffing commitments, others are effectively looking for 'gap' funding until other funding opportunities are secured in the next financial year. Meanwhile the pressure from nationally awarded grant regimes e.g. ERDF, ESF, NRF and locally NDC is expected to impact heavily in the next financial year on the ability of the Community Pool to support all existing commitments. The current unspent balances within the Community Pool should be seen as prudent financial preparation for the extreme challenges ahead in 2008/2009.
- 5.3.5 Three additional groups who have not previously received financial support from the Community Pool have also requested a one-year revenue grant. These are also recommended for funding and their details are as follows: -

### 5.3.6 Hartlepool Catholic Boxing Club

- (a) Hartlepool Catholic Boxing Club provides a training facility to encourage self-discipline, physical fitness and to teach the art of boxing to children and young people of both sexes. To this end, the group provides opportunities identified by young people to meet their needs including; increased awareness of healthy living lifestyles, educational and training opportunities, support to community initiatives that benefit young people.
- (b) The Club has been established for in excess of 50 years, the last four being constituted as a voluntary organisation. The Club has in excess of 100 members, many of who live in the centre of town and other disadvantaged areas in Hartlepool.
- (c) Until very recently, the Boxing Club was based at The Bridge Community Centre, but has had to find alternative accommodation because of the closure of the Centre. They have been successful in securing bespoke accommodation to meet their needs within a refurbished building in Cromwell Street that has been fitted out to allow them to carry on with their activities.
- (d) The Boxing Club are renting the facility and the rental costs compared to what they were previously paying at The Bridge is proving challenging in the short term. The Club has increased their membership charges, but as most of their members are young people, this has to be done gradually, so as not to exclude some who cannot afford the increases. They have also applied to other funders, but it has become apparent that funding for equipment can be secured more readily than funding for core costs. Consequently, the Boxing Club have applied to the Community Pool for grant aid as a contribution towards the rental costs of their new premises for the period December to March 2008. Funding from the Community Pool will enable the group to concentrate their efforts on fundraising for the new financial year.
- (e) Officers are therefore recommending the approval of grant of £5,000 as a contribution to the core costs of Hartlepool Catholic Boxing Club, including rent from December to March 2008.

### 5.3.7 RESPECT

- (a) RESPECT (Reach Every Social Personal Effect Concerning Teenagers) is a local organisation, constituted in 2004 whose main aim is to offer social, emotional and personal support to young people, 11 to 19 years old by providing a mentoring and befriending service with counselling support.

- (b) RESPECT applied to the Community Pool for funding in the first round of applications for 2007/2008. However, this application was rejected because RESPECT was, at that time, benefiting from funding from New Deal for Communities and, as a new application, it received a lower priority for funding. Also, it was felt that a more appropriate source of funding for RESPECT was the Children's Services Department or other more appropriate funding streams.
- (c) However, despite the fact that schools are referring young people to this service and the group were hoping to enter into a Service Level Agreement with Children's Services Department, they have not been forthcoming with an offer of financial support to RESPECT. Consequently, the group has found itself in financial difficulties, without sufficient funding to sustain its services until the new financial year. Officers from the Children's Services Department and representatives from other voluntary sector groups have been working with RESPECT to secure funding for 2008/09 onwards to secure the long-term viability of the group. However, unless funding can be identified to contribute to core costs from December to March 2008, RESPECT will cease to operate and this service will be lost.
- (d) Funding from the Community Pool will enable RESPECT to continue to provide services for the benefit of young people in Hartlepool and will help the group buy time to secure funding to sustain service provision for future years.
- (e) Officers are therefore recommending approval of grant of £8,000 as a contribution towards the core costs of RESPECT, including the salary costs of a Counselling Clinical Supervisor and a Support Worker.

### 5.3.8 Hart Gables

- (a) Hart Gables provides services for the Lesbian, Gay, Bi-Sexual and Trans-gendered (LGBT) community in Hartlepool. The group was established in 2000 and became a registered charity in 2005. Hart Gables provides a safe environment for the LGBT community to meet and offers support, information and assistance, including awareness raising and health promotion amongst LGBT people of all ages. They seek to raise awareness and inform the public, agencies and companies about issues relating to the LGBT community in order to break down existing barriers between different communities.
- (b) Hart Gables have applied to the Community Pool for a contribution to their core costs, including the salary costs of a Manager's post and a Finance Officer's post, after an application to Hartlepool PCT Core Costs fund was rejected. Funding from the Community Pool will allow Hart Gables to maintain the number of hours that the Manager currently works to the end of the financial year and to employ a Finance Officer for 7 hours per month. If the application to the Community Pool is not successful, the Managers hours will have to be reduced and although the Manager will continue to manage all

aspects of the organisation, the provision of services for the LGBT community may be affected and the input of LGBT views into various statutory and voluntary consultations and strategies will be curtailed.

- (c) Officers are therefore recommending approval of grant of £5,000 as a contribution towards the core costs of Hart Gables, including the salary costs of the Manager's and a Finance Officers post.

5.3.9 A summary of all the applications received for consideration at this meeting can be found at **Appendix 3**. Should these applications be approved in line with Officers' recommendations, the remaining balance of the Community Pool available for 2007/2008 will be £124,045. As budget cuts are likely and the pressure on the Community Pool is more than likely to be greater than in previous years however, Officers recommend that any remaining balance of the Community Pool following this meeting and any further additional meetings within 2007/2008 should be carried forward to the 2008/2009 budget.

#### 5.4 **Applications Recommended For Rejection**

5.4.1 Four applications for funding are not recommended by Officers for funding at this time. One is from a group that has not been previously supported from the Community Pool and their details are as follows: -

##### 5.4.2 **Adventure Youth Sea Training Trust (AYSTT)**

- (a) The Adventure Youth Sea Training Trust is an established group whose aim is to encourage personal development and reduce social isolation amongst young and vulnerable people through nautical based outdoor learning and activity.
- (b) The AYSTT have applied to the Community Pool for a three year tapered revenue grant. However, Officers feel that, at this stage in the financial year, it would not be appropriate or beneficial to the group to approve this application.
- (c) The AYSTT have applied for funding to cover the full 100% costs of a newly appointed member of staff. In the financial climate in which the voluntary sector is currently operating, it would seem unwise to recruit staff if funding is not in place to cover costs. As the Community Pool budget is likely to be under pressure in future years and as funding towards this new employee is sought without evidence of match funding. Officers are recommending the rejection of their application. It is recommended that the application is re-worked and re-submitted as part of the considerations for 2008/2009 financial year

5.4.3 The three remaining applications are also being recommended for rejection as these groups have already benefited from a significant amount of funding from the Community Pool in this financial year and have financial reserves or trading opportunities, which could be used to bridge any gap in core funding. These applications are as follows

#### 5.4.4 West View Advice and Resource Centre (WVARC)

WVARC was awarded a grant of £30,324 for 2007/08 as a contribution towards the salary costs of an Advice Manager, an Advice Worker and a Debt Advice Worker and has applied for additional funding to make up the budget shortfall the group has for these posts. WVARC currently has in reserve sufficient funds to cover the budget shortfall relating to these posts.

#### 5.4.5 Hartlepool Voluntary Development Agency (HVDA)

HVDA was awarded a grant of £29,714 for 2007/08 as a contribution towards the salary costs of a Manager and a Finance Officer. HVDA have applied for additional funding to make up a budget shortfall of £10,890. The group currently however have in reserve sufficient funds to cover this shortfall.

#### 5.4.6 Hartlepool Community Studio

The Studio was awarded a grant of £21,360 for 2007/2008 as a contribution towards the salary costs of a Manager, an Administrator and insurance costs and has applied for additional funding of £7,000 to contribute towards a core budget shortfall of £14,000. The group are applying to other funders to make up the shortfall and it would seem that they have sufficient funds in reserve to cover this.

### **6. THE PRINCESS ROYAL LIFEBOAT TRUST**

- 6.1 At a meeting of the Grants Committee on 16th July 2007, Members deferred an application for funding from The Princess Royal Lifeboat Trust; a registered charity operating in Hartlepool for the benefit of The Princess Royal Lifeboat.
- 6.2 The Princess Royal Trust applied to the Community Pool for a three-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.
- 6.3 Officers recommended rejection of the application, pointing out that, 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 did not meet the criteria of the Community Pool in as much as it did not reflect the Strengthening Communities theme of the Community Strategy and 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 this objective.
- 6.4 However, Members recommended that the application should be deferred to enable Officers to review the financial status of The Trust and identify any match funding that The Trust may have been successful in securing to match any potential funding from the Community Pool.



- 6.5 Officers can now report that the Trust has been successful in securing financial support, both in kind, and cashable to keep the boat moored in the Marina until such a time that it could be moved onto dry land. Officers from the Culture and Heritage Section are also supporting The Trust with establishing a plan for the future of the vessel and this being the case, Officers are recommending that the original recommendation to reject the Trust's application to the Community Pool remains.

## **7. CONCLUSION**

- 7.1 For the 2007/2008 financial year to date, a total of 23 awards have been made from the Community Pool. This has so far committed a total of £376,003 leaving a balance of £167,545 (including the remaining balance of Direct Lettings) now available for distribution.
- 7.2 Further requests for funding have been received from eleven groups. Of these, applications from seven groups are being recommended for funding totalling £43,500. Applications however from four groups are being recommended for rejection at this time.
- 7.3 At a meeting of the Grants Committee on 16th July 2007, Members deferred an application for funding from The Princess Royal Lifeboat Trust to enable Officers to review the financial status of the Trust. The Trust has been successful in securing additional resources and Officers are working with them to secure the future of the boat. Therefore, their application for funding is also being recommended for rejection at this time.
- 7.4 If all of the applications are approved in line with the recommendations, the current award of grants stands at £419,503 and the balance of the Community Pool remaining for 2007/2008 will stand at £124,045. Officers are recommending that this balance subject to any subsequent requests in the remainder of the current financial year be accrued into next year's Community Pool to ease budget pressures.

## **8. RECOMMENDATIONS**

Members of the Grants Committee are requested to approve/note: -

1. The current financial position in relation to the 2007/2008 Community Pool budget as detailed in the report at section 3.
2. Grant aid to those organisations as detailed in paragraph 5.3 of this report.
3. The rejection of the applications from West View Advice and Resource Centre, Hartlepool Voluntary Development Agency, Adventure Youth Sea Training Trust and Hartlepool Community Studio as detailed in paragraph 5.4 of this report.

4. Information provided in relation to The Princess Royal Lifeboat Trust at section 6 of the report and rejection of the application presented to a previous meeting of the Grants Committee in light of current circumstances.
5. The remaining Community Pool balance at the 31<sup>st</sup> March 2008 be accrued from 2007/ 2008 to the 2008/2009 financial year.

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

### Background Papers

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

Report to Grants Committee: Community Pool 2007/2008, 16th July 2007

Applications to the Community Pool 2007/08: West View Advice & Resource Centre, Hartlepool Access Group, Owton Fens Community Association, Hartlepool Voluntary Development Agency, The Wharton Trust, Hartlepool Catholic Boxing Club, Adventure Youth Sea Training Trust, RESPECT, Hart Gables, Hartlepool Community Studio, Hartlepool Families First.



# **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 who we can contact during the day in office hours about this application.

##### Question 3

Your aim is a brief sentence about what 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 what 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 which grant you are applying for. A one-year grant award will 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 will be offered, in principle, 75% and then 50% of the award made in Year 1.

##### Question 18

The Council would 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.

| <b>COMMUNITY POOL 2007/2008</b>  |                |                                       |                                   |                                      |   |
|--|----------------|---------------------------------------|-----------------------------------|--------------------------------------|---|
| <b>GROUP</b>   | <b>REQUEST</b> | <b>1 YEAR/<br/>3 YEAR<br/>FUNDING</b> | <b>PREVIOUS AWARD<br/>2007/08</b> | <b>RECOMMENDATION<br/>THIS ROUND</b> | <b>NOTES<br/>Contribution towards the costs of/outcomes</b>                                 |
| <b>CATEGORY 1: PROVIDERS OF SERVICES THAT ARE OF STRATEGIC IMPORTANCE</b>    |                |                                       |                                   |                                      |   |
| WEST VIEW ADVICE & RESOURCE CENTRE   | £ 19,768.00    | ONE                                   | £ 30,324.00                       | £ -                                  | Contribution to salary costs Debt Advice Worker, Advice Manager, Advice Worker              |
| HARTLEPOOL ACCESS GROUP  | £ 5,569.00     | ONE                                   | £ 3,325.00                        | £ 5,000.00                           | Contribution to salary costs Co-ordinator   |
| <b>CATEGORY 2: COMMUNITY DEVELOPMENT/CAPACITY</b>                            |                |                                       |                                   |                                      |   |
| OWTON FENS COMMUNITY ASN   | £ 17,600.00    | ONE                                   | £ 22,192.00                       | £ 5,000.00                           | Contribution to Salary costs Project Manager, Finance Manger                                |
| HARTLEPOOL VOLUNTARY DEVELOPMENT AGENCY                                      | £ 10,890.00    | ONE                                   | £ 29,714.00                       | £ -                                  | Contribution to salary costs Manager, Finance Officer, Resources Officer                    |
| THE WHARTON TRUST  | £ 5,500.00     | ONE                                   | £ 14,492.00                       | £ 5,500.00                           | Contribution to core running costs  |
| <b>CATEGORY 3: ESTABLISHED GROUPS WHO HAVE NOT BEEN PREVIOUSLY SUPPORTED</b> |                |                                       |                                   |                                      |   |
| HARTLEPOOL CATHOLIC BOXING CLUB  | £ 5,980.00     | ONE                                   | N/A                               | £ 5,000.00                           | Contribution to core running costs  |
| ADVENTURE YOUTH SEA TRAINING TRUST   | £ 20,000.00    | 3 YEAR TAPER                          | N/A                               | £ -                                  | 100% contribution to new post   |
| RESPECT  | £ 25,568.00    | ONE                                   | N/A                               | £ 8,000.00                           | Contribution to salary costs Counselling Clinical Supervisor, Support Worker                |
| HART GABLES  | £ 5,000.00     | ONE                                   | N/A                               | £ 5,000.00                           | Contribution to salary costs Manager, Finance Officer                                       |
| <b>CATEGORY 4: OTHER ORGANISATIONS/GROUPS</b>                                |                |                                       |                                   |                                      |   |
| HARTLEPOOL COMMUNITY STUDIO  | £ 7,000.00     | ONE                                   | £ 21,360.00                       | £ -                                  | Contribution to salary costs Manager, Administrator Asst Administrator, Engineer Trainer x2 |
| HARTLEPOOL FAMILIES FIRST  | £ 15,511.00    | ONE                                   | £ 2,375.00                        | £ 10,000.00                          | Contribution to salary costs Manager, Finance Officer                                       |
|  | £ 138,386.00   |                                       |                                   | £ 43,500.00                          |   |

## **2nd APPLICATION TO THE COMMUNITY POOL 2007/2008**

**ORGANISATION:** HARTLEPOOL ACCESS GROUP

**CATEGORY (i):** Providers of Services that are of strategic importance

### **SUMMARY OF ORGANISATIONAL AIMS AND OBJECTIVES:-**

To improve services and conditions for people with disabilities, who live or work in Hartlepool or are visiting the town, by empowering individuals, effecting and influencing change to strategy planning, raising awareness on disability issues at all levels.

**Hartlepool Access Group facilitates services that reflect the following themes of the Council's Community Strategy:-**

- **Jobs and the Economy**
- **Environment and Housing**
- **Strengthening Communities**
- **Health Care**
- **Culture and Leisure**

**GRANT AID REQUESTED 2nd APPLICATION 2007/2008 .....£5,569**

Grant aid is requested as a contribution towards core costs including a contribution towards the salary costs of a Manager's post.

### **PROPOSED OUTPUTS AND/OR BENEFITS ACHIEVED WITH GRANT AID FROM COMMUNITY POOL IN 2007/2008:-**

- To increase access to services and facilities in Hartlepool.
- To influence service provision from others for the benefit of disabled people.
- To increase participation in and use of the Access Group's services by disabled people.
- To increase satisfaction of people who use the group's services.

**GRANT AID RECOMMENDED 3rd ROUND .....£5,000**

**2nd APPLICATION TO THE COMMUNITY POOL 2007/2008****ORGANISATION: OWTON FENS COMMUNITY ASSOCIATION****CATEGORY: (ii) Community Development/Capacity Building Initiatives****SUMMARY OF ORGANISATIONAL AIMS AND OBJECTIVES:-**

To build the capacity of disadvantaged communities, groups and individuals, through the provision of resources and support, education, advice and information. To empower individuals and community voluntary organisations to become stakeholders in their communities.

**Owton Fens Community Association facilitates services that reflect the following themes of the Council's Community Strategy:-**

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

**GRANT AID REQUESTED 2nd APPLICATION 2007/2008 .....£17,600**

Grant aid is requested as a contribution towards core costs including an additional contribution towards the salary costs of a Project Manager and a Finance Manager.

**PROPOSED OUTPUTS AND/OR BENEFITS ACHIEVED WITH GRANT AID FROM THE COMMUNITY POOL IN 2007/2008:-**

- Provision of advice and information and access to activities for in excess of 6,500 residents.
- 60 young vulnerable people supported.
- 30 groups supported.
- 10 social leisure courses provided for local residents.
- Provision of support to newly formed community groups providing activities and fundraising support thus developing community capacity.

**GRANT AID RECOMMENDED 3rd ROUND .....£5,000**

**2nd APPLICATION TO THE COMMUNITY POOL 2007/2008****ORGANISATION: THE WHARTON TRUST****CATEGORY: (ii) Community Development/Capacity Building Initiatives****SUMMARY OF ORGANISATIONAL AIMS AND OBJECTIVES:-**

To provide social, recreational and educational opportunities activities to all members of the community. To provide a community library service. To provide employment advice and training. The overall aim is to offer as many opportunities to as broad a range client group as possible.

**Wharton Trust facilitates services that reflect the following themes of the Council's Community Strategy:-**

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

**GRANT AID REQUESTED 2nd APPLICATION 2007/2008 .....£5,500**

Grant aid is requested as a contribution towards core costs, including utilities.

**PROPOSED OUTPUTS AND/OR BENEFITS ACHIEVED WITH GRANT AID FROM THE COMMUNITY POOL IN 2007/2008:-**

- The provision of a range of activities for local residents according to need.
- The facilitation of educational and social courses for local residents.
- Facilitation of activities and events to engender community cohesion.
- Working with residents to engage them and make them aware of the resources available through The Wharton Trust.

**GRANT AID RECOMMENDED 3rd ROUND .....£5,500**

## **APPLICATION TO THE COMMUNITY POOL 2007/2008**

**ORGANISATION:** HARTLEPOOL CATHOLIC BOXING CLUB

**CATEGORY:** (iii) Established groups who have not previously been supported from the Community Pool

### **SUMMARY OF ORGANISATIONAL AIMS AND OBJECTIVES:-**

To provide and support children and young people with the provision of a training facility to encourage self discipline, physical fitness and to teach the art of boxing.

**Hartlepool Catholic Boxing Club facilitates services that reflect the following themes of the Council's Community Strategy:-**

- **Strengthening Communities**
- **Culture and Leisure**

**GRANT AID REQUESTED 2007/2008.....£5,980**

Grant aid is requested as a contribution towards core costs including rent.

### **PROPOSED OUTPUTS AND/OR BENEFITS ACHIEVED WITH GRANT AID FROM THE COMMUNITY POOL IN 2007/2008:-**

- In excess of 200 residents including young people will access provision.
- 4 community/voluntary groups will access provision/services/facilities.
- Young people who participate will be able to demonstrate the impact of their involvement by the keeping of a diary.

**GRANT AID RECOMMENDED 2007/2008 3rd ROUND .....£5,000**

**APPLICATION TO THE COMMUNITY POOL 2007/2008**

**ORGANISATION:** RESPECT

**CATEGORY:** (iii) Established groups who have not previously been supported from the Community Pool

**SUMMARY OF ORGANISATIONAL AIMS AND OBJECTIVES:-**

To maintain a safe environment for children and young people. To reduce self harm amongst children and young people. To reduce isolation amongst children and young people. To enable children and young people to cope with challenging life situations

**RESPECT facilitates services that reflect the following themes of the Council's Community Strategy:-**

- **Jobs and the Economy**
- **Life Long Learning and Skills**
- **Strengthening Communities**
- **Health Care**
- **Community Safety**

**GRANT AID REQUESTED 2007/2008 ..... £25,568**

Grant aid is requested as a contribution towards core costs including the salary costs of a Counseling Clinical Supervisor and a Support Worker.

**PROPOSED OUTPUTS AND/OR BENEFITS ACHIEVED WITH GRANT AID FROM THE COMMUNITY POOL IN 2007/2008:-**

- 80 young people to receive appropriate level of support.
- To increase young peoples ability to cope with life situations.
- To reduce or stop young people self harming.
- Increase confidence and self worth in children and young people.
- To reduce isolation to enable young people to integrate into their community and not be isolated in their own home.
- 30 volunteers will gain appropriate qualifications to work with vulnerable young people.
- All volunteers offered NVQ level 2 and 3 in health and social care.

**GRANT AID RECOMMENDED 3rd ROUND ..... £8,000**

## **APPLICATION TO THE COMMUNITY POOL 2007/2008**

**ORGANISATION:** HART GABLES

**CATEGORY:** (iii) Established groups who have not previously been supported from the Community Pool

### **SUMMARY OF ORGANISATIONAL AIMS AND OBJECTIVES:-**

To provide a safe place for lesbian, gay, bisexual and transgender people (LGBT).  
To raise awareness in the general public, statutory and voluntary agencies and enable LGBT to participate in society.

**Hart Gables facilitates services that reflect the following themes of the Council's Community Strategy:-**

- **Strengthening Communities**
- **Health Care**
- **Community Safety**
- **Culture and Leisure**

**GRANT AID REQUESTED 2007/2008.....£5,000**

Grant aid is requested as a contribution towards core costs including a Managers salary costs.

### **PROPOSED OUTPUTS AND/OR BENEFITS ACHIEVED WITH GRANT AID FROM THE COMMUNITY POOL IN 2007/2008:-**

- The provision of support services for the benefit of the LGBT community.
- To enable LGBT people to increase in confidence and participate in society to reduce the isolation experienced by them.
- To break down prejudice against LGBT people and reduce bullying and harassment.
- To increase access to social opportunities for LGBT people.

**GRANT AID RECOMMENDED 3rd ROUND .....£5,000**



## **2ND APPLICATION TO THE COMMUNITY POOL 2007/2008**

**ORGANISATION:** HARTLEPOOL FAMILIES FIRST

**CATEGORY:** (iv) Other Organisations/Groups

### **SUMMARY OF ORGANISATIONAL AIMS AND OBJECTIVES:-**

Hartlepool Families First is a registered charity whose aims are the relief, education and welfare of all local children by the provision of safe, therapeutic and educational play.

**Hartlepool Families First facilitates services that reflect the following themes of the Council's Community Strategy:-**

- Strengthening Communities
- Health Care
- Culture and Leisure

**GRANT AID REQUESTED 22nd APPLICATION 2007/08.....£15,511**

Grant aid is requested as an additional contribution towards the salary costs of a Managers post and a contribution towards a Finance Managers post.

### **PROPOSED OUTPUTS AND/OR BENEFITS ACHIEVED WITH GRANT AID FROM COMMUNITY POOL IN 2007/2008:-**

- 45 special needs families supported at home.
- 200 attendances per month by local children on the Playbus.
- 400 attendances per month by local residents on the Health Bus.
- 12 MACS arts outreach sessions per month working with children and parents.
- Contribution towards reducing the number of parents feeling isolated when facing difficulties with their disabled child via the Home Support Project.
- Encourage positive parenting via the MACS outreach sessions.

**GRANT AID RECOMMENDED 3rd ROUND .....£10,000**

## **2nd APPLICATION TO THE COMMUNITY POOL 2007/2008**

**ORGANISATION:** WEST VIEW ADVICE & RESOURCE CENTRE

**CATEGORY :**(i) Providers of services that are of strategic importance

### **SUMMARY OF ORGANISATIONAL AIMS AND OBJECTIVES:-**

To provide a resource centre, within an area of high economic disadvantage, offering a comprehensive benefits advice service covering all aspects of welfare benefits, debt advice, specialist disability advice, tribunal support and home visits.

**West View Advice & Resource Centre facilitates services that reflect the following themes of the Council's Community Strategy:-**

- Jobs and the Economy
- Environment & Housing
- Strengthening Communities
- Health Care

**GRANT AID REQUESTED 2nd APPLICATION 2007/2008 .....£19,768**

Grant aid is requested as a contribution towards the core costs of the organisation including an additional contribution towards the salary costs of an Advice Manager, an Advice Worker and a Debt Advice Worker.

### **PROPOSED OUTPUTS AND/OR BENEFITS ACHIEVED WITH GRANT AID FROM COMMUNITY POOL IN 2007/2008:-**

- The provision of a benefits advice service ensuring information and support is available to in excess of 2,000 residents.
- Provision of support to 600 new clients.
- Financial gains for local residents in excess of £500k in claimed benefits.
- Reducing debt for local residents in excess of £100k.
- Empowering local residents to take responsibility for their own finances.
- Reducing debt and increasing self esteem thus improving well being.

**GRANT AID RECOMMENDED 3rd ROUND.....£0**

**2nd APPLICATION TO THE COMMUNITY POOL 2007/2008****ORGANISATION:** HARTLEPOOL VOLUNTARY DEVELOPMENT AGENCY**CATEGORY:** (ii) Community Development/Capacity Building Initiatives**SUMMARY OF ORGANISATIONAL AIMS AND OBJECTIVES:-**

Recruiting, placing and supporting volunteers. Building links between voluntary and community organisations and developing partnerships with other agencies. Supporting and developing voluntary and community organisations. Promoting the role and value of the voluntary sector in Hartlepool.

**Hartlepool Voluntary Development Agency facilitates services that reflect the following themes of the Council's Community Strategy:-**

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

**GRANT AID REQUESTED 2nd APPLICATION 2007/2008.....£23,522**

Grant aid is requested as a contribution towards core costs including an additional contribution towards the salary costs of a Manager and a Finance Officer and a contribution towards the salary costs of a Resources Officer.

**PROPOSED OUTPUTS AND/OR BENEFITS ACHIEVED WITH GRANT AID FROM THE COMMUNITY POOL IN 2007/2008:-**

- Provision of a range of capacity building support for a minimum of 100 voluntary groups.
- Assisting groups to secure a minimum of £100k in external funding in support of their activities.
- To recruit and place 200 volunteers with 100 groups benefiting from recruited volunteers.
- To provide 4 information events for voluntary sector representatives on issues which pertain to the voluntary sector.

**GRANT AID RECOMMENDED 3rd ROUND.....£0**

## **APPLICATION TO THE COMMUNITY POOL 2007/2008**

**ORGANISATION:** ADVENTURE YOUTH SEA TRAINING TRUST

**CATEGORY:** (iii) Established groups who have not previously been supported from the Community Pool

### **SUMMARY OF ORGANISATIONAL AIMS AND OBJECTIVES:-**

To encourage personal development and reduce social isolation amongst young and vulnerable people in the Hartlepool area through nautical based outdoor learning and activity.

**Adventure Youth Sea Training Trust facilitates services that reflect the following themes of the Council's Community Strategy:-**

- **Jobs and the Economy**
- **Life Long Learning and Skills**
- **Strengthening Communities**
- **Community Safety**
- **Culture and Leisure**

**GRANT AID REQUESTED 2007/2008.....£20,000**

A three year tapered revenue grant has been requested as a contribution towards core costs including the salary costs of a Skipper.

### **PROPOSED OUTPUTS AND/OR BENEFITS ACHIEVED WITH GRANT AID FROM THE COMMUNITY POOL IN 2007/2008:-**

- An increase in personal responsibility, sense of personal achievement and reduction in social isolation through the promotion of team work amongst young people.
- An increase in young people accessing the services of the trust.
- Young people achieving accreditation for their work with the trust.

**GRANT AID RECOMMENDED 3rd ROUND .....£0**

## **2nd APPLICATION TO THE COMMUNITY POOL 2007/2008**

**ORGANISATION:** HARTLEPOOL COMMUNITY STUDIO

**CATEGORY (iv):** Other Organisations/Groups

### **SUMMARY OF ORGANISATIONAL AIMS AND OBJECTIVES:-**

To promote, maintain and advance the education of the public in the appreciation and practice of participatory arts and associated disciplines. To advance the education of unemployed residents in Hartlepool and the surrounding area through the provision of such training facilities as will enable those persons to acquire and develop vocational skills.

**Hartlepool Community Studio facilitates services that reflect the following themes of the Council's Community Strategy:-**

- Jobs and the Economy
- Life Long Learning & Skills
- Strengthening Communities
- Community Safety
- Culture & Leisure

**GRANT AID REQUESTED 2NS APPLICATION 2007/08 ..... £7,000**

Grant aid is requested as an additional contribution towards the salary costs of a Studio Manager and an Administrator, and a contribution towards the salary costs of an Assistant Administrator and 2 part-time Engineers.

### **PROPOSED OUTPUTS AND/OR BENEFITS ACHIEVED WITH GRANT AID FROM COMMUNITY POOL IN 2007/2008:-**

- To increase Studio membership to in excess of 7,000.
- Provision of 800 recording hours.
- Provision of 1,000 rehearsal hours.
- Provision of support to 40 trainees.
- Provision of services and activities to benefit local residents with in excess of 20,000 visits.
- Provision of support to encourage people to learn new skills and to be creative in a friendly and supportive environment.

**GRANT AID RECOMMENDED 3rd ROUND.....£0**