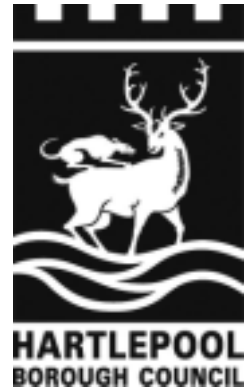


GRANTS COMMITTEE AGENDA



Monday, 11 May 2009

at 3.00 pm

in Committee Room A, 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. MINUTES

3.1 To receive the minutes of the meeting held on 26 March 2009 (attached)

4. KEY DECISIONS

No items

5. OTHER ITEMS REQUIRING DECISION

5.1 Community Pool 2009/2010 - Round 2 - *Director of Adult and Community Services*

GRANTS COMMITTEE

MINUTES AND DECISION RECORD

26 March 2009

The meeting commenced at 4.00 p.m. in the Civic Centre, Hartlepool

Present:

Councillor Robbie Payne (In the Chair)

Councillors Victor Tumilty and the Mayor (Stuart Drummond)

Officers: Peter Goldsbro, Community Safety Officer
Denise Wimpenny, Principal Democratic Services Officer
Susan Rybak, Community Resource Manager
Pat Wormald, Senior Clerical Officer
Sarah Bird, Democratic Services Officer

20. Apologies for Absence

None

21. Declarations of interest by members

None.

22. Confirmation of the minutes of the meeting held on 24 February 2009

The minutes were received.

23. Community Safety Capital Grants Allocations (Community Safety Officer)

Type of decision

Non key

Purpose of Report

The report was presented in order to inform Members of an application to the Community Safety Capital Fund and to seek approval for a grant award.

Issues for Consideration

The Community Safety Capital Grant Fund in total for 2008/09 was £156,996. Grants totalling £151,946 had been awarded during the current year with a balance of £5,050. Recommended grant awards to be considered at this meeting was £2,364.

Waverley Terrace Community Allotment

A grant for this area had been considered at the Grants Committee on 24 February 2009 but an element of the application relating to CCTV camera installation had not been supported. This proposal was to install security fencing to all four sides of the designated allotment area at a revised cost of £12,665. The original application had indicated that there was funding support from Rift House/Bum Valley Forum, Pride in Hartlepool and HBC Minor Works budget but it had since been clarified that there was no committed funding from the HBC Minor Works for 2008/09 although a request from the 2009/10 budget would be made. The funding support from the first two sources is required to be spent within the current financial year and erection of the fence needed to be undertaken as soon as possible to capture this year's planting and growing season.

Decision

Members approved an additional grant of £2,364 towards the project with the proviso that this should be repaid when appropriate funding was received from the Minor Works Budget and that the Community Safety Officer elicit why it had been initially stated that the Minor Works funding was already in place.

24. Civic Lottery Grants *(Principal Democratic Services Officer)*

Type of decision

Non key.

Purpose of Report

The report was presented in order for Members to consider Civic Lottery Grant applications.

Issues for Consideration

Members consider applications for this grant three times a year and following allocation of grants in the first two tranches the balance available was £3065.23.

Applications had been sought from:-

Manor Residents Association for set up costs of a Nurturing Young People's Development resource centre - £2,000

Lion Hill Carter FC for League and Pitch fees, first aid kit and transport - £1,000
1st Hartlepool Boys Brigade for Annual Camp - £1,500
Hartlepool Ambassadors Jazz Band for practice venue and transport fees - £300
Respect Project for an artist illustrator for after school hours - £2,000
Hartlepool Sportability Club for transport for an annual outdoor activity weekend £600
Owton Manor Carpet Bowls for new bowling carpets - £2,000
People's Headland Carnival for funding to stage family events throughout the carnival fortnight - £2,000
Preston Simpson Scholarship in Music for the provision of assistance to young talented musicians aged 15 – 25 to further their musical careers - £2,000
Belle Vue Juniors FC for registration fees and travel to a national tournament in Skegness - £2,000

The total of the sums sought was £15,400 therefore Members were unable to support fully the applications.

Decision

Each applicant should receive an equal proportion of the monies available.

Manor Residents Association - £306.52
Lion Hill Carter FC - £306.52
1st Hartlepool Boys Brigade for Annual Camp - £306.52
Hartlepool Ambassadors Jazz Band - £306.52
Respect Project for an artist illustrator for after school hours - £306.52
Hartlepool Sportability Club - £306.52
Owton Manor Carpet Bowls - £306.52
People's Headland Carnival - £306.52
Preston Simpson Scholarship in Music - £306.52
Belle Vue Juniors FC - £306.52

The meeting concluded at 4.50 pm

P J DEVLIN

CHIEF SOLICITOR

PUBLICATION DATE: 31 March 2009

GRANTS COMMITTEE

11 May, 2009



Report of: Director of Adult and Community Services

Subject: COMMUNITY POOL 2009/2010 - ROUND 2

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 the 2009/2010 financial year from community groups and voluntary organisations providing services for the benefit of Hartlepool residents.

The Community Pool budget for the 2009/2010 financial year is £482,593. At the meeting of the Grants Committee on 24th February, 2009, Members approved Round 1 applications from the 2009/2010 budget totalling £400,473 leaving a balance of £82,120 to be committed at a later date.

At the same meeting, Members also agreed that the balance of the 2008/2009 Community Pool budget (£50,535) could be rolled forward into the 2009/2010 budget. Taking this into consideration, the balance available for distribution at this meeting is £132,655.

There are eight applications which are being presented for consideration in Round 2, including six which were deferred from Round 1 and two additional applications from Manor Residents Association and Owton Manor Neighbourhood Watch and Residents Association.

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

One Year Revenue Grants:-

<u>Organisation</u>	<u>Amount Approved 2008/2009</u>	<u>Amount Recommended 2009/2010 up to</u>
Hart Gables	£15,597	£12,852
Making a Difference	£12,272	£7,613
Salaam Centre (Hartlepool Asian Association)	£17,967	£14,800
Manor Residents Association	£8,797	£5,684
Hartlepool Families First	N/A	£15,780
ADDvance	N/A	£10,792

Applications Recommended for Deferral:-Organisation

RESPECT

Applications Not Recommended for Funding:-Organisation

Owton Manor Neighbourhood West and Residents Association

As it has become 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.

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, 11th May, 2009.

6. DECISION(S) REQUIRED

Members are requested to approve/note:-

- Grant aid to those organisations as recommended and detailed in **Appendix 2.**
- Recommendations to again defer the application from RESPECT whilst additional information is gathered.

3. The rejection of the application from Owton Manor Neighbourhood Watch and Residents Association as detailed in paragraph 4.3 of this report.
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 balance of the Community Pool, £65,134 to be considered for allocation against bids at future meetings within the financial year.
6. To refer the application from Belle Vue Community Sports and Youth Centre to Cabinet once the outstanding documentation has been received.

Report of: Director of Adult and Community Services

Subject: COMMUNITY POOL 2009/2010 - ROUND 2

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 and applications are processed against set criteria, which can be found as **Appendix 1**.
- 2.3 Preference is given to those groups based in the town, however, where there is no local provider or there is a need for a specialist expertise, then support to organisations based outside the town is considered. 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 for the 2009/2010 financial year is £482,593. At the meeting of the Grants Committee on 24th February, 2009, Members approved Round 1 applications from the 2009/2010 budget totalling £400,473 leaving a balance of £82,120 to be committed at a later date.
- 2.5 At the same meeting, Members also agreed that the balance of the 2008/2009 Community Pool budget (£50,535) could be rolled forward into the 2009/2010 budget. Taking this into consideration, the balance available for distribution at this meeting is £132,655.

3. CONSIDERATION OF AWARDS

- 3.1 Application to the Community Pool is open to all, however, the majority of the applications are from groups that have received grant aid previously and are

somewhat **dependant** on financial support from the Council to ensure their sustainability.

- 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 Where grant aid has been approved and where it is considered to be appropriate, in order to safeguard the Council's investment and minimise risk, Officers would suggest that Members of the Grants Committee allow Officers to make an informed decision about the frequency of payments to grant recipients. Normally grant aid is paid out in two instalments, but this could be tailored according to the prevailing circumstances of the group to monthly or quarterly payments.

4. GRANT APPLICATIONS FOR 2009/2010 - ROUND 2

- 4.1 As detailed in paragraph 2.5 of this report, the budget available for distribution in Round 2 is £132,655. There are eight applications which are being presented for consideration in Round 2, including six which were deferred from Round 1 and two additional applications from Manor Residents Association and Owton Manor Neighbourhood Watch and Residents Association. Detailed below, however, are the four broad areas into which these applications fall:-
- 4.2 Ongoing Commitments
- 4.2.1 In the 2008/2009 financial year, one award was approved on a 3 year tapering basis. As this was agreed in principle, the award to RESPECT of

£17,056 was allocated in Round 1, but the decision relating to the application was deferred as the group were unable to provide the relevant supporting documentation to enable officers to make an informed recommendation. Unfortunately, as this information has still not been provided, Officers are recommending that the decision relating to this application is deferred again, until such a time that this information is received.

4.3 Applications Not Being Recommended For Support

- 4.3.1 One application has been received which is not being recommended for funding at this time. Owton Manor Neighbourhood Watch and Residents Association has made a second application to the Community Pool for funding for 2009/2010. The group felt the necessity to make a supplementary application because they had been informed that there was a possibility that funding for core costs from other sources would be reduced on previous year's levels. As this has now proven not to be the case and, as the group have already been awarded a grant of £4,085 from the Community Pool, which is the third year of a tapered award, this application is being recommended for rejection at this time.

4.4 Applications Recommended for Funding

- 4.4.1 Members are aware that applications already made for Community Pool funding for 2009/2010 have been considerable. Therefore Officers have taken a very cautious approach in relation to the formulation of the level of funding recommended for applicant groups. In some cases, substantial increases on last year's levels of funding have been requested; usually because a funding stream which was previously used to match Local Authority funding has come to an end. However, where funding has been recommended, in most instances, the recommendation constitutes a decrease on last year's award.
- 4.4.2 One new application has been received, which is being recommended for funding in Round 2. Manor Residents Association has submitted an application for £16,744 as a contribution towards core costs, including utilities and insurance, telephone and fax. The amount requested is a substantial increase on the grant awarded in previous years and as resources are limited, it is not possible to agree an award at this level. However, Officers are recommending that an award of £5,684 be approved for 2009/2010 as a contribution towards core costs, including insurance and utility costs.
- 4.4.3 In Round 1, the Grants Committee agreed that the decisions relating to the following applications for one year revenue funding: Belle Vue Community Sports and Youth Centre, Hart Gables, Salaam Centre (Hartlepool Asian Association), Making a Difference, Hartlepool Families First and ADDvance, should be deferred as Officers were not able to make a recommendation because either the group was unable to provide the supporting documentation required or specific issues in relation to the application needed to be clarified before a recommendation could be made. At the same meeting, two Members of the Grants Committee declared a

non-pecuniary interest in the application from Belle Vue Community Sports and Youth Centre. As a result, Officers were instructed to present this application to Cabinet for consideration when it was appropriate to do so. However, to date, this has not been possible as supporting documentation is still awaited.

- 4.4.4 Five of the applications that were deferred in Round 1 are being recommended for approval at this meeting. Four 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.
- 4.4.5 One application is from a group who has not been supported with funding from the Community Pool previously. ADDvance have applied to the Community Pool for a 3 year tapered award of £51,033 as a contribution to the core costs, including the salary costs of a Manager, an Administration Manager and a Sessional Youth Worker, utility costs, telephones, insurance and accountancy. As ADDvance has not been awarded a grant from the Community Pool previously and as resources are limited, an award at this level cannot be recommended. However, as the application does meet the criteria of the Community Pool, Officers are recommending an award of £10,792 as a 50% contribution to the salary costs of the Administration Manager and core costs including rent, insurance and accountancy.
- 4.4.6 **Appendix 2** provides details of all the applications which are recommended for funding in Round 2. Where funding is being recommended, information relating to the spend of the grant is also provided.

5. FUTURE FUNDING ROUNDS

- 5.1.1 The loss of funding from other sources could result in some groups making supplementary applications to the Community Pool to sustain the delivery of their core services. However, Officers feel that it is important to stress that Hartlepool Borough Council, via the Community Pool or otherwise, does not have the resources to replace funding lost from other sources and that voluntary sector groups should take appropriate measures to reduce their dependency on grant funding.
- 5.1.2 As a consequence, subject to the outcome of today's meeting, the projected balance remaining of £65,134 should be retained as a contingency, should any of the groups currently supported with funding from the Community Pool find themselves in crisis towards the end of the financial year.

6. SPECIFIC ISSUES RELATING TO APPLICATIONS RECOMMENDED FOR FUNDING IN ROUND 1

- 6.1.1 Hartlepool Access Group (HAG): Shopmobility
- 6.1.2 Officers are continuing to work with Hartlepool Access Group and Middleton Grange Shopping Centre management in order to secure the future of

Shopmobility. Regular meetings are being held with the Executive Committee of HAG and the Shopping Centre Manager to progress the Shopmobility Business Plan 2009-2010. To date, a second draft of the plan has been produced and a meeting had been scheduled for 15th May, 2009 in order to finalise the document and to provide support to the Executive Committee to enable them to implement their action plan to ensure the sustainability of Shopmobility for the foreseeable future.

- 6.1.3 Community Pool funding and funding from PPG Ltd., the shopping centre management, which has been approved for 2009/2010, is being released on a monthly basis to safeguard the Council's and PPG's investment in the Shopmobility service.
- 6.1.4 The Executive Committee of HAG has made contact with the responsible authority dealing with the monitoring of the grant from the Teesside Delegated Grants Scheme. We are advised by the Executive Committee that to date, some discussion has now been held with the monitoring authority, although no decision on an outcome in relation to this issue has yet been made.

7. CONCLUSION

- 7.1 In Round 1, a total of £400,473 was approved for the benefit of community groups and voluntary organisations that provide services in Hartlepool. In Round 2, an additional £67,521 is being recommended for approval at this meeting. 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.
- 7.2 **Appendix 2** provides a list of all the applications that are being presented for consideration at this meeting, including those that are being recommended for approval, for rejection and deferral.
- 7.3 To summarise the financial position, taking into consideration the recommendations included in this report.

Community Pool budget 2009/2010	£482,593
TOTAL RECOMMENDATIONS ROUND 1	<u>£400,473</u>
After Round 1 the balance remaining	£82,120
Plus accrual of the balance of the 08/09 budget	£50,535
Total budget available for distribution in round 2	£132,655
TOTAL RECOMMENDATIONS ROUND 2	<u>£67,521</u>
Balance remaining to be committed at a later date	£65,134

This does not take into account a funding application from Belle Vue Community Sports and Youth Centre which will be referred to Cabinet once outstanding documentation has been received.

8. RECOMMENDATIONS

Members are requested to approve/note:-

1. Grant aid to those organisations as recommended and detailed in **Appendix 2**.
2. Recommendations to again defer the application from RESPECT whilst additional information is gathered.
3. The rejection of the application from Owton Manor Neighbourhood Watch and Residents Association as detailed in paragraph 4.3 of this report.
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 balance of the Community Pool, £65,134 to be considered for allocation against bids at future meetings within the financial year.
6. To refer the application from Belle Vue Community Sports and Youth Centre to Cabinet once the outstanding documentation has been received.

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

Background Papers

Applications to the Community Pool 2009/2010 – Grants Committee 24th February, 2009.



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 who 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 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 19

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 21

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 23

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 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					
BASE BUDGET 2009/10			£ 482,593.00		
ACCRUAL FROM 2008/09 BUDGET			£ 50,535.00		
TOTAL BUDGET AVAILABLE FOR 2009/10			£ 533,128.00		
COMMITMENTS TO DATE:					
TOTAL COMMITMENTS ROUND 1			£ 400,473.00		
ROUND 2					
TOTAL RECOMMENDATIONS ROUND 2			£ 67,521.00		
PROJECTED BALANCE AFTER ROUND 2			£ 65,134.00		
ROUND 2 APPLICATIONS:					
APPLICANT GROUP & ROLE OF THE GROUP	GRANT APPROVED 2008/2009	2009/2010 REQUEST	2009/2010 RECOMMENDATION	ONE/THREE DEFER/REJECT	NOTES
CATEGORY 2:	£	£	£		
MANOR RESIDENTS ASSOCIATION					
Community resource centre facilitating a range of projects and activities to benefit the local community	£ 8,797.00	£ 16,744.00	£ 5,684.00	ONE	CONTRIBUTION TO CORE COSTS INCLUDING INSURANCE ACCOUNTANCY
CATEGORY 4: OTHER ORGANISATIONS/GROUPS					
RESPECT					
Provider of counselling services for children and young people suffering from isolation, depression, management issues, alcohol problems etc	£ 22,742.00	£ 20,000.00	£ -	DEFER	
HART GABLES					
Provider of support to the lesbian, bi-sexual, gay and trans-sexual community in Hartlepool	£ 15,597.00	£ 49,014.00	£ 12,852.00	ONE	40% CONTRIBUTION TO THE SALARY COSTS OF A MANAGERS POST
SALAAM CENTRE					
Provider and facilitator of services and resource centre for ethnic minority communities in Hartlepool	£ 17,967.00	£ 21,000.00	£ 14,800.00	ONE	40% CONTRIBUTION TO SALARY COSTS OF SNR DEVELOPMENT WORKER AND DEVELOPMENT WORKER

MAKING A DIFFERENCE					
Provider of counselling services, practical support and information for young people who are experiencing emotional distress and/or behavioral difficulties	£ 12,272.00	£ 16,628.00	£ 7,613.00	ONE	50% CONTRIBUTION TO SALARY COSTS OF PROJECT CO-ORDINATOR
HARTLEPOOL FAMILIES FIRST					
Provider of a range of services including the Health Bus, the Play Bus, after school holiday playscheme	£ -	£ 38,151.00	£ 15,780.00	ONE	40% CONTRIBUTION TO THE SALARY COSTS
ADVANCE					
Provider of services for children and young people with Attention Deficit Hyperactivity Disorder	£ -	£ 51,033.00	£ 10,792.00	ONE	50% CONTRIBUTION TO SALARY COSTS OF AN ADMINISTRATION MANAGER, RENT INSURANCE, ACCOUTANCY
OWTON MANOR NEIGHBOURHOOD WATCH & RES ASN: SUPPLEMENTARY APPLICATION					
		£ 28,090.00	£ -	REJECT	
TOTAL RECOMMENDATIONS ROUND 2			£ 67,521.00		