

GRANTS COMMITTEE AGENDA



Monday, 21 July 2008

at 2.30 pm

in Committee Room A

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 21 April 2008

4. KEY DECISIONS

None

5. OTHER ITEMS REQUIRING DECISION

5.1 Annual Report of the Play Opportunities Pool Awards 2006/2007–
Director of Children's Services

5.2 Play Opportunities Pool Award 2008/2009 – *Director of Children's
Services*

5.3 Directed Lettings 2008/2009 Hire Of Premises By Voluntary/Community
Groups - *Director of Adult and Community Services*

5.4 Community Pool 2008/2009 - *Director of Adult and Community Services*

GRANTS COMMITTEE

MINUTES AND DECISION RECORD

21 April 2008

The meeting commenced at 2pm in the Civic Centre, Hartlepool

Present:

Councillor Robbie Payne (In the Chair)

Councillors: The Mayor and Victor Tumilty

Officers: Tracy Liveras, Young People and Play Co-ordinator
Mark Smith, Connexions Locality Manager
Maureen Mounter, Senior Youth Worker
Steve Hilton, Public Relations Officer
Jo Wilson, Democratic Services Officer

30. Apologies for Absence

None

31. Declarations of interest by members

None

32. Confirmation of the minutes of the meeting held on 6 March 2008

Agreed

33. Youth Service – Proposed Service Level Agreements with Abbey Street (Headland Future) and Barnardos, B76, Voluntary Youth Projects for 2008/11 *(Director of Children's Services)*

Type of decision

Non-key

Purpose of report

To consider details and seek members' approval of service level agreements, and associated funding allocations, for the support of youth work at the Abbey Street and B76 Voluntary Youth Projects.

Issue(s) for consideration by the Committee

The Youth Service provides support to voluntary youth groups. Service level agreements are assessed against criteria involving need and potential of the voluntary organisations to contribute to the Youth Service's outcomes and targets. Abbey Street and B76 Voluntary Youth Projects had both delivered consistently good programmes of work in this area over recent years. Any monies issued were on the basis of delivering a specification detailing the quantity/quality of youth work expected. The service level agreements for both organisations were appended to the report for members' attention.

This year was a transitional year as the Children's Trust was currently developing a commissioning framework which would, in future years, oversee the approval of service level agreements with the providers of services. However until this development it was felt appropriate to seek approval from the Grants Committee for this year's arrangements so as not to disrupt voluntary services funding.

Details were given within the report of the services provided by the Abbey Street Voluntary Youth Project and the B76 Voluntary Youth Project. The support proposed for 2008/9 would be £28,638 for Abbey Street and £65,565 for B76. These amounts would increase by inflation annually and the Youth Service Budget for 2008/9 had funding in place to cover these costs.

The Chair queried how officers were able to confirm inflation increases. The Connexions Locality Manager advised that the Youth Service had made a long-term commitment to these projects and whatever funding was deemed necessary would be made available.

Decision

That the support funding to Abbey Street Project (Headland Future Ltd) of £28,638 and to B76 (Barbados) of £65,565 as payment for the work detailed in their respective Service Level Agreements be approved.

34. Play Opportunities Pool Award 2008/2009 *(Director of Children's Services)*

Type of decision

Non-key

Purpose of report

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

Issue(s) for consideration by the Committee

Grant aid totalling £18,000 annually is available to community groups and

voluntary organisations to enable them to provide play opportunities throughout the year, thereby complimenting the Authority's play provision. The provision of play grants also enables groups to provide play to meet local needs, especially in areas of disadvantage to assist local people on limited incomes.

Grant Awards are used as a contribution towards the cost of a play opportunity, with the Authority's funding often attracting match funding. In total, 6 applications have been assessed with requests from the Grants Pool for staff costs, equipment, venue hire, and transport.

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

The Chair referred to the applications for Manor West Youth Project and Manor Residents Association, querying whether these would benefit the same children. The Young People and Play Co-ordinator advised that these organisations were very different – Manor West Youth Project was for children aged 7-16 while Manor Residents Association benefited children aged 5-11.

Decision

That the grant awards below totalling £13,893.80 be approved: -

Manor West Youth Project - A contribution of £2,021 to cover the delivery of 26 weeks of swimming sessions, including staff, volunteers expenses, venue hire, insurance, administration and management costs.

Hartlepool Special Needs Support Group - A contribution of £2,600 toward the costs of volunteers, staff costs, transport, children's entertainers and craft workshops.

Manor Residents Association – A contribution of £1,957 towards transport and insurance costs.

Child Deaf Youth Project – A contribution of £1,735.80 to support the delivery of the summer playscheme and the Under 11's Youth Project.

West View Project – A contribution of £3,000 towards staff costs and transport

Hartlepool Families First – A contribution of £2,580 towards staff costs, transport and management costs to deliver 4 hours of support per week.

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

Type of decision

Non-Key

Purpose of report

To consider Civic Lottery Grant Applications

Issue(s) for consideration by the Committee

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

- applications where no previous grants had been awarded.
- applications where grants had previously been awarded
- an application for a change of use of money already approved.

Members were advised that the amount of grant applications made came to a total of £17,235.50. However the balance available for this tranche was only £6,119.98. Members requested that, with one exception, all applications be approved in their entirety. The funding for this to be achieved by utilising the Civic Lottery budget for 2008/09. Members requested that an application from the Hartlepool Gymnastics Club be deferred pending clarification as to exactly what the funding would be used for. In addition Members approved a change of use for a Civic Lottery Grant previously awarded to the Princess Royal (ex Hartlepool Lifeboat) Trust Community Interest Company.

Decision

That the following allocation of grants be approved:-

3294	Hartlepool Blind Welfare Association	400
3297	Orcel Sea Training	2,000
3315	Hartlepool Young Stroke Club	600
3314	New Life Music	2,000
3311	The Wharton Trust	2,000
3310	Tramshed Potters	500
3303	Heugh Battery Trust	475*
3307	Hartlepool Stage Society	2,000*
3317	Hartlepool Swimming Club	2,000*
3316	Walking Tall	367.50*
3313	Hartlepool and District Hospice	2,000*
3309	Hartlepool Town FC	793*

(* Organisations that have previously received Civic Lottery Grants)

That the change of use for a grant of £372.62 previously awarded to the

Princess Royal (ex Hartlepool Lifeboat) Trust Community Interest Group be approved

P DEVLIN

ACTING CHIEF SOLICITOR

PUBLICATION DATE: 29 April 2008

GRANTS COMMITTEE
21st July 2008



Report of: Director of Children's Services

Subject: **ANNUAL REPORT OF THE PLAY OPPORTUNITIES
POOL AWARDS 2006/2007**

SUMMARY

1. PURPOSE OF REPORT

The purpose of the report has been compiled to provide members with information regarding grant aid awarded from the Play Opportunities Pool during the 2006/2007 financial year.

2. SUMMARY OF CONTENTS

The report provides statistical information in relation to Grants approved to the voluntary sector to deliver play opportunities across the town of Hartlepool and the benefits to children and Young People accessing these opportunities during 2006/2007.

3. RELEVANCE TO GRANTS COMMITTEE

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

4. TYPE OF DECISION

Non key decision.

5. DECISION MAKING ROUTE

Grants Committee 21st July 2008

6. DECISION(S) REQUIRED

Members of the Grants Committee are requested to note the Annual Report of the Play Opportunities Pool Awards 2006/2007.

Report of: Director of Children's Services

Subject: Annual Report of the Play Opportunities Pool Awards
2006/2007

1. PURPOSE OF REPORT

The purpose of the report has been compiled to provide members with information regarding grant aid awarded from the Play Opportunities Pool during the 2006/2007 financial year.

2. BACKGROUND

The Play Opportunities Pool Awards provides grant aid to the voluntary sector to provide positive play experiences against set criteria, **shown in Appendix 1.**

Grant aid of £21,111.50 was made available to groups between April 2006 and March 2007.

During the financial year 2006/2007, a total of 12 groups were approved using the criteria to provide a wide range of play opportunities across the town.

In total £17,523.73 was awarded from the Play Opportunities Pool Awards during 2006/2007 financial year. **Appendix 2** provides in detail the breakdown of grant awards to groups.

Grant aid through the Play Opportunities Pool is made available to both voluntary and community groups to enable them to provide play opportunities throughout the year. The provision of play grants also enables groups to provide play to meet local needs especially in areas of disadvantage to assist local people on limited income.

Grant Awards are used as a contribution towards the cost of a play opportunity with the Local Authority's funding often attracting matched funding.

Organisations complete an application form which is processed by the Children's Services Play Development Team to enable a report to be compiled detailing recommendations for grant fund approval.

Following grant approval terms and conditions are sent to the organisation to be accepted. Upon acceptance and satisfaction that all

relevant policies and procedures are in place the grant funding is released.

3. MONITORING

Grant aid to the voluntary and community sectors is monitored on an annual basis. Grant recipients are required to complete a comprehensive monitoring form and provide officers with additional information in relation to their award. If monitoring information is not provided as requested then steps may be taken to suspend any grant payment that is outstanding in the current financial year. A monitoring form template in relation to grant awards is detailed in **Appendix 3**.

Appendix 4 provides members with information extracted from the monitoring form for each funded organisation, which demonstrates some of the benefits available to local communities that can be provided by both voluntary and community groups.

In total 772 children between the ages of 0 to 19 years accessed a variety of play opportunities across the town. From the total number 7 children from black minority ethnic origin and 150 children with a specific need accessed quality play and childcare provision.

In total 5 of the 12 groups were Ofsted registered and all groups had accessible buildings to operate their play services, therefore all 12 groups deemed suitable to meet the Disability Discrimination Act in terms of access to buildings.

To ensure the work of the groups is delivered, organisations rely heavily on volunteers to undertake the work. In total 93 people volunteered their time, of which 14 volunteers were disabled. The volunteers' time given over the course of the projects totalled 298.5 hours, equating to £2,388.00 in monetary value, based on each volunteer costing £8.00 per hour worked.

To further develop both paid staff and volunteers the organisations are encouraged to partake in training and accredited qualifications to further enhance their development. During this funded year (2006/2007) 9 of the 12 groups undertook training provided by a number of agencies to add further knowledge and skill base to its workforce.

The information provided by the groups illustrates that there were 67 paid members of staff, of which 7 were male and 7 who had a disability.

The grant distributed through the fund levered £54,807.00 into the town to provide a variety of play opportunities via voluntary and community groups, therefore for every £1.00 provided by the authority, groups matched this with £3.12.

4. FUTURE DEVELOPMENTS

It has become evident through the grant process that more opportunities need to be developed in local communities with priority for local children accessing provision. Identified areas to support the development of local play opportunities are:

- A Play Strategy for Hartlepool and Action Plan
- Big Lottery Play Programme Funding
- More play services developed through Children's Centres and Extended Services
- Continuation of the Grants Pool to act as a lever to generate more funding into the town
- Support and advice to both voluntary and community groups to identify and secure funding.
- Advice to both the voluntary and community sector to access appropriate training and accreditation

5. RECOMMENDATIONS

Members of the Grants Committee are requested to note the Annual Report of the Play Opportunities Pool Grant Monitoring Information.

6. CONTACT OFFICER

Danielle Swainston, Sure Start, Extended Services and Early Years Manager. 01429 523671

7. BACKGROUND PAPERS

Children's Services Department, Play Opportunities Monitoring File



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



NOTES FOR APPLICANTS

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

1. Aim of the Play Opportunities Pool

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

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

2. Types of Projects Which can be Funded

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

- ★ Out of School Care/Holiday Care/Playschemes.
- ★ Playgroups.
- ★ Planned Activity Sessions.
- ★ Inclusive Services
- ★ Specialised Play Services
- ★ Parent and Toddler.

3. Priorities for Support

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

- ★ Areas of disadvantage.

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

4. Awards

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

Age range for which grant funding is applicable is 0-19 years of age, in line with Hartlepool's Play Strategy. There will be no ceiling limit on the level of funding you request however, you may not receive your full request.

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

5. Other Requirements

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

- ★ Must operate in a voluntary capacity or not for profit.
- ★ Must be constituted.
- ★ Suitable premises from which to operate.
- ★ Correct ratio of staff/volunteers to children.
- ★ Current valid registration certificate if providing for children under the age of 8.
- ★ Staff recruitment and vetting procedures.
- ★ CRB checking system in place.
- ★ Implement good codes of practice.
- ★ Identify age range.
- ★ Attend appropriate training workshops.
- ★ Your organisation operates by an inclusive policy

- ★ Your organisation has in place appropriate policies and Procedures to provide a quality service

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

You must also be able to demonstrate within your application that the project you are delivering meets 1 or more of the 5 Every Child Matters Outcomes:

Be Safe
Stay Healthy
Enjoy and Achieve
Make a Positive Contribution
Achieve Economic Well-Being

Your request must also demonstrate that it will link to Hartlepool's Play strategy and commit to the key principles of the strategy and those principles and outcomes reflected within Hartlepool's Children and Young Peoples Plan

6. Items Not Eligible for Funding

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

7. Alternative Funding

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

8. How to Apply

8.1 Completion of Application Form

The application form is simple to complete. PART 1 asks for details about your organisation, why it was set up, what it does and where it meets. PART 2 asks for more details on the specific project or activities for which you are seeking grant aid. You must provide as much information as possible on the project including a breakdown

of costs, without this information, your application cannot be processed.

8.2 Enclosures

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

8.3 What Happens After I Posted the Form?

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

8.4 Play Opportunities Pool Monitoring

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

Please return your completed form and enclosures to:-

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

Appendix 2

Group	Award	Detail of Contribution	Type of Provision
Hartlepool Special Needs Support Group	£3200.00	Contribution towards transport, sessional staff, volunteers', art/craft materials	Holiday Playschemes
CHILD Deaf Youth Project	£1144.40	Contribution towards staff, volunteers', transport & admin costs	Summer Holiday Playscheme Under 11's Youth Project
Hartlepool Families First	£2268.67	Contribution towards salary & admin costs	Switch to Play – supporting families with disabled children
Manor Residents Association	£2500.00	Contribution towards transport & residential accommodation	Holiday Playschemes and Residential
West View Project	£4588.00	Contribution towards staff & transport	Holiday Playschemes
Hartlepool Women's Aid	£500.00	Contribution towards play equipment, resources & transport	Holiday activity days for the children accommodated within the women's refuge
Greatham Play Group	£483.00	Contribution towards the cost of toys and equipment	Parent & Toddler Group
Busy Bees Fun Club	£989.71	Contribution towards the cost of salaries & admin costs	Children & Young People Project
Brougham Centre	£412.50	Contribution towards staff & volunteer's costs	Summer Playscheme
Stranton Toddler Group	£437.45	Contribution towards toys & equipment	Parent & Toddler Group
Manor West Youth Project	£500.00	Contribution towards instructor fees & room hire	Youth Provision
Springwell School Parent & Toddler Group	£500.00	Contribution towards toys & equipment	Parent & Toddler Group



GRANTS TO VOLUNTARY ORGANISATIONS
PLAY OPPORTUNITIES POOL
APRIL 2006 - MARCH 2007

MONITORING OF GRANT AID

Organisation:
Grant Aid 2006/2007

INSTRUCTIONS FOR COMPLETION OF THIS FORM

- Ø Please complete all sections **fully** that are applicable, reference to your annual report is not appropriate.
- Ø Please record statistics that are applicable to the grant funding.
- Ø Please provide documentary evidence, where requested. If your annual report and/or accounts are not available, please send them when they are available. *Do not delay submission of this form.*
- Ø Please use additional sheets, if necessary.
- Ø If you have any queries about the completion of this form, please do not hesitate to contact the Young People and Play Co-ordinator on 01429 523411. The deadline for submission of this form is *Friday, 29th June 2007*

Please ensure that you put sufficient postage on your envelope

Please complete and return to:-

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

HARTLEPOOL BOROUGH COUNCIL
PLAY OPPORTUNITIES POOL
MONITORING INFORMATION
APRIL, 2006 ~ MARCH, 2007

1. ABOUT YOUR ORGANISATION																																					
A.	Name and Address of your Organisation Charity No. (if applicable)																																				
B.	What are the aims and objectives of your Organisation? (Please attach a written statement, if appropriate) 																																				
C.	<table style="width: 100%; border: none;"> <tr> <td style="width: 15%;">(i)</td> <td style="width: 65%;">Does your Organisation have an equal opportunities policy? (please attach if applicable)</td> <td style="width: 20%; text-align: right;">YES/NO</td> </tr> <tr> <td>(ii)</td> <td>Is your Organisation registered for childcare provision?</td> <td style="text-align: right;">YES/NO</td> </tr> <tr> <td></td> <td>If YES, Registration No.</td> <td></td> </tr> <tr> <td></td> <td>Total numbers accommodated Under 8's</td> <td></td> </tr> <tr> <td></td> <td>Over 8's</td> <td></td> </tr> <tr> <td></td> <td colspan="2">Please include a copy of your latest inspection report.</td> </tr> <tr> <td>(iii)</td> <td>Has your Organisation adopted any other policies?</td> <td style="text-align: right;">YES/NO</td> </tr> <tr> <td></td> <td>If YES, please list</td> <td></td> </tr> <tr> <td></td> <td>.....</td> <td></td> </tr> <tr> <td></td> <td>.....</td> <td></td> </tr> <tr> <td>(iv)</td> <td>Does your organisation have a comments and Complaints Procedure?</td> <td style="text-align: right;">YES/NO</td> </tr> <tr> <td>(v)</td> <td>Does your organisation have a Health and Safety Policy?</td> <td style="text-align: right;">YES/NO</td> </tr> </table>	(i)	Does your Organisation have an equal opportunities policy? (please attach if applicable)	YES/NO	(ii)	Is your Organisation registered for childcare provision?	YES/NO		If YES, Registration No.			Total numbers accommodated Under 8's			Over 8's			Please include a copy of your latest inspection report.		(iii)	Has your Organisation adopted any other policies?	YES/NO		If YES, please list				(iv)	Does your organisation have a comments and Complaints Procedure?	YES/NO	(v)	Does your organisation have a Health and Safety Policy?	YES/NO
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(v)	Does your organisation have a Health and Safety Policy?	YES/NO																																			

APPENDIX 3

D. Volunteers

How many volunteers are regularly involved with the operation of activities in relation to the Play Opportunities Grant between the period April, 2006 to March, 2007?

- (i) Total number of volunteers.
- (ii) How many are male volunteers.
- (iii) How many are female volunteers.
- (iv) How many volunteers have a disability?
- (v) How many volunteers are from ethnic minority?
- (vi) How many volunteer hours are worked per group per week?*

* Total number of volunteers multiplied by the average number of hours worked by each volunteer.

Do you have a policy regarding the recruitment, training and support YES/NO to volunteers.

E. Paid Staff

How many paid staff involved in activities relating to the play opportunities grant between the period April, 2006 to March, 2007?

- (i) Number of paid staff.
- (ii) How many staff are male?
- (iii) How many staff are female?
- (iv) How many staff are from ethnic minority groups?
- (v) How many staff have a disability?

* Total number of paid staff multiplied by the average number of Hours worked by each member of staff working on project?

F. Training

- (i) Are the staff and volunteers training needs assessed regularly? YES/NO
- (ii) Please detail all training undertaken by members of your Organisation in the period April, 2006 to March, 2007.

<i>Training Course</i>	<i>Date</i>	<i>Duration</i>	<i>Name Attendee and Position</i>	<i>Qual. Gained</i>

APPENDIX 3

G. Membership

- | | | |
|-------|--|--------|
| (i) | Does your Organisation have a membership? | YES/NO |
| (iii) | How many members? | |
| (iii) | Is a membership subscription charged? | YES/NO |
| (iv) | Please give details of subscription charged. | |

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H. Premises

- | | | |
|-----|---|--------|
| (i) | Are the premises suitable for use by disabled people?
(please give details of access provision, e.g. ramps, toilet facilities, lifts etc.). Are they compliant with the Disability Discrimination Act? | YES/NO |
|-----|---|--------|

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|------|---|--------|
| (ii) | Do you have a suitable outdoor play area? | YES/NO |
|------|---|--------|

If NO, where is your nearest safe play area?

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I. Quality Assurance

- | | | |
|------|--|--------|
| (i) | Has your organisation adopted a quality assurance system in the period April, 2006 to March, 2007? | YES/NO |
| (ii) | Which quality assurance system is being used? | |

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|-------|---|
| (iii) | What progress has been made towards achieving the standard? |
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2. ABOUT YOUR PROJECT

- A. (I) Please identify client user group?
- (v) The number of young people benefiting from the service
between April, 2006 to March, 2007.
- (vi) The number of males.
- (vii) The number of females.
- (viii) The number of young people from ethnic minority background.
- (ix) The number of children with a disability or special need.

- B. If you have any further client statistics, e.g. ethnicity, gender, age, please provide details.

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- C. Do the young people using your service come from specific geographical areas of the Borough? Please specify, e.g. Stranton 30%, Rossmere 10%, Townwide 40%.

Hart	Jackson.....	Owton.....
Brus.....	Grange.....	Seaton.....
Elwick.....	Park.....	Fens.....
St Hilda	Brinkburn.....	Rossmere
Throston	Stranton	Greatham
Dyke House.....	Rift House	Townwide.....

3. ABOUT YOUR GRANT

April, 2006 – March, 2007

A. Please detail how your grant was spent. (Reference against your grant approval letter).

(i) Salaries (if applicable). Please provide documentary evidence, i.e. P11 Form.

<i>Name</i>	<i>Position</i>	<i>Total Cost (include. NI)</i>

(ii) Volunteers expenses (if applicable), please complete separate sheet, if included.

(iii) Running costs/activities. Please detail and provide receipts and invoices.

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(iii) Purchase of equipment - please detail and provide receipts and invoices.

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4. FINANCIAL INFORMATION

- A. Please list all grant aid received by your Organisation from April, 2006 to March, 2007 that is matched with grant aid from the Play Opportunities Pool. This should also include income generated, other than grant aid.

Source:-	Amount:- £
Date Received:-	Purpose:-

Source:-	Amount:- £
Date Received:-	Purpose:-

Source:-	Amount:- £
Date Received:-	Purpose:-

- B. Please attach a copy of your 2005/2006 and 2006/2007, if applicable, annual report and audited accounts. If you are unable to do so, please note on the reverse of the form the reasons why.

5. YOUR PROJECT

Please provide a **detailed** evaluation of the project(s) funded, including any additional material between April, 2006 and March, 2007.

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APPENDIX 3

5. Your Project (cont'd)

[illegible]

DECLARATION

I hereby certify that, to the best of my knowledge, the information supplied is correct.

Completed by:
(BLOCK CAPITALS)

Position in Organisation:

Signature:

Date:

Please return completed form to:-

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

By Friday, 29th June, 2007

VOLUNTEER EXPENSES SHEET

Organisation's Name:-

[illegible]

MONITORING INFORMATION 2008/2007 PLAY OPPORTUNITIES POOL - Appendix 4

Organisation	Ofsted Registered	Male staff	Female staff	Voluntary Hrs		Staff with bme staff disabilities	Training Undertaken	Building accessible	Suitable outdoor space	Total no of children	Total Males	Total Females	Total no disabled children		Areas Covered	Grant Leverage	
				Volunteers	worked p/w								Total BME children				
Hartlepool Special Needs Support C	Yes	1	30	30	65	0	3 Volunteers	Yes	Yes	Yes	104	54	50	0	104	Townwide	Yes
CHILD Deaf Youth Project	Yes	1	7	12	8	0	5 vols/7 paid staff	Yes	Yes	Yes	7 H'pool	5	2	0	7	Hart, Jackson, Seaton,	Yes
Hartlepool Families First	Yes	0	1	0	0	0	0	Yes	Yes	yes	23	19	4	0	23	Brus, St Hilda's, Throston, Park, Brinkburn, Rifthouse,Rossmere	Yes
Manor Residents Association	Yes	3	8	27	10	0	2 Volunteers	Yes	Yes	Yes	315	208	107	1	5	Owton, Fens, Rossmere	Yes
West View Project	No	0	4	3	111	0	1 Volunteer	Yes	Yes	Yes	38	21	15	0	2	Brus, St Hilda's, Dykehouse	Yes
Hartlepool Women's Aid	No	1	5	0	0	0	0	Yes	Yes	Yes	90	40	50	0	0	Townwide	Yes
Greatham Playgroup	No	0	0	0	0	0	0	No	Yes	Yes	30	18	15	1	0	Owton, Seaton, Fens, Greatham	No
Busy Bees Fun Club	No	1	2	4	5.5	0	1 Volunteer	Yes	Yes	No	40	15	25	0	2	St Hilda's, 5% from across the town	Yes
Brougham Centre	Yes	0	2	2	20	0	0	Yes	Yes	Yes	8	6	2	0	0	Dykehouse	No
Stranton Toddler Group	No	0	0	2	8	0	0	No	Yes	No	50	20	30	2	2	Townwide	No
Manor West Youth Project	No	0	1	11	66		2 Volunteers	Yes	Yes	Yes	25	3	22	1	3	Owton	No
Springwell School Parent & Toddler	No	0	0	2	5	0	0	No	Yes	Yes	42	22	20	3	2	Hart, Elwick,Throston	No

GRANTS COMMITTEE

21 July 2008



Report of: Director of Children's Services

Subject: PLAY OPPORTUNITIES POOL AWARD
2008/2009

SUMMARY

1. PURPOSE OF REPORT

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

2. SUMMARY OF CONTENTS

The total amount of Play Opportunities funding (2008 – 2009) available is £18,000.

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

<u>Group</u>	<u>Recommended</u>
Harbour Support Services	£500.00
Brougham Afterschool & Holiday Club	£500.00
Hartlepool Young Carers	£2000.00
Total	£3,000.00

This leaves a balance of £1,106.20, available for distribution

3. RELEVANCE TO THE GRANTS COMMITTEE

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

4. TYPE OF DECISION

Non – key decision.

5. DECISION MAKING ROUTE

Grants Committee, 21st July 2008.

6. DECISION(S) REQUIRED

Members of the Grants Committee are requested:

1. To approve grant awards to 3 groups, totalling £3,000.00

Report of: Director of Children's Services

Subject: PLAY OPPORTUNITIES POOL AWARD
2008/2009

1. PURPOSE OF REPORT

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

2. BACKGROUND

The Play Opportunities Grant which totals £18,000 is available to community groups and voluntary organisations to provide play opportunities throughout the year complementing provision delivered through Children's Centres and Extended Services. The allocation of play grants also enables groups to provide play to meet local needs, especially in areas of disadvantage.

Grant awards are used as a contribution towards the cost of play opportunities, with local authority funding often attracting matched funding. In total 3 applications have been assessed with requests for equipment and transport costs.

At a meeting of the Grants Committee on 21st April 2008, members approved grant aid to six groups totalling £13,893.80, therefore leaving a balance of £4,106.20.

The criteria used to assess applications are detailed in **Appendix 1**. If the grant is approved it is stated within the terms and conditions of the grant that the group will provide specific monitoring information at the end of each appropriate financial year. The monitoring information required includes:

- Evidence of the contribution of grant funding
- A report of the project
- Number of beneficiaries
- Staff training
- Any matched funding

This information is used to analyse gaps in provision across the town and will be used to inform members on the success of funded projects at a later date.

3. FINANCIAL IMPLICATIONS

£18,000 in total is available for the year 2008/2009.

4. APPLICATIONS

Details of the groups requesting funding are as follows:

4.1 Harbour Support Services

This organisation has been established since 1975 formally North Tees Women's Aid and provides services for women and children from birth to 16 years, suffering from domestic violence issues. Last year the service supported 59 children.

Harbour delivers stimulating, age appropriate activities through qualified Play Workers in a purpose built play room. The sessions are offered after school and at weekends to offer the children the opportunity to enjoy play and take part in creative activity.

In addition to the play room, the group also organises activities outside of the centre to increase the play experiences available to the children, which include trips and outings both within the borough of Hartlepool and further afield.

The organisation also provides access to separate therapeutic play sessions to support children and young people with any issues they may have due to living with domestic violence. The play workers deal with many issues through the play sessions to make the children feel safe and comfortable and enabling them to share their feelings and experiences.

The children's outreach service uses the Every Child Matters Framework to assist in the delivery of their sessions and link to the 5 outcomes such as: Be Safe, Enjoy & Achieve and Making a Positive Contribution.

The group are requesting funding to purchase toys and equipment to assist in the delivery of their service within the play room and detailed below are the costs to deliver such a service:

Staff wages	£13821.00
Insurance	£200.00
Transportation	£1000.00
Admissions	£1500.00
Equipment & Resources	£4700.00
Venue Hire	£150.00
Running Costs	£1000.00
Management Costs	£6100.00
Total Costs	£28471.00

In addition to the Play Opportunities Pool the organisation has secured funding for staff members and have a pending application to BBC Children in Need to cover other costs of the project.

Recommendation

A contribution of £500.00 towards the purchase of equipment and resources for the dedicated play room.

4.2 Brougham After School & Holiday Club

The club has been established for 3 years and provides both after school and holiday care provision for children aged 3 - 11 years.

The club is Ofsted registered and provides a quality programme of play and care services to children living in the Dykehouse and Throston Wards. To ensure that the programme is safe, yet stimulating the activities are led and supervised by a team of appropriately qualified staff. This service enables parents and carers access to work, training and education knowing that their children are safe.

The scheme will be operating from 28th July through to 29th August, weekdays only between 8.30am and 5.30pm. The service is able to accommodate up to 24 children per day, supervised by 3 qualified staff and 2 volunteers.

The Club uses the Every Child Matters Framework to support the delivery of its work and links into the following outcomes: Enjoy and Achieve, Be Safe, Making a Positive Contribution.

The group is requesting funding for transport costs to enable them to take the children on trips and outings during the summer holiday period. The total cost to provide the service over the summer holidays is detailed below:

Staff Costs	£2606.00
Venue Hire	£1125.00
Transport	£500.00
Admissions	£350.00
Equipment & Resources	£650.00
Total Costs	£5231.00

In addition to the Play Opportunities Grant, the organisation has secured funding through North Locality 2 (Children's Centres & Extended Services) for venue hire and equipment, totalling £1300.00. Income generated from service users at £5.00 per child per session, together with general funding raising will cover the balance of expenditure to operate the service.

Recommendation

A contribution of £500.00 is recommended towards the cost of transport to be used during the summer holiday club.

4.3 Hartlepool Young Carers Project

Hartlepool Young Carers Project has been established since 2001 and provides town wide services for children and young people aged between 7 – 19 years of age.

The project aims to support out of school, holiday care and planned activity sessions providing play opportunities for young carers who support other family members with additional needs.

The young carers are often from demographically disadvantaged areas of the town or affected by poverty. These young carers often have to take responsibility that is normally seen as an adult role, therefore often missing out on their own childhood. It is therefore vital that these young people receive much deserved play opportunities.

Due to the nature of caring for dependent parents these young people can become socially isolated from their peers because of their caring role. Young Carers provide a service which enables the individual young carers to feed into groups of other like minded young people who have shared experience of caring for someone else.

The group are requesting funding towards transport costs to enable the young carers to access play opportunities and activities. Transport has been a major barrier for young people accessing services and this funding will support young carers access activities.

In addition to the transport the young people have recently acquired an allotment for them to develop and make their own. This element of the project will develop team and social skills as well as producing a very positive outcome with the development of the allotment. The group would like to purchase equipment to work on the allotment and planting to develop the allotment once it has been prepared.

The Every Child Matters Framework links very well into the work the organisation delivers and this service cuts across many of the 5 outcomes, such as: Enjoy & Achieve, Making a Positive Contribution and Be Safe.

The total annual cost to provide this project is detailed below:

Staff Costs	£47480.00
Volunteer Expenses	£500.00
Venue Hire	£1500.00

Insurance	£242.00
Transport	£1500.00
Admissions/Activities	£14025.00
Equipment & Resources	£1300.00
Administration	£310.00
Management Costs	£6738.00
Training	£524.00
Total Costs	£74,119.00

In addition to the Play Opportunities Grant, the organisation has already secured funding for staff costs, including on costs. The group has also made a number of applications to various funding organisations, awaiting decisions, including: Grant Giver, Local Network Fund, Connexions and many local businesses, including fund raising events. In total £20,500.00 has been sourced to date, with local businesses still to pledge.

Recommendation

A contribution of £2000.00 is recommended towards the cost of transport and the purchase of equipment and resources for the newly acquired allotment.

5. RECOMMENDATIONS

Members are requested to:

Approve grant awards totalling £3000.00, as detailed above.

CONTACT OFFICER:

Danielle Swainston, Sure Start, Extended Services and Early Years Manager

BACKGROUND PAPERS:

Children's Services Department, Play Opportunities Monitoring File



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



NOTES FOR APPLICANTS

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

1. Aim of the Play Opportunities Pool

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

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

2. Types of Projects Which can be Funded

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

- ★ Out of School Care/Holiday Care/Playschemes.
- ★ Playgroups.
- ★ Planned Activity Sessions.
- ★ Inclusive Services
- ★ Specialised Play Services
- ★ Parent and Toddler.

3. Priorities for Support

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

- ★ Areas of disadvantage.

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

4. Awards

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

Age range for which grant funding is applicable is 0-19years of age, in line with Hartlepool's Play Strategy. There will be no ceiling limit on the level of funding you request however, you may not receive your full request.

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

5. Other Requirements

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

- ★ Must operate in a voluntary capacity or not for profit.
- ★ Must be constituted.
- ★ Suitable premises from which to operate.
- ★ Correct ratio of staff/volunteers to children.
- ★ Current valid registration certificate if providing for children under the age of 8.
- ★ Staff recruitment and vetting procedures.
- ★ CRB checking system in place.
- ★ Implement good codes of practice.
- ★ Identify age range.
- ★ Attend appropriate training workshops.
- ★ Your organisation operates by an inclusive policy

- ★ Your organisation has in place appropriate policies and Procedures to provide a quality service

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

You must also be able to demonstrate within your application that the project you are delivering meets 1 or more of the 5 Every Child Matters Outcomes:

Be Safe
Stay Healthy
Enjoy and Achieve
Make a Positive Contribution
Achieve Economic Well-Being

Your request must also demonstrate that it will link to Hartlepool's Play strategy and commit to the key principles of the strategy and those principles and outcomes reflected within Hartlepool's Children and Young Peoples Plan

6. Items Not Eligible for Funding

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

7. Alternative Funding

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

8. How to Apply

8.1 Completion of Application Form

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

8.2 Enclosures

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

8.3 What Happens After I Posted the Form?

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

8.4 Play Opportunities Pool Monitoring

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

Please return your completed form and enclosures to:-

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

GRANTS COMMITTEE

21st July, 2008



Report of: Director of Adult and Community Services

Subject: DIRECTED LETTINGS 2008/2009
HIRE OF PREMISES BY VOLUNTARY/COMMUNITY GROUPS

SUMMARY

1. PURPOSE OF REPORT

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

2. SUMMARY OF CONTENTS

The Directed Lettings Scheme was established in 1996 to deal with applications for funding from community groups, who had benefited from free use of school premises for their meetings, prior to local Government reorganisation. Since reorganisation, to honour this arrangement and other youth activities, an allocation from the Community Pool for specific activities, including Directed Lettings is made at the beginning of each financial year. At the meeting of the Grants Committee on 6th March, 2008, Members approved an allocation of funding of £3,500 for Directed Lettings in 2008/2009

Through the Directed Lettings Scheme, support has previously been provided to two Parish Councils, Hart and Elwick. The Council has a legal obligation to provide grant aid to the Parish Councils in accordance with Section 134 of the Local Government Act 1972 and the total recommended to support Hart and Elwick Parish Councils for the 2008/2009 financial year is £440.

Six additional applications have been received and assessed resulting in recommendations amounting to £3,301 being made towards the costs of eight groups/organisations.

An additional £20 has been allocated from the 2008/2009 budget to cover the costs of one meeting of a Parish Council in 2007/2008, because the charges could not be made in the appropriate financial year.

Subject to approval, as all applications to the Directed Lettings allocation will have been made, it is proposed that the balance of the allocation, amounting to £179 be returned to the main Community Pool budget for distribution at future meetings of the Grants Committee.

3. RELEVANCE TO PORTFOLIO MEMBER

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

4. TYPE OF DECISION

Non-Key.

5. DECISION MAKING ROUTE

Grants Committee to determine awards at meeting, 21st July, 2008.

6. DECISION(S) REQUIRED

To approve grant awards to eight groups/organisations from the Directed Lettings allocation of the Community Pool, totalling £3,301 and an additional cost of £20 relating to use of premises by a Parish Council in 2007/2008, leaving a balance of £179 to be returned to the main Community Pool budget.

Report of: Director of Adult and Community Services

Subject: DIRECTED LETTINGS 2008/2009
HIRE OF PREMISES BY VOLUNTARY/COMMUNITY
GROUPS

1. PURPOSE OF REPORT

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

2. BACKGROUND

- 2.1 Prior to 1996, community groups, including uniformed groups operating in school premises, were allowed free use of those premises for their meetings by Cleveland County Council. In 1996, when Hartlepool became a Unitary Authority, sufficient resources were not available to allow these groups free use, so the Directed Lettings Scheme was established to target resources to the groups operating in the most disadvantaged areas, i.e. those meeting in areas designated as suffering from the highest levels of disadvantage were awarded 100% of their costs, other groups were awarded up to 50% of their costs.
- 2.2 Since the scheme was established, several groups have ceased to operate, others have rationalised by joining groups together and some have moved to cheaper accommodation in order to reduce their costs. All groups have had to increase their membership charges.
- 2.3 Through the Directed Lettings Scheme, support has been provided to two Parish Councils; Hart and Elwick. The Council has a legal obligation to provide grant aid to the Parish Councils in respect of the hire of premises and Section 134 of the Local Government Act 1972 gives the Council the powers to provide a meeting place for Parish Councils paid for from its own budget.
- 2.4 At the meeting of the Grants Committee on 6th March, 2008, Members approved an allocation of £3,500 from the Community Pool for Directed Lettings; the hire of premises by voluntary and community groups in 2008/2009.

3. FUNDING PROPOSAL

- 3.1 As previously highlighted, there is a requirement to support the premises costs of the Hart and Elwick Parish Councils meetings from this budget. The

Parish Councils meet on a monthly basis at a total cost of approximately £440 per year.

- 3.2 Applications for support towards premises costs have also been received from another six community/voluntary organisations and details of the applications can be found as **Appendix 1**.
- 3.3 In accordance with the Directed Lettings Scheme, grant aid is recommended towards the costs of the hire of a venue for one meeting per week. Up to 100% subsidy is usually recommended for those groups who operate in the top 1% of deprived wards nationally (as defined in the Index of Multiple Deprivation 2007). Of the applications received, none of the groups fit into this category. Up to 50% subsidy is recommended for those groups who operate in the top 10% of deprived wards nationally. One group falls into this category; 22nd Hartlepool Rainbows, Brownies and Guides who operate in the Rift House ward.
- 3.4 Applications have been received from three groups, 34th Hartlepool Rainbows, Brownies and Guides, 1st Hartlepool Brownies Unit and 20th Hartlepool Brownies. These groups have previously benefited from a 50% subsidy towards their costs, however, neither of them meet in a ward identified as one of the most deprived in the town but they do have members from those wards or have the potential to attract members from those wards. Whilst it is accepted that resources are limited and need to be targeted to the most deprived areas of the town, these groups have previously benefited from support from the Directed Lettings Scheme and are probably reliant on it. Therefore a 50% subsidy is recommended for 34th Hartlepool Rainbows, Brownies and Guides, 1st Hartlepool Brownies and 20th Hartlepool Brownies for 2008/2009.
- 3.5 The Swimming Club and the Hartlepool Youth Choir are town-wide organisations which are based/operate in wards of deprivation and have the potential to enhance their membership from those wards. Therefore up to 40% subsidy is recommended for these groups towards the costs of the hire of a venue for one meeting per week.
- 3.6 In situations where groups have grant aid remaining from the previous financial year the recommendation for 2008-2009 has been reduced accordingly as these groups will be expected to utilise the remaining balance in this financial year. Therefore approval of these grant awards is recommended, amounting to £3,301, as detailed at **Appendix 1**. However, an additional £20 has been allocated from the 2008/2009 budget to cover the costs of one meeting of a Parish Council in the 2007/2008 financial year, because the charges could not be made in the appropriate financial year.
- 3.7 Taking into account all of the above, the balance of the Directed Lettings allocation, £179 can be added back to the Community Pool for distribution at future meetings of the Grants Committee.

1. Members are requested to approve the following levels of grant aid from the Community Pool Directed Lettings allocation for 2008/2009.

22nd Hartlepool Rainbows, Brownies, Guides	£455
20th Hartlepool Brownie Guides	£600
34th Hartlepool Guides, Brownies, Rainbows	£656
1st Hartlepool Brownie Unit	£290
Hartlepool Youth Choir	£300
Hartlepool Swimming Club	£560
Hart Parish Council	£220
Elwick Parish Council	£220

Total of Recommendations £3,301

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

Applications to the Community Pool: Directed Lettings 2008/2009.
Local Government Act 1972 Section 134.
Index of Multiple Deprivation Estimated National Rankings 2007.

[illegible]

BUDGET ALLOCATION	£ 3,500.00							
COMMITMENTS	£ 3,301.00							
MINUS 2007/08 CHARGE FOR PC	£ 20.00							
TO BE TRANSFERED BACK TO POOL	£ 179.00							

GRANTS COMMITTEE

21st July, 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

The Community Pool budget for the 2008/2009 financial year has been set at £470,822. 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, giving a total of £594,867 available for distribution within this financial year.

At a meeting of the Grants Committee on 6th March 2008 (round 1), Members approved 19 applications for funding from community/voluntary sector groups and also agreed the allocation for Directed Lettings, the hire of premises, amounting to £405,368, leaving a balance of £189,504 to be distributed at a later meeting.

At the last meeting on 6th March 2008, five applications were deferred as additional information was required to enable Officers to make an informed decision in relation to these applications. However, it was agreed that it would be more appropriate to present the applications from Belle Vue Community Sports and Youth Centre and Hartlepool Credit Union Forum to the next meeting of the Cabinet. On 28th April 2008, Cabinet approved these applications totalling £40,404, leaving a balance of £149,100 available for distribution at this meeting.

A total of nine applications, including the remaining three deferred applications from Round 1, are being presented for consideration at this meeting which amount to £166,536. Two applications are 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, Manor Residents Association and Headland Development Trust have applied for funding for 2008/2009, hoping that the Grants Committee will agree a one year revenue grant to assist them through a difficult financial period.

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

One Year revenue grants

<u>Organisation</u>	<u>Amount Approved 2007/2008</u>	<u>Amount Recommended 2008/2009 up to</u>
Hartlepool Credit Union Forum*	0	£20,568
Manor Residents Association	£3,325	£8,797
Headland Development Trust	£4,892	£9,729
The Wharton Trust**	£19,932	£11,057
Voluntary Wheels	0	£8,574

* Hartlepool Credit Union Forum were awarded a grant of £16,654 in Round 1

** 2007/08 award included crisis funding of £5,500

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>
Hartlepool Hospice	£0	£16,499
Making a Difference	£0	£12,272

If the recommendations included in the report are approved this will leave a balance for distribution at future meetings of £61,604.

A balance of funding has been retained to be committed at a later meeting of the Grants Committee as it has become increasingly apparent that some groups may require consideration of further in year support to safeguard their future.

Two applications (from the Adventure Youth Sea Training Trust and The Association of British Poles) have not been recommended for funding at this time. Details of the applications are included in the body of the report.

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, 21st July, 2008.

6. DECISION(S) REQUIRED

Members are requested to approve:-

1. Grant aid to those organisations as detailed in **Appendix 2**
2. 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.
3. The rejection of the application from The Adventure Youth Sea Training Trust and The Association of British Poles as detailed in paragraph 4.3 of this report.
4. The balance of the Community Pool £61,604 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. 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.
- 2.2 Applications are processed against set criteria, which can be found as **Appendix 1**.
- 2.3 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.
- 2.4 Grant aid awarded is generally provided as a contribution towards the core costs of an organisation's operation and in many instances helps to match other funding streams.
- 2.5 The Community Pool budget for 2008/2009 is set at £470,822. 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, which gives a total of £594,867 available for distribution within this financial year.
- 2.6 At a meeting of the Grants Committee on 6th March 2008, the first round of applications for 2008/2009 was presented to Members. Nineteen awards to voluntary/community groups were approved amounting to £401,863 and the allocation for Directed Lettings, support to groups for the hire of premises, was set at £3,500 totalling £405,368.
- 2.7 The decision relating to five applications was deferred as Officers did not have sufficient information with which to make an informed recommendation relating to the applications. However, it was agreed that two of the deferred applications should be considered at the next meeting of the Cabinet as two

Members of the Grants Committee's had declared a pecuniary interest in Belle Vue Community Sports and Youth Centre and in relation to the application from Hartlepool Credit Union Forum, Cabinet had been involved in the development of the Financial Inclusion Strategy and the work that is being carried out by the Credit Union Forum has an impact on the delivery of this strategy, it was felt appropriate that Cabinet would be better informed to make a decision on their application.

- 2.8 At a meeting on 28th April 2008 therefore, Cabinet approved awards for Belle Vue Community Sports and Youth Centre and Hartlepool Credit Union Forum of £23,750 and £16,654 respectively.
- 2.9 After taking into all this into consideration the balance available for distribution at this meeting is £149,100.

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 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 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 two 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 Section 2 of this report, the balance of the budget available for Grants Committee to distribute at this meeting is £149,100.

4.2 Nine 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 £166,536 which is in excess of the budget available. **Appendix 2** provides a list of all the Round 2 applications to the Community Pool 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 those applications that fall outside of the criteria and those that are recommended for approval.

4.3 Specific Issues: Applications Not Meeting Criteria

Two applications that have been received are not being recommended for funding at this time, The Adventure Youth Sea Training Trust and The Association of British Poles:-

(a) The Adventure Youth Sea Training Trust (AYSTT)

At the last meeting of the Grants Committee Members rejected an application for funding from The AYSTT. The group have since submitted a further request requesting support for their activities at a reduced level.

The 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 requested that the Grants Committee re-consider their application for a one year revenue grant as they have now secured funding to contribute towards the salary costs of an existing member of staff, a Senior Skipper, which they say will match the £6,000 that they are requesting from the Community Pool.

From the original application it appeared that the group did not have in place a number of important policies and procedures i.e. a Health and Safety Policy and a policy regarding the recruitment, training and support to volunteers although the group do rely quite heavily on volunteers for the delivery of their services. However, the group have informed Officers that they do carry out risk assessments on all activities, CRB checks are carried out on every staff member and volunteer that works with children and they have in place an Equal Opportunities Policy. It would seem that this information was omitted from the original application. Also, the group are currently working with Hartlepool Voluntary Development Agency to put into place other policies and protocols.

The original application also highlighted that the AYSTT is not committed to or undertaking any form of Quality Assurance Framework at the moment but the group have stated in their recent communication that they will consider committing to an appropriate framework in the near future.

The original application did not evidence any current links with the council or other agencies in the town delivering similar or complementary services. By way of explanation the AYSTT has pointed out that they are the only provider of its particular kind of training and facilities in Hartlepool and in the Tees Valley. The AYSTT acknowledges that whilst there are other groups offering water based activities, kayaking, canoeing, rafting and dinghy sailing, that these activities are not the same as those offered by the AYSTT. The AYSTT operates much bigger vessels, all power driven which travel further and involve a different types of skill/activities including seamanship and navigation.

However, as resources are limited they need to be targeted to groups who can demonstrate that they can provide maximum benefit for local residents. This is normally demonstrated by their ability to lever in funding from other sources to complement HBC funding. Additionally, the provision of services should complement those of HBC. Aside from this, they should have all the necessary policies and protocols in place. Despite evidence of some policies and protocols being adopted by AYSTT, they are by no means covered comprehensively meaning that at present, they would be unable to achieve the appropriate quality standard.

Officers would therefore suggest that the AYSTT would be wise to undertake a period of consolidation and ensure that they have in place all of the necessary policies and protocols relevant to their activities without delay and commit to an appropriate quality assurance framework.

Until such time that the organisation has undertaken this, Officers are recommending rejection of the request from The Adventure Youth Sea Training Trust to re-consider their application for funding.

(b) **The Association of British Poles**

The Association of British Poles has applied to the Community Pool for £29,445 as a 100% contribution towards the salary costs of a Legal Advisor, which is a new post for their organisation.

However, as the Association has only been established for one year, the group are not eligible to apply to the Community Pool at this time. The criteria states the groups must have been fully constituted for in excess of two years and as the Association does not meet this criteria, Officers are recommending rejection of this application.

4.4 **Recommended for Funding : One Year Revenue Grants**

Of those groups who have applied in Round 2 and meet the criteria of the Community Pool, five have requested a one year revenue grant for 2008/2009.

ORGANISATION	AMOUNT REQUESTED 2008/2009	AMOUNT RECOMMENDED 2008/2009
HARTLEPOOL CREDIT UNION FORUM*	£26,519	£20,568
MANOR RESIDENTS ASN	£11,729	£8,797
HEADLAND DEVELOPMENT TRUST	£12,971	£9,729
THE WHARTON TRUST	£14,742	£11,057
VOLUNTARY WHEELS	£10,654	£8,574

*HARTLEPOOL CREDIT UNION FORUM WAS AWARDED A GRANT OF £16,654 IN ROUND 1

4.4.1 **Specific Issues: Applications Meeting Criteria for One Year Revenue Grant**

(a) **Hartlepool Credit Union Forum**

At the request of the Grants Committee, the application submitted by Hartlepool Credit Union Forum for funding in Round 1 was presented to Cabinet for consideration. Cabinet approved an award of £16,654, based on the recommendation of Officers, but were concerned that this amount was much less than had been requested (£44,335) and that the appropriate lack of financial support could have a detrimental effect on the delivery of their services, including the implementation of the Financial Inclusion Strategy. Cabinet therefore suggested that this application should be re-considered for additional funding in Round 2 and included in Category One of the Community Pool funding criteria i.e. providers of services that are of strategic importance because of the relevance of the work that the group are doing in relation to the Financial Inclusion Strategy.

After careful consideration and in accordance with the request of Cabinet, Officers are recommending the approval of additional funding of £20,568 as a further contribution towards the core costs of the group including, the salary costs of a Business Development Manager, a Development Officer and a Collector and a contribution to running costs including utilities and insurances. Should Members approve the recommendation in Round 2 this will bring the total award approved for Hartlepool Credit Union Forum for the 2008/2009 financial year to £37,222.

Some elements of the application from Hartlepool Credit Union Forum are not for core costs, including publicity, travel and conference fees and as such, are ineligible for funding from the Community Pool.

(b) **Specific Issues: Manor Residents Association**

Manor Residents Association has applied to the Community Pool for £11,729 as a contribution to insurance and utility costs. Their application was previously deferred in Round 1 because the group was unable to provide sufficient detail to enable Officers to make an informed decision.

The application from Manor Residents Association falls into category (ii) of the assessment criteria, i.e. Community development/capacity building initiatives.

The Association was one of seven groups that were awarded a three-year tapered grant in the 2005/2006 financial year. In accordance with the criteria relating to tapered funding awards, these groups are therefore 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, Manor Residents Association is one of several groups, that have submitted bids for funding for 2008/2009 with a specific request for the Grants Committee to relax this criteria and consider their applications in light of the current situation enabling them to look for other sources of funding to sustain their current service provision.

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 application from Manor Residents Association and any other group that were awarded tapered funding in 2005/2006, who may apply to the Community Pool in future rounds. As Members approved this strategy at the last Grants Committee, Officers are recommending the approval of £8,797 as a contribution towards the core costs of Manor Residents Association.

(c) **Specific Issues: Headland Development Trust**

Headland Development Trust was also one of the groups that were awarded a tapered grant in the 2005/2006 financial year and has also submitted a request for funding of £12,971, for the 2008/2009 financial year, as a contribution towards the salary costs of a Information, Advice and Development Officer.

The application from Headland Development Trust falls into category (ii) of the assessment criteria, i.e. Community development/capacity building initiatives.

In accordance with previous recommendations Officers are also recommending approval of an award to Headland Development Trust of £9,729 as a 50% contribution to the salary costs of an Information, Advice and Development Officer for the remainder of the financial year.

(d) **Voluntary Wheels**

Voluntary Wheels has applied to the Community Pool for £10,654 as a contribution to the salary costs of a Co-ordinator Driver.

Voluntary Wheels provides an affordable, accessible community transport facility for local voluntary and community sector organisations and training for volunteer drivers to MIDAS, a minibus driver awareness scheme, standards. The group operates with one full time paid member of staff and a pool of seven volunteers.

Although some funding has been secured towards 2008/2009 core costs, the group still have a budget shortfall of £10,654. An application to the Community Pool has been made for £10,000 as a contribution towards the salary costs of the Co-ordinator Driver.

The value of community transport schemes is well recognised by the National Council for Voluntary Organisations and the National Association of Voluntary and Community Associations because of the costs savings to groups, the training of volunteers and the positive impact on the environment with shared modes of transport.

As the Voluntary Wheels scheme has never been supported with funding from the Community Pool previously, the application would fall into category (iii) of the assessment criteria i.e. Established groups who have not been previously supported from the Community Pool. Officers are therefore recommending an award of £8,574 to Voluntary Wheels as a contribution towards the salary costs of the Co-ordinator Driver post.

- 4.4.2 Further details relating to the applications which have been recommended for one year revenue grants in Round 2 can be found at **Appendix 2**.

4.5 **Recommended for Funding: Three Year Revenue Grants 2008-2011**

- 4.5.1 Two groups, Hartlepool and District Hospice and Making a Difference have requested a three year revenue grant for 2008. As these applications are recommended for funding and as neither of these groups have been awarded funding from the Community Pool previously, further information pertaining to these applications is included in the body of the report.
- 4.5.2 Officers would emphasise that whilst in both cases these are requests for three-year commitments, it is a sufficient time span within which the principles of providing this type of support should work for these organisations, allowing them to be self-sustaining.

ORGANISATION	AMOUNT REQUESTED 2008/2009 3 YR TAPER	AMOUNT RECOMMENDED 2008/2009 3 YR TAPER
HARTLEPOOL & DISTRICT HOSPICE	£30,076	£16,499
MAKING A DIFFERENCE	£24,400	£12,272

4.5.3 Specific Issues: Applications Meeting Criteria for 3 Year Tapered Grant**(a) Hartlepool and District Hospice**

Hartlepool and District Hospice has applied to the Community Pool for a three year tapered revenue grant of £30,076 in the first year. The application was deferred from Round 1, owing to insufficient information, but Officers are now in a position to be able to make an informed recommendation in relation to the application.

Hartlepool and District Hospice has been established for 27 years and offers a range of specialist palliative care and support services, free of charge to individuals and their families at their time of need. Services are offered from a bespoke facility in the town with approximately 480 local residents accessing those services each year. Provision of these services costs £2.4m annually, of which only 20% is received from the Primary Care Trust. The work of Hartlepool and District Hospice contributes to the Health, Care and Strengthening Communities themes of the Community Strategy through the provision of specialist palliative care, bereavement support and 24 hour help-line services thereby improving accessibility of services, opening services up to all residents of Hartlepool and not only those accessing palliative care services.

Hartlepool and District Hospice has requested funding as a contribution towards the core costs of the organisation including the salary costs of a Fundraising and Communications Director and a Fundraising Administrator. The Fundraising and Communications Manager has responsibility for ensuring that the balance of the funding required to run Hospice Services after the PCT's contribution (£1.9m) is achieved. A contribution to these salary costs from the Community Pool will enable the post holders to work toward contributing to more of the Strengthening Communities objectives such as increasing user involvement and widening access with a focus on "hard to reach groups" including increasing the number of local residents with a non-cancer diagnosis accessing the services of the Hospice. Further details of their application can be found at **Appendix 2**.

Officers are recommending the approval of an award of £16,499 as a 50% contribution towards the salary costs of a Fundraising and Communications Director for the remainder of the 2008/2009 financial year.

(b) Making a Difference

Making a Difference have applied to the Community Pool for a three-year revenue tapered grant of £24,400 in the first year, as a contribution towards the core costs of the group including the salary costs of a Project Co-ordinator and a Support Worker, utility costs, training costs for volunteers and volunteers expenses. The application from Making A Difference was also previously deferred in Round 1 owing to insufficient information.

Making a Difference provides a range of practical and emotional support services, from its premises in the town centre, for young people aged 13-25

years of age who are vulnerable or disadvantaged as a result of their life circumstances. Making a Difference facilitates access to free and confidential one-to-one counselling, information and support services in a safe and youth friendly environment. The group aims to provide 1,000 one-to-one support sessions and 800 counselling sessions providing support for approximately 80 young people in the period April 2008 to March 2009. Support includes free access to computers, telephone and support with the completion of housing application forms to enable young people to access emergency or permanent accommodation. Users of the services can be provided with information on the health risks involved with certain lifestyles and given support to access appropriate treatment services, e.g. GP and drug and alcohol treatment and harm minimisation treatment.

On a very practical level, Making a Difference provides a drop in facility for young people for five days each week with shower, laundry and kitchen facilities being made available. Whilst accessing these practical facilities, a young person may take the opportunity to ask for support with other issues in their lives. Volunteers working with the group are encouraged to gain qualifications to TROCN level 2/3 through their work. Further details of their application can be found at **Appendix 2**.

Officers are recommending the approval of an award of £12,272 as a 50% contribution towards the salary costs of a Project Co-ordinator for the remainder of the 2008/2009 financial year and a contribution to utility costs.

- 4.6 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 a previous 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.
- 4.7 The loss of funding from other sources could result in some groups making supplementary applications to the Community Pool 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.

5. CONCLUSION

- 5.1 The Community Pool budget for 2008/2009 was set at £470,822. The Grants Committee agreed that the balance of 2007/2008 budget could be accrued to 2008/2009, giving a total available for distribution in 2008/2009 of £594,867.

- 5.2 At the meeting of the Grants Committee on 6th March 2008 (Round 1) Members approved 19 awards and the allocation for Directed Lettings totalling £405,363. At a meeting of Cabinet on 28th April 2008, Members approved two further awards from the Community Pool totalling £40,404.
- 5.3 To summarise the financial position, taking into consideration all of the above and the recommendations included in this report:-

TOTAL GRANT AID APPROVED ROUND 1	£405,363
TOTAL GRANT AID APPROVED BY CABINET (28/4/08)	£40,404
5 x One year revenue applications total recommended (Round 2)	£58,726
2 x three year tapered funding 2008/2009 recommended (Round 2)	£28,771

Should all recommendations be approved as detailed in the body of the report the balance of the Community Pool remaining to be committed at a later date will be £61,604.

6. RECOMMENDATIONS

Members are requested to approve/note:-

1. Grant aid to those organisations as detailed in **Appendix 2**.
2. 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.
3. The rejection of application from The Adventure Youth Sea Training Trust and The Association of British Poles as detailed in paragraph 4.3 of this report.
4. The balance of the Community Pool £61,604 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
Report to the Grants Committee 6th March 2008
Report to Cabinet 28th April 2008.



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.

COMMUNITY POOL 2008/2009 ROUND 2					
GROUP	2007/2008 GRANT £	2008/2009 REQUEST £	2008/2009 RECOMMENDATION £	ONE/ THREE YR	APPLICATION
CATEGORY 1: PROVIDERS OF SERVICES THAT ARE OF STRATEGIC IMPORTANCE					
HARTLEPOOL CREDIT UNION FORUM*	£ -	£ -	£ 20,568.00	ONE	CONTRIBUTION TO SALARY COSTS BUSINESS DEVELOPMENT MANAGER, DEVELOPMENT OFFICER & COLLECTOR RENT & INSURANCE
*Hartlepool Credit Union Forum was awarded a grant of £16,654 in Round 1					
CATEGORY 2: COMMUNITY DEVELOPMENT/CAPACITY BUILDING INITIATIVES					
MANOR RESIDENTS ASSOCIATION	£ 3,325.00	£ 11,729.00	£ 8,797.00	ONE	CONTRIBUTION TO INSURANCE & UTILITIES
HEADLAND DEVELOPMENT TRUST	£ 4,892.00	£ 12,971.00	£ 9,729.00	ONE	50% CONTRIBUTION TO SALARY COSTS INFORMATION ADVICE & DEVELOPMENT OFFICER POST
THE WHARTON TRUST	£ 19,932.00	£ 14,742.00	£ 11,057.00	ONE	50% CONTRIBUTION TOWARDS SALARY COSTS DEVELOPMENT OFFICER & RESOURCE ASSISTANT POST
CATEGORY 3: ESTABLISHED GROUPS WHO HAVE NOT BEEN PREVIOUSLY SUPPORTED					
VOLUNTARY WHEELS	£ -	£ 10,654.00	£ 8,574.00	ONE	50% CONTRIBUTION SALARY COSTS COORDINATOR DRIVER
HARTLEPOOL & DISTRICT HOSPICE	£ -	£ 30,076.00	£ 16,499.00	THREE	50% CONTRIBUTION SALARY COSTS FUNDRAISING & COMMUNICATIONS DIRECTOR
MAKING A DIFFERENCE	£ -	£ 24,400.00	£ 12,272.00	THREE	50% CONTRIBUTION SALARY COSTS PROJECT COORDINATOR & SUPPORT WORKER & INSURANCE COSTS
ADVENTURE YOUTH SEA TRAINING TRUST	£ -	£ 6,000.00	REJECT		GROUP NOT COMMITTED TO QUALITY ASSURANCE SCHEME
CATEGORY 4: OTHER ORGANISATIONS/GROUPS					
THE ASSOCIATION OF BRITISH POLES			REJECT		GROUP HAS NOT BEEN FULLY CONSTITUTED FOR 2 YEARS
TOTAL RECOMMENDATIONS ROUND 2			£ 87,496.00		
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:					
ROUND 1		£ 405,363.00			
CABINET APPROVALS 28/4/08		£ 40,404.00			
TOTAL RECOMMENDATIONS ROUND 2		£ 87,496.00			
BALANCE TO COMMIT ROUND 3		£ 61,604.00			

GRANTS COMMITTEE

21st July, 2008



Report of: Director of Adult and Community Services

Subject: REACH EVERY SOCIAL PERSONAL EFFECT
CONCERNING TEENAGERS

SUMMARY

1. PURPOSE OF REPORT

This report provides details of a request from Reach Every Social Personal Effect Concerning Teenagers (R.E.S.P.E.C.T.) for the immediate release of the second instalment of their 2008/09 award from the Community Pool and the amendment of the original terms of the award.

2. SUMMARY OF CONTENTS

Due to current financial difficulties R.E.S.P.E.C.T. have submitted a request for the immediate release of the second instalment of their 2008/09 Community Pool grant and an amendment to the original terms of the award.

Officers have detailed the circumstances relating to this request in the body of the report and have also included supporting information received from the group to enable the Grants Committee to make an informed decision in relation to this request.

3. RELEVANCE TO PORTFOLIO MEMBER

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

4. TYPE OF DECISION

Non-Key.

5. DECISION MAKING ROUTE

Grants Committee to consider this request at the meeting on 21st July, 2008.

6. DECISION(S) REQUIRED

Members are requested to consider a request from R.E.S.P.E.C.T. for the immediate release of the second instalment of their 2008/09 award from the Community Pool and an amendment to the original terms of the award.

Report of: Director of Adult and Community Services

Subject: REACH EVERY SOCIAL PERSONAL EFFECT
CONCERNING TEENAGERS

1. PURPOSE OF REPORT

- 1.1 This report provides details of a request from R.E.S.P.E.C.T. for the immediate release of the second instalment of their 2008/09 award from the Community Pool and the amendment of the original terms of the award.

2. BACKGROUND

- 2.1 R.E.S.P.E.C.T. is voluntary organisation whose main aim is to offer social, emotional and personal support to children and young people, 11 to 19 years old by providing a mentoring and befriending service with counselling support. R.E.S.P.E.C.T. has a small team of paid staff together with 30 volunteer's providing services for the benefit of children and young people in Hartlepool for 365 days a year.
- 2.2 The services R.E.S.P.E.C.T. provides enables children and young people to deal with problems such as self-harming, suicidal thoughts, bullying, abuse, low esteem, family neglect and conflict and exclusion from school. Individual and group counselling is offered and mentoring support which focuses on coping strategies and social skills development. Drop in facilities are also available where young people can socialise with their peer group and interact with staff and volunteers on an informal basis. A number of young people have recently become involved in the production of a comic which, it is anticipated, will be run as a social enterprise.
- 2.3 Most of the children and young people who utilise the services of R.E.S.P.E.C.T. are self referrals although referrals are received from statutory and voluntary agencies.
- 2.4 At a meeting of the Grants Committee on 6th March 2008, R.E.S.P.E.C.T. was awarded a three year tapered grant of up to £22,742, for the 2008/09 financial year, as a contribution towards the salary costs of a Clinical Supervisor and a Support Worker.
- 2.5 Despite sustained efforts R.E.S.P.E.C.T. has not been able to secure match funding and as a result the 2 members of staff, currently funded with the grant from the Community Pool and an additional 2 staff have all been served with redundancy notices.
- 2.6 R.E.S.P.E.C.T. has acknowledged that their current financial status does place the existence of the group and service provision in jeopardy and has suggested that, in relation to their financial stability, whatever transpires over

the next month is crucial to their survival. To this end they have developed a funding strategy and have submitted a request to the Grants Committee for the immediate release of the second instalment of their 2008/09 Community Pool award and the amendment of the conditions of the grant to allow a proportion of it to contribute to general running costs as opposed to the original approval which was a contribution to salary costs of a Clinical Supervisor and a Support Worker only. The letter detailing the request from R.E.S.P.E.C.T. can be found as **Appendix 1**.

- 2.7 In normal circumstances the second instalment of the grant would be released in October 2008. The early release of the second instalment of their grant which amounts to £11,371 would enable R.E.S.P.E.C.T. to maintain their current service provision until October 2008, whilst every effort is made to secure additional funding to sustain their operation till the end of the financial year.
- 2.8 In order to bridge their revenue funding gap the group are in the process of submitting multiple funding applications to grant making trusts, opportunities for increasing sources of internal fundraising are being investigated and contact with other organisations will be made to discuss the possibility of the provision of services. The group have provided a copy of their fundraising strategy in order to reassure the Grants Committee that work is ongoing to secure funding for the short-term and to sustain the operation of the group in the long-term. This can be found as **Appendix 2**.
- 2.9 The amendment of the original terms of the grant would enable R.E.S.P.E.C.T. to utilise the grant for general running costs. The group has reported that they are finding it increasingly difficult to secure funding from other sources for general running costs whereas they expect to be able to secure funding for salary costs more easily.
- 2.10 R.E.S.P.E.C.T. have provided information in relation to funding which is secured for this and subsequent financial years, details of which can be found as **Appendix 1**.

3. REQUEST FOR THE IMMEDIATE RELEASE OF THE SECOND INSTALMENT OF COMMUNITY POOL FUNDING FOR 2008/09

- 3.1 R.E.S.P.E.C.T. are requesting the immediate release of the second instalment of their grant from the Community Pool for the 2008/09 financial year and the amendment of the terms of the original award to allow the group flexibility in relation to the expenditure of the grant. An assurance has been given that this will enable the group to operate normally until October 2008 and allowing time to secure additional funding to cover revenue costs incurred up to the end of March 2009.
- 3.2 However, whilst in their verbal and written communication with Officers R.E.S.P.E.C.T. have gone to great lengths to provide assurances that their current financial difficulties are mainly due to cash flow problems, agreeing to their requests will pose a risk to Council funding. The level of risk

concerned is difficult to quantify as a request of this nature has not previously been agreed.

- 3.3 Officers are therefore asking the Grants Committee to consider the requests from R.E.S.P.E.C.T. as detailed in **Appendix 1** of this report, taking into consideration the potential risk to council funds but also the potential loss of valuable services for children and young people if the risk is not deemed to be palatable.
- 3.4 Should one or both of the requests from R.E.S.P.E.C.T. be agreed Officers would suggest that the group be requested to provide regular updates in relation to their financial situation and the execution of their fundraising strategy.

4. RECOMMENDATIONS

1. Members of the Grants Committee to consider approval of the request from R.E.S.P.E.C.T. for the immediate release the second instalment of their 2008/09 Community Pool award.
2. Members of the Grants Committee to consider approval of the request from R.E.S.P.E.C.T. to amend the terms of the original award as detailed in the body of the report.

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

Background Papers

Applications to the Community Pool: R.E.S.P.E.C.T. 2008/2009.



R.E.S.P.E.C.T.
Counselling/Mentoring/Befriending

Tel: 01429 244446/244452/244443
Email: barbara.williams@hartlepool-respect.org.uk

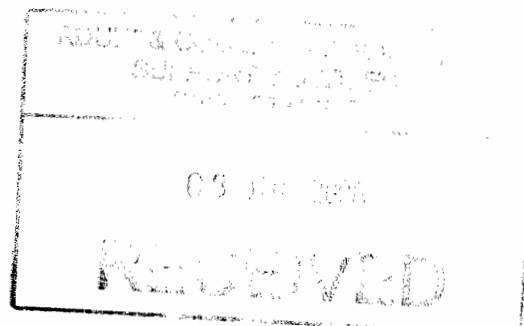
Registered Charity No. 1123469
Dimensional House
81 Stranton
Hartlepool
TS24 7QT

BY HAND

John Mennear
Assistant Director – Adult and Community Services
Hartlepool Borough Council
Civic Centre
Victoria Road
Hartlepool

7 July 2008

Dear John



COMMUNITY POOL GRANT

We hereby formally request that:

- 1 The amount of £11,371 due to be paid to R.E.S.P.E.C.T. in October this year by the Community Pool be paid to us as soon as possible
- 2 The conditions of this grant be amended to read along the lines of the previous grant of £8,000 given to 31 March 2008, which was 'a contribution towards the salaries of a counsellor and a project worker and towards running costs', enabling us to determine how that money should be allocated.

The contribution to core running costs in this Community Pool grant is minimal, reducing our chances of receiving other grant funding, because we cannot show that any of our general running costs are covered, indicating a problem with sustainability.

Staff costs are usually a substantial part of a funding bid, and many grant making organisations do not fund general running costs, or make a very small contribution. It would help us to be able to apply to other funders with a focus on salaries and staff costs rather than running costs.

Your agreement would relieve our core funding difficulties until around October 2008 (this forecast is based on the position as at the date of this letter, and does not take into account any solicited or other donations that may still materialise, and any favourable outcomes from grant applications submitted).

By that time we hope to have at least one service level agreement in place with Social Services, and potentially another with SEN.

For the record, we have been fortunate in being able to co-opt the help, on a part time voluntary basis, of someone who has good experience of fund raising, and she has helped us to put the attached funding strategy together, with an action plan showing what will be dealt with, by whom and when. She has been co-ordinating and monitoring our recent fund raising efforts on an ongoing basis, and checking the most recent funding applications before submission.



Tudortrust

Honorary President:
Iain Wright
MP for Hartlepool



The funding strategy includes details of the grants we have already applied for, and from this you will see that we expect outcomes around September/October. In the meantime we will be applying for others, as detailed, and will continue to actively fund raise. We have made good contacts in the private sector for potential donations, and expect positive results over the next couple of months.

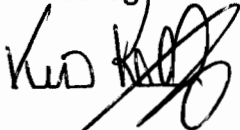
You will also see that there are negotiations in progress for generating income through the delivery of training and workshops.

We are well aware that your agreement to our request is a short term solution, and know what we have to do to correct the situation.

We have also seen that our funding strategy is a very fluid document, and will need to be updated to on an ongoing basis, so we would be happy to keep you informed of all progress and new developments on a regular basis.

We look forward to a positive outcome.

Best regards



KEVIN KELLY
Chair



ILSE BRAY
Treasurer

/encl Funding strategy



R.E.S.P.E.C.T.
Counselling/Mentoring/Befriending

Tel: 01429 244446/244452/244443
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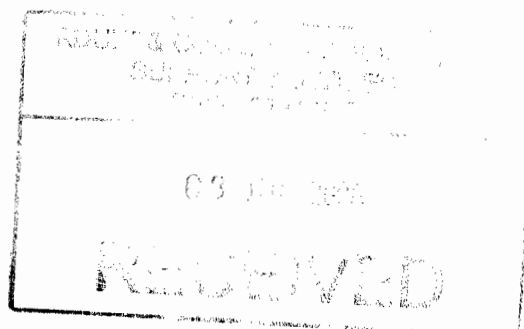
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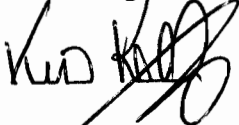
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We look forward to a positive outcome.

Best regards

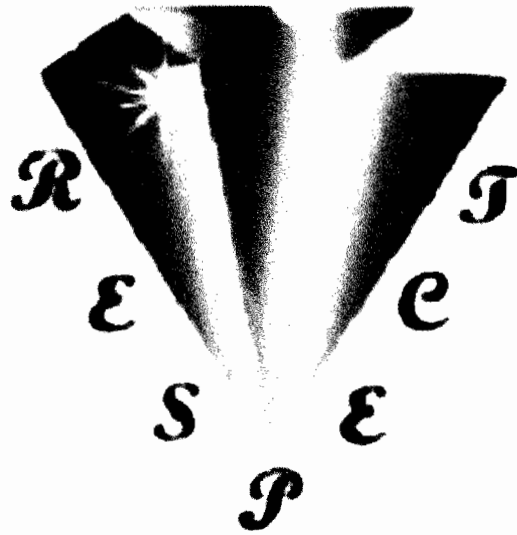


KEVIN KELLY
Chair



ILSE BRAY
Treasurer

/encl Funding strategy



R.E.S.P.E.C.T

Registered Charity No. 1123469

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Tudortrust

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1. Introduction

R.E.SP.E.C.T. has been helping children and young people in emotional crisis since 2004.

History

R.E.S.P.E.C.T. was set up by Barbara Williams in 2004, who whilst working as a staff nurse in North Tees, became frustrated when young people were admitted to hospital with overdoses, self-harm issues etc. and discovered there was no where for them to go outside the traditional mental health team.

Initially self funded and running from her own home, Barbara instigated a pilot mentoring scheme from her own living room, working with volunteers. After the launch in 2005, R.E.S.P.E.C.T. realised that they were seeing younger children and that more complex issues needed to be addressed. It was with this in mind that counselling was developed as another project within the organisation.

Current Work

R.E.S.P.E.C.T. now helps children and young people with problems ranging from self-harm, suicidal thoughts, bullying, abuse, low self esteem, family neglect and conflict, and being excluded from school. It is the only organisation in the area offering such a "joined up" approach to these issues.

Most of the children and young people come to R.E.S.P.E.C.T. on their own initiative, often with a friend for support, though we also take referrals from statutory and voluntary agencies. Where appropriate, we also signpost children and young people to statutory organisations.

We have a small staff team, together with more than 30 screened and highly trained volunteers, and it is through their dedication that we are able to offer immediate help to children or young people who are in desperate need, 365 days a year.

We offer individual and group counselling to children and young people and we also have mentoring support that focuses on coping strategies and social skills development. We also offer the opportunity for children and young people to make use of the drop in facilities we have and a number of them have recently become involved in the production of a comic we hope to produce and run as a social enterprise later this year.

The project currently employs 4 members of staff who have all recently been given notice in line with current legislation and this notice runs to the end of August 2008. The manager's post is funded by Northern Rock until January 2009; the part time counsellor is funded by the Tudor Trust until March 2010; the full time clinical supervisor (counselling work) is 50% funded by the Community Pool in 2008/09, approximately 36% in 2009/10 and approximately 23% in 2010/11; the project worker (mentoring work) is 50% funded by the Community Pool in 2008/09, approximately 36% in 2009/10 and approximately 23% in 2010/11. We have also gained funding from Youth Opportunities Fund towards developing the comic.

In order to ensure that staff remain employed and the work of R.E.SP.E.C.T. continues, it is of the utmost urgency that gaps in revenue funding are addressed.

2. Funding Strategy

The strategy has been approached by breaking the project down into a number of key elements – income generation, corporate fundraising, grant making trusts and

fundraising events. Within each of these strands provision has been made for contribution to the general running costs of the organisation, the mentor work and counselling work. The production of the comic has also been included in this strategy as it will be something that is used to increase the profile of R.E.S.P.E.C.T. as well as raise much needed funds.

The need for funding has been analysed over the course of a year, taking into account when any current funding ends and how long new funding streams may take to develop.

Multiple applications will be submitted to grant making trusts. Should we be successful with more than one application, we will inform funders immediately.

Timescale

As the funding situation is so urgent in the short term, we have decided to take a very direct approach to fundraising, whilst taking the opportunity to examine a more strategic approach in the coming months.

In order to raise the profile of R.E.S.P.E.C.T. we have entered into discussion with Stuart Drummond, Mayor of Hartlepool and continue to be well represented at local forums.

0 – 3 months

Income Generation

General

- We are due to begin a pilot scheme contracting with one of the local NAP Forum's to deliver sessions to address the emotional needs of disaffected young people in order to support their return to work. We hope to roll this out across the other NAP areas of the town and we will begin developing proposals to deliver mediation services for families in crisis, neighbourhood disputes etc. in September.
- Outreach work in schools – Currently working with two other organisations to develop a partnership in order to deliver work in schools. (Beginning work from September onwards). Work would include direct involvement with counselling and mentor training, and include workshop delivery on topic related subjects.
- Student placements – annually. £2240 due in July 2008.
- We have just been commissioned to work with children and young people with autism.
- Service Level Agreement – Following a number of referrals from Children's Services, we are working towards securing a service level agreement with them to continue to deliver support to children and young people accessing their services.
- We have recently begun to explore the possibility of working with the drug and alcohol services and we hope to begin delivering sessions for them by September.
- The comic will go on sale from mid-September. (Bi-monthly).

Corporate Fundraising

General

- We have contacted a number of local companies in order to request sponsorship, making use of gift aid to maximise income. The companies already approached include JCM, Hereema, Gus Robinson's, Hartlepool PowerStation, SOS Group, BEM Recruitment and Vantis Walker and we hope to raise £1000 from these. We have successfully secured an in kind contribution from RSL for the equivalent value of four month's rent. We will be continuing with this approach throughout the year, across the whole of Hartlepool, contacting those companies with whom we

were successful, again on the anniversary of their first donation. We also hope to work with the Round Table during this time to raise further funds. We have also had an offer from MATALAN who will hold a number of fundraising activities for us in store in this quarter. We would hope to raise at least £500 from this and staff and volunteers will attend in order to be on hand to give further information on the work R.E.SP.E.C.T. does and also to collect donations.

Comic

- It may be that some of the companies approached during this time would like to sponsor an activity rather than general costs. If this is the case, they will be given the opportunity to support the comic in this instance.

Grant Making Trusts

General

- NWF - £2000 secured for training for children and young people.
- Community Chest - £2000 secured for drop breakfast club.
- Trevor Nuttall – Donation secured.
- Awards for All – Costs for sessional work during the year. Application submitted with decision expected within a month.
- John Lewis Partnership – “Shopping list” submitted.
- Innovation Exchange Next Practice Programme and the NESTA Innovation Exchange Fund – Explore possibilities of support around accessing investment, protecting intellectual property or working in partnership with commissioners. Application submitted by email by 5pm on 31st July.
- Greggs Trust, Major Grant – 50% funding for the salary of the manager. Application submitted in August, decision due in November.

Mentoring

- Four Acres Trust - 50% funding for the salary of the mentoring worker for one year. Application submitted with decision expected by July.
- The Henry Smith Charity – 50% funding for the salary of the mentoring worker for year 1, 64% year 2, 75% year 3. Date of application to be confirmed by telephone with decision due next quarter.

Counselling

- Lloyds TSB – Application submitted for salary costs. Decision due in September 2008.
- Sherburn House Charity - 50% funding for the salary of the counsellor and contribution to running costs (£10,000 maximum) for one year. Application submitted with decision expected by August.
- The Henry Smith Charity – 50% funding for the salary of the mentoring worker for year 1, 64% year 2, 75% year 3. Date of application to be confirmed by telephone with decision due next quarter.

Comic

- HBOS – Application submitted for associated costs and contribution to core. Decision date to be confirmed.
- Hedley Foundation – 100% costs of production for one year.
- The MacRobert Trust - 100% costs of production for one year, (usually fund £5000 - £10,000. Possibly move to general revenue costs).

Fundraising Events

It is the 4th anniversary of R.E.SP.E.C.T in September. We plan to hold a fundraising/celebration event for this and hope to combine it with the comic launch.

3 – 6 months

Income Generation

General

Corporate Fundraising

Continue to contact local companies for sponsorship.

Grant Making Trusts

General

- Garfield Weston – 100% funding for running costs for one year. Application submitted in June with decision expected by October 2008.
- A variety of other grant making trusts will be contacted. See appendix 1 for most up to date details of these.

Mentoring

- Esmee Fairburn - % funding for the salary of the project worker in line with shortfall of funding from Community Pool for three years. Application submitted with decision expected by September 2008.

Counselling

- Lloyds TSB - 50% funding for the salary of the clinical supervisor. Application made June 2008 with a decision expected in September.

Comic

- Foundation for Sports and the Arts. £10,000 for one year (with possibility to re-apply), Development of comic project as social enterprise. Possibly to employ artist/manager for a period of two years, plus associated costs.
- 1989 Willan Charitable Trust (As above).

Fundraising Events

We plan to hold a fundraising/celebration event for Christmas.

6 – 9 months

Income Generation

General

- Continue with income generation work from previous 2 quarters. Review progress and development for new financial year.

Corporate Fundraising

Continue to contact local companies for sponsorship.

- Set up Give as You Earn Scheme. In order to do this, organisations that have made contributions in the previous 6 months will be approached and offered presentations on setting up a scheme.

Grant Making Trusts

General

- Northern Rock - 100% funding for the salary of the manager for three years. Application submitted in August with decision expected by December 2008.

- Lankelly Chase - Breaking the Cycle/Developing Communities - 100% funding for the salary of the manager for three years. Application submitted in August with decision expected by February 2009.
- Esh Charitable Trust - £10,000 towards core costs over two years.

Mentoring

- It is hoped that funding for this is secured by December. This will be revisited in 2010.

Counselling

- It is hoped that funding for this is secure by December. This will be revisited in 2010.

9 – 12 months

Corporate Fundraising

Continue to contact local companies for sponsorship.

Grant Making Trusts

General

- It is hoped that funding for this is secured by December, though general fundraising will continue throughout the lifetime of the project.

○

Mentoring

- It is hoped that funding for this is secure by December. This will be revisited in 2010.

Counselling

- It is hoped that funding for this is secure by December. This will be revisited in 2010.

3. Future plans

R.E.S.P.E.C.T. plans to work towards the purchase of its own building in the future and also to expand services.

The building will be funded by a number of applications to grant making trusts and the service expansion will be funded by rolling out successful commissioning work and through service level agreements in other areas.

4. Achievements

Our work has been recognised by, amongst others, the National Youth Agency, the University of Teesside and the National Mentoring and Befriending Foundation. We have attained the National Approved Provider Standard and we also have Investors in People status. Recently we came second in a recent National Lottery Awards competition of their best funded schemes in England.

5. Conclusion

The urgency of the funding situation cannot be stressed strongly enough at this time. The next month will be crucial for the future of R.E.S.P.E.C.T.

Approaches need to be made in line with the information in section 2, 0 – 3months and it is hoped that this will raise the funding necessary to continue the crucial work being done with children and young people.

R.E.S.P.E.C.T. Funding Applications and Fund Raising Priority List

Trust Name	Details	Work to do	Date due	Responsibility of	Sent Date	Decision due	Outcome
NWF	Training for children and young people	N/A	N/A	N/A	N/A	N/A	Secured
Community Chest	Breakfast club	N/A	N/A	N/A	N/A	N/A	Secured
Community Pool	% salaries for youth support worker/clinical supervisor	N/A	N/A	N/A	N/A	N/A	Secured
Trevor Nuttall	£5000 donation	N/A	N/A	N/A	N/A	N/A	Secured
RSL	In kind contribution = four month's rent	N/A	N/A	N/A	N/A	N/A	Secured
John Lewis Partnership		Follow up again	N/A	N/A	N/A		
4 Acre Trust	% salary costs for youth support worker	Application in	N/A	N/A	N/A	Jul-08	
Lloyds TSB	50% funding for clinical supervisor	Application in	N/A	N/A	N/A	Sep-08	
HBOs	Comic and % running costs	Application in	N/A	N/A	N/A		
Awards for All	Sessional work.		07/07/2008	BW		Aug-08	
Esmee Fairburn	% salary costs for youth support worker	Finalise application	05/07/2008	BW/SC		Sep-08	
		Complete costing.		IB			
Garfield Weston	100% running costs for a year	Written application (Base on EF application?)	05/07/2008	BW		Oct-08	
Sherburn House	% salary costs for clinical supervisor for one year (max usually £10,000)	Confirm dates of meetings by telephone		BW		Aug-08	
		Complete on line application		BW			
Lankelly Chase	100% funding for the manager	Download application form	25/07/2008	BW		Feb-09	
		Submit application form	01/08/2008	BW			
Innovation Exchange Next Practice Programme	Support around accessing investment, protecting intellectual property or working in partnership or with commissioners,	Contact to check out if worth application. Contact by email.	5pm, 31/07/2008	IB/BW		TBC	
The Henry Smith Charity	% salary for clinical supervisor and youth support worker	Confirm meeting date by telephone and submit application	Confirm by telephone			Usually, quarter after submitted.	

R.E.S.P.E.C.T. Funding Applications and Fund Raising Priority List

Trust Name	Details	Work to do	Date due	Responsibility of	Sent Date	Decision due	Outcome
Northern Rock	100% salary for manager x 3 years.	Download application details	01/08/2008	BW		Dec-08	
Esh Charitable Trust	Core costs. (Confirm with organisation)	Submit application.	08/0/2008	BW			
		Download application form	18/08/2008	BW/IB		Nov-08	
Greggs Trust, Major Grant	50% funding for manager	Submit application					
		Written application	31/08/2008	BW		Nov-08	
		(Base on EF application?)					
		Pull together list of people to approach					
Develop corporate sponsorship	On-going from June 2008	Arrange visits/send letters	Jul-08	SC/IB		On-going	
		Book venue					
		Book entertainment					
		Prepare tickets – on sale mid-August	Sep 08 (TBC)	Normal/IB		N/A	
		Organise food					
		Download questionnaire	01/09/2008				
Foundation for Sports and the Arts	Development of comic project as social enterprise. Possibly to employ artist/manager for a period of two years, plus associated costs.	Submit application	30/09/2008	IB/BW		TBC	
1989 Willan Charitable Trust	Development of comic project as social enterprise. Possibly to employ artist/manager for a period of two years, plus associated costs.	Written application	30/09/2008	IB/BW		TBC	

Comic

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