

# GRANTS COMMITTEE AGENDA



Thursday, 17 December 2009

at 11.00 am

in Committee Room C, 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 11 November 2009

4. **KEY DECISIONS**

No items.

5. **OTHER ITEMS REQUIRING DECISION**

5.1 Civic Lottery Fund Grant Applications 2009/2010 – *Director of Child & Adult Services*

5.2 Community Pool 2009/2010 - Round 4 – *Director of Child & Adult Services*

# **GRANTS COMMITTEE**

## **MINUTES AND DECISION RECORD**

11 November 2009

The meeting commenced at 3.00 pm in the Civic Centre, Hartlepool

**Present:**

Councillor Payne (In the Chair)  
The Mayor, Stuart Drummond  
Councillor Tumilty

Officers: John Mennear, Assistant Director (Community Services)  
Alison Mawson, Head of Community Safety and Prevention  
Susan Rybak, Community Resource Manager  
Pat Wormald, Senior Clerical Officer  
Sarah Bird, Democratic Services Officer

### **8. Apologies for Absence**

None

### **9. Declarations of Interest**

None

### **10. Minutes of the Meeting held on 17 August 2009**

Approved

### **11. Community Safety Capital Grants Allocations – *Head of Community Safety and Prevention***

**Type of Decision**

Non key.

**Purpose of Report**

The purpose of the report was to advise Members of applications to the Community Safety Capital Fund and sought consideration/approval for recommended grant awards.

**Issues for Consideration**

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

**Business Security Fund – recommended grant of £20,000**

This had been running for a number of years in order to assist small businesses vulnerable to crime, in securing their premises with a number of crime prevention measures.

**Summerhill Centre, CCTV/Security Refurbishment – recommended grant of £9,100**

Details of the proposed CCTV and enhanced lighting systems were outlined and it was clarified that there would be lighting at the rear of the premises as well as the front. Members queried why the CCTV costs would not be taken out of the £50,000 put aside for CCTV investment and were informed that this was a standalone system, not linked to the town's main system. Members expressed a desire that provision should be made for security of the nearby farm in order that any Anti-Social Behaviour would not be displaced there. The Head of Community Safety and Prevention agreed to liaise with OFCA to see whether it wished to link in with this CCTV provision.

**Newburn Bridge Public Conveniences Strategy – recommended grant of £3,000**

Members were concerned that funding for the CCTV provision had not been factored into the initial design and build costs

**Decision**

Members considered and approved the grants as outlined above totalling £32,100.

**12. Community Pool 2009/2010 – Round 3** *(Director of Child and Adult Services)***Type of Decision**

Non key.

**Purpose of Report**

The purpose of the report was to advise and seek approval for the level of grant awards to community groups and voluntary organisation from the Community Pool for 2009/2010.

### Issues for Consideration

Applications to the Community Pool had 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 was £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. At a further meeting of the Grants Committee on 11th May 2009, Members approved Round 2 applications totalling £67,521. On 17<sup>th</sup> August 2009 Members also approved the applications to the Directed Lettings Scheme which totalled £3,175 (£175 more than was previously allocated for these awards). After deducting the additional funding approved for this and taking all of the above into consideration, the balance available for distribution at this meeting is £64,959.

There were two applications presented for consideration in Round 3, a three year tapered grant, which was deferred in Round 1 and Round 2, from Hartlepool Families First in relation to the RESPECT project and a new application from Wynyard Café.com.

Careful examination of both applications had been made, with the result of recommendations as follows:-

#### **Three Year Tapered Grant:**

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

This application had been deferred in Rounds 1 and 2 as the group was unable to provide the relevant supporting documentation to enable officers to make an informed recommendation at that time. However, Hartlepool Families First had taken over the management of RESPECT and had been able to provide officers with the necessary information. The background and history of the group was outlined to Members who had asked for the funding to support the salary costs of two Young People and Volunteer Support Worker posts and a contribution to rent.

Members asked whether the organisation was vulnerable regarding funding in the future and were informed that this would be a self

contained project with a parent company. The organisation would be monitored carefully and officers would encourage organisations to work in co-operation to reduce overheads.

**One Year Revenue Grant:-**

<u>Organisation</u>	<u>Amount</u>	<u>Amount</u>
	<u>Approved</u>	<u>Recommended</u>
	<u>2008/2009</u>	<u>2009/2010 up to</u>
Wynyard Café.com	£5,000	£4,467

This application was for a contribution towards core costs, salary costs of a Café Manager and a new post of Cook Trainer. The café is used by local residents including school children and the elderly. The Café planned to run a one year pilot training scheme to encourage local people to develop confidence and skills in cooking.

Members asked whether the Café would still be viable with a decrease in trade from Brierton School pupils and were assured that trade was likely to remain constant. It was clarified that the recommendation was the part year salary cost and that the group would be encouraged to submit their application at the beginning of the financial year in line with other organisations. Discussion took place about whether it would be prudent not to provide funding for new posts in the current financial climate and it was decided that this would be looked at in future and organisations would be encouraged to pool resources. A Member suggested that young people be allowed to attend any cookery courses.

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.

Members were briefed on the current situation with regard to the Belle Vue Community Sports and Youth Centre which would be considered by Cabinet.

Members were briefed relating to the current situation regarding the management and operation of Shopmobility and a copy of its Business Plan was appended to the report.

**Decision**

Members approved:-

- Year 2 of a Three Year Tapered grant of up to £17,056 for RESPECT (Hartlepool Families First)
- A one year revenue grant of up to £4,467 for Wynyard Café.com

- Any allocation of grant aid to groups known to be experiencing financial difficulties was to be released in monthly/quarterly instalments, as appropriate in order to safeguard the Council's investment and minimise risk
- The balance of the Community Pool, £60,492 to be considered for allocation against bids at future meetings within the financial year

The meeting concluded at 2.55 pm

**P J DEVLIN**  
**CHIEF SOLICITOR**

**PUBLICATION DATE: 17 November 2009**

## GRANTS COMMITTEE

17 December, 2009



**Report of:** Director of Child & Adult Services

**Subject:** CIVIC LOTTERY FUND  
GRANT APPLICATIONS 2009/2010

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### SUMMARY

#### 1. PURPOSE OF REPORT

The purpose of this report is to advise and seek approval for the second round of Civic Lottery Fund Grant applications in the 2009/2010 financial year.

#### 2. SUMMARY OF CONTENTS

The report asks the Grants Committee to consider eight applications from local organisations, four of which have not previously been supported with funding from the Civic Lottery.

#### 3. RELEVANCE TO THE GRANTS COMMITTEE

The Grants Committee is responsible for determining the level of grant awards from the Civic Lottery.

#### 4. TYPE OF DECISION

Non-key decision.

#### 5. DECISION MAKING ROUTE

Grants Committee to determine awards at meeting, 17th December, 2009.

#### 6. DECISION(S) REQUIRED

The report asks members to approve/note:-

1. Grant aid to those organisations as recommended and detailed in **Appendix 2.**
2. The withdrawal of the applications from the New Life Centre and the Hartlepool Kids Combat Club as detailed in **Appendix 2.**

**Report of:** Director of Child & Adult Services

**Subject:** CIVIC LOTTERY FUND  
GRANT APPLICATIONS 2009/2010

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**1. PURPOSE OF REPORT**

- 1.1 The purpose of this report is to advise and seek approval for the second round of Civic Lottery Fund Grant applications in the 2009/2010 financial year.

**2. BACKGROUND**

- 2.1 In accordance with the procedure previously approved by the Grants Committee, the annual amount available for distribution of lottery grants is based upon the real rate of interest earned by the capital investment during the previous financial year. The amount is calculated on an apportionment of the Authority's interest balances to reserves; therefore, the total funding available for distribution in 2009/2010 is £17,250.
- 2.2 At a previous meeting of the Grants Committee Members agreed that £1,500 should be made available for Senior Citizens' summer outings and Christmas Parties. Therefore the balance available for distribution for the remainder of the year is £15,750.
- 2.3 **Appendix 1:** Civic Lottery Fund Grant Application Guidelines includes the Civic Lottery criteria and provides information for applicants relating to what can be funded, including funding for specific activities Senior Citizens outings and Christmas parties and team activities.
- 2.4 The current criteria for eligibility and distribution from the Civic Lottery Grant Fund require the Grants Committee to consider applications three times a year, in order that an overall view of applications can be obtained. In previous years, one third of the balance available has been distributed at each of the three meetings. As Members agreed that this approach should be maintained in this financial year, the amount available for distribution at this meeting will be £5,250 plus the balance remaining from the previous funding round of £60 making the total available for distribution at this meeting £5,310.
- 2.5 In order to assist the Grants Committee with the allocation of Civic Lottery funding Officers have considered each application to the fund and have made recommendations in relation to the allocation of funding, details of which can be found as **Appendix 2**.
- 2.6 The total sum sought in Round 2 is £7,650.



**3. ISSUES FOR CONSIDERATION AND FINANCIAL IMPLICATIONS****3.1 Applications for consideration where no previous grants have been awarded**

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

<b>App. No.</b>	<b>Organisation</b>	<b>Reason for Application</b>	<b>Total Cost</b>	<b>Sum Sought</b>
<b>3385</b>	<b>Stranton Eagles F.C.</b>	Assistance with pitch, league and referees fees.	£1,000	£300
<b>3387</b>	<b>The NLA Companions.</b>	Start up costs for group.	£2,000	£2,000
<b>3392</b>	<b>Stranton F.C.</b>	Assistance with pitch fees and transport.	£280	£200
<b>3397</b>	<b>Seaton Carew Bowling Club</b>	Assistance with consortium and green fees.	£870	£350

**3.2 Applications for consideration – second and subsequent requests**

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

<b>App. No.</b>	<b>Organisation</b>	<b>Reason for Application</b>	<b>Total Cost</b>	<b>Sum Sought</b>
<b>3368</b>	<b>Hartlepool Special Needs Support Group.</b>	Assistance towards trip to Christmas Pantomime.	£2,600	£2,000

**Previous Grants:-**

14 previous awards – last award £500 approved 18/12/07 for Christmas activities.

<b>3388</b>	<b>Greatham under 13's F.C.</b>	Assistance with pitch, league, referees fees and transport costs.	£2,300	£300
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**Previous Grants:-**

4 previous awards – last award approved 4/10/01.

<b>3393</b>	<b>ORCEL Sea Training</b>	A contribution to the costs of sending 14 Hartlepool residents on the 2010 Tall Ships Race.	£17,680	£2,000
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**Previous Grants:-**

One previous award approved 21/4/08.

App. No.	Organisation	Reason for Application	Total Cost	Sum Sought
3396	Hartlepool Rovers Quoit F.C.	Assistance with pitch, league and referees fees.	£2,000	£500

**Previous Grants:-**

One previous award - approved 11/11/2008.

**4. RECOMMENDATIONS**

The report asks members to approve/note:-

1. Grant aid to those organisations as recommended and detailed in **Appendix 2**.
2. The withdrawal of the applications from the New Life Centre and the Hartlepool Kids Combat Club as detailed in **Appendix 2**.

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

**Background Papers**

Applications to the Civic Lottery 2009/2010.

# HARTLEPOOL BOROUGH COUNCIL

## CIVIC LOTTERY FUND

### GRANT APPLICATION GUIDELINES



#### **Background**

The Chief Solicitor advises me that pursuant to Section 7 of the Lotteries and Amusements Act 1976, a local authority may promote a local lottery for any purposes, and in doing so must give such publicity to the objects of the local lottery as will be likely to bring them to the attention of persons purchasing tickets or chances, these objects are then reflected in the eligibility criteria. The authority are under a duty to apply the money accruing from the lottery (including interest) only to the objects of the lottery being that for which the lottery was promoted - as extended by the Secretary of State.

From 1977-1982 a Civic Lottery was promoted by this Council, and a Civic Lottery Fund was established, the original object being for leisure recreational or environmental projects. There is provision in the legislation under Section 7(4) for the consent of the Secretary of State to be given to the appropriation of lottery funds to purposes outside the consent, for an amendment in the Council lottery, to include the provision of grants to local charitable organisations, and on the 4th December 1989 the said consent was granted. Any further departure from the current criteria would require similar consent.

#### **Current Criteria of the Civic Lottery Fund**

##### **The current eligibility criteria for assistance from the Civic Lottery Fund is as follows:-**

1. Any application must be for either leisure, recreational or environmental projects, and following approval by the Secretary of State in December, 1989, it is now also possible for charitable organisations to qualify for assistance.
2. The Grants Committee will consider applications for assistance 3 times during the municipal year in order that an overall view of applications can be obtained.
3. The Grants Committee will assess each application on its merit.
4. Applicants must be based in the Borough of Hartlepool.
5. Applicants should be either organisations or individuals supported by a club/organisation.
6. Applicants are restricted to applying for assistance only once every 12 months.
7. The maximum amount of grant allocated is restricted to £2000.
8. Grants must be claimed within one year of their approval.

**Supplementary Criteria:**

**Specific criteria relating to funding for team activities, including football, netball and jazz bands:**

- i) Teams must comprise a majority of residents from areas of disadvantage as identified by the 1991 Census.
- ii) Grants of up to £200 per team or band up to a maximum of £300 per group may be awarded as a contribution towards running costs. These costs are likely to include pitch and league fees and transport.
- iii) Grant aid should not be used to establish new teams.
- iv) Applications for equipment will not be supported, i.e. the purchase of strips, nets, balls etc.

**Specific criteria relating to funding for senior citizen groups:**

Funding is available for senior citizens groups for either a summer outing or a Christmas party (not both). This is subject to funds being available and based on the number of members in the club.

- i) Senior citizens groups with under 30 members can apply for a maximum of £60 for an outing or party.
- ii) Groups with over 30 members can apply for a maximum of £100 for an outing or party.

**Recommendations - Round 2 Civic Lottery 2009/2010**

<b>APPLICATION NUMBER</b>	<b>GROUP</b>	<b>REASON FOR APPLICATION</b>	<b>PREVIOUS AWARDS</b>	<b>TOTAL COSTS</b>	<b>AMOUNT REQUESTED</b>	<b>RECOMMENDATION</b>
3357 Deferred from round 1	New Life Centre	To provide rehearsals for music dance and drama groups.	Yes	£9,392.83	£2,000	Withdraw application funding no longer required.
3383 Deferred from round 1	Hartlepool Kids Combat Club	Assistance towards the costs of a training event at Stainsacre Hall.	Yes	£4,090.00	£2,000	Withdraw application funding no longer required.
3368 Resubmitted	Hartlepool Special Needs Support Group	Assistance towards trip to Christmas Pantomime.	YES	£2,599.50	£2,000	£500
3385	Stranton Eagles F.C.	Assistance with pitch, league and referees fees.	No	£1,000	£300	£300
3387	The NLA Companions	Start up costs for group including public liability insurance.	No	£2,000	£2,000	£300
3388	Greatham Under 13's F.C.	Assistance with pitch, league and referees fees and transport costs.	Yes	£2,300	£300	£300
3392	Stranton F.C.	Pitch fees and transport.	No	£280	£200	£200
3393	ORCEL Sea Training	Contribution to the costs of sending 14 Hartlepool residents on the 2010 Tall Ships Race.	Yes	£17,680	£2,000	£2,000
3396	Hartlepool Rovers Quoit F.C.	Assistance with pitch, league and referees fees.	Yes	Over £2,000	£500	£300
3397	Seaton Carew Bowling Club	Assistance with consortium and green fees	No	£870	£350	£300

## GRANTS COMMITTEE

17 December, 2009



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

**Subject:** COMMUNITY POOL 2009/2010 - ROUND 4

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### 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. At a meeting of the Grants Committee on 11th May 2009, Members approved Round 2 applications totalling £67,521. On 17<sup>th</sup> August 2009 Members also approved the applications to the Directed Lettings Scheme which totalled £3,175 (£175 more than was previously allocated for these awards). At a further meeting on 17<sup>th</sup> November, 2009 Members approved Round 3 applications totalling £4,467. After taking all of the above into consideration, the balance available for distribution at this meeting is £60,492.

There is one application which is being presented for consideration in Round 4. An application for crisis funding has been received from Hartlepool Community Studio (The Studio). The Studio has requested a supplementary award of £10,257 for this financial year to make up a projected shortfall in income including income generated from events, the hire of rehearsal/recording space and room hire.

The application from The Studio has been carefully examined and Officers are recommending an award of up to £9,678 as a contribution to the operational costs of The Studio including expenditure incurred through the staging of live events and the provision of rehearsal/recording facilities for the benefit of the local community.

**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, 17th December, 2009.

**6. DECISION(S) REQUIRED**

Members are requested to approve:-

1. Grant aid of £9,678 to Hartlepool Community Studio as detailed in paragraph 4.1.3 of the report
2. Any allocation of grant aid to groups known to be experiencing financial difficulties to be released in monthly/quarterly instalments, as appropriate, in order to safeguard the Council's investment and minimise risk.
3. The balance of the Community Pool, £50,814 to be considered for allocation against bids at future meetings within the financial year.

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

**Subject:** COMMUNITY POOL 2009/2010 - ROUND 4

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**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. At a meeting of the Grants Committee on 12th May 2009, Members approved Round 2 applications totalling £67,521. On 17<sup>th</sup> August 2009 Members also approved the applications to the Directed Lettings Scheme which totalled £3,175 (£175 more than was previously allocated for these awards). At a further meeting on 17<sup>th</sup> November, 2009 Members approved Round 3 applications totalling £4,467.
- 2.6 Taking all of the above into consideration, the balance available for distribution at this meeting is £60,492.



### 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 are 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 4

- 4.1 As detailed in paragraph 2.6 of this report, the budget available for distribution in Round 4 is £60,492. There is one application being presented for consideration in Round 4. An application for crisis funding has been received from Hartlepool Community Studio (The Studio). The Studio has requested a supplementary award of £10,257 for this financial year to make up a projected shortfall in income including income generated from events, the hire of rehearsal space and room hire.

4.1.2 This application falls into category (iv) of the Community Pool criteria which states that the applications are from other organisation/groups which do not fall in to the other 3 categories, but provide valuable services with measurable outcomes for the benefit of Hartlepool residents.

4.1.3 Hartlepool Community Studio (The Studio)

Hartlepool Community Studio is the only independent, dedicated, custom built, accessible facility of its size in the Hartlepool area. The Studio provides 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 and it is a venue which bridges the gap between public houses and the Town Hall Theatre in relation to the provision of live entertainment facilities in Hartlepool.

Earlier in the financial year the group was awarded a grant of £20,986 from the Community Pool as a contribution towards the salary costs of key staff including the Venue Manager, Administrator, Studio Trainer/Technician and Venue Trainer /Engineer.

The Studio has however has applied to the Community Pool for a further award of £10,257. This is for a contribution to support ongoing operational costs as budget shortfalls have been identified by the Board (?) for this financial year largely with a projected shortfall in income generated from events and the hire of rehearsal space and room hire.

Members are aware that the Studio has recently undergone a period of substantial change. As the popularity of home recording facilities has increased, numbers using the recording facilities on site has declined, resulting in a loss of income which, coupled with the current economic downturn, would appear to have affected audience numbers and income from the hire of the facilities.

In addition to the perceived reduction in the availability of grant aid to the voluntary sector as a whole, The Studio has had to cope with a substantial reduction in earned income, a reduction in the availability of income from other sources and additional pressures on funding from, amongst other things, fluctuations in utility prices and additional legislative requirements from Noise at Work Regulations 2005 and Working at Height Regulations 2005.

In order to secure the future of The Studio, the Board of Trustees recognised that swift, radical action had to be taken. Consequently, the Board embarked on a complete top to bottom restructure of the organisation, in order to lower operating costs and increase earned income. In order to effect a reduction in projected expenditure of £80,340 (28%) on the previous year's expenditure, the restructuring of the organisation has resulted in three staff being made redundant and cuts in other expenditure, The Studio has also depleted its financial reserves by investing them in services to protect the future of the organisation.

The Board of Trustees are confident that the restructuring of the organisation will generate the savings that are necessary to ensure the viability of The Studio in the coming years. However, they are requesting additional financial support from the Community Pool to cover the shortfall in operational costs in the current financial year, which has to some extent been caused by the current economic climate and the organisation having to meet its obligations as an employer as a result of carrying out the restructuring.

**In order to sustain the work of Hartlepool Community Studio into the new financial year, Officers are recommending approval of grant aid of £9,678 as a contribution to their overall operationing costs. Officers are mindful of the financial support that the organisation has already received but with the radical overhaul improving their situation in comparison to 12 months ago, a final tranche of financial support should be enough to allow them to progress forward.**

## **5. SPECIFIC ISSUES RELATING TO FUTURE FUNDING ROUNDS**

- 5.1 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.
- 5.2 As a consequence, subject to the outcome of today's meeting, the projected balance remaining of £50,814 should be retained as a contingency, should any of the groups currently supported with funding from the Community Pool find themselves in crisis nearer the end of the financial year.

## **6. CONCLUSION**

- 6.1 In Round 1, a total of £400,473 was approved which included allocations for previous commitments and Directed Lettings. In Round 2, an additional £67,521 was approved. At a meeting of the Grants Committee on 17<sup>th</sup> August 2009 Members approved an additional allocation of £175 for the Directed Lettings Scheme which was not included in the previous commitment. In Round 3 an additional £4,467 was approved leaving a balance to be distributed of £60,492 in Round 4.
- 6.2 To summarise the financial position therefore, 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+
BALANCE AVAILABLE FOR ROUND 2	£132,655
TOTAL RECOMMENDATIONS ROUND 2	<u>£67,521-</u>
After Round 2 the balance remaining	£65,134
Additional funding committed for Directed Lettings	<u>£175-</u>
BALANCE AVAILABLE FOR ROUND 3	£64,959
TOTAL RECOMMENDATIONS ROUND 3	<u>£4,467-</u>
After Round 3 the balance remaining	£60,492
TOTAL RECOMMENDATIONS ROUND 4	<u>£9,678</u>
<b>Balance remaining to be committed at a later date</b>	<b>£50,814</b>

This **does not** take into account a funding application for £22,750 from Belle Vue Community Sports and Youth Centre which will be referred to Cabinet once outstanding documentation has been received.

## 7. RECOMMENDATIONS

Members are requested to approve:-

1. Grant aid of £9,678 for Hartlepool Community Studio as detailed in paragraph 4.1.3 of the report.
2. Any allocation of grant aid to groups known to be experiencing financial difficulties to be released in monthly/quarterly instalments, as appropriate, in order to safeguard the Council's investment and minimise risk.
3. The balance of the Community Pool, £50,814 to be considered for allocation against bids at future meetings within the financial year.

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

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

Applications to the Community Pool 2009/2010 – Grants Committee 12th May 2009.

Applications to the Community Pool 2009/2010 – Grants Committee 11<sup>th</sup> November 2009.

Application to the Community Pool 2009/2010 – Hartlepool Community Studio



# **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.**