

# GRANTS COMMITTEE AGENDA



**Monday, 1 March 2010**

**at 11.00 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. MINUTES**

3.1 To receive the minutes of the meeting held on 13 January 2010 (attached)

**4. KEY DECISIONS**

No items

**5. OTHER ITEMS REQUIRING DECISION**

5.1 Community Safety Capital Grants Allocations – *Assistant Director (Community Safety and Protection)*

5.2 Community Pool 2010/2011 – *Director of Child and Adult Services*

# **GRANTS COMMITTEE**

## **MINUTES AND DECISION RECORD**

13 January 2010

The meeting commenced at 2.00 pm in the Civic Centre, Hartlepool

### **Present:**

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

Officers: Brian Neale, Crime And Disorder Co-ordinator  
Sarah Bird, Democratic Services Officer

### **18. Apologies for Absence**

None

### **19. Declaration of Interest by Members**

None

### **20. Minutes of the Meeting held on 17 December 2009**

These were received.

### **21. Community Safety Capital Grants Allocations – *Director of Regeneration and Neighbourhoods***

#### **Type of Decision**

Non key.

#### **Purpose of Report**

To advise Members of applications to the Community Safety Capital Fund and seek consideration/approval for recommended grant awards.

#### **Issues for Consideration**

The revised net Community Safety Capital Grant Fund for 2009/10 had been amended to £107,295. Grants totalling £88,100 had been awarded during the current year. Recommended grant awards for consideration at the Grants Committee totalled £4,925 leaving £14,270

to allocate.

Applications had been made from:-

Rift House Street Lighting – the proposal recommended to and supported by Rift House Neighbourhood Action Plan (NAP) Forum, was that 4 small street lighting schemes were progressed as a priority. These would be to install 2 new lighting columns to the footpath between Browning and Chaucer Avenues, install 1 new lighting column to the rear of Masfield Road; install 1 new lighting column to Swinburne Road footpath and upgrade existing street lighting at the bottom of Masfield Road. The overall cost was £7,050 and the Rift House NAP forum were contributing £2,500 towards this which fulfilled the 35% contribution requirement. The grant requested was therefore £4,550.

St Joseph's Primary School Security Lighting – the proposal was to install white light units to the rear of the school which would be activated through passive infra red detectors. The cost of the project was £1,150 but a capital contribution of £375 had been promised from St Joseph's Primary School and £400 from the Burbank Forum therefore the grant requested was £375. The grant request fulfilled the 35% contribution criteria.

### **Decision**

Members approved grant awards to the two projects totalling no more than £4,925.

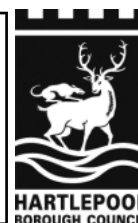
The meeting concluded at 2.01 pm.

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

**PUBLICATION DATE: 18 January 2010**

## GRANTS COMMITTEE

1 March 2010



**Report of:** Assistant Director (Community Safety and Protection)

**Subject:** COMMUNITY SAFETY CAPITAL GRANTS  
ALLOCATIONS

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**1. PURPOSE OF REPORT**

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

**2. SUMMARY OF CONTENTS**

Proposed award for consideration from the Community Safety Capital Fund is as follows:

<u>Project</u>	<u>Recommended</u>
Hartlepool Business Security Fund	£14,000.

**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 1<sup>st</sup> March 2010.

**6. DECISION(S) REQUIRED**

Members of the Grants Committee are requested to consider/approve grant award to one project totalling £14,000,

**Report of:** Assistant Director (Community Safety and Protection)

**Subject:** COMMUNITY SAFETY CAPITAL GRANTS  
ALLOCATIONS

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## **1. PURPOSE OF REPORT**

- 1.1 The purpose of this report is to advise Members of applications to the Community Safety Capital Fund and seek consideration/approval for grant awards.

## **2. BACKGROUND**

- 2.1 The Council has decided that its capital budget for 2009/10 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 £5,050 from 2008/9 this has been increased to £155,050.
- 2.2 However at Cabinet meeting of 15<sup>th</sup> December 2008, a decision that the allocation of £50,000 from the annual Community Safety Capital budget to provide an investment scheme for CCTV cameras and equipment during 2009/10 to 2011/2012 was approved.
- 2.3 Consequently the net Community Safety Capital Fund allocation for 2009/10 will be £105,050. However following return of unused funding, totalling £2,245, from previous grant awards the revised sum available for 2009/10 will be £107,295.
- 2.4 The Safer Hartlepool strategy covers a 3 year period, with annual priorities agreed. Those annual priorities for the year 2009/10 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
  - Reassurance and Community engagement.

2.5 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.

2.6 For the 2009/10 capital allocations, matched funding of 35% minimum is requested.

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

### **3. FINANCIAL IMPLICATIONS**

3.1 The net Community Safety Capital Grant Fund for 2009/10 has been amended to £107,295. Grants totalling £93,025 have been awarded during the current year. Recommended grant award for consideration at this Grants Committee is £14,000, leaving a residual fund of £270 which it is proposed to carry over to the financial year 2010/11.

### **4. APPLICATIONS**

#### **4.1 Hartlepool Business Security Fund.**

4.1.1 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.

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

4.1.3 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 vulnerable to crime which could have adverse financial implications.

4.1.4 The project involves 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 Cleveland Police.

- 4.1.5 Manufacturing businesses will be able to apply for up to 50% of the cost of security installation to a maximum of £2,500. Other businesses up to 75% of the cost of security installation to a maximum of £2,000. Cleveland Police's Hartlepool Crime Prevention Officers will visit the businesses and advise on the type and quality for measures needed.
- 4.1.6 Types of crime prevention measures include CCTV and monitored intruder alarm systems; security fencing; roller shutters; security doors and window grills; security lighting.
- 4.1.7 The project will contribute to the following Community Safety strategic objectives within the grants scheme:
- Acquisitive crime
  - Criminal damage and anti-social behaviour, including deliberate fire setting
  - Preventing and reducing offending, re-offending and risk of offending
  - Reassurance and Community engagement.

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

- 4.1.8 The scheme has been running for a number of years and has always received a great deal of demand from businesses. Invariably the budget is unable to satisfy demand. It is anticipated that this grant application, together with matched funding including business contribution, will enable security needs of up to a further 9 businesses to be met. Evaluation surveys are undertaken with businesses receiving grant support, which regularly confirms that businesses in receipt of these crime prevention measures are less likely to be victims of crime.

#### 4.1.9 Financial Implications

Overall project fund	£24,000
Home Office Small Retail Capital Grant Fund	£ 5,000
Business Sector applicant contribution	£ 5,000
<b>Grant requested</b>	<b>£14,000.</b>

The grant request fulfils the 35% contribution requirement.

Any grant awarded to businesses will be a one-off and enable them to install the various security measures. Ongoing maintenance/repairs, including upgrades and any further security measures, will be undertaken by the businesses themselves.

#### 4.1.10 Recommendation

Members are asked to approve a grant of £14,000 towards this project.

The application has the full support and recommendation of the Section 17 Officer Group.

Any grant approval will be subject to review and appraisal post completion within the Community Safety Capital Grant scheme and will compliment evaluation surveys undertaken with individual businesses.

## **5. RECOMMENDATIONS**

- 5.1 Members are requested to consider and/or approve grant award to one project totalling no more than £14,000.

**CONTACT OFFICER: Brian Neale,  
Crime & Disorder Co-ordinator.**

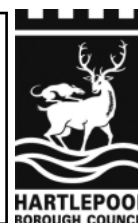
### **BACKGROUND PAPERS**

Individual grant application papers.



## GRANTS COMMITTEE

1 March, 2010



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

**Subject:** COMMUNITY POOL 2010/2011

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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 2010/2011.

#### 2. SUMMARY OF CONTENTS

Applications to the Community Pool have been invited for services provided in the 2010/2011 financial year from community groups and voluntary organisations. 27 applications have been made, totalling requests of £735,851.

The Community Pool budget for the 2010/2011 financial year has been set at £494,658.

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 Lettings allocation for 2010/2011 is £3,200.

In the 2008/2009 financial year, one award from the Community Pool was approved on a tapering basis. As this award was agreed, in principle, and as funding is available, the third year tapered award of £11,371 for RESPECT is being reserved from the total budget available in 2010/2011.

After the deduction of the Directed Lettings allocation and funding for the tapered award to RESPECT this will leave a balance for distribution at this meeting of £480,087.

One application from Owton Manor Neighbourhood Watch and Residents Association is not recommended for funding at this time. Details of this application are included in the body of the report.

Officers are recommending that the decision relating to two groups, Manor Residents Association and Hartlepool Radio is deferred to the next meeting of the Grants Committee. These groups have not been able to provide the additional information which is required to enable Officers to make an informed recommendation at this time.

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 Funding Grant: (2008-2011)**

<u>Organisation</u>	<u>Amount Approved 2009/2010</u>	<u>Amount Recommended 2010/2011 up to</u>
RESPECT (third year)	£17,056	£11,371

**One Year Revenue Grants:**

<u>Organisation</u>	<u>Amount Approved 2009/2010</u>	<u>Amount Recommended 2010/2011 up to</u>
West View Advice & Resource Centre	£29,443	£29,118
Hartlepool Citizens Advice Bureau	£80,035	£80,289
Harbour: SEARCH	£18,371	£15,760
Hartlepool Access Group: Shopmobility	£23,252	£23,949
Hartlepool Credit Union Forum	£36,947	£37,318
Owton Fens Community Association	£22,422	£22,926
Hartlepool Voluntary Development Agency	£29,899	£28,396
Hartlepool People	£26,025	£27,008
The Wharton Trust	£18,492	£18,797
Headland Development Trust	£8,449	£9,360
The Salaam Centre	£14,800	£15,850
West View Project	£22,646	£20,862
The Orb Centre	£5,940	£5,000
Headland Future	£12,978	£12,600
Hartlepool Community Studio	£30,664*	£21,250
Epilepsy Outlook	£8,385	£9,283
Hartlepool Catholic Boxing Club	£5,850	£5,000
Hart Gables	£12,852	£11,556

Making A Difference	£7,613	£8,587
Voluntary Wheels	£6,212	£6,296
Hartlepool Families First	£15,780	£15,986
ADDvance	£10,792	£8,608
Wynyard Café.com	£4,467	£5,000

\* includes supplementary award

**Applications Recommended for Deferral:**

Organisation

Manor Residents Association  
Hartlepool Radio

**Applications Not Recommended for Funding:**

Organisation

Owton Manor West Neighbourhood Watch & Residents Association

**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, 1st March, 2010.

**6. DECISION(S) REQUIRED**

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 the application from Owton Manor West Neighbourhood Watch and Residents Association, as detailed in paragraph 4.4 of this report.
6. The balance of the Community Pool, £41,288 to be considered for allocation against bids at future meetings within the 2010/2011 financial year
7. The balance of the 2009/2010 Community Pool, £50,814, to be rolled forward into the 2010/2011 Community Pool budget.

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

**Subject:** COMMUNITY POOL 2010/2011

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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 2010/2011.

**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 2010/2011 financial year has been set at £494,658.

**3. CONSIDERATION OF AWARDS**

- 3.1 Application to the Community Pool is open to all, however, the majority of the applications for 2010/2011 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** The 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 2009/2010. 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 2010/2011

- 4.1 As detailed in paragraph 2.6 of this report, the budget available for 2010/2011 is £494,658. 27 applications from community groups and voluntary organisations that provide services in Hartlepool have been received. The value of these applications totals £735,851 far exceeding the total budget available.

4.2 **Appendix 2** provides a list of all the applications to the Community Pool for 2010/2011 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 2009/2010 financial year, Officers are recommending that £3,200 should be allocated for Directed Lettings for 2010/2011.

4.3.2 In the 2008/2009 financial year one award was approved on a 3 year tapering basis. As this was agreed in principle, and as funding is available for 2010/2011 the third year of the tapered award to RESPECT, amounting to £11,371, is being allocated before other applications are considered.

4.3.3 Taking all of the above into consideration the uncommitted balance available for distribution therefore is £480,087.

#### 4.4 Applications Not Meeting Criteria and Recommended for Rejection

4.4.1 The application from Owton Manor West Neighbourhood Watch and Residents Association is not being recommended for funding at this time. The application falls outside the criteria of the Community Pool for the 2010/2011 financial year because the group was awarded a three year tapered award in 2007/2008 and consequently is not eligible to apply for funding for 2010/2011. Officers are therefore recommending rejection of the application.

#### 4.5 Applications Recommended for Funding

4.5.1 With the budget for 2010/2011 being set at £494,658 and it being substantially oversubscribed for 2010/2011 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 some instances, the recommendation is more than the award approved for 2009/2010. There are

however, some instances where the recommendation constitutes a decrease on last year's award.

4.5.3 There are 24 applications which 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**.

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

#### 4.6 Specific Issues relating to applications recommended for funding

4.6.1 Officers would like to highlight some specific issues relating to 2 applications which are being recommended for funding at this time. Details of which follow:-

##### 4.6.2 Hartlepool Access Group (HAG): Shopmobility

Members will be aware that Hartlepool Access Group has undergone a period of uncertainty in relation to the future of the group and the sustainability of the services it offers. 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. Crisis funding from the Community Pool for the 2008/09 financial year was approved 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.

During the current financial year HAG has formulated and adopted a business plan which was presented to Members for their information at a previous meeting of the Grants Committee. The business plan included an action plan which is currently being implemented by HAG. Implementation of the action plan is being monitored by the Council's elected member who has been nominated to sit on HAG's committee and the Community Resources Manager.

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. Although this agreement is now time expired PPG Metro has indicated that they will still match any funding agreed by HBC for the Shopmobility project for the 2010/2011 financial year.

Officers are therefore recommending the approval an award of £23,949 for Shopmobility as a contribution towards the salary costs of a Manager, 2 part-time Equipment Workers and a Book-keeper.

#### 4.6.3 The Wharton Trust

Members are aware of recent difficulties that The Wharton Trust has encountered since a key member of staff left the employ of the Trust with little or no notice. Over recent months the remaining staff, the management committee and other volunteers, with the support of HBC officers, have worked together to clarify the groups financial situation, review the staffing structure, strengthen the management committee and implement an action plan to ensure the sustainability of the group in to the new financial year. This work is on-going.

At this point in time the group's financial situation is still unclear however, Officers are recommending the approval of an award £18,797 to contribute to the core costs of the group, including the salary costs of a Project Development Officer and an Administrator/Finance Officer. In order to protect the council's investment any grant that is approved will be paid out in monthly instalments until such a time that Officers are assured that the Trust has sufficient funding is in place from grants and earned income to meet their obligations in 2010/2011.

#### 4.7 Deferred Applications Round 1

4.7.1 Officers are recommending that decisions relating to the applications from Manor Residents Association and Hartlepool Radio should be deferred until the next meeting of the Grants Committee.

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 the application and to enable Officers to make an informed recommendation. This being the case funding has not been ring fenced for these applications and any future award would reduce the balance remaining for any applications from groups who may require consideration of further in-year support to safeguard their future.

### 5. **SPECIFIC ISSUES RELATING TO PREVIOUS RECIPIENTS OF GRANT AID**

5.1 For information Officers would like to highlight some specific issues relating to Belle Vue Community Sports and Youth Centre, a previous recipient of funding from the Community Pool. Details of which follow:-

### 5.1.1 Belle Vue Community Sports and Youth Centre (BVCS&YC)

Belle Vue Community Sports and Youth Centre has benefitted from funding from the Community Pool in recent years. In the 2008/2009 financial year BVCS&YC was awarded £23,750 from the Community Pool as a contribution towards core costs. BVCS&YC has made an application to the Community Pool for the 2009/2010 financial year but the application has yet to be processed because the group has been unable to provide the necessary documentation, including their annual accounts, to enable Officers to make an informed recommendation. Despite Officers being proactive in contacting BVCS&YC to pursue this matter BVCS&YC has failed to respond and as a result the application is still outstanding.

As the 2009/2010 financial year is almost at an end Officers feel that it is now inappropriate to process the 2009/2010 application from BVCS&YC and are therefore recommending that the balance of the 2009/2010 Community Pool £50,814 be rolled forward into the 2010/2011 Community Pool budget..

Furthermore, Officers would also like Members to note the current position. Although BVCS&YC was sent an application form for the 2010/2011 financial year at the beginning of the process, the group has yet to return the form. This being the case funding has not been ring fenced for BVCS&YC for the 2010/2011 financial year and any future award would reduce the balance remaining for applications from those groups who may require consideration of further in-year support.

## 6. CONCLUSION

- 6.1 For the 2010/2011 financial year, a total of 27 applications have been made by community groups and voluntary organisations that provide services in Hartlepool. The value of the applications totals £735,851 which far exceeds the budget available of £494,658. **Appendix 2** provides a list of all the applications.
- 6.2 To summarise the financial position, taking into consideration the recommendations included in this report.

Community Pool budget 2010/2011,	£494,658
Specific allocations: Directed Lettings (ring-fenced)	£3,200
Third year of tapered funding 2008/09 (ring-fenced)	£11,371
One year revenue applications total recommended	£438,799
<b>TOTAL RECOMMENDATIONS ROUND 1</b>	<b>£453,370</b>
Balance remaining to be committed at a later date	£41,288

## 7. 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 the application from Owton Manor West Neighbourhood Watch and Residents Association as detailed in paragraph 4.4 of this report.
6. The balance of the Community Pool, £41,288 to be considered for allocation against bids at future meetings within the 2010/2011 financial year.
7. The balance of the 2009/2010 Community Pool, £50,814, to be rolled forward into the 2010/2011 Community Pool budget.

CONTACT OFFICER: John Mennear, Assistant Director (Child & Adult Services)

Background Papers  
Applications to the Community Pool 2010/2011



# **HARTLEPOOL BOROUGH COUNCIL**

## **COMMUNITY POOL 2010/2011**

### **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.**

<b>COMMUNITY POOL 2010/2011</b>					
<b>APPLICANT GROUP &amp; ROLE OF THE GROUP</b>	<b>GRANT APPROVED</b>	<b>REQUEST</b>	<b>2010/2011</b>	<b>ONE YEAR/</b>	<b>NOTES</b>
	<b>2009/2010</b>	<b>2010/2011</b>	<b>RECOMMENDATION</b>	<b>THREE YEAR</b>	<b>PROPOSED EXPENDITURE OF GRANT/</b>
			<b>up to £</b>	<b>DEFER/REJECT</b>	<b>REASON FOR DEFERRAL/REJECTION</b>
CATEGORY 1: PROVIDERS OF SERVICES THAT ARE OF STRATEGIC IMPORTANCE					
<b>WEST VIEW ADVICE &amp; RESOURCE CENTRE</b>	£ 29,443.00	£ 37,610.00	£ 29,118.00	ONE	Contribution to salary costs Advice
Provider of welfare benefits advice, information and support					Manager, Tribunal Disability Worker, Home Disability Worker, General Advice Worker
<b>HARTLEPOOL CITIZENS ADVICE BUREAU</b>	£ 80,035.00	£ 93,891.00	£ 80,289.00	ONE	Contribution to salary costs Bureau
Provider of advice and information debt advice, employment law, welfare benefits, community care					Manager, Deputy Manager, Admin/Finance Officer, Telephone Advice Worker
<b>HARBOUR SUPPORT SERVICES: SEARCH</b>	£ 18,371.00	£ 22,000.00	£ 15,760.00	ONE	Salary costs of 2 p/t Counsellors
Provider of counselling and support services to male and female survivors of rape and sexual abuse					
<b>HARTLEPOOL ACCESS GROUP: SHOPMOBILITY</b>	£ 23,252.00	£ 23,949.00	£ 23,949.00	ONE	Contribution to the salary costs Manager, 2 p/t Equipment Workers, Book keeper
Provider of mobility equipment to enable disabled people to travel around the town independently					
<b>HARTLEPOOL CREDIT UNION FORUM</b>	£ 36,947.00	£ 44,858.00	£ 37,318.00	ONE	Contribution to salary costs Business
Provider of credit union facility to tackle financial exclusion					Development Manager, Development Officer, Administrator and core costs
CATEGORY 2: COMMUNITY DEVELOPMENT/CAPACITY BUILDING INITIATIVES					
<b>OWTON FENS COMMUNITY ASSOCIATION</b>	£ 22,422.00	£ 29,418.00	£ 22,926.00	ONE	Contribution to salary costs Project Manger
Provider of support, advice and information to other voluntary and community groups					Community Support Worker and rent

APPLICANT GROUP & ROLE OF THE GROUP	GRANT APPROVED 2009/2010	REQUEST 2010/2011	2010/2011 RECOMMENDATION up to £	ONE YEAR/ THREE YEAR DEFER/REJECT	NOTES PROPOSED EXPENDITURE OF GRANT/ REASON FOR DEFERRAL/REJECTION
<b>HARTLEPOOL VOLUNTARY DEVELOPMENT AGENCY</b> Provider of support, advice and information to other voluntary and community groups.	£ 29,899.00	£ 28,396.00	£ 28,396.00	ONE	Contribution to salary costs Manager and Finance Officer
<b>HARTLEPOOL PEOPLE CENTRE</b> Facilitator and provider of a range of services and activities, courses and training for residents of all ages.	£ 26,025.00	£ 28,008.00	£ 27,008.00	ONE	Contribution to salary costs Manager and Administrator
<b>THE WHARTON TRUST</b> Facilitator and provider of a range of activities, courses training and a community library.	£ 18,492.00	£ 20,886.00	£ 18,797.00	ONE	Contribution to salary costs Project Development Officer and Admin/Finance Officer
<b>HEADLAND DEVELOPMENT TRUST</b> Provider of advice and information and support to residents and other voluntary/community groups	£ 8,449.00	£ 19,000.00	£ 9,360.00	ONE	Contribution to the salary costs of Information/Advice worker
<b>MANOR RESIDENTS ASSOCIATION</b> Facilitator and provider of a range of services and activities, courses and training for residents of all ages.	£ 5,684.00	£ 37,370.00	£ -	DEFER	Group unable to provide annual accounts and annual report
<b>THE SALAAM CENTRE</b> Provider and facilitator of services and a resource centre for ethnic minority communities in Hartlepool.	£ 14,800.00	£ 25,000.00	£ 15,850.00	ONE	Contribution to salary costs of Manager
CATEGORY 3: ESTABLISHED GROUPS WHO HAVE NOT BEEN PREVIOUSLY SUPPORTED					
<b>HARTLEPOOL RADIO</b> Community radio station	£ -	£ 20,000.00	£ -	DEFER	Group awaiting outcome of other funding bids

APPLICANT GROUP & ROLE OF THE GROUP	GRANT APPROVED	REQUEST	2010/2011	ONE YEAR/	NOTES
	2009/2010	2010/2011	RECOMMENDATION	THREE YEAR	PROPOSED EXPENDITURE OF GRANT/
			up to £	DEFER/REJECT	REASON FOR DEFERRAL/REJECTION
CATEGORY 4: OTHER ORGANISATIONS/GROUPS					
<b>WEST VIEW PROJECT</b>	£ 22,646.00	£ 36,114.00	£ 20,862.00	ONE	Contribution to salary costs Development
Provider of activities including sports and adventure training for the benefit of the community including children and young people					Manager, Administrator and rent
<b>THE ORB CENTRE</b>	£ 5,940.00	£ 6,000.00	£ 5,000.00	ONE	Contribution to salary costs of two
Provider of activities for young people from the Foggy Furze, Stranton and Dyke House wards					p/t youth workers
<b>HEADLAND FUTURE</b>	£ 12,978.00	£ 20,000.00	£ 12,600.00	ONE	Contribution to the salary costs of
Facilitator and provider of a wide range of activities for young people and the community as a whole					Operations Manager
<b>HARTLEPOOL COMMUNITY STUDIO</b>	£ 30,664.00	£ 25,188.00	£ 21,250.00	ONE	Contribution to salary costs Venue
Provider of a venue for a wide range of activities including music, performance, rehearsal, drama and comedy (2009/10 award inc supplementary award)					Manager, Administrator, Studio Engineer/Trainer, Venue Engineer/Trainer, utilities
<b>EPILEPSY OUTLOOK</b>	£ 8,385.00	£ 13,261.00	£ 9,283.00	ONE	Contribution to salary costs Manager
Provider of support to sufferers of epilepsy and their families and carers					
<b>OWTON MANOR WEST NWATCH &amp; RES ASN</b>	£ 4,085.00	£ 74,234.00	£ -	REJECT	Group received tapered award 2007/2008 therefore ineligible for award in 2010/11
Facilitator and provider of activities/services for the local community					
<b>HARTLEPOOL CATHOLIC BOXING CLUB</b>	£ 5,850.00	£ 17,000.00	£ 5,000.00	ONE	Contribution to rent
Provider of facility for training and competitive boxing for the benefit of young people					

APPLICANT GROUP & ROLE OF THE GROUP	GRANT APPROVED	REQUEST	2010/2011	ONE YEAR/	NOTES
	2009/2010	2010/2011	RECOMMENDATION	THREE YEAR	PROPOSED EXPENDITURE OF GRANT/
			up to £	DEFER/REJECT	REASON FOR DEFERRAL/REJECTION
<b>HART GABLES</b>	£ 12,852.00	£ 17,916.00	£ 11,556.00	ONE	Contribution to salary costs Manager and
Provider of support to the lesbian, bi-sexual, gay					Finance Worker
and trans-sexual community in Hartlepool.					
<b>RESPECT (HARTLEPOOL FAMILIES FIRST)</b>	£ 17,056.00	£ 11,371.00	£ 11,371.00	3RD YEAR	Contribution to salary costs Senior Young
Provider of counselling services for children and				TAPER AWARD	Persons Support Worker and Young
young people suffering from isolation, depression,					Persons Support Worker
anger management issues, alcohol problems etc					
<b>MAKING A DIFFERENCE</b>	£ 7,613.00	£ 17,032.00	£ 8,587.00	ONE	Contribution to salary costs Project
Provider of counselling services, practical support and					Co-ordinator
information for young people who are experiencing					
emotional distress and/or have behavioural problems.					
<b>VOLUNTARY WHEELS</b>	£ 6,212.00	£ 9,000.00	£ 6,296.00	ONE	Contribution to salary costs Co-ordinator
Provider of affordable community transport scheme.					Driver
<b>HARTLEPOOL FAMILIES FIRST</b>	£ 15,780.00	£ 31,049.00	£ 15,986.00	ONE	Contribution to salary costs Manager
Provider of a range of services including the Health					
Bus, the Play Bus, an after school and holiday play					
scheme for children with learning disabilities					
<b>ADVANCE</b>	£ 10,792.00	£ 20,000.00	£ 8,608.00	ONE	Contribution to salary costs Finance
Provider of services for children and young people					Operations Manager
with Attention Deficit Hyperactivity disorder.					
<b>WYNYARD CAFÉ.COM</b>	£ 4,467.00	£ 7,300.00	£ 5,000.00	ONE	Contribution to salary costs Manager/Cook
Community café serving healthy menu choices.					
<b>TOTAL AWARDS APPROVED 2009/2010</b>	£ 479,139.00				
<b>TOTAL REQUESTS ROUND 1 2010/2011</b>		£ 735,851.00			
<b>RECOMMENDATIONS ROUND 1 (exc directed lettings)</b>			£ 450,170.00		

<b>FINANCIAL POSITION 2010/2011:</b>					
<b>BASE BUDGET</b>			£ 494,658.00		
<b>COMMITMENTS:</b>					
ALLOCATION FOR DIRECTED LETTINGS			£ 3,200.00		
RECOMMENDATIONS ROUND 1 (exc specific activities)			£ 450,170.00		
<b>TOTAL RECOMMENDATIONS ROUND 1</b>			<b>£ 453,370.00</b>		
<b>BALANCE TO COMMIT TO ROUND 2</b>			<b>£ 41,288.00</b>		