

# REPLACEMENT AGENDA

## GRANTS COMMITTEE AGENDA



**Wednesday, 14 July 2010**

**at 2.00 pm**

**in Committee Room C,  
Civic Centre, Hartlepool**

MEMBERS: GRANTS COMMITTEE:

The Mayor, Stuart Drummond

Councillors Payne and H Thompson

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

**4. KEY DECISIONS**

No items

**5. OTHER ITEMS REQUIRING DECISION**

- 5.1 Community Safety Capital Grants Allocation – *Assistant Director (Community Safety and Protection)*
- 5.2 Civic Lottery Fund Grant Applications 2010/2011 – *Director of Child and Adult Services*
- 5.3 Community Pool 2010/2011 – Round 2 – *Director of Child and Adult Services*
- 5.4 Directed Lettings 2010/2011 - Hire of Premises by Voluntary/Community Groups – *Director of Child and Adult Services*

# REPLACEMENT AGENDA

- 5.5 Play Opportunities Pool Award 2010/2011 – *Director of Child and Adult Services*

# **GRANTS COMMITTEE**

## **MINUTES AND DECISION RECORD**

1 March 2010

The meeting commenced at 11.00 am in the Civic Centre, Hartlepool

**Present:**

Councillor Robbie Payne (In the Chair)

The Mayor, Stuart Drummond and Councillor Victor Tumilty

Officers:     John Mennear, Assistant Director, Community Services  
                 Susan Rybak, Community Resources Manager  
                 Pat Wormald, Senior Clerical Officer  
                 Peter Gouldsbro, Community Safety Officer  
                 Sarah Bird, Democratic Services Officer

Others:        Chair and Treasurer of Hartlepool Community Studio

### **22. Apologies for Absence**

None.

### **23. Declarations of interest by members**

None.

### **24. Confirmation of the minutes of the meeting held on 13 January 2010**

Agreed.

### **25. Community Safety Capital Grants Allocations** (Community Safety Officer)

**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 sum available for allocation in 2009/2010 was £107,295. Grants totalling £93,025 had been awarded during the currently year leaving £14,270 available.

An application had been received from Hartlepool Business Security Fund. The Business Security Grant scheme had been running for a number of years and had been successful in assisting small businesses vulnerable to crime, to secure their premises. Manufacturing businesses would be able to apply for up to 50% of the cost of security installation to a maximum of £2,500 and other businesses up to 75% of the cost of security installation to a maximum of £2,500. It was anticipated that the grant application together with matched funding including business contribution would enable security needs of up to a further 9 businesses to be met. The Business Security Grant scheme had requested £14,000 from the Community Safety Capital Grant Allocation and would provide the necessary 35% match funding.

### **Decision**

Members approved the grant award to the Hartlepool Business Security Fund of £14,000.

## **26. Community Pool 2010/2011** *(Assistant Director, Community Services)*

### **Type of Decision**

Non key.

### **Purpose of Report**

The report advised members and sought approval for the level of grant awards to community groups and voluntary organisations from the Community Pool for 2010/2011.

### **Issues for Consideration**

Members were reminded that the balance for distribution at this meeting was £480,087 after £3,200 had been put aside for Directed Lettings and £11,371 for a tapered award for RESPECT. An application from Owton Manor Neighbourhood Watch and Residents' Association was not recommended for funding as this did not fulfil the criteria. The following amounts were however, recommended for approval.

<u>Organisation</u>	<u>Amount</u> <u>Recommended</u> <u>2010/2011 up to</u>
West View Advice & Resource Centre	£29,118
Hartlepool Citizens Advice Bureau	£80,289
Harbour: SEARCH	£15,760
Hartlepool Access Group: Shopmobility	£23,949
Hartlepool Credit Union Forum	£37,318
Owton Fens Community Association	£22,926
Hartlepool Voluntary Development Agency	£28,396
Hartlepool People	£27,008
The Wharton Trust	£18,797
Headland Development Trust	£9,360
The Salaam Centre	£15,850
West View Project	£20,862
The Orb Centre	£5,000
Headland Future	£12,600
Hartlepool Community Studio	£21,250
Epilepsy Outlook	£9,283
Hartlepool Catholic Boxing Club	£5,000
Hart Gables	£11,556
Making A Difference	£8,587
Voluntary Wheels	£6,296
Hartlepool Families First	£15,986
ADDvance	£8,608
Wynyard Café.com	£5,000

Members were reminded of the measures that had been put in place to assist the Hartlepool Access Group (Shopmobility). Members were also informed that the Wharton Trust was currently undergoing Capital works to the premises it used and therefore it was proposed to pay any grant approved in monthly instalments until completion of the building works and the Trust was in a more viable position. Members were re-assured that appropriate support was ongoing for these two groups.

Two applications had been recommended for deferral. These were from Manor Residents Association and Hartlepool Radio as these groups had not been able to provide the additional information required to enable Officers to make an informed recommendation at this time.

Members were informed that the Belle Vue Community Sports and Youth Centre had not, as yet, submitted a bid for grant funding for 2010/11 and that their bid for funding for the current financial year is still outstanding. As the 2009/10 financial year is almost at an end Officers feel that it is now inappropriate to process the 2009/10 application from Belle Vue Community Sports and Youth Centre, therefore Officers recommended that the balance of the Community Pool for 2009/10 be rolled forward into the 2010/11 Community Pool budget.

An update was provided on Hartlepool Community Studio and its current financial position.

**Decision**

Members approved:-

- The levels of budget allocated for Directed Lettings
- Grant aid to those organisations as recommended and detailed in Appendix 2 of the report
- Recommendations to defer those applications as detailed in Appendix 2 of the report
- 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
- The rejection of the application from Owton Manor West Neighbourhood Watch and Residents Association as detailed in paragraph 4.4 of the report
- The balance of the Community Pool, £41,288 to be considered for allocation against bids at future meetings within the 2010/2011 financial year
- The balance of the 2009/2010 Community Pool, £50,814 to be rolled forward into the 2010/2011 Community Pool budget

The meeting concluded at 11.27 am

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

**PUBLICATION DATE: 4 March 2010**

## GRANTS COMMITTEE

14<sup>th</sup> July 2010



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

**Subject:** COMMUNITY SAFETY CAPITAL GRANTS  
ALLOCATIONS

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

<u>Project</u>	<u>Recommended</u>
Central Estate Community Garden	£8,110
Dent Street CCTV	£4,200

### 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 14<sup>th</sup> July 2010.

**6. DECISION(S) REQUIRED**

Members of the Grants Committee are requested to consider/approve grant awards to two projects totalling £12,310,



**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 recommended grant awards.

**2. BACKGROUND**

- 2.1 The Council has decided that its capital budget for 2010/11 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.
- 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 2010/11 will be £100,000.
- 2.4 The Safer Hartlepool strategy covers a 3 year period, with annual priorities agreed. Those annual priorities for the year 2010/11 are:
- Drug dealing and supply
  - Violent crime, including domestic abuse
  - 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 2010/11 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 2010/11 has been amended to £100,000. No grants have been awarded during the current year. Recommended grant awards for consideration at this Grants Committee are £12,310, which will leave a residual balance £87,690 available for applications during the year.

### **4. APPLICATIONS**

#### **4.1 Central Estate Community Garden.**

- 4.1.1 Over recent years a number of initiatives have been successfully delivered to increase engagement with a wider section of the local community which has lead to positive results in addressing problems of crime and anti-social behaviour on and around the Central Estate area.
- 4.1.2 Focal to many of these initiatives are the Phoenix and Hindpool Surestart Centres which afford a wide range of accessible services and recreational activities open to all members of the Community.
- 4.1.3 A current Central Estate priority is the provision of diversionary and engagement opportunities for young people which it is identified will assist in reducing anti-social behaviour. Wide consultation has been undertaken with the community, within the Central Neighbourhood Action Plan and specific events centred on Hindpool Surestart Centre, enabling development of a range of activities to be integrated into a proposed project.
- 4.1.4 In continuation of existing initiatives, the Community Garden project will provide recreation and diversionary activities including natural play facilities, graffiti wall, and raised beds for horticultural initiatives together with storage and site security/access controls. The Garden is also designed to tie into the development of a Community Café currently being progressed. Whilst the provision is directed towards the younger generation, it is aimed to bring

together all generations and assist in breaking down those intergenerational issues as well as strengthening community bonds and relationships.

- 4.1.5 The Garden will utilise available land between the Phoenix and Hindpool Surestart Centre premises. The Garden will be open access during the opening times of the Phoenix Centre which will provide informal supervision of the area. However during hours of closure it is essential to ensure that the Garden and the various facilities are protected. Utilisation of existing fencing and secure access arrangements, plus current CCTV provision, will afford a good level of safeguard although we have recommended a degree of live CCTV monitoring for a post completion period.
- 4.1.6 Planning approvals and land use consents will be obtained prior to project commencement.
- 4.1.7. The project will contribute to the following Community Safety strategic objectives within the grants scheme:
- Criminal damage and anti-social behaviour including deliberate fire setting
  - Preventing and reducing offending, re-offending and the risk of offending
  - Reassurance and community engagement
- 4.1.8 The project is being developed in partnership with a number of Hartlepool Borough Council departments, including estates, children and adult services and regeneration as well as HousingHartlepool, Groundwork North East and the Central Neighbourhood Action Plan.

The Primary Care Trust, as a principal user of Hindpool Surestart Centre, has been consulted and fully supports the proposal.

In addition the project has been developed with Police support and guidance through their Neighbourhood and Crime Prevention teams.

#### 4.1.9 Financial Implications

Overall project cost	£74,609
Community Spaces Big Lottery	£49,999 (unsecured)
Pride in Hartlepool	£ 2,000 (unsecured)
Surestart	£ 2,000 (secured)
Central NAP	£ 6,000 (secured)
HousingHartlepool	£ 6,500 (secured)
<b>Grant requested</b>	<b>£ 8,110</b>

The grant request fulfils the 35% contribution requirement.

The project costs include a 10% contingency margin.

Stage 2 application is under submission to the Big Lottery with a decision anticipated around September 2010. Confirmation of support from Pride in Hartlepool is also awaited.

All future revenue costs will be met by the Surestart Centre. To contain costs it is anticipated that community volunteers will undertake active participation in the upkeep and maintenance of the actual garden.

#### 4.1.10 Recommendation

Members are asked to consider and approve a grant of £8,110 towards this project. Grant release will be conditional upon other funding confirmation.

The application has the majority 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 any appraisal requirement of other support funding programmes.

#### 4.2. Dent Street CCTV.

- 4.2.1 The Dent Street location has, for a number of years, been a priority area for the Safer Hartlepool Partnership in respect of addressing crime and anti-social behaviour. A series of initiatives have been delivered by SHP partners with varying degrees of success and impact.
- 4.2.2 The area is a mix of private ownership/occupancy and private landlord tenanted properties. That latter sector which has a degree of transient occupancy has proven, in some cases, to have a negative impact on stabilising crime and ASB.
- 4.2.3 In October 2008, at the request of Central Joint Action Group, a deployable camera was installed at the south end of Dent St. This was part of a series of measures to address unacceptable crime and ASB levels. The deployable camera was utilised in conjunction with an existing HBC camera located at the junction of Murray St. and Lowthian Rd. which enabled a “box” coverage approach.
- 4.2.4 Over a 12 month period analysing pre and post deployable camera installation statistics, it is worthy of note that Dent St. and the parallel Derwent St. evidenced 77 recorded crimes and 129 ASB incidents. In both categories the substantive majority of incidents occurred in Dent St. It is also recognisable that post camera installation, the volume of incidents in both categories reduced substantially. Also noteworthy is that there was more than one attempt to disable the camera which could be a reflection of the concern caused to certain residents, and associates, of interference in their preferred lifestyle.

- 4.2.5. During the year post installation of the deployable, the camera made a significant contribution in a number of arrests for criminal offences. Of parallel importance has been the success of Police and HBC Anti-Social Behaviour Unit in securing 8 ASB Orders against a hard core of individuals centred on Dent St., with the camera affording key evidence. In further support ongoing camera operations have identified breaches of orders and other criminal offences resulting in custodial sentences for persistent offenders. Through direct intervention, and as a result of other support actions including ongoing CCTV operation, a number of those disruptive elements have relocated from Dent St.
- 4.2.6. Comparative analysis September/October 2009 to the same 2008 period, identifies an aggregate reduction of 78% in criminal offences whilst ASB offences show an aggregate reduction of 52%.
- 4.2.7 Police believe that the deployable camera continues to play a major role in this improving picture. Whilst Dent St. still has problems these are, in the main, manageable. Nevertheless there is ongoing concern that any relaxation of current levels of problem management could result in a deterioration of the positive progress. Resident representatives have expressed similar concerns.
- 4.2.8 To release the deployable camera which does not have a live monitoring capability, and assist in balancing Police priorities, it has been recommended that a permanent camera be installed. That would enable live monitoring of the street and migrate to a more response based Police approach yet maintaining resident confidence. This approach has the full support of Central Joint Action Group and the Resident Association.
- 4.2.9 Consultation with Police and the Residents Association has agreed the recommendation that a permanent camera replaces the existing deployable and that the current location at the junction of Dent. St. and Elliott St. remains the preferred camera site.
- 4.2.10 It is proposed that camera images will be transmitted to HBC CCTV Monitoring Centre through a wireless link already installed at Mill House Centre. In addition we will utilise elements of recently decommissioned cameras at Richard Court and Kathleen St. which will reduce the overall project cost to £10,200.
- 4.2.11 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 the risk of offending
  - Reassurance and community engagement.

**4.2.12 Financial Implications**

Installation and commissioning cost	£10,200
N.D.C. Environment Security/Target Hardening	£ 6,000
<b>Grant requested</b>	<b>£ 4,200</b>

The grant request fulfils the 35% contribution criteria.

All future revenue costs will be met from HBC Community Safety CCTV budget. In this respect the net cost impact has been covered by the decommissioning of two existing cameras.

**4.2.13 Recommendation**

Members are asked to consider and approve a grant of £4,200 towards this project.

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

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

All HBC Community Safety CCTV cameras are subject to annual review to assess their current location retention as part of recommendations of the CCTV Code of Practice (revised 2008).

**5. RECOMMENDATIONS**

- 5.1 Members are requested to consider and/or approve grant awards to two projects totalling no more than £12,310.

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

**BACKGROUND PAPERS**

Individual grant application papers.

## **GRANTS COMMITTEE**

14<sup>th</sup> July 2010



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

**Subject:** CIVIC LOTTERY FUND  
GRANT APPLICATIONS 2010/2011

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### **SUMMARY**

#### **1. PURPOSE OF REPORT**

The purpose of this report is to advise and seek approval for the first round of Civic Lottery Fund Grant applications in the 2010/2011 financial year.

#### **2. SUMMARY OF CONTENTS**

The report asks the Grants Committee to consider the following:-

- The general approach to the allocation of the funding available from the Civic Lottery in 2010/2011.
- The approach to the award of grants for Senior Citizens' summer outings and Christmas parties and approval of the delegation of authority to the Director of Child and Adult Services to approve these grants.
- 21 applications from local organisations, 12 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, 14<sup>th</sup> July 2010

## 6. DECISION(S) REQUIRED

The report asks members to consider/approve:-

1. The general approach to the allocation of the funding available for distribution in 2010/2011 which amounts to £12,200.
2. The approach to the award of grants for Senior Citizens' summer outings and Christmas parties, including setting aside of £1,500 for these applications as detailed in Section 3 of the report and delegating authority to approve these grants, in accordance with Civic Lottery Criteria, to the Director of Child and Adult Services.
3. Grant aid totalling £3,552 to those organisations as recommended and detailed in **Appendix 2**.
4. Any uncommitted balance of the Round 1 allocation to be carried forward to Round 2 of the Civic Lottery Grant Fund for 2010/2011.



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

**Subject:** CIVIC LOTTERY FUND  
GRANT APPLICATIONS 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 first round of Civic Lottery Fund Grant applications in the 2010/2011 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 2010/2011 is £12,200.
- 2.2 **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.
- 2.3 In previous years, the Grants Committee have agreed that £1,500 be made available for Senior Citizens' summer outings and Christmas parties. If the Grants Committee approves this approach for the 2010/2011 financial year, then the balance available for distribution for the year will be £10,700.
- 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. If this approach is maintained in this financial year, the amount available for distribution at this meeting and at each of the two remaining rounds will be £3,566.
- 2.5 In previous years, in order to allocate the funding, it was agreed to distribute the balance available for distribution proportionately between the applicants in each of the three rounds. However, it seems that this approach has not always been beneficial for grant recipients who have been unable to raise match funding from other sources and consequently, have not been in a position to claim the grant. Therefore, in order to assist the Grants Committee with the allocation of Civic Lottery funding and recipient organisations, Officers have considered each application and have made recommendations in relation to the allocation of funding, details of which can be found as **Appendix 2**.

2.6 Should the Grants Committee not wish to adopt this approach to the allocation of funding, as the total sum sought by applicant organisations in Round 1 outweighs the funding which is available, then awards could be made on a pro rata basis as in previous years.

2.7 The total sum sought in Round 1 is £29,323.

### 3. ISSUES FOR CONSIDERATION AND FINANCIAL IMPLICATIONS

#### 3.1 Approach to applications for funding towards Senior Citizens' summer outings and Christmas parties

3.1.1 It is usual at this time of year to consider applications from Senior Citizens' organisations for assistance towards the cost of their summer outings and Christmas parties. It is suggested that the Grants Committee may wish to adopt a similar procedure as in previous years, whereby, a sum of £1,500 is set aside for applications for grants towards either summer outings or Christmas parties (not both). Members have previously agreed to the following criteria:-

- Groups with a membership of up to 30 members can apply for up to £60.
- Groups with more than 30 members can apply for up to £100.

3.1.2 Officers are recommending that this approach be adopted for the 2010/2011 financial year and are seeking Member's approval for this course of action and approval of the delegation of authority to the Director of Child and Adult Services to approve these grants in accordance with Civic Lottery criteria.

#### 3.2 Applications for consideration where no previous grants have been awarded

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

App. No.	Organisation	Reason for Application	Total Cost	Sum Sought
3401	Ruff Diamonds	Assistance with travel and accommodation to the World Hip Hop Championship in Las Vegas in July 2010	£11,900	£2,000
3402	Young at Hart	Funding for a social/leisure project for the elderly	£1,320	£920
3406	Red Dreams	Funding to purchase music and backing tracks for vocal coaching	£2,500	£2,000
3408	Paws 'n' Claws	Assistance with establishing an animal rescue centre	£3,200	£2,000

App. No.	Organisation	Reason for Application	Total Cost	Sum Sought
3409	The Monterays Jazz Band	Funding towards the purchase of uniforms	Information not supplied	£300
3410	Hartlepool Wadokai	Running costs, transport, entry fees and hosting of world class seminar Nov 2010	£2,200	£2,000
3414	Hart Gables	Funding for Gaymes event Sept 2010	£4,000	£1,500
3419	Hartlepool Power Station Cricket Club	Assistance with running costs, training nets, loam and fertilizer	£2,750	£2,000
3422	Stranton Church's Youth and Childrens Team	Assistance with trip to Moldova to help renovate and run an elderly care centre	£7,100	£2,000
3425	Greatham Sports Field Association	Help to promote and develop a new tennis court and coaching sessions	Information not supplied	£500
3426	Belle Vue Residents Association	Assistance with running costs	£210	£210
3433	Heather Richardson	Assistance with costs to attend International Catholic Students Games in France	£1,405	£700

### 3.3 Applications for consideration – second and subsequent requests

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

App. No.	Organisation	Reason for Application	Total Cost	Sum Sought
3403	Headland Future	Assistance in delivery of activities aimed at supporting fathers and children	£1,827	£1,827
<b><u>Previous Grants:-</u></b> 28/3/07 awarded £480 unclaimed				
3405	Preston Simpson Scholarship in Music	To provide assistance to local musicians for instruments, music and tuition	N/A	£2,000
<b><u>Previous Grants:-</u></b> 6 previous grants last one 25/3/09 for £306.52				

App. No.	Organisation	Reason for Application	Total Cost	Sum Sought
3407	Princess Royal Restoration Association	Assistance with fees for berthing, insurance surveys and safety checks	£2,445	£2,000
<b>Previous Grants:-</b> 16/7/07 awarded £500 towards restoration of the Princess Royal				
3423	Manor Residents Asn/Owton Fens Community Asn	Contribution towards the costs of a community carnival	£7,432	£1,547
<b>Previous Grants:-</b> 26/3/09 Manor Residents £306.52 towards set up costs for NYPD project and OFCA have received 4 previous grants - details not available				
3424	Hartlepool and District Sports Council	Assistance with administration costs for 2009/10	£519	£519
<b>Previous Grants:-</b> 5 Previous grants ranging from £56 to £1,601- details not available				
3430	Rift House Community Association	Assistance with running costs and Christmas social event	£300	£300
<b>Previous Grants:-</b> 1 previous grant of £100 - details not available.				
3431	Hartlepool District Hospice	To provide therapy services	£17,310	£2,000
<b>Previous Grants:-</b> 7 previous grants last one 21/4/08 for £2,000 for respite care				
3435	1 <sup>st</sup> Hartlepool Boys Brigade	Hire of hall for parade nights	£998	£1,000
<b>Previous Grants:-</b> 1 previous grant last one 26/3/10 for £306.52 for annual trip				
3436	Peoples Headland Carnival	Assistance with costs of community carnival	£6,416	£2,000
<b>Previous Grants:-</b> 3 previous grants last one 26/3/09 for £306.52 funding for family events				

#### 4. RECOMMENDATIONS

The report asks members to consider/approve:-

1. The general approach to the allocation of the funding available for distribution in 2010/2011 which amounts to £12,200.
2. The approach to the award of grants for Senior Citizens' summer outings and Christmas parties, including setting aside of £1,500 for

these applications as detailed in Section 3 of the report and delegating authority to approve these grants, in accordance with Civic Lottery Criteria, to the Director of Child and Adult Services.

3. Grant aid totalling £3,552 to those organisations as recommended and detailed in **Appendix 2**.
4. Any uncommitted balance of the Round 1 allocation to be carried forward to Round 2 of the Civic Lottery Grant Fund for 2010/2011.

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

### Background Papers

Applications to the Civic Lottery 2010/2011

# 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.

Number	Group	Reason	Previous Grants	Total Cost	Amount Requested	Round 1 Recommendations
3401	Ruff Diamonds	Assistance with travel and accommodation and costumes to the World Hip Hop Championship in Las Vegas in July	No	£11,900	£2,000	£450 towards transport costs
3402	Young at Hart	To fund a social/leisure project for elderly	No	£1,320	£920	£200 towards room hire
3403	Headland Future	Assistance with the delivery of activities aimed at supporting fathers and children in joint learning activities	Yes	£1,827	£1,827	£240 towards costs of HUFC coaching sessions
3405	Preston Simpson Scholarship in music	To provide assistance to local musicians for instruments, music and tuition	Yes	N/A	£2,000	Defer application to Round 2 – Round1 over-subscribed
3406	Red Dreams	Towards music and backing tracks for vocal coaching	No	£2,500	£2,000	£300 towards the purchase of music
3407	Princess Royal Restoration Association	Assistance with fees for berthing, insurance surveys and safety checks	Yes	£2,445	£2,000	£250 towards fire equipment checks
3408	Paws 'n' Claws	Assistance in establishing an animal rescue centre	No	£3,200	£2,000	£200 towards insurance costs
3409	The Monterays Jazz Band	Funding towards the purchase of uniforms	No	Info not provided	£300	Reject: does not meet criteria – uniforms cannot be funded
3410	Hartlepool Wadokai	Running costs, transport, entry fees and hosting of world class seminar (Nov 2010)	No	£2,200	£2,000	Defer to Round 2 - Round 1 over-subscribed
3414	Hart Gables	Hosting Gaymes event 4 <sup>th</sup> September 2010	No	£4,000	£1,500	£250 towards publicity costs



**Recommendations for Civic Lottery 1<sup>st</sup> Round 2010/2011**
**5.2 Appendix 2**
**Appendix 2**

<b>Number</b>	<b>Group</b>	<b>Reason</b>	<b>Previous Grants</b>	<b>Total Cost</b>	<b>Amount Requested</b>	<b>Round 1 Recommendations</b>
3419	Hartlepool Power Station Cricket Club	Assistance with running costs (pitch, league costs), training nets, loam and fertilizer.	No	£2,750	£2,000	£250 towards league and transport costs
3422	Stranton Church's Youth and Children's Team	Assistance with trip to Moldova in August for 9 young people and 4 leaders to help renovate and run an elderly care centre	No	£7,100	£2,000	£250 towards insurance costs
3423	Manor Residents Ass/OFCA	Assist with cost of a community carnival to celebrate the existence of Manor Residents Association (21 years) and Owton Fens Community Association (25 years) on the 31 <sup>st</sup> July 2010.	Yes	£7,432	£1,547	£347 towards insurance costs
3424	Hartlepool and District Sports Council	Help with administration costs for 2009/10	Yes	£519	£519	Reject – cannot fund retrospectively.
3425	Greatham Sports Field Association	To promote and develop a new tennis court with coaching sessions	No	Not supplied	£500	Defer – awaiting further information
3426	Belle Vue Residents Association	Assistance with running costs	No	£210	£210	£100 towards room hire
3430	Rift House Community Association	Assistance with running costs and a Christmas social event	Yes	£300	£300	£150 towards room hire
3431	Hartlepool and District Hospice	The provision of therapy services	Yes	£17,310	£2,000	Defer to Round 2 - Round 1 over-subscribed
3433	Heather Richardson	Assistance with costs to attend International Catholics Student Games in France	No	£1,405	£700	Reject: does not meet criteria - individuals cannot be supported

**Recommendations for Civic Lottery 1<sup>st</sup> Round 2010/2011****5.2 Appendix 2****Appendix 2**

<b>Number</b>	<b>Group</b>	<b>Reason</b>	<b>Previous Grants</b>	<b>Total Cost</b>	<b>Amount Requested</b>	<b>Round 1 Recommendations</b>
3435	1 <sup>st</sup> Hartlepool Boys Brigade	Hire of hall for parade nights,	Yes	£998	£1,000	£250 towards hall hire costs
3436	Peoples Headland Carnival	Assistance with costs for this years carnival to be held in August	Yes	£6,416	£2,000	£315 for insurance costs

## GRANTS COMMITTEE

14th July, 2010



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

**Subject:** COMMUNITY POOL 2010/2011 – ROUND 2

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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 – Round 2.

#### 2. SUMMARY OF CONTENTS

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. At a meeting of the Grants Committee on 1<sup>st</sup> March 2010 Members approved the Directed Lettings allocation for 2010/2011 as £3,200.

At same meeting the Grants Committee also approved awards to 25 community/voluntary groups totalling £450,170.

A balance of £41,288 was left for distribution in Round 2. At the same meeting Members also approved the accrual of balance of the 2009/2010 Community Pool budget amounting to £50,814 which means the total balance available for distribution in Round 2 is £92,102.

At this meeting of the Grants Committee on 1<sup>st</sup> March 2010 Members agreed that the decision relating to two groups, Manor Residents Association and Hartlepool Radio be deferred as the groups were not able to provide the additional information to support their applications. Information relating to these applications is included in the body of this report.

Officers are recommending that the application from Manor Residents Association is deferred again because information is still being gathered to support the application. Officers are recommending rejection of the application from Radio Hartlepool because the group has not been able to provide sufficient evidence to demonstrate that the group is sustainable into the financial year and has the potential to attract funding from other sources

to complete a funding package. Also the group has not made any progress with a quality assurance system which as a new applicant to the Community Pool would help to demonstrate that the group has sound processes and systems in place in relation to its day to day operation.

An application for funding is being presented from Belle Vue Community Sports and Youth Centre. Officers are recommending that an award of £22,603 is approved as a contribution to the core costs of the group. Details of this application are included in the body of this report.

As it has been recommended that the application from Manor Residents Association 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.

### **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, 14th, July 2010

### **6. DECISION(S) REQUIRED**

Members are requested to approve/note:-

1. Grant aid of £22,603 to Belle Vue Community Sports and Youth Centre as recommended and detailed in paragraph 4.6 of this 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. A recommendation to defer the application from Manor Residents Association whilst additional information is gathered.
4. The rejection of the application from Radio Hartlepool as detailed in paragraph 4.5 of this report.

5. The balance of the Community Pool, £69,499 to be considered for allocation against bids at future meetings within the 2010/2011 financial year.

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

**Subject:** COMMUNITY POOL 2010/2011 – ROUND 2

---

**1. PURPOSE OF REPORT**

- 1.1 The purpose of this report is to advise and seek approval for the level of grant awards to community groups and voluntary organisations from the Community Pool for 2010/2011 – Round 2.

**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. Applications are processed against set criteria, which can be found as **Appendix 1**. 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.
- 2.3 The Community Pool budget for the 2010/2011 financial year has been set at £494,658.
- 2.4 Within the Community Pool budget, it is usual practice to allocate funding for specific activities including Directed Lettings: support to groups for the hire of premises. At a meeting of the Grants Committee on 1<sup>st</sup> March 2010 Members approved the Directed Lettings allocation for 2010/2011 as £3,200.
- 2.5 At the meeting of the Grants Committee on 1<sup>st</sup> March 2010 Members also approved awards to 25 groups totalling £450,170.
- 2.6 A balance of £41,288 was left for distribution in Round 2. At the meeting on 1<sup>st</sup> March 2010 Members also approved the accrual of balance of the 2009/2010 Community Pool budget of £50,814 which means when added to the balance left after Round 1 the total balance available for distribution in Round 2 is £92,102.

### 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 **dependent** 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** 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 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 – Round 2

- 4.1 In Round 1 Members agreed that 2 applications should be deferred to the next meeting of the Grants Committee. At that time the groups, Manor Residents Association and Radio Hartlepool were not in a position to provide all the information required to support their application to enable Officers to make an informed recommendation in Round 1.
- 4.2 Officers have worked with these groups to gather the necessary information to process the applications and are now able to make a final

recommendation relating to the application from Radio Hartlepool. However, Officers are recommending that the application from Manor Residents Association is deferred again as Officers are still waiting for clarification of some of the supporting documentation provided by Manor Residents Association.

4.3 An application has been received from Belle Vue Community Sports and Youth Centre which is also being presented for Members consideration in Round 2.

4.4 Detailed below, however, are the three broad areas into which these applications fall:-

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

4.5 Applications Not Meeting Criteria and Recommended for Rejection

4.5.1 Radio Hartlepool

Radio Hartlepool has applied to the Community Pool for a three year tapered award of £20,000 as a contribution towards the salary costs of the Station Manager's post. The group has not had an award from the Community Pool before therefore has no track record of managing funding from the Community Pool. The application was deferred in Round 1 because the group were unable to provide specific information relating to applications to other funders for core costs and had not made any progress regarding the implementation of a quality assurance system.

The application from Radio Hartlepool 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 Officers are not satisfied that Radio Hartlepool have the potential to attract other income streams sufficient to balance their budget and achieve a complete funding package for their activities. Also, the group has still not made any progress with a quality assurance system they are not in a position to demonstrate that they have appropriate management and administrative systems in place in relation to their day to day operation.

**As resources are limited and Radio Hartlepool has not provided sufficient evidence to demonstrate that the group is sustainable into the financial year Officers are therefore recommending rejection of this application.**



#### 4.6 Applications Recommended for Funding

4.6.1 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. In Round 1 and Round 2 some applicants requested substantial increases on last years grants usually because a funding stream which was previously used to match local authority funding has come to an end. However, it should be made clear that council funding cannot replace other funding streams that have ended and that groups should exhaust all other funding opportunities before applying for council funding.

4.6.2 There is one application which is being recommended for approval at this meeting. This application is from a group that has been supported with funding from the Community Pool previously and is probably, to some extent, come to depend on this funding.

#### 4.6.3 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 did make an application to the Community Pool for the 2009/2010 financial year but the application was not processed because the group was unable to provide the necessary documentation, including their annual accounts, to enable Officers to make an informed recommendation. At the end of the 2009/2010 financial year as the information was still not forthcoming the application for 2009/2010 was withdrawn.

BVCS&YC has now submitted an application for the 2010/2011 financial year for £47,500 as a contribution towards core costs including the salary costs of three key posts: a Centre Manager, a Caretaker and a Finance Officer.

During the 2010/2011 financial year BVCS&YC will be working with 40 hard to engage families encouraging and enabling them to access services to find solutions to their daily problems regarding money, parenting, health, employability etc in order to improve community cohesion.

BVCS&YC will be working with in excess of 500 young people each week to reduce issues experienced by young people such as bullying, teenage pregnancy, underage drinking, crime and anti-social behaviour, obesity and other health issues and low achievers encouraging them to learn new skills raising their aspirations and assisting them to become more employable.

As BVCS&YC has now provided all the documentation to support their application and Officers are able to make an informed recommendation in relation to the application.

**Officers are therefore recommending that a grant of £22,603 be approved for BVCS&YC for 2010/2011 as a contribution to core costs including a 50% contribution to the salary costs of a Centre Manager and a Finance Officer for the remainder of the financial year.**

- 4.6.4 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.

#### 4.7 Applications that are being deferred pending further information

##### 4.7.1 Manor Residents Association

Officers are recommending that the application from Manor Residents Association which was deferred at the last meeting of the Grants Committee is deferred again. Officers are still gathering information in relation to the application from Manor Residents Association.

Manor Residents Association has applied to the Community Pool for £37,370 as a contribution to the groups running costs for 2010/2011. The request is a substantial increase on the amount awarded to the group for the 2009/2010 financial year (£5,684). The application was deferred in Round 1 because the group were unable to provide their annual accounts and annual report for 2008/2009 because their annual general meeting was delayed to bring it into line with the financial year. However, Officers are still gathering information to support this application and are recommending that this application be deferred again to the next meeting of the Grants Committee.

**Officers are recommending that the application from Manor Residents Association is deferred until the next meeting of the Grants Committee.**

## 5. CONCLUSION

- 5.1 In Round 2 of the 2010/2011 financial year, three applications have been made by community groups and voluntary organisations that provide services in Hartlepool. The value of the applications totals £104,870 which exceeds the budget available of £92,102.
- 5.2 To summarise the financial position, taking into consideration the recommendations included in this report.

Community Pool budget 2010/2011,	£494,658
Total recommendations Round 1	£453,370
Balance remaining to be committed at a later date	£41,288
Accrual of balance of 2009/2010 Community Pool	£50,814

Total available for distribution in Round 2 £92,102

**TOTAL RECOMMENDATIONS ROUND 2 £22,603**

- 6.3 Should Members approve the recommendations as detailed in the report the balance remaining to be committed at a later date will be £69,499.

## 6. RECOMMENDATIONS

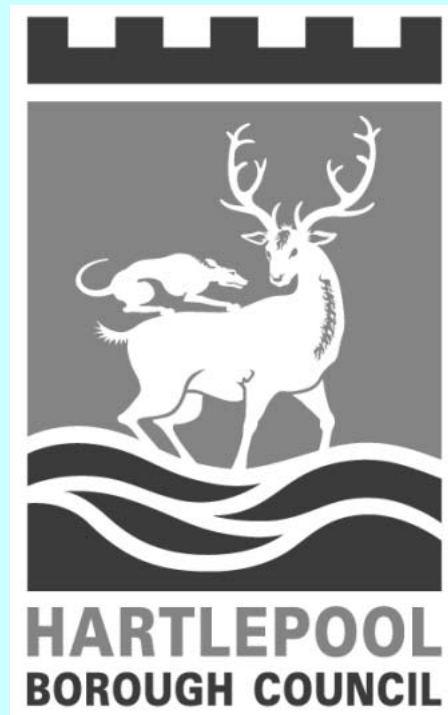
Members are requested to approve/note:-

1. Grant aid of £22,603 to Belle Vue Community Sports and Youth Centre as recommended and detailed in paragraph 4.6 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 recommendation to defer the application from Manor Residents Association whilst additional information is gathered.
4. The rejection of the application from Radio Hartlepool as detailed in paragraph 4.5 of this report.
5. The balance of the Community Pool, £69,499 to be considered for allocation against bids at future meetings within the 2010/2011 financial year.

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.**

## GRANTS COMMITTEE

14th July, 2010



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

**Subject:** DIRECTED LETTINGS 2010/2011  
HIRE OF PREMISES BY VOLUNTARY/COMMUNITY GROUPS

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### SUMMARY

#### 1. PURPOSE OF REPORT

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

#### 2. SUMMARY OF CONTENTS

The Directed Lettings Scheme was established in 1996 to deal with applications for funding from community groups, who had benefited from free use of school premises for their meetings, prior to local Government reorganisation. Since reorganisation, to honour this arrangement, an allocation from the Community Pool for specific activities, including Directed Lettings is made at the beginning of each financial year. At the meeting of the Grants Committee on 1<sup>st</sup> March, 2010, Members approved an allocation of funding of £3,200 for Directed Lettings. At the end of the 2009/2010 financial year £180 was accrued to cover the meeting costs of the Hart Parish Council. It has become evident that the parish council will not be claiming this funding and this being the case it can be added to the Directed Lettings allocation for 2010/2011 bringing the total budget available for 2010/2011 to £3,380.

Through the Directed Lettings Scheme, support has previously been provided to Hart and Elwick Parish Councils. The Council has a legal obligation to provide grant aid to the Parish Councils in accordance with Section 134 of the Local Government Act 1972 and the total recommended to support Hart and Elwick Parish Councils for the 2010/2011 financial year is £396.

Five additional applications have been received and assessed resulting in recommendations amounting to £3,254 being made towards the costs of seven groups/organisations.

Subject to approval, as all applications to the Directed Lettings allocation will have been made, the balance of £126 will be returned to the Community Pool budget.

**3. RELEVANCE TO PORTFOLIO MEMBER**

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

**4. TYPE OF DECISION**

Non-Key.

**5. DECISION MAKING ROUTE**

Grants Committee to determine awards at meeting, 14<sup>th</sup> July, 2010.

**6. DECISION(S) REQUIRED**

To approve grant awards to seven groups/organisations from the Directed Lettings allocation of the Community Pool, totalling £3,254.

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

**Subject:** DIRECTED LETTINGS 2010/2011  
HIRE OF PREMISES BY VOLUNTARY/COMMUNITY GROUPS

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**1. PURPOSE OF REPORT**

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

**2. BACKGROUND**

- 2.1 Prior to 1996, community groups, including uniformed groups operating in school premises, were allowed free use of those premises for their meetings by Cleveland County Council. In 1996, when Hartlepool became a Unitary Authority, sufficient resources were not available to allow these groups free use, so the Directed Lettings Scheme was established to target resources to the groups operating in the most disadvantaged areas, i.e. those meeting in areas designated as suffering from the highest levels of disadvantage were awarded 100% of their costs, other groups were awarded up to 50% of their costs.
- 2.2 Since the scheme was established, several groups have ceased to operate, others have rationalised by joining groups together and some have moved to cheaper accommodation in order to reduce their costs. All groups have had to increase their membership charges.
- 2.3 Through the Directed Lettings Scheme, support has been provided to Hart and Elwick Parish Councils. The Council has a legal obligation to provide grant aid to the Parish Councils in respect of the hire of premises and Section 134 of the Local Government Act 1972 gives the Council the powers to provide a meeting place for Parish Councils paid for from its own budget.
- 2.4 At the meeting of the Grants Committee on 1st March, 2010, Members approved an allocation of £3,200 from the Community Pool for Directed Lettings.
- 2.5 At the end of the 2009/2010 financial year £180 was accrued to cover the meeting costs of the Hart Parish Council. It has become evident that the parish council will not be claiming this funding. This being the case it can be added to the budget for 2010/2011 bringing the total budget available for Directed Lettings for 2010/2011 to £3,380.

### 3. FUNDING PROPOSAL

- 3.1 As previously highlighted, there is a requirement to support the premises' costs of the Hart and Elwick Parish Council meetings from the Directed Lettings budget. The Parish Council's meet on a monthly basis for 11 months of the year at a total cost of £396 per year.
- 3.2 Applications for support towards premises costs have also been received from another five community/voluntary organisations and details of the applications can be found as **Appendix 1**.
- 3.3 In accordance with the Directed Lettings Scheme, grant aid is recommended towards the costs of the hire of a venue for one meeting per week. Up to 100% subsidy is usually recommended for those groups who operate in the top 1% of deprived wards nationally (as defined in the Index of Multiple Deprivation 2007). Of the applications received, none of the groups fit into this category. Up to 50% subsidy is recommended for those groups who operate in the top 10% of deprived wards nationally. One group falls into this category; 22nd Hartlepool Rainbows, Brownies and Guides who operate in the Rift House ward.
- 3.4 Applications have been received from three groups, 34th Hartlepool Rainbows, Brownies and Guides, 1st Hartlepool Brownies Unit and 20<sup>th</sup> Hartlepool Brownies. These groups have previously benefited from a 50% subsidy towards their costs, however, neither of them meet in a ward identified as one of the most deprived in the town but they do have members from those wards or have the potential to attract members from those wards. Whilst it is accepted that resources are limited and need to be targeted to the most deprived areas of the town, these groups have previously benefited from support from the Directed Lettings Scheme and are probably reliant on it. Therefore a 50% subsidy is also recommended for 34th Hartlepool Rainbows, Brownies and Guides, 1st Hartlepool Brownies and 20<sup>th</sup> Hartlepool Brownies for 2010/2011.
- 3.5 Hartlepool Swimming Club is a town-wide organisation which is based in a deprived ward and has the potential to enhance their membership from that ward. Therefore up to 40% subsidy is recommended for this group towards the costs of the hire of a venue for one hour per week.
- 3.6 In situations where groups have grant aid remaining from the previous financial year the recommendation for 2010-2011 has been reduced accordingly as those groups will be expected to utilise the remaining balance in this financial year. Therefore approval of these grant awards is recommended, amounting to £3,254, as detailed at **Appendix 1**.
- 3.7 Subject to the approval of the recommendations as detailed in **Appendix 1**, as all applications to the Directed Lettings allocation have been presented for consideration the balance of £126 will be returned to the Community Pool budget.

**4. RECOMMENDATIONS**

1. Members are requested to approve the following levels of grant aid from the Community Pool Directed Lettings allocation for 2010/2011.

22 <sup>nd</sup> Hartlepool Rainbows, Brownies, Guides	£605
20th Hartlepool Brownie Guides	£650
34th Hartlepool Guides, Brownies, Rainbows	£656
1st Hartlepool Brownie Unit	£409
Hartlepool Swimming Club	£538
Hart Parish Council	£176
Elwick Parish Council	£220
<b>Total of Recommendations</b>	<b>£3,254</b>

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

Background Papers

Applications to the Community Pool: Directed Lettings 2010/2011.

Local Government Act 1972 Section 134.

Index of Multiple Deprivation Estimated National Rankings 2007.

## 5.4 Appendix 1

DIRECTED LETTINGS 2010/11								
ORGANISATION	AREA OF	VENUE	2009/10	COST	PROJECTED	NO OF YOUNG	SUBSIDY	GRANT
	OPERATION		AWARD	PER SESSION	NO OF WEEKS	PEOPLE		RECOMMENDED 10/11
	(WARD)		£		OPERATIONAL	BENEFITING		£
								*amount recommended is minus clawback of unspent grant aid from 09/10
22ND H'POOL RAINBOWS BROWNIES GUIDES	RIFT HOUSE	MASEFIELD RD CTRE	£ 335.00	£ 31.00	39	75	50%	£ 605.00
20TH H'POOL BROWNIE UNIT	ROSSMERE	ROSSMERE PRIMARY	£ 600.00	£ 32.50	40	11	50%	£ 650.00
34TH H'POOL RAINBOWS BROWNIES GUIDES	THROSTON	THROSTON PRIMARY	£ 656.00	£ 37.50	35	69	50%	£ 656.00
1ST H'POOL BROWNIE UNIT*	HART	CLAVERING PRIMARY	£ 288.00	£ 26.00	32	14	50%	£ 409.00
ORGANISATION	AREA OF	VENUE	2009/2010	COST	PROJECTED	NO OF YOUNG	SUBSIDY	GRANT
	OPERATION		AWARD	PER HOUR	NO OF WEEKS	PEOPLE		RECOMMENDED 10/11
	(WARD)		£		OPERATIONAL	BENEFITING		£
HARTLEPOOL SWIMMING CLUB	TOWNWIDE	DYKEHOUSE SCHL	£ 560.00	£ 28.00	48	100	40%	£ 538.00
ORGANISATION	AREA OF	VENUE	2009/2010	COST PER	NO OF MONTHS	NO OF YOUNG	SUBSIDY	GRANT
	OPERATION		AWARD	MONTH	OPERATIONAL	PEOPLE		RECOMMENDED 10/11
	(WARD)		£			BENEFITING		£
HART PARISH COUNCIL	HART	HART VILLAGE HALL	£ -	£ 16.00	11	N/A	100%	£ 176.00
ELWICK PARISH COUNCIL	ELWICK	ELWICK PRIMARY	£ 220.00	£ 20.00	11	N/A	100%	£ 220.00
						TOTAL COMMITMENTS		£ 3,254.00
BUDGET ALLOCATION 2010/2011	£ 3,200.00							
ACCRUAL FROM 2009/2010 BUDGET	£ 180.00							
Budget available 2010/2011	£ 3,380.00							
COMMITMENTS 2010/2011	£ 3,254.00							
BALANCE TO BE TRANSFERED BACK TO POOL	£ 126.00							



**GRANTS COMMITTEE**

14 July 2010



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

**Subject:** PLAY OPPORTUNITIES POOL AWARD 2010 / 2011

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## SUMMARY

**1. PURPOSE OF REPORT**

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

**2. SUMMARY OF CONTENTS**

The total amount of Play Opportunities funding (2010-2011) available is £18,450.00

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

<u>Group</u>	<u>Recommended</u>
Hartlepool Families First	£2,500.00
Hartlepool PATCH	£ 512.00
Hartlepool Special Needs Support Group	£3,500.00
Manor Residents Association	£2,711.99
CHILD Deaf Youth Project	£1,048.43
Hartlepool Young Carers	£3,200.00
Manor West Youth Project	£2,890.00

**TOTAL** **£16,362.42**

This leaves a balance of £2,087.58, available for distribution.

**3. RELEVANCE TO PORTFOLIO MEMBER(S)**

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

**4. TYPE OF DECISION**

Non-key

**5. DECISION MAKING ROUTE**

Grants Committee, 14<sup>th</sup> July 2010

**6. DECISION(S) REQUIRED**

Members of the Grants Committee are requested:

To approve grant awards to 7 groups, totalling £16362.42

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

**Subject:** PLAY OPPORTUNITIES POOL AWARD 2010/2011

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## **1. PURPOSE OF REPORT**

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

## **2. BACKGROUND**

- 2.1 The Play Opportunities Grant which totals £18,450 is available to community groups and voluntary organisations. The grant fund supports organisations to provide play opportunities throughout the year complementing provision delivered through Children's Centres and Extended Services through schools. The allocation of play grants also enables groups to provide play to meet local needs, especially in areas of disadvantage.
- 2.2 Grant awards are used as a contribution towards the cost of a play opportunity, with the Authority's funding often attracting matched funding. In total 7 applications have been assessed with requests from the grant pool for staff costs, equipment, venue hire, transport etc.
- 2.3 The criteria used to assess applications are detailed in **Appendix 1**. If the grant is approved it is stated within the terms and conditions of the grant that the group will provide specific monitoring information at the end of each financial year. The monitoring information required includes:
- evidence of the contribution of grant funding,
  - a report of the project,
  - number of beneficiaries,
  - staff training,
  - funding matched from other sources
- 2.4 This information is used to analyse gaps in provision across the town and will be used to inform members on the success of funded projects at a later date.

### 3. FINANCIAL IMPLICATIONS

3.1 £18,450 in total is available for the year 2010/2011.

### 4. APPLICATIONS

4.1 Details of the group requesting funding are as follows:

4.2 Hartlepool Families First

This organisation was established in 1988 and caters for children from birth to 13 years.

A variety of services are offered by the organisation which includes: a Play Bus, Special Needs Afterschool & Holiday Care Scheme, Switch to Play, Specialist Toy Library and SPLAT - Scrap Resource Centre, together with a Health Bus, promoting health well being.

The group wish to offer low cost art and craft sessions for children up to the age of 13 including parents/carers.

The sessions will take place at Hartlepool Families First, a purpose built unit, during school holidays excluding Christmas.

Participants will take part in a fun, enjoyable and creative 2 hour session which will focus on the use of recycled materials, many of which can be found and used in the home. In particular, children taking part in summer 2010 will also receive multicultural perspective on arts as the project will include references to the Tall Ships Race and the origins of its participants.

The sessions provided last year were well attended and received fantastic feedback. The organisation encouraged children from all backgrounds to attend the sessions and as a consequence received a significant number of children with disabilities and additional needs.

It is envisaged that a total of 60 sessions will be delivered across three days per week during the holiday period, with a maximum of 600 places being offered.

The play opportunities offered support the social development of children and contribute to the Enjoy and Achieve outcome.

The cost to provide the above service is as follows:

Staff Costs	£2182.00
Additional bought resources	£1100.00
Management Costs	£900.00
Publicity	£150.00
<b>Total Cost</b>	<b>£4332.00</b>

In addition to making an application to the Play Opportunities Pool the organisation has made application to the Community Chest to cover costs not met by the Play Opportunities Pool and a charge of £2.00 per child to access a two hour session will be levied, increasing the level of funding to offset the cost to a maximum of £1200.00.

### **Recommendation**

**A grant of £2500.00 is recommended to contribute towards, staff costs, management costs, purchase of additional resources and publicity costs to deliver 60 two hour sessions over holiday weeks.**

#### 4.3 Hartlepool PATCH

This group has been established in Hartlepool since 1993, covering all areas of the town.

PATCH offers confidential support to families with young children and offer one to one support in the home or within one of the many PATCH support groups.

The organisation would like to provide eight summer play sessions for all families with children under the age of 5 years. This will offer play sessions to families in need where isolation can be an issue. During the long summer holidays parents stress levels are more likely to rise, therefore these sessions are a way of relieving some of this stress.

The play sessions also provide opportunities for families to spend quality time together with the children able to participate in high quality play. The sessions will be linked to the Early Years Foundation Stage.

Each session will be delivered over a 3 hour period, including preparation time, engaging both paid staff and volunteers to support the delivery of the sessions. It is anticipated that 73 children and their families will engage in the summer play sessions.

This project will contribute to the Every Child Matters Outcomes, in particular Staying Safe and Enjoy and Achieve.

The cost to provide the sessions is detailed below:

Staff costs	£429.00
Equipment & Resources	£317.00
Healthy Snacks	£150.00
Venue Hire	£334.00

**Total project cost** **£1230.00**

In addition the organisation has already secured funding from the Working Neighbourhood Community Chest of £613.00, and this will contribute towards paid sessional workers, room hire and purchase of equipment. Families have also been asked to contribute £1.00 per family.

### **Recommendation**

**A grant of £512.00 is recommended towards the cost of staff, resources and room hire.**

#### **4.4 Hartlepool Special Needs Support Group**

The group has been established since 1989. It caters for approximately 60 children and young people from birth upwards who have varying degrees of disability and specific need. The organisation provides respite to parents, carers and siblings. The services currently operate from the Resource Centre, Park Road and other venues across the town, appropriate to meet the needs of the children and young people accessing the service. The service is able to offer Ofsted registered care between the hours of 10.00am and 4.00pm.

The aim of the group is to:

- Support the development of children and young people who have profound learning and or physical disabilities, with varying complex needs;
- Support families and carers;
- Provide facilities for recreation and other leisure activities, including play;
- Provide a flexible service focusing on individual needs.

The group wishes to operate across all school holiday periods excluding Christmas and during out of school hours in supporting the organisations Children's Club and youth provision. During these periods the children will take part in a number of fun and stimulating activities, outings and trips. They will have the opportunity to enjoy time with their peer groups, enabling them to gain confidence, raise their self esteem and reduce periods of isolation.

The service also allows the children and young people to enjoy play opportunities in a safe and caring environment.

A high percentage of these children require one to one supervision and care due to their disability. The group will be employing staff and volunteers' to care for the children whilst attending these sessions.

The holiday and out of school activities contribute to the Stay Safe and Enjoy and Achieve of the Every Child Matters outcomes.

The total annual cost of service delivery by Hartlepool Special Needs Support Group is detailed as follows:

Whit Week & Summer Scheme	£47, 002.00
Other Holiday Activity days (Easter, October & February)	£3452.80
Out of School Youth Provision (1 session per week)	£6560.00
Children's Club (1 Session per week)	£9880.00

In addition to the Play Opportunities Grant, the organisation has secured a grant of £9,000 from BBC Children in Need. Funding is also secured for the cost of both the manager and administration posts in full. The organisation is awaiting a decision from Hartlepool Borough Council's Children's Disability Service totalling £10,500, which will contribute towards the sessional staff during the summer holiday period and a further £3505 has been secured to offset against other costs associated with the holiday weeks, Children's Club and the Youth provision. To further offset the total cost of the annual programme a fee of £5.00 per child is levied and families also contribute towards social outings and admissions, which equates to approximately £15,000 per annum. The group also continue to source funding from other grant giving agencies to offset the total expenditure of the organisation.

### **Recommendation**

**A contribution of £3500.00 is recommended towards the cost of volunteers', sessional staff costs, transport, children's entertainers and craft workshops.**

#### **4.5 Manor Residents Association**

The group has been established since 1989 and operates from the Resource Centre, Kilmarnock Road. As part of its ongoing activities the group provides a range of play opportunities for children aged 5 – 11 years targeting the Owton Manor area and also working with children in Rossmere, Fens, Greatham, Seaton Grange and Rifthouse.

The group has successfully provided play opportunities over the last five years and want to continue to provide the same services in 2010. The group wishes to provide 10 school holiday weeks of playscheme activities, including a week long residential event.

All children taking part will primarily be from the Owton Manor area, but will be open to children wishing to access services from neighbouring wards. The schemes will compliment and enhance children's activities currently provided by the association during term time.

The focus of the activities will be on providing play opportunities in a safe environment and allowing children to visit other areas to widen their experiences.

The holiday playschemes contribute to the Stay Safe, Be Healthy and Enjoy and Achieve Every Child Matters outcomes.

The provision will provide play opportunities 5 days a week from 9.00am to 5.00pm each day, catering for up to 55 children per day.

The cost to provide the service as detailed within the application is as follows:

Staff Wages	£14,442.35
Volunteers' Expenses	£ 740.35
Venue Hire	£ 4,154.80
Insurance	£ 217.68
Transport	£ 5,194.60
Admissions	£ 5,233.28
Equipment & Resources	£ 2,838.74
Administration	£ 3,975.79
Management Costs	£ 2,870.79

**Total Costs: £39,668.38**

In addition to the Play Opportunities Grant, the organisation has secured funding from:

• Hartlepool Children's Fund	£27,072.50
• Other Grants	£2,810.60
• Other fund raising activities	£3,423.29
• Fees generated from service users	£3,650.00

### **Recommendation**

**A contribution of £2,711.99 towards transport, volunteers' expenses and insurance costs.**



#### 4.6 Child Deaf Youth Project

The group has been established since 1995 and has operated a summer playscheme since 1998. In addition to this service, the group also provides a Youth Club Project since 2001. The group operates from the Cleveland Deaf Centre based in Middlesbrough, where the services are accessible to children from across the Tees Valley.

The aim of the group is to:

- Provide a range of educational and social recreational activities for deaf young people, giving them an opportunity to participate in a range of experiences with other deaf and hearing children aged 5 – 19 years;
- Provide new opportunities and positive experiences for deaf children and young people to develop their skills and confidence;
- Facilitate and develop communication skills and provide deaf role models;
- Reduce isolation and encourage self esteem and independence;
- Empower deaf young people to make informed and positive decisions about their future.

#### 4.7 Summer Playscheme Provision

The group is requesting assistance towards the cost of providing a summer holiday playscheme, operating 1 day per week over the 6 week period and envisages accommodating around 50 children per day. It is envisaged that 7 children out of the 50 will be accessing the service from Hartlepool, which will be operating between the hours of 10.00am and 3.00pm each day. The core hours do not take into consideration the transportation time for the children from Hartlepool to and from the centre.

The total cost of the playscheme activities is detailed below:

Staff	£1493.50
Transport	£1596.50
Activities	£2017.77
Administration	£515.00
Travel Expenses (Volunteers')	£44.29
<b>Total Costs</b>	<b>£5667.06</b>

Eligible funding has been calculated on a pro rata basis (as 7 children from Hartlepool will be benefiting from the scheme) in the following way:

Total Cost	£5667.06
Less Ineligible criteria (outings/activity admissions)	£2017.77
<b>Sub Total</b>	<b>£3649.29</b>

£3649.29/50 places = £72.99 per place

Therefore, 7 places x £72.99 = £510.93

Other funding to support the scheme comes from contributions from parents, ranging between £3 and £5, dependent upon the activity delivered. In addition to the Play Opportunities Grant the organisation has made similar applications and requests to neighbouring authorities in the Tees Valley area.

#### 4.8 Youth Club Provision (CHILD Deaf Youth Project)

The group is also requesting assistance towards the operation of their Youth Project for children aged between 5 – 10 years, which operates 1 evening per week over a 42 week period. This project provides a wide range of recreational and educational activities within a warm, relaxed and safe environment where children and young people can interact with their peers. It is envisaged that 2 young people out of a total of 20 attending will be from Hartlepool.

The cost to provide the under 11's Youth Club over 42 weeks, operating 1 evening per week is as follows:

Staff & Volunteer expenses	£515.00
Training for staff & volunteers	£257.50
Equipment/Materials	£257.50
Sessional Workers	£5,871.00
Activities & Outings	£1030.00
Transport Costs	£2,060.00
Administration	£999.10
<b>Total Costs</b>	<b>£10990.10</b>

Eligible funding has been calculated on a pro rata basis (as 2 children from Hartlepool will be benefiting from the scheme) in the following way:

Total Cost	£10990.10
Less ineligible funding	£1030.00
£9960.10/ 20 places = £498.00	

Therefore, 2 places x £498.00 = £996.00

In addition to the Play Opportunities Grant, the organisation has made similar applications to neighbouring authorities in the Tees Valley area. Other funding to support the club comes from parent contributions, application to the Body Shop Foundation and other fund raising from the organisation itself.

The Child Deaf Youth Project activities will contribute to the Stay Safe and Enjoy and Achieve Every Child Matters outcomes

In January 2010, the Manager of the service left the organisation and their replacement has recently come into post. Following the submission of the annual monitoring report, it has come to light that the number of children from Hartlepool had reduced within the under 11's Youth provision compared to the initial expected take up. To enable the group to finalise the monitoring of the grant the non signing new manager has had to employ the assistance of an interpreter to enable the monitoring form to be completed, therefore a portion of the unused grant has been utilised to produce the required document with regards to the Play Opportunities Pool Grant awarded in 2009.

The remaining amount of the 2009 grant is £458.50 and would be utilised against the request for funding in this financial year if approved and the grant request will be reduced accordingly.

### **Recommendation**

**A contribution of £510.93 is therefore recommended towards costs for the summer playscheme including staff, volunteers' expenses and transport.**

**A contribution of £537.50 is therefore recommended towards costs for the under 11's Youth Project for sessional staff, transport, administration and volunteer's expenses. This amount is to be added to the underspend from 2009/2010 which takes the overall contribution for the under 11's Youth Project to £996.00**

**In total a grant of £1048.93, is therefore recommended to support the delivery of these services from the 2010/2011 Grant Fund**

#### **4.9 Hartlepool Young Carers**

The group has been established since 2001, and is an integral part of Hartlepool Carers who operate from Lowthian Road, Hartlepool. The group caters for young people aged between 7- 18 years of age across Hartlepool and from within the surrounding villages. The organisation is currently working with 143 young people who act as carers to both parents and siblings.

Hartlepool Young Carers aim is to reduce the caring responsibilities of children who have been identified as having a caring role and to provide respite and support.

Transportation is a major concern to many of the young carers the group supports. This is due to the fact that the person who the young person cares for has no means to get the young carer to activities. Many of the young carers the group supports live in areas of disadvantage and can be vulnerable and frequently unable to access before and after school activities due to caring responsibilities.

Although a young carer has caring responsibilities, it does not mean that they do not have special needs of their own and the organisation has found that there is often a dual caring role within families. Hartlepool Young Carers provide safe, interesting and stimulating opportunities by involving young carers in their choice of activities and if needed providing a volunteer sitting service to allow children and young people to take part while at the same time reducing their anxiety in leaving the person they provide care for.

To enable the young carers to access opportunities provided by Hartlepool Young Carers, the group is requesting funding to provide transport for the under 13's to attend weekly sessions. In addition the group are requesting funding to enable them to deliver Music and Play Therapy Sessions to build resilience and give more interesting opportunities that otherwise would not be available to many young carers.

The organisation activities will contribute to: Be Safe, Enjoy & Achieve and Making a Positive Contribution Every Child Matters Outcomes.

The cost to provide the sessions is detailed below:

50 weekly collection and drop off for Junior Group @ £45	£2,250.00
10 Drum Workshops @ £175 per session	£1,750.00
33 Play Therapy Workshops @ £30 per session	£ 990.00
<b>Total Cost</b>	<b>£4,990.00</b>

Funding from other sources has been secured to cover staff costs, admission charges for other activities and the attendance at the National Young Carers Festival in Southampton. An application has also been submitted to Tees Valley Foundation to deliver further activities.

### **Recommendation**

**A contribution of £3,200 is therefore recommended towards transport costs, Drum Workshops and Play Therapy Sessions.**

4.10 Manor West Youth Project

The organisation has been established since July 2003 covering the Owton Manor ward within Hartlepool. The group works with young people between 8 and 19 years of age and caters for around 60 young people within the project.

The aim of the organisation is to provide leisure, social and educational opportunities for young people in the area and to build self esteem and divert young people from the risk of engaging in anti social behaviour and other criminal activities.

The Youth Project aims to provide inclusive activities during the school summer holidays, by providing safe, educational, healthy and interesting holiday schemes and planned activities. The activities will allow children in families on low or no income to take part in positive activities. This will prevent young people taking part in anti social behaviour and criminal acts.

The Youth Group are requesting funding to provide 4 weeks of school holiday activities, including various sports, craft sessions and trips outside of the town. The group has also received confirmation that a week will also be spent away on a summer camp at Peat Rigg, which will provide a fun action packed week, whereby the young people will learn valuable life skills, team building and trust activities. The cost of this activity has been secured through Tees Valley Community Foundation and Sports Relief Funding.

The activities provided by the organisation will contribute to all of the Every Child Matters Outcomes.

The cost to provide the above activities is detailed below:

Staff Wages	£4,940.00
Venue Hire	£320.00
Insurance	£250.00
Transport	£1,140.00
Admissions	£1,000.00
Administration	£100.00
Peak Rigg	£8,110.00
<b>Total Cost</b>	<b>£15,860.00</b>

The organisation has secured £8,110.00 to enable 30 young people to access the summer camp to Peak Rigg and will also levy a charge of £5 per day for the young people to access the other school holiday activities, equating to £2,500.00.

**Recommendation**

**A contribution of £2890.00 is therefore recommended towards staff costs, transport, venue hire and administration costs.**

**5. RECOMMENDATIONS**

5.1 Members are requested to:

Approve grant awards totalling £16362.42, as detailed above.

**CONTACT OFFICER:**

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

**BACKGROUND PAPERS:**

Child & Adult Services Department, Play Opportunities Monitoring File



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



### **NOTES FOR APPLICANTS**

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

#### **1. Aim of the Play Opportunities Pool**

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

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

#### **2. Types of Projects Which can be Funded**

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

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

**3. Priorities for Support**

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

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

**4. Awards**

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

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

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

**5. Other Requirements**

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

- ★ Must operate in a voluntary capacity or not for profit



- ★ Must be constituted.
- ★ Suitable premises from which to operate.
- ★ Correct ratio of staff/volunteers to children.
- ★ Current valid registration certificate if providing for children under the age of 8.
- ★ Staff recruitment and vetting procedures.
- ★ CRB checking system in place.
- ★ Implement good codes of practice.
- ★ Identify age range.
- ★ Attend appropriate training workshops.
- ★ Your organisation operates by an inclusive policy
- ★ Your organisation has in place appropriate policies and Procedures to provide a quality service

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

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

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

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

## **6. Items Not Eligible for Funding**

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

**7. Alternative Funding**

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

**8. How to Apply**

**8.1 Completion of Application Form**

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

**8.2 Enclosures**

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

**8.3 What Happens After I Posted the Form?**

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

**8.4 Play Opportunities Pool Monitoring**

If you have any questions about completing this form or need advice or support in developing an appropriate play opportunity or how to progress with your application, please contact Child & Adult Services

Section in Hartlepool, Tel: 01429 242987 and ask for the Young People and Play Co-ordinator.

Please return your completed form and enclosures to:-

Young People and Play Co-ordinator  
Hartlepool Borough Council  
Child & Adult Services  
Sure Start Children's Centre  
6 – 8 Lealholm Road  
HARTLEPOOL  
TS25 1RS