

PLEASE NOTE VENUE

GRANTS COMMITTEE AGENDA



Thursday, 6 March 2008

at 3.30 pm

in 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 6 February 2008 (attached)
4. **KEY DECISIONS**

No items
5. **OTHER ITEMS REQUIRING DECISION**
 - 5.1 Community Pool 2008/2009 – *Director of Adult and Community Services*

GRANTS COMMITTEE

MINUTES AND DECISION RECORD

6th February 2008

Present:

The Mayor Stuart Drummond

Councillor Victor Tumilty

Officers: Alison Mawson, Head of Community Safety and Prevention
Brian Neale, Acting Crime and Disorder Coordinator
Jo Wilson, Democratic Services Officer

21. Apologies for Absence

Apologies were submitted from Councillor Robbie Payne.

22. Appointment of Chair

In the absence of the Chair Councillor Tumilty was appointed to chair this meeting.

23. Declarations of interest by members

None

24. Confirmation of the minutes of the meeting held on 18th December 2007

Received

25. Community Safety Capital Grants 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 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 and a further contribution of £12,175 from Hartlepool Borough Council this had been increased to £165,717.

Three applications for grant were reported to Members.

Domestic Fencing – Riverside Close

For many years residents had experienced anti-social behaviour to the rear of their properties in Riverston Close. In response the Council had agreed to transfer some land to residents to remove congregation and access points. A new resident had moved into one property and been asked to take ownership of some lane which his neighbour did not want. However the new owner was not co-operating with the fencing costs placing arrangements in jeopardy. The Council was insisting the land be fenced within one month of the transfer at a cost to the resident. The proposal was to build a 6ft high fence to the rear of the property concerned.

The total cost would be £3,240. A contribution of £740 has been agreed from the Central Neighbourhood Consultative Forum leaving a shortfall of £2,500 to be approved by the Committee.

Members were concerned that approval of this funding would set a precedent and lead to residents refusing to contribute to this type of land transfer and associated works in the future. However The Head of Community Safety and Prevention advised that the resident had only recently purchased the property and had been unaware at the time of purchase that these costs would be requested. Officers were of the opinion that if this contribution was not made the entire scheme may have to be abandoned.

Headland Town Square Toilet Block – CCTV Scheme

Residents had raised concerns about anti-social behaviour and criminal damage relating to the new toilet block at the Headland Town Square. In the year since the toilet block had opened there had been incidents of toilets broken, nappy changing facilities broken and cans and bottles stuffed into toilets causing back flush. The Headland Neighbourhood Action Plan Residents' Forum had requested information from the Community Safety Manager regarding the possibility of having CCTV inside the entrance of the toilet block and immediate external area not covered by existing CCTV cameras. Cabling was already fitted to accommodate these. Consultation had been carried out on these proposals via the Residents' Forum, Community Safety Team and local Community Police Officer.

The total cost would be £7,000. A contribution of £3,500 had been agreed by the Headland NAP Residents Forum leaving a shortfall of £3,500 to be approved by the Committee.

Members questioned whether it was expedient to provide CCTV cameras at this particular site when a town-wide review of CCTV provision in Hartlepool was imminent. The Head of Community Safety and Prevention advised that this provision was not linked to the town-wide system.

NDC Commercial Areas Business Security Grant

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 retail businesses undertaking security improvements to their premises. Businesses would be able to apply for up to 75% of the cost of security installations to a maximum of £2,000. The total minimum value of the project would be £5,330 inclusive of Private sector contribution of 25% per application. Members were asked to approve a grant of £4,000 to the project.

Decision

- I. That a grant award of £2,500 toward domestic fencing on Riverston Close be approved
- II. That a grant award of £3,500 toward a CCTV scheme at the Headland Town Square Toilet Block be approved
- III. That a grant award of £4,000 toward the NDC Commercial Areas Business Security Grant scheme be approved.

J A BROWN

CHIEF SOLICITOR

PUBLICATION DATE: 12th February 2008

GRANTS COMMITTEE

6th March, 2008



Report of: Director of Adult and Community Services

Subject: COMMUNITY POOL 2008/2009

SUMMARY

1. PURPOSE OF REPORT

The purpose of this report is to advise and seek approval for the level of grant awards to community groups and voluntary organisations from the Community Pool for 2008/2009.

2. SUMMARY OF CONTENTS

Applications to the Community Pool have been invited for services provided in the 2008/2009 financial year from community groups and voluntary organisations. 25 applications have been made, totalling requests of £697,034.

The Community Pool budget for the 2008/2009 financial year has been set at £470,822, which includes an inflationary rise of 3% on the previous year's budget.

At a meeting of the Grants Committee on 18th December, 2007, Members agreed the accrual of the balance of the 2007/2008 Community Pool budget into the 2008/2009 budget. The balance of the 2007/2008 Community Pool is £124,045 which, when added to the 2008/2009 budget, will give a total of £594,867 available for distribution within 2008/2009.

Within the Community Pool budget, it is usual practice to allocate funding for Directed Lettings: support to groups for the hire of premises. The Directed Letting allocation for 2008/2009 is £3,500.

In the 2007/2008 financial year, one award from the Community Pool was approved on a tapering basis. As it was agreed, in principle, and as funding is available, the second year tapered award to Owton Manor Neighbourhood Watch and Residents Association of £6,128 is being reserved from the total budget available.

Also, in the 2007/2008 financial year, a three year funding package was approved in principle for Shopmobility. As funding is available for 2008/2009 this award, amounting to £22,575 is being reserved from the total budget available.

After the deduction of the Directed Lettings allocation and funding for the tapered award to Owton Manor Neighbourhood Watch and Residents Association and the award for Shopmobility, this will leave a balance for distribution at this meeting of £562,664.

One application (from the Adventure Youth Sea Training Trust) is not recommended for funding at this time. Details of the application are included in the body of the report.

Officers are recommending that the decision relating to 5 applications is deferred to the next meeting of the Grants Committee, as additional information is required to enable Officers to make an informed recommendation.

Two applications have been received from groups who previously benefited from a tapered revenue grant from the Community Pool and as a result would normally be ineligible to apply for funding for this financial year. However, as the financial climate in which the voluntary sector is currently operating is proving difficult, Headland Future and Manor Residents Association have applied for funding for 2008/2009, hoping that the Grants Committee will agree a one year revenue grant for 2008/2009 to assist them through a difficult financial period.

As it has been recommended that a number of applications should be deferred to the next meeting of the Grants Committee and as it has become increasingly apparent that some groups may require consideration of further in-year support to safeguard their future, a balance of funding has been retained to be committed at a later meeting of the Grants Committee.

Careful examination of all applications has been made, with the result of recommendations as follows:-

3 Year revenue tapered grant: 2007 - 2010

<u>Organisation</u>	<u>Amount Approved 2007/2008</u>	<u>Amount Recommended 2008/2009 up to</u>
Owton Manor West Neighbourhood Watch and Residents Association	£8,171.00	£6,128.00

One Year revenue grants:

<u>Organisation</u>	<u>Amount Approved 2007/2008</u>	<u>Amount Recommended 2008/2009 up to</u>
West View Advice & Resource Centre	£30,324.00	£30,528.00
Hartlepool Citizens Advice Bureau	£74,801.00	£80,538.00
Harbour (formally North Tees Women's Aid)	£20,671.00	£21,213.00
Relate North East	£5,573.00	£6,151.00
Hartlepool Access Group Shopmobility	£21,917.00	£22,575.00
Owton Fens Community Association	£27,192.00	£26,012.00
Hartlepool Voluntary Development Agency	£29,714.00	£30,450.00
Manor Residents Association	£3,325.00	DEFER
Hartlepool People	£23,118.00	£26,025.00
West View Project	£23,636.00	£25,591.00
Belle View Community Sports & Youth Centre	£23,750.00	DEFER
The Orb Centre	£6,850.00	£7,000.00
Hartlepool Community Studio	£21,360.00	£21,525.00
Epilepsy Outlook	£7,109.00	£9,075.00
Hartlepool Deaf Centre	£13,720.00	£10,424.00
Headland Future	£5,700	£14,000.00
Hartlepool Catholic Boxing Club	£5,000	£8,322.00
Hart Gables	£5,000	£15,597.00
Hartlepool Asian Association	£0	£17,967.00
Hartlepool Credit Union Forum	£0	DEFER

3 Year revenue tapered funding grants (2008-2011)

<u>Organisation</u>	<u>Amount Approved 2007/2008</u>	<u>Amount Recommended 2008/2009 up to</u>
Respect	£8,000.00 (1 year award)	£22,742.00
Hartlepool Hospice	£0	DEFER
Making a Difference	£0	DEFER

Applications not recommended for funding:Organisation

The Adventure Youth Sea Training Trust	Reject
--	--------

3. RELEVANCE TO PORTFOLIO MEMBER(S)

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, 6th March, 2008.

6. DECISION(S) REQUIRED

Members are requested to approve:-

1. The levels of budget allocated for directed lettings.
2. Grant aid to those organisations as detailed in **Appendix 2**
3. Recommendations to defer those applications as detailed in **Appendix 2** whilst additional information is gathered.
4. Any allocation of grant aid to groups known to be experiencing financial difficulties to be released in monthly/quarterly instalments, as appropriate, in order to safeguard the Council's investment and minimise risk.
5. The rejection of the application from The Adventure Youth Sea Training Trust as detailed in paragraph 4.4.1 of this report.
6. The balance of the Community Pool £189,504 to be considered for allocation against bids at future meetings within the financial year.

Report of: Director of Adult and Community Services

Subject: COMMUNITY POOL 2008/2009

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to advise and seek approval for the level of grant awards to community groups and voluntary organisations from the Community Pool for 2008/2009.

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 Preference is given to those groups based in the town, however, where there is no local provider or there is a need for a specialist expertise, then support to organisations based outside the town is considered.
- 2.5 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.
- 2.6 The Community Pool budget for 2008/2009 has been set at £470,822, which includes an inflationary rise of 3% on the previous year's budget. However, at a meeting of the Grants Committee on 18th December 2007, Members agreed that the balance of the 2007/2008 Community Pool budget should be accrued into the 2008/2009 budget. The balance of the 2007/2008 Community Pool is £124,045 which when added to the 2008/2009 budget gives a total of £594,867 available for distribution within 2008/2009.

3. CONSIDERATION OF AWARDS

- 3.1 Application to the Community Pool is open to all, however, the majority of the applications for 2008/2009 are from groups that have received grant aid previously and are somewhat **dependant** on financial support from the Council to ensure their sustainability.

- 3.2 Applicants can apply for a one-year revenue grant or a three-year tapering revenue grant and as part of the assessment process, applications have been categorised to ensure that financial support is maintained to those groups providing services that complement the Authority's strategic aims and objectives. **Appendix 1** Criteria and guidance notes for applicants provides information for applicants relating to what can be funded and how applications are assessed.
- 3.3 In accordance with the criteria, applications have been 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.
- 3.4 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.
- 3.5 Some groups have applied for substantially larger grants compared to those approved for 2007/2008. Some groups have taken action to cope with the reduction in funding from other sources, including measures to reconfigure the activities of the organisation, proactively seeking other funding and making plans to sell their services in order to ensure the sustainability of the organisation. In some cases the outcome of other fundraising applications is imminent and in some cases is dependant on the outcome of any application to the Community Pool.
- 3.6 Where grant aid has been approved and where it is considered to be appropriate, in order to safeguard the Council's investment and minimise risk, Officers would suggest that Members of the Grants Committee allow Officers to make an informed decision about the frequency of payments to grant recipients. Normally grant aid is paid out in 2 instalments, but this could be tailored according to the prevailing circumstances of the group to monthly or quarterly payments.

4. GRANT APPLICATIONS FOR 2008/2009

- 4.1 As detailed in paragraph 2.6 of this report, the budget available for 2008/2009 is £594,867. 25 applications from community groups and voluntary organisations that provide services in Hartlepool are being presented for consideration at this meeting. The value of these applications totals £697,034 far exceeding the total budget available.

4.2 **Appendix 2** provides a list of all the applications to the Community Pool for 2008/2009 and details the recommendations relating to those applications. Where funding is being recommended, information relating to the spend of the grant is also provided. Detailed below, however, are the 3 broad areas into which these applications fall; those that have already been committed to, those that fall outside of the criteria and those that are recommended for approval for new funding.

4.3 Ongoing Commitments

4.3.1 Within the Community Pool budget it is usual practice to allocate funding for Directed Lettings: support to groups for the hire of premises. Based on demand in the 2007/2008 financial year, officers have reduced the Directed Lettings allocation to £3,500.

4.3.2 In the 2007/2008 financial year 1 award was approved on a tapering basis, as it was agreed in principle and as funding is available for 2008/2009 this award, to Owton Manor Neighbourhood Watch and Residents Association, of £6,128 is being allocated from the 2008/2009 budget before other applications are considered.

4.3.3 In the 2007/2008 financial year, in light of what were considered very special circumstances, the Grants Committee approved a three year funding package, including an inflationary rise, for Shopmobility. This commitment was made to enable Shopmobility to secure funding from PPG Metro who agreed to match the local authorities grant pound for pound. As this award was agreed in principle, and as funding is available, the award for 2008/2009, £22,575 is also being allocated from the budget before other applications are considered.

4.3.4 Taking all of the above into consideration the uncommitted balance available for distribution today is £ 562,664.

4.4 Applications Not Meeting Criteria

4.4.1 One application has been received which is not being recommended for funding at this time:-

THE ADVENTURE YOUTH SEA TRAINING TRUST (AYSTT)

The Adventure Youth Sea Training Trust (AYSTT) is a local group which provides nautical based outdoor learning and activity as a means to reducing social isolation amongst young and vulnerable people. The AYSTT have applied to the Community Pool for a one year revenue grant to cover the full costs of a new member of staff, a Fundraiser/Skipper, who is yet to be appointed. As resources are limited Officers wish to exercise caution in recommending the allocation of funding when it is possible that a service is not sustainable. As the AYSTT do not have any funding in place to support this position or any other applications to other funders pending, a 100% contribution to this post from the Community Pool cannot be recommended.

It would seem from the application to the Community Pool that the group does not have in place a number of important policies and procedures i.e. a Health and Safety Policy, a policy regarding the recruitment, training and support to volunteers although it seems to rely quite heavily on volunteers for the delivery of its services. The AYSTT is not committed to or undertaking any form of Quality Assurance Framework at the moment. Also the application does not evidence any current links with HBC or other agencies in the town delivering similar or complementary services.

As resources are limited and in view of the above Officers are recommending rejection of the application from The Adventure Youth Sea Training Trust but on an advisory note would suggest that they contact Hartlepool Voluntary Development Agency to request support with putting into place the policies and procedures highlighted above and better engagement with existing providers.

4.5 Recommended for Funding : One Year Revenue Grants

4.5.1 Of the 25 applications received, 21 groups have requested a one year revenue grant for 2008/2009 17 applications from groups applying for a one year revenue grant are being recommended for approval at this meeting.

4.5.2 Details of these applications can be found as **Appendix 2**.

4.5.3 A cautious approach has been taken by Officers in relation to the formulation of the level of funding recommended for 2008/2009, as in some cases substantial increases on last years levels have been requested; usually because a funding stream which was previously used to match local authority funding has come to an end. In most instances the recommendation constitutes an increase on last year's award, usually in line with inflation; however, there are some instances where the recommendation is more than an inflationary rise because the application is for additional core costs which the group has identified as being essential to the sustainability of the groups core operation.

4.5.4 The loss of funding from other sources could result in some groups making supplementary applications to the Community Pool in the new financial year to sustain the delivery of their core services. However, Officers feel that it is important to stress that Hartlepool Borough Council via the Community Pool or otherwise does not have the resources to replace funding lost from other sources and that voluntary sector groups should take appropriate measures to reduce their dependency on grant funding.

4.6 Specific Issues: Applications from established groups who have not been previously supported with grant aid from the Community Pool

4.6.1 Five applications have been received from groups who have not been previously supported with grant aid from the Community Pool. However, Officers are recommending that the decision relating to 3 of these applications, Hartlepool Hospice, Making a Difference and Hartlepool Credit Union Forum is deferred to the next meeting of the Grants Committee, as

more information relating to these applications has been requested to justify the bids. An application from The Adventure Youth Sea Training Trust has been recommended for rejection as detailed in paragraph 4.4.1 of this report. One application has been recommended for funding.

- 4.6.2 Officers are recommending the approval of an award to Hartlepool Asian Association. The aims and objectives of the Hartlepool Asian Association (HAA) are “the advancement of education, the relief of poverty and sickness and the preservation and protection of health for the benefit of the Asian community and other black and minority ethnic groups in Hartlepool”. In order to do this HAA have established the Salaam Resource Centre which provides information, advice, training and community development support for individuals and groups from the various minority ethnic groups settled in Hartlepool.
- 4.6.3 Since its inception, HAA have received funding from Hartlepool New Deal for Communities for the Salaam Centre, however, that funding is now tapering leaving the group with a budget shortfall. HAA have applied to the Community Pool for £34,806 as contribution towards the running costs of the Salaam Centre including the full salary costs of 2 staff, a Senior Development Worker and an Administrator. Officers are recommending approval of an award up to £17,967 as a 50% contribution to the salary costs of a Senior Development Worker and a Development Worker. Funding from the Community Pool could then be used as a catalyst to lever in support from other sources.
- 4.6.4 During the 2008/2009 HAA are planning to close the Salaam Centre and transfer the staff and services delivered from the Salaam Centre to a new multi cultural centre in what was St. Paul's Church hall on Murray Street. The new centre which will be managed by a new organisation, the Salaam Multi Cultural Centre, which will involve representatives from other minority ethnic groups. This being the case any award from the Community Pool would not be at risk however, officers will monitor the situation to protect any council investment.

4.7 Specific Issues : Deferred Applications

- 4.7.1 Including the applications listed in paragraph 4.7.1 Officers are suggesting that decisions relating to the following applications should also be deferred until the next meeting of the Grants Committee: Manor Residents Association and Belle Vue Community Sports and Youth Centre. This course of action is being recommended because the groups have not been in a position to provide all of the information required to process their applications. **Appendix 2** provides details of these applications.

4.8 Specific Issues : Tapered awards 2005/2006 to 2007/2008

- 4.8.1 In the 2005/06 financial year the Grants Committee approved 7 awards on a tapering basis. In accordance with the criteria relating to tapered funding awards these groups are ineligible to apply for funding from the Community Pool for the 2008/2009 financial year. However, due to current financial

pressures faced by the voluntary sector as a result of the reduction in funding from other sources, two groups, Headland Future and Manor Residents Association, have submitted bids for funding for 2008/2009 with a specific request for the Grants Committee to relax the criteria to consider their applications in light of the current situation to enable them lever in other sources of funding to sustain their current service provision.

- 4.8.2 Research and empirical evidence suggests that other funders are more inclined to support organisations if they are being supported by their local authority. This being the case the loss of support from the local authority to a voluntary organisation could be compounded by the loss of funding from other sources. Consequently, the Grants Committee is being requested to positively consider the applications from Headland Future and Manor Residents Association, and any other group that were awarded tapered funding in 2005/2006 and who may apply to the Community Pool in future rounds. However, Officers are recommending that the decision relating to the application from Manor Residents Association be deferred to the next meeting of the Grants Committee as the group are not in a position to provide all the necessary information on which to base a recommendation.
- 4.9 Specific Issues: Hartlepool Centre for the Deaf: Request for funding for 2008/2009
- 4.9.1 An application for funding has been received from Hartlepool Centre for the Deaf. The group have applied for £12,724 as a contribution to the salary costs of an Administrative Co-ordinator.
- 4.9.2 However, the group are currently going through a period of unrest in as much their management committee has decided to sell the building from which they currently operate. When the sale of the building has been completed the group will rent accommodation from which they can offer social activities for its members and finalise a project for which they have funding. The Deaf Centre has recently been marketed for sale, obviously it is difficult to predict when the building will be sold so to enable the group to meet their obligations in relation to the project and to sustain the other activities of the group in the wake of the transfer of their services/activities from one building to another, Officers are recommending approval of a grant of up to £10,424 as a contribution towards the salary costs of an Administrative Co-ordinator.
- 4.9.3 The Administrative Coordinator will be the only paid member of staff, this role will be pivotal if the group are to achieve its aims and objectives and steer a course through what could be a sea change for the group. Should the Grants Committee approve this award, in order to protect the council's investment the situation will be monitored and the grant released on a quarterly basis. Future support for this group will very much depend upon the direction they take.

5. CONCLUSION

- 5.1 For the 2008/2009 financial year, a total of 25 applications have been made by community groups and voluntary organisations that provide services in Hartlepool. The value of the applications totals £697,034 this far exceeds the budget available of £594,867. **Appendix 2** provides a list of all the applications to the Community Pool for 2008/2009.
- 5.2 In most instances, the grant aid recommendations are increased in line with inflation on last year's awards, however, there are some instances where it is substantially increased, over and above an inflationary rise on last year's awards, due to the group identifying a need which has been identified as being essential to the sustainability of the group's core service provision.
- 5.3 To summarise the financial position, taking into consideration the recommendations included in this report.
- 5.4 Community Pool budget 2008/2009, £470,822, plus balance of 2007/2008 Community Pool budget accrued into the 2008/2009 budget means the total available for distribution today is £594,867.

Specific allocations: Directed Lettings (ring-fenced)	£3,500.00
1x3 year tapered funding 2007/08 (ring-fenced)	£6,128.00
Award to Shopmobility (3 year funding package)	£22,575.00
One year revenue applications total recommended	£350,418.00
1x3 year tapered funding 2008/2009 recommended	£22,742.00
TOTAL RECOMMENDATIONS ROUND 1	£405,363.00
Balance remaining to be committed at a later date	£189,504.00

6. RECOMMENDATIONS

Members are requested to approve/note:-

1. The levels of budget allocated for directed lettings.
2. Grant aid to those organisations as detailed in **Appendix 2**.
3. Recommendations to defer those applications as detailed in **Appendix 2** whilst additional information is gathered.

4. Any allocation of grant aid to groups known to be experiencing financial difficulties to be released in monthly/quarterly instalments, as appropriate, in order to safeguard the Council's investment and minimise risk.
5. The rejection of application from The Adventure Youth Sea Training Trust as detailed in paragraph 4.4.1 of this report.
6. The balance of the Community Pool £189,504 to be considered for allocation against bids at future meetings within the financial year.

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

Background Papers

Applications to the Community Pool 2008/2009.
Report to the Grants Committee 12th March 2007.



HARTLEPOOL BOROUGH COUNCIL

COMMUNITY POOL 2008/2009

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 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.

THE NEIGHBOURHOOD RENEWAL STRATEGY

- 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 2004 will be used to ascertain 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.**

Groups targeting areas of greatest disadvantage in the town will receive a higher priority for funding.

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.

FUNDING CATEGORIES

The Community Pool funding categories are as follows:-

(i) PROVIDERS OF SERVICES THAT ARE OF STRATEGIC IMPORTANCE. This includes:-

Those groups/organisations that provide services to support disadvantaged individuals. Groups may require specialist expertise, e.g. Legal advice, debt counselling, and self-improvement opportunities.

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

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

(ii) COMMUNITY DEVELOPMENT/CAPACITY BUILDING INITIATIVES. This includes:-

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 and 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.

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.

(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. This includes:-

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 FROM THE COMMUNITY POOL

Funding is offered on a two-tier system.

➤ 3 YEAR REVENUE TAPERED GRANT

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. Under this scheme, groups cannot apply for funding from the Community Pool in year 4.

➤ 1 YEAR REVENUE TAPERED GRANT

1 year funding with applications being processed alongside all others in subsequent years.

Grant aid will only be approved for revenue funding 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 Community Resources Manager, can be supported with a percentage of salary costs.

Applicants should note that:-

Capital works will not be supported.

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. Play Opportunities Pool.

There is no upper limit in relation to the amount applied for from the Community Pool, but 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 Community Resources Manager 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 Community Resources Manager, 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 Community Resources Manager 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 Community Resources Manager 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.
- Please complete all sections fully, reference to your annual report/accounts is not appropriate and will not be accepted.
- 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 16

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

Question 17

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 18

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. Under this scheme, groups cannot apply for funding from the Community Pool in year 4.

Question 22

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 24

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 26

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 28

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 30 and 31

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

Question 33

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.

5.1 Appendix 2 - Community Pool 2008-2009

COMMUNITY POOL 2008/2009					
GROUP	2007/2008 GRANT	2008/2009 REQUEST	2008/2009 RECOMMENDATION	ONE/ THREE YR	
	£	£	£		
CATEGORY 1 PROVIDERS OF SERVICES THAT ARE OF STRATEGIC IMPORTANCE					
WEST VIEW ADVICE & RESOURCE CENTRE	£ 30,324.00	£ 32,557.00	£ 30,528.00	ONE	50% CONTRIBUTION TO SALARY COSTS ADVICE MANAGER, TRIBUNAL DISABILITY WORKER, HOME/DISABILITY WORKER GENERAL ADVICE WORKER, 20% CONTRIBUTION TO SALARY COSTS ADMINISTRATOR
CITIZENS ADVICE BUREAU	£ 74,801.00	£ 87,361.00	£ 80,538.00	ONE	83% CONTRIBUTION TO SALARY COSTS BUREAU MANAGER, DEPUTY MANAGER, FINANCE OFFICER, 50% CONTRIBUTION TO SALARY COSTS TELEPHONE ADVICE WORKER
HARBOUR (FORMALLY NORTH TEES WOMENS AID)	£ 20,671.00	£ 22,287.00	£ 21,213.00	ONE	SESSIONAL COSTS 2 COUNSELLORS: SEARCH PROJECT
RELATE NORTH EAST	£ 5,573.00	£ 6,536.00	£ 6,151.00	ONE	SESSIONAL COUNSELLING COSTS, VENUE HIRE. CLINICAL SUPERVISION
SHOPMOBILITY	£ 21,917.00	£ 22,575.00	£ 22,575.00		100% CONTRIBUTION TO SALARY COSTS EQUIPMENT WORKER, ADMINISTRATOR (MATCHED BY PPG)
	£ 153,286.00	£ 171,316.00	£ 161,005.00		
CATEGORY 2 COMMUNITY DEVELOPMENT/CAPACITY BUILDING INITIATIVES					
OWTON FENS COMMUNITY ASN	£ 27,192.00	£ 27,077.00	£ 26,012.00	ONE	50% CONTRIBUTION TO SALARY COSTS PROJECT MANAGER, MONITORING OFFICER COMMUNITY CAPACITY BLDG PROJECT
MANOR RESIDENTS ASN*	£ 3,325.00	£ 11,729.00	DEFER	ONE	ADDITIONAL INFORMATION REQUIRED
HPOOL VOLUNTARY DEVELOPMENT AGCY	£ 29,714.00	£ 44,342.00	£ 30,450.00	ONE	50% CONTRIBUTION TO SALARY COSTS MANANGER, FINANCE OFFICER
HARTLEPOOL PEOPLE	£ 23,118.00	£ 27,025.00	£ 26,025.00	ONE	50% CONTRIBUTION TO SALARY COSTS MANAGER, ADMINISTRATOR
	£ 83,349.00	£ 110,173.00	£ 82,487.00		

5.1 Appendix 2 - Community Pool 2008-2009

CATEGORY 3: ESTABLISHED GROUPS WHO HAVE NOT BEEN PREVIOUSLY SUPPORTED					
HARTLEPOOL HOSPICE	£0	£ 30,076.00	DEFER	THREE	ADDITIONAL INFORMATION REQUIRED
HARTLEPOOL ASIAN ASSOCIATION	£0	£ 34,806.00	£ 17,967.00	ONE	50% CONTRIBUTION TO SALARY COSTS SNR DEVELOPMENT WORKER, DEVELOPMENT WORKER
MAKING A DIFFERENCE	£0	£ 24,400.00	DEFER	THREE	ADDITIONAL INFORMATION REQUIRED
HARTLEPOOL CREDIT UNION FORUM	£0	£ 44,336.00	DEFER	ONE	ADDITIONAL INFORMATION REQUIRED
ADVENTURE YOUTH SEA TRAINING TRUST	£0	£ 21,000.00	REJECT	ONE	SEE REPORT PARARAGRAPH 4.4.1.
	£0	£ 154,618.00	£ 17,967.00		
CATEGORY 4: OTHER ORGANISATIONS/GROUPS					
WEST VIEW PROJECT	£ 23,636.00	£ 34,713.00	£ 25,591.00	ONE	50% CONTRIBUTION TO SALARY COSTS PROJECT MANAGER, ADMINISTRATOR & CONTRIBUTION TO RENTAL OF MARINA
BELLE VUE COMM SPORTS & YOUTH CTRE	£ 23,750.00	£ 23,750.00	DEFER	ONE	ADDITIONAL INFORMATION REQUIRED
THE ORB CENTRE	£ 6,850.00	£ 7,000.00	£ 7,000.00	ONE	30% CONTRIBUION TO SALARY COSTS YOUTH WORKER
HEADLAND FUTURE*	£ 5,700.00	£ 34,000.00	£ 14,000.00	ONE	50% CONTRIBUTION TO SALARY COSTS OPERATIONS MANAGER
HARTLEPOOL COMMUNITY STUDIO	£ 21,360.00	£ 25,000.00	£ 21,525.00	ONE	50% CONTRIBUTION TO SALARY COSTS MANAGER, ADMINISTRATOR, 35% CONTRIBUTION TO SALARY COSTS ENGINEER
EPILEPSY OUTLOOK	£ 7,109.00	£ 13,750.00	£ 9,075.00	ONE	33% CONTRIBUTION TO SALARY COSTS MANAGER
HARTLEPOOL DEAF CENTRE	£ 13,720.00	£ 12,724.00	£ 10,424.00	ONE	50% CONTRIBUTION TO SALARY COSTS ADMINISTRATIVE COORDINATOR
OWTON MANOR WEST NEIGHBOURHOOD WATCH & RESIDENTS ASN	£ 8,171.00	£ 6,128.00	£ 6,128.00	THREE	CONTRIBUTION TO SALARY COSTS ADMINISTRATOR (2ND YEAR TAPER)
HARTLEPOOL CATHOLIC BOXING CLUB	£ 5,000.00	£ 11,960.00	£ 8,322.00	ONE	CONTRIBUTION TO RENT
HART GABLES	£5,000	£ 24,940.00	£ 15,597.00	ONE	50% CONTRIBUTION TO SALARY COSTS MANAGER

5.1 Appendix 2 - Community Pool 2008-2009

RESPECT	£8,000	£ 66,962.00	£ 22,742.00	THREE	50% CONTRIBUTION TO SALARY COSTS CLINICAL SUPERVISOR, SUPPORT WORKER
	£ 110,296.00	£ 260,927.00	£ 140,404.00		
*TAPERED GRANT APPROVED 05/06					
TOTAL APPLICATIONS 1ST ROUND 2008/2009		£ 697,034.00			
RECOMMENDATIONS 2008/09 EXCLUDING SPECIFIC ACTIVITIES			£ 401,863.00		
BASE BUDGET 2008/09		£ 470,822.00			
ACCRUAL FROM 2007/08 BUDGET		£ 124,045.00			
TOTAL BUDGET AVAILABLE FOR 2008/09		£ 594,867.00			
COMMITMENTS:					
ALLOCATIONS FOR SPECIFIC ACTIVITIES		£ 3,500.00			
RECOMMENDATIONS ROUND 1 Ex specific activities		£ 401,863.00			
TOTAL RECOMMENDATIONS ROUND 1		£ 405,363.00			
BALANCE TO COMMIT ROUND 2		£ 189,504.00			