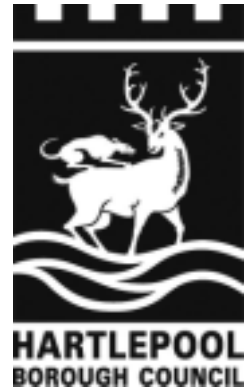


GRANTS COMMITTEE AGENDA



Tuesday, 24 February 2009

At 10.00 am

in Committee Room D, Civic Centre, Hartlepool

MEMBERS: GRANTS COMMITTEE:

The Mayor, Stuart Drummond

Councillors Payne and Tumilty.

1. **APOLOGIES FOR ABSENCE**
2. **TO RECEIVE ANY DECLARATIONS OF INTEREST BY MEMBERS**

3. **KEY DECISIONS**

None

4. **OTHER ITEMS REQUIRING DECISION**

- 4.1 Community Safety Capital Grants Allocations - *Head of Community Safety and Prevention*
- 4.2 Community Pool 2008/2009 - Round Four - *Director of Adult and Community Services*
- 4.3 Community Pool 2009/2010 - *Director of Adult and Community Services*

GRANTS COMMITTEE

24 February 2009



Report of: Head of Community Safety and Prevention

Subject: COMMUNITY SAFETY CAPITAL GRANTS
ALLOCATIONS

SUMMARY**1. PURPOSE OF REPORT**

The purpose of this report is to inform Members of additional funds added to the Grant allocation for 2008/9; update on the application on which a decision was deferred at the Grants Committee meeting of 17th November 2008; consider/seek approval for recommended grant awards.

2. SUMMARY OF CONTENTS

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

<u>Project</u>	<u>Recommended</u>
Station Lane Allotments	£1775
Business Security Fund	£20000
North Cemetery	£26350
Wharton Terrace improvements	£35000
Burn Valley Allotments	£1210
Waverley Terrace Community Garden	£8351

3. RELEVANCE TO THE GRANTS COMMITTEE

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

4. TYPE OF DECISION

Non-key

5. DECISION MAKING ROUTE

Grants Committee on 24th February 2009

6. DECISION(S) REQUIRED

Members of the Grants Committee are requested to consider/approve grant awards to six projects totalling £92,686.

Report of: Head of Community Safety and Prevention

Subject: COMMUNITY SAFETY CAPITAL GRANTS
ALLOCATIONS

1. PURPOSE OF REPORT

The purpose of this report is to inform Members of additional funds added to the Grant allocation for 2008/9; update on the application on which a decision was deferred at the Grants Committee meeting of 17th November 2008; consider/seek approval for recommended grant awards.

2. BACKGROUND

The Council has decided that its capital budget for 2008/09 would include an allocation of £150,000 to implement community safety projects, which are associated with and contribute to Safer Hartlepool Partnership's strategy covering crime, disorder and substance misuse. Following an agreement to carry forward an under-spend of £3,717 from 2007/8 this has been increased to £153,717. Subsequently a sum of £3,279 has been released to the Fund from prudential borrowing monies carried over from 2006/7 budgets.

The Safer Hartlepool strategy covers a 3 year period, with annual priorities agreed. Those annual priorities for the year 2008/9 are:

- Drug dealing and supply
- Violent crime, including domestic violence
- Acquisitive crime
- Criminal damage and anti-social behaviour, including deliberate fire setting
- Preventing and reducing offending, re-offending and the risk of offending
- Delivery of the alcohol harm reduction strategy 2006-2009 including the introduction of an effective local alcohol treatment service

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

1. Clearly identifying the link to Action Plans for each relevant objective
2. Outline the problem and proposals to remedy it
3. Identify the cost and contribution from the Department budget
4. Include an approximate timescale for implementation

5. Include further information which is appropriate for officers/Members to know about

For the 2008/9 capital allocations, matched funding of 35% minimum is requested.

All projects are considered first by the Section 17 Officer Group which comprises senior officer representatives from all Council Departments.

3. **FINANCIAL IMPLICATIONS**

The Community Safety Capital Grant Fund in total for 2008/9 is now £156,996. Grants totalling £64,310 have been awarded during the current year. The balance of £92,686 remains. Recommended grant awards for consideration at this Grants Committee total £92,686.

4. **DEFERRED APPLICATION FROM GRANTS COMMITTEE MEETING OF 17TH NOVEMBER 2008**

Rossmere Way Recreation Ground

At the meeting of 17th November 2008, Members deferred a decision on an application for £22,750 to support a project of fence the playing and immediate area of the recreation ground. Clarification was requested on whether the applicants had been successful in obtaining alternative funding.

Applicants have confirmed that the project has been completed using alternative funding. A verbal request was made to transfer the initial funding application towards a future project to construct permanent changing rooms and pavilion. No written detail or application forthcoming.

Recommendation

Members are requested to note that the original application is no longer required and to consider the verbal request for the sum of £22,750 to be re-allocated to a new project for which neither detail or application have been received.

5. **APPLICATIONS**

5.1 Station Lane Allotments

This allotment site, situate in Seaton Carew, has approximately 75 plots, virtually all now occupied.

The site had become run down resulting in many plots becoming vacant due to excessive vandalism, theft and flooding. In response, HBC has, over the past five years, invested £35,000 to re-invigorate the site through large scale clearance of fly tipping and other debris from abandoned plots, installation of

a drainage scheme, importing additional topsoil and general re-instatement works.

External security to the site comprises a two metre close board wood fence which is in good condition. However the gate entry to the site has been identified by HBC and tenants as a weak point to general security.

The area does not suffer from high levels of crime. However there are still incidents of theft and vandalism. It would, therefore, be logical to support HBC investment and the substantial work undertaken by tenants, to maintain the site as a secure and in-demand provision.

The project is for the installation of three security gates to address the security weakness identified. This proposal has the full support of tenants who are in the process of establishing an allotment association. This will further increase their participation in site management.

The project will contribute to the following Community Safety strategic objectives within the grant scheme:

- Acquisitive crime reduction.
- Anti-social behaviour – reduction of opportunity
- Reassurance and prevention of crime

Financial Implications:

Project Cost	£2,735
HBC Community Services	£960
Grant Requested	£1,775

The grant request fulfils the 35% contribution requirement.
Planning approval has been received.

All subsequent maintenance and repair will be met by HBC Adult & Community Services (Parks & Countryside).

The application has the support of the Section 17 Officer Group.

Recommendation

Members are asked to approve a grant of £1,775 towards this project.

Any grant approval will be subject to review and appraised post completion.

5.2 Business Security Fund

The Business Security Grant scheme has been running for a number of years and has been successful in assisting small businesses, vulnerable to crime, to secure their premises.

Commercial crime is a major problem that Hartlepool business community faces and if the appropriate measures are not taken it can have detrimental effects such as businesses closing down or relocating away from Hartlepool. That would impact on much needed jobs and investment.

Smaller businesses, either new start or existing, often have tight financial margins and cannot raise sufficient resources to meet the full cost of protecting their premises by fitting the required security equipment. Without assistance provided through these grants, they are left vulnerable to crime which could have adverse financial implications.

The project will involve the provision of grant assistance to business sectors such as manufacturing, retail and service, undertaking appropriate security works to their premises. The project will cover the whole of Hartlepool with concentration on business areas highlighted as “hot-spots” by the Police.

Businesses will be able to apply for up to 50% of the cost of security installation to a maximum of £2,500. Cleveland Police’s Hartlepool Crime Prevention Officers will visit the businesses and advise on the type and quality for measures needed.

Types of crime prevention measures include monitored CCTV and intruder alarm systems; security fencing; roller shutters; security doors and window grills; security lighting.

The project will contribute to the following Community Safety strategic objectives within the grant scheme:

- Acquisitive crime
- Anti-social behaviour
- Reassurance

Through these objectives there are links with Hartlepool Business Watch scheme, Crime Net and the Acquisitive Crime Task Group.

The scheme has been running for a number of years and has always received a great deal of demand from businesses. Often the budget is unable to satisfy demand. Evaluation surveys are undertaken with businesses receiving grant support which confirm that businesses receiving these crime prevention measures are less likely to be victims of crime.

Financial Implications

Overall project fund	£74,000
HBC Economic Development	£17,000
Private Sector applicant contribution	£37,000
Grant Requested	£20,000

The grant request fulfils the 35% contribution requirement.

The grant will be a one-off and enable businesses to install the various security measures. Ongoing maintenance/repairs, including upgrades and other security measures, will be undertaken by the businesses themselves.

The application has the support of the Section 17 Officer Group.

Recommendation

Members are asked to approve a grant of £20,000 towards this project.

Any grant approval will be subject to review and appraisal post completion.

5.3 North Cemetery

North Cemetery was first opened in 1856 to provide a burial ground for West Hartlepool and has grown from an original 11 acres to 12.6 hectares (approx. 31 acres). There are approximately 50,000 burials within the cemetery. Although the site is technically closed as an active cemetery, a small area is still open to new burials within existing plots. The last burial was in 2000.

With expansion of Hartlepool, the cemetery has become increasingly incorporated within the town's overall fabric. Consequently the site has taken a role of providing a degree of green space use. A high volume usage by dog walkers exercising their pets and people generally walking through the cemetery significantly exceeds people visiting the burial site of family and friends. Many of the existing headstones have been removed due to instability and vandalism, heightening the open space appearance. However the cemetery has also attracted unwelcome visitation including drug related crime, general anti-social behaviour including some vandalism and alcohol related problems.

A North Cemetery Masterplan has received endorsement of its recommendations, the plan being commissioned by HBC Neighbourhood Services and Community Safety. A series of projects, emerging from the recommendations, have the support of residents groups, including the Friends of North Cemetery.

Phase 1 of the Masterplan entails works to the Chester Road entrance which will open up the entrance at this single gate access point, improving visibility for people entering and leaving the cemetery. This will require some wall demolition, installation of double gate, replacement wall and railings and new paving. Other elements of first phase works include:-

- Improved street lighting to the Hart Lane entrance.
- Significant wild flower and bulb planting to the Hart Lane frontage
- Restoration of vandalised headstones, many of which have been relocated against perimeter walls.

This package of improvements is aimed to reduce the opportunity of vandalism and gathering for anti-social behaviour; improving the appearance of the cemetery and through increasing usage 'feel safe' perceptions thereby deterring unacceptable behaviour. Crime reduction and prevention partnership work will continue to be delivered.

Substantive analysis of crime and incident statistics has identified a range of problems, although the majority of incidents are of an anti-social rowdy behaviour and alcohol related nature. The level of incidents has been reducing although seasonal trends are still evident.

The project will contribute to the following Community Safety strategic objectives within the grant scheme:

- Criminal damage and anti-social behaviour
- Preventing and reducing offending, re-offending and the risk of offending.
- Fear of crime

Financial Implications

Project cost	£81,600
Dyke House/Stranton/ Grange NAP Forum	£13,250
HBC Neighbourhood Services	£42,000
Grant requested	£26,350

The grant fulfils the 35% contribution requirement.

All subsequent maintenance and repairs will be met by HBC Neighbourhood Services who are ultimately responsible for maintaining the cemetery.

The application has the support of Section 17 Officer Group.

Recommendation

Members are asked to approve a grant of £26,350 towards this project.

Any grant approval will be subject to review and appraisal post completion.

5.4 Wharton Terrace Improvements

Wharton Terrace lies within both the North Central Housing Market Renewal area and the Dyke House/Stranton/Grange Neighbourhood Action Plan area. The Terrace itself comprises a narrow street of 40 properties, largely owner occupied or privately rented, experiencing increasingly high occupancy turnover and significant numbers of voids. This had led to local instability and a range of problems facing residents in the area.

Substantial consultation carried out as part of the NCH Market Renewal area Masterplan has confirmed this increasing fragility and the need for actions to restore local confidence. A major concern identified is the raised shrub beds, which have become congregation points for local and outside people for anti-social behaviour and alcohol consumption. This is, obviously, detrimental to local residents. Other problems relating to the raised shrub beds, which are no longer maintained to an attractive appearance, include traffic movement and parking. Furthermore the planters are in a poor state of repair.

The NAP Forum funded, two years ago, remodelling design plans for streets in the area, including Wharton Terrace. In progressing those plans, the NAP invested substantial monies in a landscaping programme for St. Oswalds Street, including the removal of planters. Feedback from this scheme has shown that residents regard the improvements to be of great benefit, especially in aspects of community safety.

The proposal is to implement remodelling plans, similar to those successfully proven in St. Oswalds Street to Wharton Terrace. Removal of six shrub beds will also incorporate installation of a new kerblin and appropriate paving/highway surfacing.

The project will contribute to the following Community Safety strategic objectives within the grant scheme:

- Criminal damage
- Anti-social behaviour, some of which is alcohol related.
- Prevention and reducing risk of re-offending.

The project will complement a range of community safety initiatives in the neighbourhood, including St. Oswalds Street first phase works and existing and proposed improvements to North Cemetery in line with the Community Safety funded Masterplan.

Financial Implications

Project cost	£54,000
Dyke House/Stranton	
Grange/NAP Forum	£19,000
Grant requested	£35,000

The grant request fulfils the 35% contribution now sought for applications.

N.B. the project cost includes a 'contingencies' element of £4,440. In the event of this not or only partially being utilised then we would invoke an proportionate clawback condition.

All future pavement and highway maintenance costs will be met within central HBC budgets.

The application has support of the Section 17 Officer Group.

Recommendation

Members are asked to approve a grant of £35,000 towards this project.

Any grant approval will be subject to review and appraisal after completion.

5.5 Burn Valley Allotments

This substantive allotment site is situated adjacent to Burn Valley Gardens, a key open space park amenity close to Hartlepool town centre.

The site comprises of 76 plots, the majority of which are occupied. However the general area has suffered from unacceptable levels of crime which have been addressed through a number of initiatives delivered in partnership, through HBC and New Deal for Communities, with the active involvement of local resident groups and Cleveland Police.

The allotment site is well secured around the perimeter. In addition a CCTV system, recording on site, has been installed through funding raised by tenants. This affords additional internal security.

An existing gate entrance on Brinkburn Gardens is secure and effective in restricting unauthorised entry. However the gates are slightly set back from the main fence line. That small strip of land has gradually become a location for fly-tipping and assembly with resultant anti-social behaviour. A number of local residents, of whom a number are elderly, have raised concerns at both the unsightly appearance of the immediate area besides the gates and the growing level, and fear, of the anti-social behaviour.

The proposal is to bring forward the gates to become a continuous part of the external fence line. This will remove the problem area. We are advised that gate relocation will not affect tenant access or have vehicle impact on road or footpath traffic.

The project will contribute to the following Community Safety strategic objectives within the grant scheme:

- Anti-Social Behaviour
- Reassurance (fear of crime)
- Preventing of offending

Financial Implications

Project cost	£1890
HBC Community Services	£680
Grant requested	£1210

The grant request fulfils the 35% contribution requirement.

Any planning approval required will be obtained. There are no objections to the proposal from Burn Valley Allotment Association.

Recommendation

Members are asked to approve a grant of £1,210 towards this project.

Any grant approval will be subject to review and appraisal post completion.

5.6 Waverley Terrace Community Garden

This area has recently been designated for the development of a community garden by the Culture, Leisure & Tourism Portfolio.

The south side of Waverley Terrace is allotment land and the community garden will be to the east end of the site, alongside the entry point for playing fields, changing rooms and car parking. Waverley Terrace falls within one of Hartlepool's Neighbourhood Renewal Areas (Rift House/Burn Valley).

The general area suffers higher than average levels of crime and anti-social behaviour. Over a number of years problems, which are regularly reported by residents, have included:

- Fly-tipping
- Discarded litter including glass and cans
- Racial abuse
- Anti-social behaviour including associated consumption of alcohol
- Criminal damage to exterior fencing and associated theft from allotments.

The area is classed by residents as a 'bad neighbour'. The proposal is to improve the environmental quality whilst at the same time providing a safe and secure environment for community use.

The current exterior fencing is closed board wood, in poor repair, and suffers from regular damage. It would however only protect one side of the community garden and, even then, still be a security weakness.

To afford security, and maintain the investment in the garden, it is proposed:

- a) Install security fencing – 2.4m palisade or similar – to all four sides of the garden.
- b) Install a two camera CCTV system, utilising existing street lighting column, which will be increased in height, to afford continuous monitoring. It will not be feasible to utilise HBC CCTV Control Centre, - however images will be transmitted to an existing system in the Woodcutter public house which it is proposed to expand. Increased lighting levels will also be provided to increase garden visibility.

The security proposals, including integrity of the CCTV recording, have been fully reviewed by HBC and Cleveland Police officers.

The project will contribute to the following Community Safety strategic objectives within the grant scheme:

- Acquisitive crime
- Anti-social behaviour
- Reassurance
- Prevention of offending.

Financial Implications

Project cost – fencing	£14,000	
- CCTV	£5,050	£19,050
Rift House/Burn Valley Forum		£2,000
Pride in Hartlepool		£5,000
HBC Minor Works Budget		£3,699
Grant Requested		£8,351

The grant request fulfils the 35% contribution requirement.

All subsequent maintenance and repairs to fencing will be met by Adult & Community Services. Maintenance in relation to CCTV will be the responsibility of Rift House East Residents Group through an annual contract.

Operation of the CCTV element will meet Data Protection requirements through compliance with CCTV Code of Practice (revised 2008).

The application has the support of Section 17 Officer Group. The Assistant Director of Community Services and Neighbourhood Manager (Central) have been actively involved in development of this project and have full support from local Residents Association.

Recommendation

Members are asked to approve a grant of £8,351 towards this project.

Any grant approval will be subject to review and appraisal post completion.

Contact Officer:

Brian Neale, Crime and Disorder Co-ordinator.

GRANTS COMMITTEE

24th February, 2009



Report of: Director of Adult and Community Services

Subject: COMMUNITY POOL 2008/2009 - ROUND FOUR

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 originally available for distribution for 2008/2009 amounted to £594,867. Following previous funding rounds, the amount left available for distribution in round 4 is £67,207.

An application for funding was been received from Hartlepool Bereavement Services and presented for consideration at the last meeting of the Grants Committee on 17th November. At that meeting Officers recommended that this application should be rejected on the grounds that the group had not been established for in excess of two years. However, the Grants Committee deferred the decision relating to the application and requested additional information on the work of the group. Additional information is being provided in the body of the report. Officers are recommending the rejection of this application, in accordance with the original recommendation.

A request has been received from Making a Difference to amend the terms and conditions of an award that was approved at the meeting of the Grants Committee on 21st July, 2008. This request was also presented to the Grants Committee on 17th November 2008. At that meeting the committee deferred their decision and requested additional information in relation to the work group. Additional information is being provided as **Appendix 3**. Officers are recommending approval of the request from Making a Difference to amend the terms and conditions of the award approved on 21st, July 2008.

A request has been received from Hartlepool Community Studio for additional grant aid of £10,808 as a contribution to core costs including the salary costs of key staff. After identifying a budget shortfall in the current financial year, due to the loss of earned income and the reduction in grant funding, The Studio are restructuring the organisation and taking radical action to reduce their operating costs and increase earned income. The Studio has applied to the community pool for additional funding in this financial year to enable them to operate until the end of the financial year and into the new financial year when the implementation of their plans for change should ensure the sustainability of The Studio as a key provider in the town's cultural quarter. Officers are therefore recommending approval of this request.

Information is provided in the body of this report to update the Grants Committee regarding Hartlepool Access Group and the Shopmobility project. Grants Committee are aware that Hartlepool Access Group are currently experiencing financial difficulties, in order to assist the group the Committee has approved an emergency short term financial contribution to allow the Shopmobility service to continue to operate in the short term whilst Hartlepool Access Group review their business plan with the objective of safeguarding the future of Shopmobility.

If the recommendations included in the report are approved a balance of £54,194 will remain for distribution at future meetings.

3. RELEVANCE TO PORTFOLIO MEMBER

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

4. TYPE OF DECISION

Non-key.

5. DECISION MAKING ROUTE

Grants Committee to determine awards at meeting, 24th February, 2009.

6. DECISION(S) REQUIRED

Members are requested to approve/note:-.

1. The rejection of the application from Hartlepool Bereavement Services as detailed in paragraph 4.3 of this report.
2. Approval of the request from Making a Difference to amend the terms and conditions of the award approved on 21st July, 2008 as detailed in paragraph 4.4 of this report.
3. Approval of the application for funding from Hartlepool Community Studio as detailed in paragraph 4.5 of this report.

4. The information provided in paragraph 4.6 of this report as an update in relation to Hartlepool Access Group and the Shopmobility project.
5. The remaining balance of the Community Pool totalling £54,194 to be considered for allocation against bids at future meetings or carried forward into the new financial year.

Report of: Director of Adult and Community Services

Subject: COMMUNITY POOL 2008/2009 - ROUND FOUR

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 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.
- 2.4 The Community Pool budget originally available for distribution for the 2008/2009 financial year amounted to £594,867 with the inclusion of accruals and reserves, as detailed at **Appendix 2**.
- 2.5 Following previous funding rounds, the balance available left for distribution stands at £67,207.

3. CONSIDERATION OF AWARDS

- 3.1 Application to the Community Pool is open to all, however, the majority of the applications received to date have been for 2008/2009 from groups that have received grant aid previously and are somewhat **dependant** on financial support from the Council to ensure their sustainability.
- 3.2 As members are aware, applicants can apply for a one-year revenue grant or a three-year tapering revenue grant and as part of the assessment process, applications are categorised to ensure that financial support is maintained to those groups providing services that complement the Authority's strategic aims and objectives.

- 3.3 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.
- 3.4 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: ROUND FOUR

- 4.1 As detailed in Section 2 of this report, after three previous funding rounds, the balance of the 2008/2009 budget left available for distribution is £67,207.

- 4.2 Grant applications to be considered are as follows:-

- Hartlepool Bereavement Services, which was deferred at the last meeting of the Grants Committee, which is being brought back for further consideration.
- A request from Making a Difference to amend the terms and conditions of a previous award, which was also deferred at the last meeting.
- An application for grant aid of £10,808 which has been received from Hartlepool Community Studio and is being presented for consideration at this meeting.

4.3 Hartlepool Bereavement Services

- 4.3.1 Hartlepool Bereavement Services is a new voluntary organisation which has been established to provide advice, information, emotional and practical support to people in Hartlepool who are bereaved, and their families/carers, in order to relieve anxiety, isolation and disadvantage. In order to publicise this new service articles have featured in the Hartlepool Mail and leaflets are to be distributed to G.P. surgeries, funeral directors and churches. It is not known how many people are likely to benefit from this service as it is difficult to say what the take up will be by local residents.

- 4.3.2 The organisation has applied to the Community Pool for a one year revenue grant of £9,785 as a contribution towards the salary costs of a new member of staff, a part time Bereavement Worker and this application was presented to Grants Committee on 17th November 2008. At that time Officers recommended rejection of the application because Hartlepool Bereavement Services had not been fully constituted for more than two years, making the group ineligible to apply to the Community Pool. Since that meeting, Officers

have met with the group and have established that although the group was constituted in November 2008 the service only began to operate in January 2009. Hartlepool Bereavement Services have secured sufficient funding to employ a part time Bereavement Worker till the end of the financial year which has enabled them to launch their services in the new year. The group has established an office base in the Salvation Army premises in the centre of town and is working to secure additional funding to expand the Bereavement Workers post to a full time position and to employ an Administrator. In the meantime contact has been made with Hartlepool Voluntary Development Agency to source a volunteer Administrator.

- 4.3.3 Hartlepool Bereavement Service has therefore only recently launched as a service provider and cannot demonstrate a track record in providing services of this nature to what is considered as a very vulnerable client group. The group does not have all of the recommended policies and procedures in place as yet and cannot provide all of the documentation, annual report and accounts, required to support an application to the Community Pool. Officers therefore wish to exercise caution in recommending the allocation of funding when it is possible that the funding could be at risk. In view of all the above, Officers are therefore recommending **rejection** of the application.

4.4 Making a Difference

- 4.4.1 At the meeting of the Grants Committee on 21st July, 2008, Making a Difference was awarded a one year revenue grant of £12,272 as a contribution towards the core costs of the group including the salary costs of a Project Co-ordinator, a Support Worker and a contribution to insurance costs. Since the award was approved however, they have been successful in securing additional funding from the Primary Care Trust as a contribution towards the Support Worker's salary costs however, they were not awarded the full amount they had requested to provide the support service for young people and as a result they decided that it would be more beneficial to use the Community Pool grant to contribute towards the salary costs of the counsellor post, thereby reducing the waiting list for the counselling service. Consequently, Making a Difference submitted a request to amend the terms and conditions of their Community Pool award asking that the grant could be attributed to the salary costs of the Project Co-ordinator and a Counsellor's post. The request was deferred by the Grants Committee pending further information.
- 4.4.2 Additional information has now been provided by Making a Difference regarding the counselling service which they are providing for young people aged 13 to 25 years old. This information is provided as **Appendix 3** of this report.
- 4.4.3 Members of the Grants Committee will see from the information included in **Appendix 3** that there is an ongoing need for the counselling services provided by Making a Difference and that the young people who are benefiting from the services recognise the value of the services. The feedback from these young people indicates that the counselling services are having a positive impact on their lives. Officers are therefore

recommending approval of the request to amend the terms and conditions of the original grant awarded to Making a Difference, for the current financial year, to now include a contribution to the salary costs of a Counsellor.

4.5 Hartlepool Community Studio

4.5.1 Hartlepool Community Studio have applied to the Community Pool for additional grant aid of £10,809 as a contribution to core costs including the salary costs of key staff including a Venue Manager, an Administrator, a Studio Trainer/Technician and a Venue Trainer/Engineer. Earlier in the financial year the group was awarded a grant of £21,525 as a contribution towards the salary costs of key staff.

4.5.2 The Studio is a venue based in the centre of the town providing a varied programme of music and comedy and a place for local artists and groups to rehearse, record and perform their music. The Peoples Theatre of Hartlepool has also become regular users of The Studio using the venue for rehearsals and performances.

4.5.3 The Studio is currently undergoing a period of substantial change. As the popularity of home recording facilities has increased, numbers using the recording facilities have declined resulting in a loss of income which, coupled with the current economic down-tum, would appear to have affected audience numbers and reduced the availability of grant aid to the voluntary sector. In order to secure the organisation's future, the Board of Trustees have recognised that swift, radical action had to be taken. To this end, they have embarked on a complete top to bottom restructure of the organisation, in order to lower operating costs and increase earned income. The restructuring has resulted in three staff being made redundant, to effect a reduction in overheads of £43,000 per annum.

4.5.4 The Studio has also depleted its financial reserves by investing them in services to protect its future. The board of management however, are confident that the restructuring of the organisation will effect the savings that are necessary to ensure its future, but are requesting additional financial support from the Community Pool to cover a shortfall in core costs they have identified in the current financial year. This has to some extent been caused by the organisation having to meet its obligations as an employer as a result of carrying out the restructuring of the organisation.

4.5.5 In order to safeguard the future of an important organisation based in the cultural quarter of the town, and the services it provides for the benefit of residents of the town, Officers are therefore recommending approval of grant aid of £10,808 as a contribution to the core costs of The Studio including a contribution to the salary costs of a Venue Manager, an Administrator, a Studio Trainer/Technician and a Venue Trainer/Engineer.

4.6 Hartlepool Access Group (HAG): Shopmobility

4.6.1 The Grants Committee are aware that Hartlepool Access Group is undergoing a period of uncertainty in relation to the management and

operation of all its projects. The following information is provided to update the Grants Committee regarding Hartlepool Access Group and the Shopmobility project.

- 4.6.2 Two key members of staff, the Project Co-ordinator and the Access Audit Supervisor, left the employ of HAG in December 2008 leaving the group in a very difficult situation with no alternative but to cease the operation of all projects, barring Shopmobility. HAG's Executive Committee decided that action needed to be taken to sustain the Shopmobility project and they are considering the future management and continuation of the service.
- 4.6.3 Officers were informed by HAG's Project Co-ordinator, during the council's Christmas closure period, that she and another member of staff were leaving their employment with HAG at the end of December, that HAG were potentially insolvent and that a grant which had been approved for the purchase of equipment had been used inappropriately for revenue costs.
- 4.6.4 Since being alerted to this situation, Officers have been proactive in trying to support the Executive Committee to establish a way forward for Shopmobility. An Officer from the Council's Internal Audit section has carried out a basic audit of HAG's financial records for the current financial year. The objective of the audit was to establish if the Community Pool grant, awarded in this financial year, for the provision of the Shopmobility service, was expended in accordance with the terms and conditions of the grant award. The report concluded that it would appear that the Community Pool grant has been expended for the purpose it was intended. The report also highlighted that it was however, not clear as to whether a Tees Valley Joint Strategy Unit Delegated Grant of £21,374, which was awarded to HAG for the purchase of various items of equipment, has been expended in accordance with the terms and conditions of that grant. Stockton Borough Council being the accountable body for this particular grant.
- 4.6.5 The Audit report also included a recommended action plan to assist the Executive Committee. This has been supplied to the Chairman of the Executive Committee for information and Officers have met with the Chairman to discuss its contents. Officers have also met with the Middleton Grange Shopping Centre Manager to alert him to the situation. As funding partners, Officers were keen to establish if the shopping centre could take over the management of Shopmobility even if only in the short term. However, whilst the shopping centre management are hoping for a positive outcome for the Shopmobility, they have indicated that they are not in a position to run the service.
- 4.6.6 It has also become apparent over recent weeks that HAG does not have sufficient funding to continue to run Shopmobility until the end of the financial year. Additional funding is needed to continue the provision of the service until the new financial year when the final year of the three year funding package agreed by the Council from the Community Pool and the match funding from PPG, the Middleton Grange Shopping Centre managers, becomes available. In order to support the Shopmobility project the Grants Committee have approved an emergency short term financial contribution of

£735 per week, from the Community Pool, to cover the staffing costs of two staff and utility costs, to allow the service to continue for three weeks from the approval of the funding (week commencing 2/2/09). HAG's Executive Committee has been informed that any further funding support is dependant upon the actions of the committee in determining a reviewed business plan.

- 4.6.7 Hartlepool Voluntary Development Agency (HVDA) is supporting HAG with advice and information in relation to employment law and the development of a sustainable business plan. HVDA has also recommended a consultant who is willing to assist the Executive Committee prepare the business plan.
- 4.6.8 Officers are keeping in close contact with HAG to ensure robust financial advice regarding the council's existing commitment is given.

5. CONCLUSION

- 5.1 Full details of the 2008/2009 Community Pool budget breakdown amounting to £594,867 is attached at **Appendix 2**.
- 5.2 The current financial position can be summarised as follows:-

	£
2008/2009 Budget Allocation	594,867
Total Grant Aid Approved (Round 1)	(405,363)
Total Grant Aid Approved by Cabinet (28/04/08)	(40,404)
Total Grant Aid Approved (Round 2)	(87,496)
Balance of Directed Lettings	179
Reversal of Award to Hartlepool Deaf Centre	<u>10,424</u>
Round 3 Award Recommendations	(5,000)
Available for distribution round 4	67,207
Grant aid approved Shopmobility	(2,205)
Round 4 Award Recommendation:	(10,808)
Hartlepool Community Studio	
	Balance £54,194

Should the 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 or carried forward into the new financial year will amount to £54,194.

6. RECOMMENDATIONS

Members are requested to approve/note:-

1. The rejection of the application from Hartlepool Bereavement Services as detailed in paragraph 4.3 of this report.

2. Approval of the request from Making a Difference to amend the terms and conditions of the award approved on 21st July, 2008 as detailed in paragraph 4.4 of this report.
3. Approval of the application for funding from Hartlepool Community Studio as detailed in paragraph 4.5 of this report.
4. The information provided in paragraph 4.6 of this report as an update in relation to Hartlepool Access Group and the Shopmobility project.
5. The remaining balance of the Community Pool totalling £54,194 to be considered for allocation against bids at future meetings or carried forward into the new financial year.

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

Background Papers

Applications to the Community Pool 2008/2009
Report to the Grants Committee 6th March, 2008
Report to Cabinet 28th April, 2008.
Report to Grants Committee 21st July, 2008
Report to Grants Committee 17th November, 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.

4.2
Appendix 2

COMMUNITY POOL 2008/2009					
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:					
TOTAL RECOMMENDATIONS ROUND 1			£	405,363.00	
CABINET APPROVALS 28/4/08			£	40,404.00	
TOTAL RECOMMENDATIONS ROUND 2			£	87,496.00	
TOTAL COMMITMENTS AT ROUND 2			£	533,263.00	
BALANCE AFTER ROUND 2			£	61,604.00	
ADD BACK BALANCE OF DIRECTED LETTINGS ALLOCATION			£	179.00	
ADD BACK HARTLEPOOL DEAF CENTRE AWARD			£	10,424.00	
TOTAL RECOMMENDATIONS ROUND 3			£	5,000.00	
TOTAL BALANCE AVAILABLE ROUND 4			£	67,207.00	
ROUND 4:					
GROUP		2008/2009 REQUEST	2008/2009 RECOMMENDATION	ONE/ THREE YR	APPLICATION
		£	£		
HARTLEPOOL BEREAVEMENT SERVICES		£ 9,785.00	REJECT		
HARTLEPOOL COMMUNITY STUDIO *SUPPLEMENTARY AWARD		£ 10,808.00	£ 10,808.00		CONTRIBUTION TO SALARY COSTS KEY STAFF
HARTLEPOOL ACCESS GROUP: SHOPMOBILITY* *SUPPLEMENTARY AWARD		£ 2,205.00	£ 2,205.00		CONTRIBUTION TO SALARY COSTS KEY STAFF
TOTAL RECOMMENDATIONS ROUND 3			£ 13,013.00		
BALANCE TO COMMIT ROUND 5			£ 54,194.00		

- 4 FEB 2009

Activities:

The Haven – Counselling Service

The Haven provides a free and confidential therapeutic counselling service to young people aged 13-25 years old. Founded in 2003 The Haven offers its services in a welcoming, safe, non-stigmatising and youth friendly environment in the town centre of Hartlepool, which is easily accessible by public transport.

The Haven can be accessed directly by young people and is open to any young person in emotional distress whatever their issue may be. Appointments can be arranged by telephone, email, via our website or by calling into The Haven in person during our opening hours. We also accept referrals from parents, teachers, social workers, GPs or any other agency with the young persons consent.

Many young people come to us because they feel anxious and upset as they struggle to cope with the demands of everyday life. Going through a time of change in their own development and coming to terms with an ever changing world around them poses many challenges, especially if the young person lacks the support of family and friends. Counselling offers these young people a safe place to share their feelings and to develop their coping strategies.

Counsellors

The counselling service is provided by a team of four qualified counsellors all of whom have considerable experience of working with young people. The qualifications of these counsellors include:

- MSc Counselling Psychology
- Pg Dip Psychology
- BSc (Hons) Social Studies
- NCFE Diploma in Counselling
- NCFE Level 2 Certificate in Drug Awareness Studies and their Applications
- Alcohol Awareness Certificate

All the counsellors are individual members of the 'British Association for Counselling and Psychotherapy' and work within the 'Ethical Framework for Good Practice in Counselling and Psychotherapy', and are subject to the 'Professional Conduct Procedure' therein.

External Supervisor

Peter Cook B.A., Dip. Couns., Cert. Ed., MBACP (Snr. Accred) – Peter is an accredited counsellor with over 30 years experience in clinical, educational and industrial settings. He has held academic posts in counsellor training in London and the North East and was Director of the Centre for Studies in Counselling at the University of Durham. He is an accredited member of the 'British Association for Counselling and Psychotherapy' and abides by the principles of good practice outlined in their ethical framework. All counsellors at The Haven receive monthly individual clinical supervision from Peter as required by the 'British Association for Counselling and Psychotherapy' to ensure competent and ethical practice.

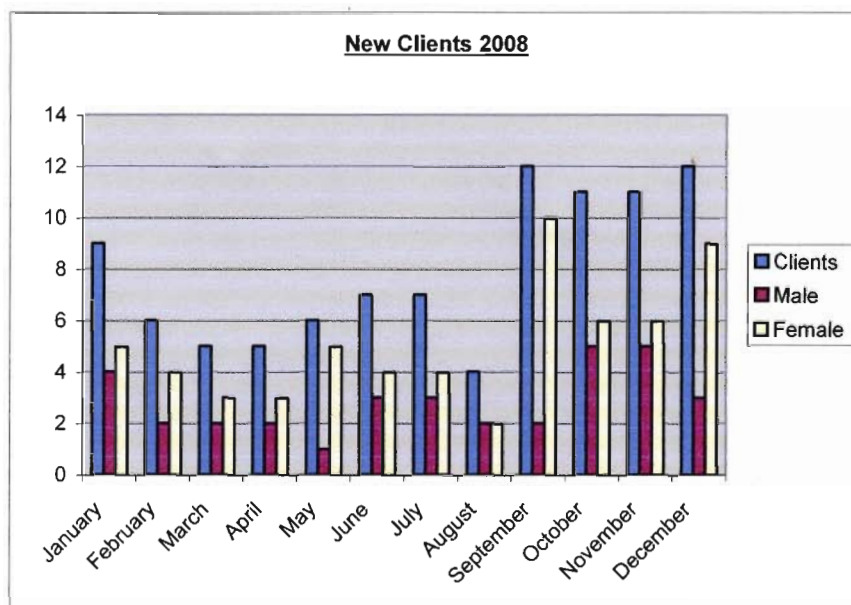
Volunteers

We currently have two qualified volunteer counsellors, one trainee counsellor and one admin worker. There are also six volunteers on the management team.

Counselling Statistics 1st January 2008 – 31st December 2008

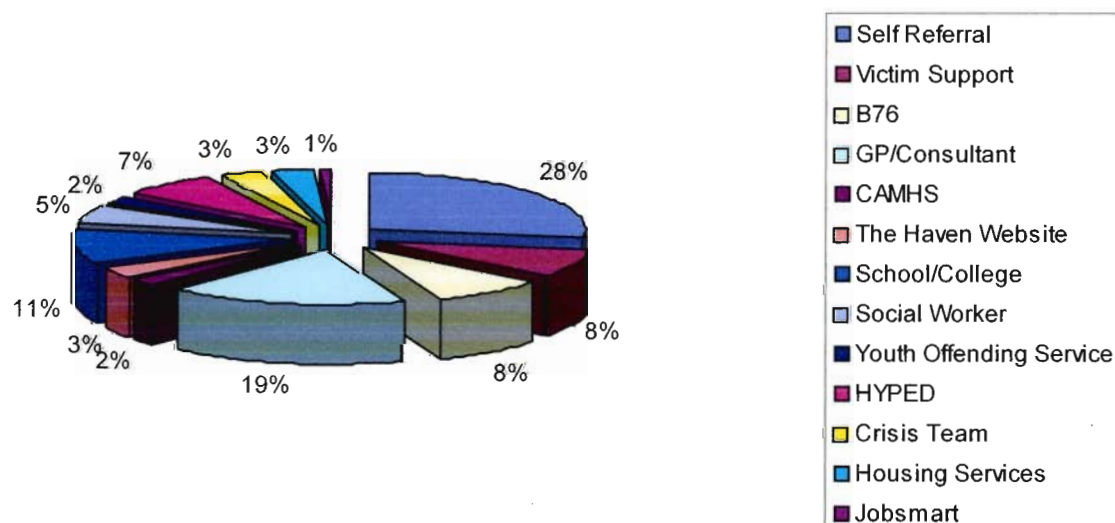
In 2008 the Counselling Service achieved the following:

Total No of Clients	95
Male Clients	34
Female Clients	61
No of sessions offered	824

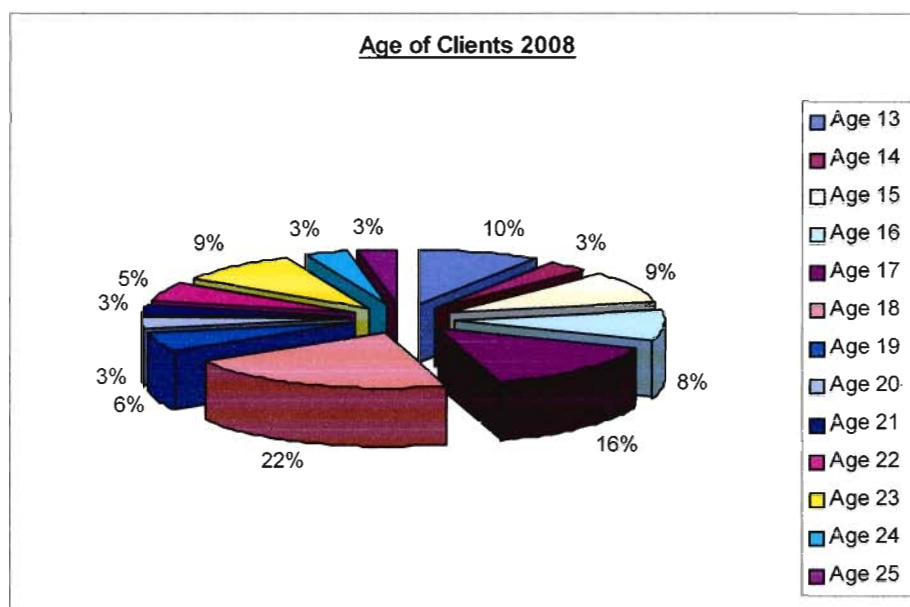


The main method of referral once again, as in 2007, was self-referral. GP referrals have also increased this year and are the second highest statistic. The high level of self-referrals demonstrates the accessibility of the service and its success in appealing directly to young people. The service has consistently run at full client capacity with limited publicity. Promotion of the service to potential referral sources has been limited in line with the resources available, to avoid stagnant waiting lists

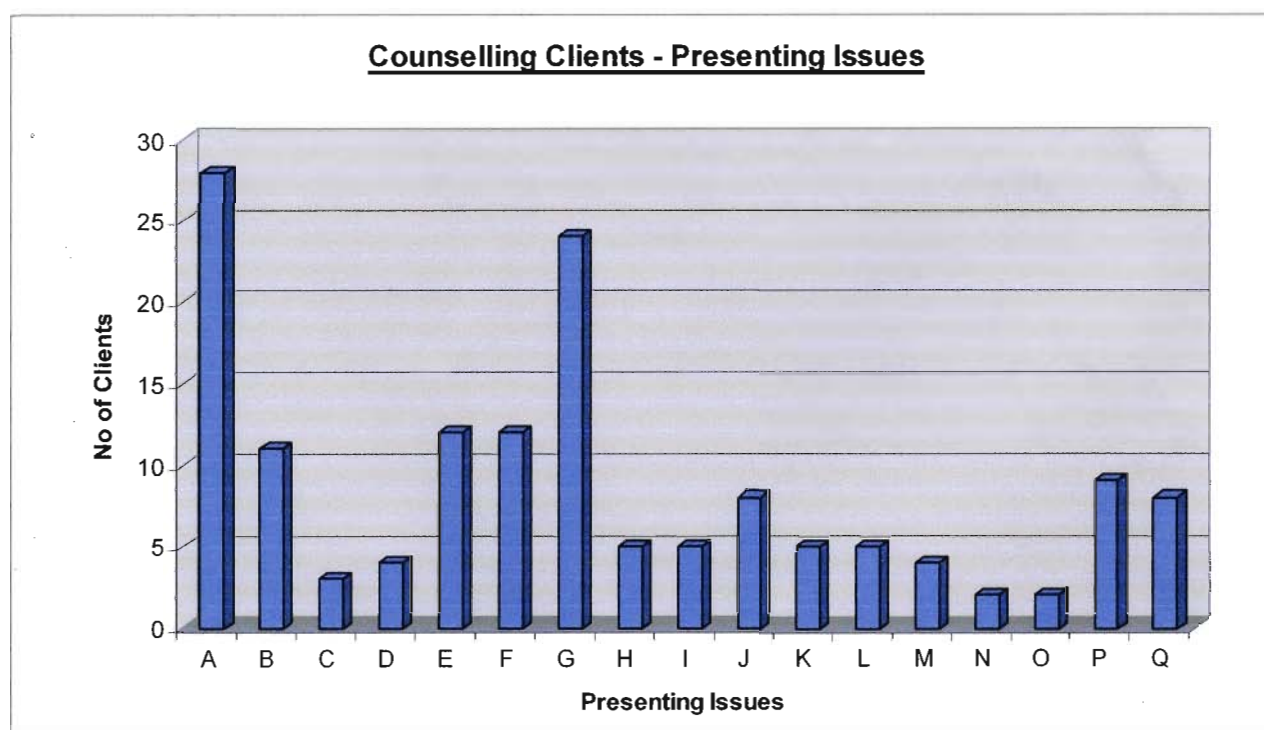
Counselling Service - Referral Routes 2008



Age	Male	Female
13	7	2
14	0	3
15	3	6
16	1	7
17	5	9
18	4	16
19	3	3
20	0	7
21	1	2
22	1	4
23	6	3
24	0	3
25	2	1



The main problem brought to counselling by clients is difficulties with relationships. These relationships can be with parents, teachers, friends and the relationship the client has with themselves. These Statistics show a crossover picture of client issues, as many clients presented with more than one issue.



A = Relationships

D = Pregnancy/Termination

G = Depression/Anxiety/Stress

J = Rape/Sexual Assault

M = Suicidal Feelings

P = Anger/Aggression

B = Bereavement and Loss

E = Confidence/Self-esteem

H = Sexuality

K = School/College/Work

N = Health

Q = Assault

C = Bullying/Peer pressure

F = Drug/Alcohol issues

I = Abuse

L = Self Harm

O = Domestic Violence

Counselling Clients Evaluation

On completion of counselling young people are invited to complete and return an anonymous evaluation form relating to the service that they received and whether it was helpful or not. Counsellors also hold regular reviews with the young people. The feedback that we have received has been consistently positive. All of the clients who gave feedback reported feeling better and viewed counselling as a positive experience. Young people have highlighted the importance of continuity and the one to one relationship that is offered in this form of intervention.

Below is a sample of some of the feedback that we received from our clients last year.

- ❖ *'It helped to have someone who listened and understood how I was feeling.'*
- ❖ *'Counselling lifted a heavy weight off my chest.'*
- ❖ *'I felt better talking about my problems to someone I didn't know.'*
- ❖ *'I understand why I feel like I do and its ok to feel that way after what I have been through.'*
- ❖ *'I learned a lot about myself and how talking about my problems helps me to feel better.'*
- ❖ *'Counselling has helped me to put things into perspective.'*
- ❖ *'My confidence has increased.'*
- ❖ *'I would recommend The Haven to my friends.'*
- ❖ *'Talking to someone who didn't judge me really helped.'*
- ❖ *'It was good meeting with the same counsellor every week, I felt really comfortable and able to talk about anything I wanted.'*
- ❖ *'I feel more confident and have started to think before getting angry.'*
- ❖ *'The counselling helped me so much because I could talk without anyone else finding out.'*
- ❖ *'Having counselling has helped me a lot, I have been able to discuss my problems instead of locking them away which is what I used to do.'*
- ❖ *'More appointments needed on an evening.'*

Training:

To support the staff and volunteers in the delivery of the service we offer regular in house training opportunities.

We ran two experimental workshops this year.

- Working Creatively with Young People
- An Introduction to Attachment Issues

This year for the first time we extended the invitation to volunteers and support workers from other voluntary and statutory organisations in Hartlepool. Twenty-eight volunteers and support workers attended.

In April 2008 seven volunteers from The Haven who had completed our six-week training programme were awarded TROCN level 2 certificates in 'Positive Approaches to Working with Young People.' As a result five of the volunteers have obtained employment working with young people in Hartlepool.

Feedback we received from Trainees:

- ❖ *'Excellent, informative and interactive. Answered and raised questions for me.'*
- ❖ *'Very good. Interesting and enjoyable'.*
- ❖ *'Thank you I really enjoyed the course.'*
- ❖ *'Very interesting. I learned a lot.'*
- ❖ *'Great'*
- ❖ *'I would like to follow on with more in-depth training on attachment theory.'*
- ❖ *'Very informative session.'*

How local people have benefited from the service.

Benefits of Counselling:

- Improves mental health and well-being.
- Reduces feelings of depression, anxiety, loneliness and isolation
- Increases confidence and self-esteem.
- Increases emotional awareness of self and others
- Helps the client to develop more effective communication skills.
- Helps to develop coping strategies
- Provides an opportunity to share problems or concerns with a qualified counsellor
- Offers a supportive and caring relationship in times of crisis
- Provides a safe place to express suppressed emotions
- Helps to improve relationships with others
- Enables the client to make informed choices on issues that affect their lives
- Reduces substance misuse
- Reduces the risk of suicide
- Reduces physical symptoms of psychosomatic illness
- Helps to reduce aggressive behaviour

Social benefits

- Counselling is an effective early intervention strategy to support young people with emotional and behavioural difficulties. It helps them to function more effectively and prevent deterioration in their behaviour, attitude and mental health.
- There are fewer burdens on primary care and social services resources as a result of a reduction in depression and anxiety symptoms, less psychosomatic illness, and less need for medication.
- Counselling reduces substance misuse, which leads to a reduction in criminal activity and a safer community.
- Young people who experience emotional problems have easy access to trained counsellors.
- The service creates opportunities for volunteers to increase their knowledge and skills and gain the practical experience needed to enhance their future employment/further education prospects.
- This year The Haven invited support workers and volunteers from local voluntary and statutory agencies to two in house training workshops. This enabled us to develop links with workers from local organisations. It also provided an opportunity for them to develop new skills and try different approaches to working with young people.
- Counselling improves client's communication skills enabling them to develop better relationships with family and friends and therefore reduce stress and tension within the family.
- Schools – Clients show improved behaviour after counselling resulting in less disruption in the classroom and therefore creating a better learning environment for themselves and others.
- The counselling service fills a gap in service provision for young people who do not meet the criteria for specialist psychological services such as CAMHS.

GRANTS COMMITTEE

24th February, 2009



Report of: Director of Adult and Community Services

Subject: COMMUNITY POOL 2009/2010

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 2009/2010.

2. SUMMARY OF CONTENTS

Applications to the Community Pool have been invited for services provided in the 2009/2010 financial year from community groups and voluntary organisations. 30 applications have been made, totalling requests of £800,385.

The Community Pool budget for the 2009/2010 financial year has been set at £482,593.

Within the Community Pool budget, it is usual practice to allocate funding for Directed Lettings: support to groups for the hire of premises. The Directed Letting allocation for 2009/2010 is £3,000.

In the 2007/2008 and 2008/2009 financial years, one award in each year was approved on a tapering basis. As these awards were agreed, in principle, and as funding is available, the third year tapered award to Owton Manor Neighbourhood Watch and Residents Association of £4,085 and the second year tapered award of £17,056 to RESPECT is being reserved from the total budget available. However, Officers are recommending the application from RESPECT be deferred until the next meeting of the Grants Committee, as the group are not in a position, at the present time, to provide the supporting documentation to supplement their application for funding.

Also, in the 2007/2008 financial year, a three year funding package was approved, in principle, for Shopmobility. As funding is available for 2009/2010, this award amounting to £23,252 is being reserved from the total budget available.

After the deduction of the Directed Lettings allocation and funding for the tapered awards to Owton Manor Neighbourhood Watch and Residents Association and RESPECT and the award for Shopmobility, this will leave a balance for distribution at this meeting of £435,200.

Five applications are not recommended for funding at this time. Details of these applications are included in the body of the report.

Officers are recommending that the decision relating to the applications from an additional six groups is deferred to the next meeting of the Grants Committee, as these groups have also not been able to provide the additional information which is required to enable Officers to make an informed recommendation.

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

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

3 Year Revenue Tapered Grant: (2007 – 2010)

<u>Organisation</u>	<u>Amount Approved 2007/2008</u>	<u>Amount Recommended 2009/2010 up to</u>
Owton Manor West Neighbourhood Watch and Residents Association (third year)	£8,171	£4,085

3 Year Revenue Tapered Funding Grant: (2008-2011)

<u>Organisation</u>	<u>Amount Approved 2008/2009</u>	<u>Amount Recommended 2009/2010 up to</u>
RESPECT (second year)	£22,742	£17,056

One Year Revenue Grants:

<u>Organisation</u>	<u>Amount Approved 2008/2009</u>	<u>Amount Recommended 2009/2010 up to</u>
West View Advice & Resource Centre	£30,528	£29,443
Hartlepool Citizens Advice Bureau	£80,538	£80,035
Harbour	£21,213	£18,371
Hartlepool Access Group Shopmobility*	£22,575	£23,252
Hartlepool Credit Union Forum	£37,222	£36,947
Owton Fens Community Association	£26,012	£22,422
Hartlepool Voluntary Development Agency	£30,450	£29,899
Hartlepool People	£26,025	£26,025
The Wharton Trust	£11,057	£18,492
Headland Development Trust	£9,729	£8,449
West View Project	£25,591	£22,646
The Orb Centre	£7,000	£5,940
Headland Future	£14,000	£12,978
Hartlepool Community Studio	£21,525	£20,986
Epilepsy Outlook	£9,075	£8,385
Hartlepool Catholic Boxing Club	£8,322	£5,850
Voluntary Wheels	£8,574	£6,212

* 3 year funding package agreed 2007/2008

£376,332

Applications Recommended for Deferral:Organisation

Addvance
 Belle Vue Community Sports and Youth Centre
 Hart Gables
 Salaam Centre (Hartlepool Asian Association)
 Making a Difference
 Hartlepool Families First

Applications Not Recommended for Funding:Organisation

Hartlepool Access Group (Access Audit Project)
 The Adventure Youth Sea Training Trust
 Lynnfield Community Learning Centre
 Victim Support Teesside
 Hartlepool Hospice

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, 24th February, 2009.

6. DECISION(S) REQUIRED

Members are requested to approve:-

1. The levels of budget allocated for directed lettings.
2. Grant aid to those organisations as recommended and detailed in **Appendix 2**
3. Recommendations to defer those applications as detailed in **Appendix 2** whilst additional information is gathered.
4. Any allocation of grant aid to groups known to be experiencing financial difficulties to be released in monthly/quarterly instalments, as appropriate, in order to safeguard the Council's investment and minimise risk.
5. The rejection of the application from the groups, as detailed in paragraph 4.4 of this report.
6. The balance of the Community Pool, £82,120 to be considered for allocation against bids at future meetings within the financial year (and any remaining carry over balance from the 2008/2009 budget).

Report of: Director of Adult and Community Services

Subject: COMMUNITY POOL 2009/2010

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 2009/2010.

2. BACKGROUND

- 2.1 The Community Pool provides financial assistance to support those aspects of the activities of the voluntary/community/not for profit sector that clearly reflect the aspirations of the Council's Community Strategy.
- 2.2 The Council has identified, within the Community Strategy's aims and themes, a number of corporate strategy priorities. The main objective of the Community Pool is to support the activity of strengthening communities.
- 2.3 Applications are processed against set criteria, which can be found as **Appendix 1**.
- 2.4 Preference is given to those groups based in the town, however, where there is no local provider or there is a need for a specialist expertise, then support to organisations based outside the town is considered.
- 2.5 Grant aid awarded is generally provided as a contribution towards the core costs of an organisation's operation and in many instances helps to match other funding streams.
- 2.6 The Community Pool budget for the 2009/2010 financial year has been set at £482,593.

3. CONSIDERATION OF AWARDS

- 3.1 Application to the Community Pool is open to all, however, the majority of the applications for 2009/2010 are from groups that have received grant aid previously and are somewhat **dependant** on financial support from the Council to ensure their sustainability.

- 3.2 Applicants can apply for a one-year revenue grant or a three-year tapering revenue grant and as part of the assessment process, applications have been categorised to ensure that financial support is maintained to those groups providing services that complement the Authority's strategic aims and objectives. **Appendix 1** Criteria and guidance notes for applicants provides information for applicants relating to what can be funded and how applications are assessed.
- 3.3 In accordance with the criteria, applications have been categorised as follows:-
- (i) Providers of services that are of strategic importance.
 - (ii) Community development/capacity building initiatives.
 - (iii) Established groups who have been fully constituted for in excess of two years and have not been previously supported from the Community Pool.
 - (iv) Other organisations/groups.
- 3.4 Consideration is given to the group's operational activity with funding provided as a proportion of the core costs and the potential of the group to access other funding in order to achieve a complete financial package for their activities.
- 3.5 Some groups have applied for substantially larger grants compared to those approved for 2008/2009. Some groups have taken action to cope with the reduction in funding from other sources, including measures to reconfigure the activities of the organisation, proactively seeking other funding and making plans to sell their services in order to ensure the sustainability of the organisation. In some cases the outcome of other fundraising applications is imminent and in some cases is dependant on the outcome of any application to the Community Pool.
- 3.6 Where grant aid has been approved and where it is considered to be appropriate, in order to safeguard the Council's investment and minimise risk, Officers would suggest that Members of the Grants Committee allow Officers to make an informed decision about the frequency of payments to grant recipients. Normally grant aid is paid out in 2 instalments, but this could be tailored according to the prevailing circumstances of the group to monthly or quarterly payments.

4. GRANT APPLICATIONS FOR 2009/2010

- 4.1 As detailed in paragraph 2.6 of this report, the budget available for 2009/2010 is £482,593. 30 applications from community groups and voluntary organisations that provide services in Hartlepool have been received. The value of these applications totals £800,385 far exceeding the total budget available.

4.2 **Appendix 2** provides a list of all the applications to the Community Pool for 2009/2010 and details the recommendations relating to those applications. Where funding is being recommended, information relating to the spend of the grant is also provided. Detailed below, however, are the four broad areas into which these applications fall:-

- (i) those that have already been committed to;
- (ii) those that fall outside of the criteria and/or are being recommended for rejection;
- (iii) those that are being recommended for funding;
- (iv) those applications that are recommended to be deferred pending further information.

4.3 Ongoing Commitments

4.3.1 Within the Community Pool budget it is usual practice to allocate funding for Directed Lettings: support to groups for the hire of premises. Based on demand in the 2008/2009 financial year, Officers have reduced the Directed Lettings allocation to £3,000 for 2009/2010.

4.3.2 In the 2007/2008 financial year one award was approved on a 3 year tapering basis. As this award was agreed in principle and as funding is available for 2009/2010, the award, to Owton Manor Neighbourhood Watch and Residents Association, of £4,085.50 is being allocated from the 2009/2010 budget before other applications are considered.

4.3.3 In the 2008/2009 financial year one award was also approved on a 3 year tapering basis. As this was agreed in principle and as funding is available for 2009/2010 this award to RESPECT of £17,056 is also being allocated before other applications are considered. However, Officers are recommending that the decision relating to this application is deferred as the group have not been in a position to provide the supporting information required to enable Officers to make an informed recommendation.

4.3.4 In the 2007/2008 financial year, in light of what were considered very special circumstances, the Grants Committee approved a three year funding package, including an inflationary rise, for Shopmobility a project of Hartlepool Access Group. This commitment was made to enable Shopmobility to secure funding from PPG Metro who agreed to match the local authorities grant pound for pound. As this award was agreed in principle, and as funding is available, the award for 2009/2010, £23,252 is also being allocated from the budget before other applications are considered.

4.3.5 Taking all of the above into consideration the uncommitted balance available for distribution therefore is £435,200.

4.4 Applications Not Meeting Criteria

- 4.4.1 Five applications have been received which are not being recommended for funding at this time because either the application falls outside the criteria of the Community Pool and/or because the group is currently unable to demonstrate that the services they provide are sustainable into 2009/2010. Details of these applications are as follows:-

4.4.2 HARTLEPOOL ACCESS GROUP (HAG)

HAG has applied to the Community Pool for grant aid of £8,552 as a contribution to the costs of the Access Audit project.

Members will be aware that HAG is currently experiencing difficulties in terms of the management of current projects and financial pressures, which have resulted in the group ceasing the operation of all of their projects, since this application was submitted, with the exception of the Shopmobility project.

Officers are therefore recommending rejection of the application as the group do not have the capacity in terms of staffing and financial resources to carry out the work which is referred to in the application to the Community Pool.

4.4.3 THE ADVENTURE YOUTH SEA TRAINING TRUST (AYSTT)

The Adventure Youth Sea Training Trust (AYSTT) is a local group which provides nautical based outdoor learning and activity as a means to reducing social isolation amongst young and vulnerable people

The AYSTT have applied to the Community Pool for a one year revenue grant of £15,104 as a contribution to the salary costs of a Senior Skippers post and a Fundraiser/Skippers post.

The AYSTT do not currently have any funding in place to contribute to these posts although they are able to generate income from charging for their services and they do have applications to other funders pending. As resources are limited, Officers wish therefore to exercise caution in recommending the allocation of funding to a group when there would appear to be a substantial risk that a service is not sustainable.

Taking all of the above into consideration Officers are recommending rejection of the application.

4.4.4 LYNNFIELD COMMUNITY LEARNING CENTRE

Lynnfield Community Learning Centre has applied to the Community Pool for a one year revenue grant of £22,000 as a 100% contribution to the salary costs of an Assistant Managers post.

The Centre is managed by the Lynnfield Community Learning a group, which only became a fully constituted in September 2007. This being the case the group is not eligible to apply to the Community Pool at this time because they have not been fully constituted for in excess of two years.

Officers are therefore recommending rejection of the application.

4.4.5 HARTLEPOOL & DISTRICT HOSPICE

Hartlepool and District Hospice has applied to the Community Pool for a one year revenue grant of £20,000 as a contribution to the salary costs of a Director of Fundraising and Communications post.

It would appear from the group's application that their projected income for 2009/2010 is considerably greater than their projected expenditure for 2009/2010 and they will have sufficient financial resources to sustain their services without a contribution from the Community Pool.

As resources are limited Officers are recommending rejection of the application.

4.4.6 VICTIM SUPPORT TEESSIDE

Victim Support Teesside has applied to the Community Pool for a one year revenue grant of £19,004 as a 100% contribution to the salary costs of a Serious Crime Worker and the running costs of an office base.

According to the group's application, their work does not support the activity of strengthening communities, which is the main objective of the Community Pool.

The Victim Support project in Hartlepool does have funding allocated through the regional office from a National Office grant, but to date no additional funding has been secured to match this funding. The group have made other funding applications to all local parish councils and the Greatham Hospital of God Trust but the timescales in relation to these bids is not known.

As in previous years the Community Pool 2009/2010 will be substantially oversubscribed and all applicant groups are advised to thoroughly explore all other sources of funding before making an application. As the work carried out by Victim Support Teesside complements the Community Safety theme of the Community Strategy and not the Strengthening Communities theme Officers would encourage them to seek out alternative sources of funding more appropriate to the services they provide.

Officers are therefore recommending rejection of the application.

4.5 Applications Recommended for Funding

- 4.5.1 With the budget for 2009/2010 being set at £482,593 and it being substantially oversubscribed for 2009/2010 Officers have taken a very cautious approach in relation to the formulation of the level of funding recommended for applicant groups.
- 4.5.2 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 a decrease on last year's award, however there are some instances where the recommendation is more than the award approved for 2008/2009. This is due to the 2008/2009 award not being for a full year.
- 4.5.3 Of the 30 applications received several groups have requested a three year tapering grant but in light of the current financial situation and previous decisions made by the Grants Committee, Officers are not recommending the approval of any new three year tapered awards in 2009/2010.
- 4.5.4 Eighteen applications from groups applying for funding are being recommended for approval at this meeting. All of these applications are from groups that have been supported with funding from the Community Pool previously and have come to some extent to depend on this funding. Details of these applications can be found as **Appendix 2**.
- 4.5.5 The loss of funding from other sources could result in some groups making supplementary applications to the Community Pool in the new financial year to sustain the delivery of their core services. However, Officers feel that it is important to stress that Hartlepool Borough Council via the Community Pool or otherwise does not have the resources to replace funding lost from other sources and that voluntary sector groups should take appropriate measures to reduce their dependency on grant funding.

4.6 Specific Issues relating to applications recommended for funding

- 4.6.1 Officers would like to highlight some specific issues relating to three applications which are being recommended for funding for the 2009/10 financial year. The applications are from the following groups Hartlepool Access Group in relation to the Shopmobility project, Hartlepool Community Studio and RESPECT. Details are as follows:

4.6.2 Hartlepool Access Group (HAG): Shopmobility

Members will be aware that Hartlepool Access Group is currently undergoing a period of uncertainty in relation to the future of the group and the sustainability of the services it offers. Due to financial pressures two key staff including the Manager Coordinator has left the employ of HAG leaving only two members of staff to carry on the work of the group. As a result the group has ceased to operate all projects except the Shopmobility project.

After discussions with Hartlepool Access Group, the management of the Middleton Grange Shopping Centre and Council Officers, it was agreed that action needed to be taken to sustain the Shopmobility project. The Executive Committee of HAG have requested support from the Council to assist them to identify a way forward for the group and more especially a way to safeguard the future of the Shopmobility project. To this end Officers have sought and gained approval from the Grants Committee for crisis funding from the Community Pool for the 2008/09 financial year to enable the Shopmobility to carry on operating in the short term and time to give HAG time to formulate a plan as to how to take the Shopmobility project forward. Officers from the Community Services Department and the Internal Audit Section are working with HAG to try to clarify the situation they are in and identify a way of working with other partners, including the Middleton Grange Shopping Centre management and Hartlepool Voluntary Development Agency, to ensure the Shopmobility scheme is retained for the benefit of local residents.

In the 2007/2008 financial year, in light of what were considered very special circumstances, the Grants Committee approved a three year funding package, including an inflationary rise, for Shopmobility. This commitment was made to enable Shopmobility to secure funding from PPG Metro, the shopping centre management, who agreed to match the local authorities grant pound for pound.

Discussions between interested parties are ongoing to secure Shopmobility as a service however, as the award for 2009/2010 was agreed in principle and as funding is available in order to safeguard the future of Shopmobility for the benefit of service users, Officers are recommending the approval an award of £23,252 for 2009/2010. In order to safeguard the council's investment in Shopmobility Officers are also recommending that grant aid should be paid out in monthly instalments.

4.6.3 Hartlepool Community Studio (The Studio)

Hartlepool Community Studio, based in the town centre, is a venue for a wide range of cultural activities including, music, drama and comedy. The main aim of The Studio is to ensure that the young, old, hard to reach, vulnerable, disabled, socially excluded and financially disadvantaged are all catered for as part of their programme of activities.

In recent times The Studio provided a state of the art recording facility and rehearsal rooms for local artists and groups including schools and youth groups. However, with the increase in popularity of home recording facilities and the availability of rehearsal facilities and venues for performance and as a result of the current economic downturn The Studio has suffered from a decrease in audience numbers and people using the facilities for recording and rehearsal purposes. This has resulted in a decrease in income and reliance on the now depleted financial reserves of the organisation.

The board of management of The Studio have recognised the decline in the number of people accessing the facilities as an on going trend and as a result have taken swift and radical action to safeguard its future resulting in a complete top to bottom restructure of the organisation, with the objectives of lowering revenue costs and increasing earned income. In order to achieve these objectives the board of management has made three key posts within the organisation redundant. This includes the post of Studio Manager and Studio Administrator. The loss of these posts will result in a reduction in some income streams but the board of management are confidently forecasting an overall net saving of £30,000 per year.

However, in previous financial years, it is the posts that have been made redundant which have been supported with funding from the Community Pool. In order to make the required savings and to ensure the sustainability of The Studio the full time Administrator's role has been replaced with three part time technical/training/administrative posts. For the 2009/2010 financial year The Studio are therefore requesting grant aid of £26,779 as a contribution to the salary costs of these three posts, a Venue Managers post and venue running costs.

Aware of the criteria of the Community Pool which states that funding is normally agreed as a contribution towards the salary costs of **two** key posts within an organisation, The Studio are keen to reiterate that the changes to their structure have not been taken lightly and have requested that the Grants Committee look upon their request sympathetically. That by agreeing to their request this will give them the opportunity to put their plans for change into place and demonstrate their commitment to dealing with difficult situations in order to secure their future for the benefit of beneficiaries, stakeholders and the town.

Officers are therefore recommending the approval of grant aid of £20,986 as a contribution to the salary costs of a Venue Manager's post, an Assistant Administrator's post, a Studio Trainer/Technician's post and a Venue Trainer/Engineer's post.

4.7 Deferred Applications Round 1

- 4.7.1 Officers are recommending that decisions relating to the following applications, for one year revenue funding, should be deferred until the next meeting of the Grants Committee: Hart Gables, Salaam Centre (Hartlepool Asian Association), Making a Difference, Hartlepool Families First, Belle Vue Community Sports and Youth Centre and Addvance.
- 4.7.2 This course of action is being recommended because the groups have not been in a position to provide all of the information required to process their applications to enable Officers to make an informed recommendation in relation to these applications.

- 4.7.3 Although the application from RESPECT was approved on a three year tapering basis in the 2008/2009 financial year, Officers are also recommending that this application is also deferred until the next meeting of the Grants Committee. The group is currently undergoing a period of substantial change and have been unable to provide relevant documentation to support their application for 2009/2010. However, as a tapered award was approved in 2008/2009 and as funding is available, the award for 2009/2010 is being allocated from the budget before other applications are considered.

5. CONCLUSION

- 5.1 For the 2009/2010 financial year, a total of 30 applications have been made by community groups and voluntary organisations that provide services in Hartlepool. The value of the applications totals £800,385 which far exceeds the budget available of £482,593. **Appendix 2** provides a list of all the applications.
- 5.2 In most instances, the grant aid recommendation is a reduction on the previous year awards because of the increase in number of applications and the value of those applications.
- 5.3 To summarise the financial position, taking into consideration the recommendations included in this report.

Community Pool budget 2009/2010,	£482,593
Specific allocations: Directed Lettings (ring-fenced)	£3,000
Third year of tapered funding 2007/08 (ring-fenced)	£4,085
Second year of tapered funding 2008/09 (ring-fenced)	£17,056
Award to Shopmobility (ring fenced)	£23,252
One year revenue applications total recommended	£353,080
TOTAL RECOMMENDATIONS ROUND 1	£400,473
Balance remaining to be committed at a later date	£82,120

6. RECOMMENDATIONS

Members are requested to approve/note:-

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

4. Any allocation of grant aid to groups known to be experiencing financial difficulties to be released in monthly/quarterly instalments, as appropriate, in order to safeguard the Council's investment and minimise risk.
5. The rejection of applications from the groups as detailed in paragraph 4.4 of this report.
6. The balance of the Community Pool, £82,120 to be considered for allocation against bids at future meetings within the financial year (and any remaining carry over balance from the 2008/2009 budget).

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

Background Papers

Applications to the Community Pool 2009/2010.



HARTLEPOOL BOROUGH COUNCIL

COMMUNITY POOL 2009/2010

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 and Neighbourhood Renewal Strategy.

HARTLEPOOL AMBITION

COMMUNITY STRATEGY AND NEIGHBOURHOOD RENEWAL STRATEGY 2008-2020

Within the main strategic document, there are 8 aims and themes, which are clearly set out as priorities:-

- Jobs and the Economy
- Life Long Learning and Skills
- Health Care
- Community Safety
- Environment
- 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.

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 local people to take a greater role in the planning and delivery of services and strategies that affect their individual lives, their local neighbourhood and the wider community.
- To increase opportunities for everyone to participate in consultation, especially "hard to reach" groups and those communities affected.
- To improve the accessibility of services and information ensuring that providers address the varied needs and requirements of the whole community.
- To fully value the voluntary and community sector and to support them to secure their long-term future through contracted service delivery, promoting volunteering and the agreement of longer term funding settlements.
- To ensure Hartlepool is a cohesive community where there is a sense of belonging for all and where people of different backgrounds, circumstances and generations are able to get along free from discrimination and harassment.

In order to identify the most disadvantaged 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**.

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

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.

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, i.e.

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 decision made by the Grants Committee in respect of their application for funding. An appeal must be made in writing, as it will be presented to the Grants Committee for their consideration.

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. A report detailing the recommendations is presented to the Members of the Grants Committee for their approval.
4. Applicant organisations will be informed of the Grants Committee decision when the minutes of the meeting have been published and have come into effect.
5. 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.
6. 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. Incomplete applications will be returned.
- 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 w ho we can contact during the day in office hours about this application.

Question 14

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 identify w hich grant you are applying for. A one-year grant aw ard w ill be considered with no onus on the Local Authority to fund the organisation in subsequent years. A three-year tapered grant can be offered (with no formal agreement being made for years 2 and 3 because the Council's budget setting is done on an annual basis). In the second and third years of the agreement grant recipients w ill be offered, in principle, 75% and then 50% of the aw ard made in Year 1. Under this scheme, groups cannot apply for funding from the Community Pool in year 4.

Question 19

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

Section 3 Tell us about who will benefit from this grant

Question 21

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

Question 23

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

The Council w ants to distribute funds to areas in need. We need to know w here the people live w ho w ill be able to access your services.

Question 25

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

Section 4**Questions 26 and 27**

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

Question 29

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**Additional Information**

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

If possible, please return your application form and additional information electronically or if that is not possible, a hard copy can be posted. Please be sure to put sufficient postage on the envelope or your application may miss the deadline.

Any applications received after the deadline will not be considered.

COMMUNITY POOL 2009/2010					
APPLICANT GROUP & ROLE OF THE GROUP	GRANT APPROVED	REQUEST 2009/2010	2009/2010	ONE YEAR/ THREE YEAR	NOTES
	2008/2009		RECOMMENDATION	TAPERED FUNDING/	CONTRIBUTIONS TOWARDS THE COSTS OF/OUTCOMES
	£	£	£	DEFER/REJECT	
CATEGORY 1: PROVIDERS OF SERVICES THAT ARE OF STRATEGIC IMPORTANCE					
WEST VIEW ADVICE & RESOURCE CENTRE	£ 30,528.00	£ 45,732.55	£ 29,443.00	ONE	50% contribution to salary costs Advice Manager, Tribunal Disability
Provider of welfare benefits advice, information and support					Worker, Home/Disability Worker, General Advice Worker
HARTLEPOOL CITIZENS ADVICE BUREAU	£ 80,538.00	£ 94,220.00	£ 80,035.00	ONE	80% contribution to salary costs Manager, Deputy Manager, Finance
Provider of advice and information including debt advice employment law, welfare benefits, community care					Officer 50% contribution to salary costs Telephone Advice Worker
HARBOUR SUPPORT SERVICES:	£ 21,213.00	£ 21,850.00	£ 18,371.00	ONE	Sessional costs 2 Counsellors and rent SEARCH project
SEARCH PROJECT					
Provider of counselling and support services to male and female survivors of rape and sexual abuse					
HARTLEPOOL ACCESS GROUP:					
ACCESS AUDIT PROJECT	£ -	£ 8,552.00	£ -	REJECT	See paragraph 4.4.2 Of report
Project has ceased to operate.					
HARTLEPOOL ACCESS GROUP:					
SHOPMOBILITY PROJECT	£ 22,575.00	£ 23,252.25	£ 23,252.00	THREE	Contribution to salary costs Equipment Worker & Administrator
Provider of mobility equipment to enable disabled people to travel around the town centre independantly					Match funding agreed from PPG Metro (shopping centre managers)
HARTLEPOOL CREDIT UNION FORUM	£ 37,222.00	£ 43,146.96	£ 36,947.00	ONE	Contribution to salary costs Business Development Manager,
Provider of credit union facility including junior accounts and basic bank accounts to tackle financial exclusion					Development Officer, Collector and rent

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Appendix 2

APPLICANT GROUP & ROLE OF THE GROUP	GRANT APPROVED	REQUEST 2009/2010	2009/2010	ONE YEAR/ THREE YEAR	NOTES
	2008/2009		RECOMMENDATION	TAPERED FUNDING/	CONTRIBUTIONS TOWARDS THE COSTS OF/OUTCOMES
	£	£	£	DEFER/REJECT	
CATEGORY 2: COMMUNITY DEVELOPMENT/CAPACITY BUILDING INITIATIVES					
OWTON FENS COMMUNITY ASSOCIATION	£ 26,012.00	£ 27,047.00	£ 22,422.00	ONE	50% contribution to salary costs Project Manager, Community Worker
CAPACITY BUILDING PROJECT:					Community Capacity Building Project
Provider of support, advice and information to other voluntary and community groups					
HARTLEPOOL VOLUNTARY DEVELOPMENT AGENCY	£ 30,450.00	£ 33,999.00	£ 29,899.00	ONE	45% contribution to salary costs Manager and Finance Officer.
Provider of support, advice and information to other voluntary and community groups in Hartlepool and the administration of funding on behalf of other funders.					
HARTLEPOOL PEOPLE CENTRE	£ 26,025.00	£ 27,025.00	£ 26,025.00	ONE	50% Contribution to Managers and Administrators salary costs
Facilitator and provider of a range of service and activities courses, training for residents of all ages and accommodation for other voluntary groups					
THE WHARTON TRUST	£ 11,057.00	£ 18,492.00	£ 18,492.00	ONE	50% contribution to salary costs Development Officer & Resource Assistant
Facilitator and provider of a range of activities, courses training and a community library.					
HEADLAND DEVELOPMENT TRUST*	£ 9,729.00	£ 20,000.00	£ 8,449.00	ONE	50% contribution to salary costs Invoice project worker
*3 year tapered funding requested					
Provider of advice and information and support to residents and other voluntary/community groups					
CATEGORY 3: ESTABLISHED GROUPS WHO HAVE NOT BEEN PREVIOUSLY SUPPORTED					
ADVENTURE YOUTH SEA TRAINING TRUST	£ -	£ 15,104.00	£ -	REJECT	See paragraph 4.4.3 Of report
Provider of nautical outdoor activities for young people					
LYNNFIELD COMMUNITY LEARNING CENTRE	£ -	£ 22,000.00	£ -	REJECT	See paragraph 4.4.4 Of report
Facilitator of activities, courses, training for local residents					
ADDVANCE	£ -	£ 51,033.00	£ -	DEFER	
Provider of services for children and young people with Attention Deficit Hyperactivity Disorder					

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Appendix 2

APPLICANT GROUP & ROLE OF THE GROUP	GRANT APPROVED	REQUEST 2009/2010	2009/2010	ONE YEAR/ THREE YEAR	NOTES
	2008/2009		RECOMMENDATION	TAPERED FUNDING/	CONTRIBUTIONS TOWARDS THE COSTS OF/OUTCOMES
	£	£	£	DEFER/REJECT	
CATEGORY 4: OTHER ORGANISATIONS/GROUPS					
WEST VIEW PROJECT	£ 25,591.00	£ 35,075.20	£ 22,646.00	ONE	50% contribution to Project Manager's and Administrator salary costs
Provider of activities including sports and adventure training					
for the benefit of the community including children and					
young people					
BELLE VUE COMMUNITY SPORTS & YOUTH CENTRE	£ 23,750.00	£ 23,750.00	£ -	DEFER	
Facilitator and provider of a wide range of activities including					
sporting activities for the community and accomodation for					
voluntary groups					
THE ORB CENTRE: YOUTH PROJECT	£ 7,000.00	£ 6,000.00	£ 5,940.00	ONE	33% contribution to p/t youth worker salary costs.
Provider of activities for young people from the Foggy Furze					
Stranton and Dyke House wards					
HEADLAND FUTURE	£ 14,000.00	£ 31,170.00	£ 12,978.00	ONE	45% contribution to salary costs Operations Manager.
Facilitator and provider of a wide range of activities					
for young people and the community as a whole					
HARTLEPOOL COMMUNITY STUDIO	£ 21,525.00	£ 26,779.00	£ 20,986.00	ONE	Contribution to salary costs Venue Manager, Administrator, Studio
Provider of a venue for wide range of activities including					Trainer/Technician, Venue Trainer/Engineer
music, performace and rehearsal, drama, comedy					
EPILEPSY OUTLOOK	£ 9,075.00	£ 13,975.00	£ 8,385.00	ONE	30% contribution to salary costs Manager's post.
Provider of support to suffers of epilepsy and their					
families and carers					
OWTON MANOR WEST NWATCH & RESIDENTS ASN	£ 6,128.00	£ 4,085.50	£ 4,085.00	THREE	Contribution to salary costs of Centre Manager - 3rd year of tapered award
Facilitator and provider of activities/services for the					
local community					
HARTLEPOOL CATHOLIC BOXING CLUB	£ 8,322.00	£ 14,300.00	£ 5,850.00	ONE	Contribution to rent
Provider of facility for training and competitive boxing for the					
benefit of young people.					

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Appendix 2

APPLICANT GROUP & ROLE OF THE GROUP	GRANT APPROVED	REQUEST 2009/2010	2009/2010	ONE YEAR/ THREE YEAR	NOTES
	2008/2009		RECOMMENDATION	TAPERED FUNDING/	CONTRIBUTIONS TOWARDS THE COSTS OF/OUTCOMES
CATEGORY 4: OTHER ORGANISATIONS/GROUPS cont	£	£	£	DEFER/REJECT	
HART GABLES	£ 15,597.00	£ 49,014.00	£ -	DEFER	
Provider of support to the lesbian, bi-sexual, gay and trans-sexual community in Hartlepool					
RESPECT	£ 22,742.00	£ 20,000.00	£ 17,056.00	DEFER	
Provider of counselling services for children and young people suffering from isolation, depression, anger managment issues, alcohol problems etc					
HARTLEPOOL HOSPICE	£ 16,499.00	£ 20,000.00	£ -	REJECT	See paragraph 4.4.5 Of report
Provider of palliative care and bereavement services					
SALAAM CENTRE (HARTLEPOOL ASIAN ASN)					
Provider and facilitator of services and resource centre for ethnic minority communities in Hartlepool	£ 17,967.00	£ 21,000.00	£ -	DEFER	
MAKING A DIFFERENCE					
Provider of counselling services, practical support and information for young people who are experiencing emotional distress and/or behnavioural difficulties	£ 12,272.00	£ 16,628.00	£ -	DEFER	
VOLUNTARY WHEELS					
Provider of affordable community transport scheme.	£ 8,574.00	£ 10,000.00	£ 6,212.00	ONE	50% contribution to salary costs Co-ordinator Driver
VICTIM SUPPORT TEESSIDE					
Provider of support, advice and information for victims of crime	£ -	£ 19,004.00	£ -	REJECT	See paragraph 4.4.6 Of report
HARTLEPOOL FAMILIES FIRST					
Provider of a range of services including the Health Bus, the PlayBus, an after school and holiday playscheme for children with learning disabilities	£ -	£ 38,151.00	£ -	DEFER	

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Appendix 2

FINANCIAL POSITION					
BASE BUDGET 2009/2010:	£	482,593.00			
COMMITMENTS:					
ALLOCATIONS FOR SPECIFIC ACTIVITIES	£	3,000.00			
RECOMMENDATIONS ROUND 1 (exc specific activities)	£	397,473.00			
TOTAL RECOMMENDATIONS ROUND 1	£	400,473.00			
BALANCE TO COMMIT ROUND 2	£	82,120.00			