

# GRANTS COMMITTEE AGENDA



Friday 22 July 2011

at 9.30 a.m.

in Committee Room A, 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 6 June 2011 (previously circulated).

4. **KEY DECISIONS**

No items.

5. **OTHER ITEMS REQUIRING DECISION**

- 5.1 Civic Lottery Fund Grant Applications 2011/12 – *Director of Child and Adult Services*  
5.2 Directed Lettings 2011/12 Hire of Premises by Voluntary/Community Groups - *Director of Child and Adult Services*  
5.3 Hartlepool Community Studio – *Director of Child and Adult Services*  
5.4 Play Opportunities Pool Award 2011/2012 – *Director of Child and Adult Services*

**GRANTS COMMITTEE**  
22<sup>nd</sup> July 2011



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

**Subject:** CIVIC LOTTERY FUND  
GRANT APPLICATIONS 2011/2012

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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 2011/2012 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 2011/2012.
- The approach to the award of grants for Senior Citizens' summer outings and Christmas parties and approval of the delegation of authority to officers to approve these grants.
- 9 applications from local organisations, 4 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, 22<sup>nd</sup> July 2011.

## 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 2011/2012 which amounts to £8,500.
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 to those organisations as recommended and detailed in **Appendix 2**.

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

**Subject:** CIVIC LOTTERY FUND  
GRANT APPLICATIONS 2011/2012

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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 2011/2012 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 2011/2012 is £8,500
- 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 2011/2012 financial year, then the balance available for distribution for the year will be £7,000.
- 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 £2,333.
- 2.5 In previous years, in order to allocate the funding, it was agreed to distribute the balance available for distribution proportionately. 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 £4,623.56.

### 3. ISSUES FOR CONSIDERATION AND FINANCIAL IMPLICATIONS

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

It is usual at this time of year to consider applications from Senior Citizens' organisations and the Council's warden-controlled flatlets and bungalows, 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 award the Senior Citizen's summer outings/Christmas parties as follows:-

- 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.

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

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

App. No.	Organisation	Reason for Application	Total Cost	Sum Sought
3471	Hartlepool Sixth Form College	Assistance with costs to attend British Colleges Sports National Finals in Bath	£5,030	Any amount
3472	The Saturday Club	Assistance with rent costs of Burbank Centre	£1,845	£299
3474	Hartlepool Fisherman Friends F.C.	Assistance with pitch and league fees	£1,049	£200
3475	Dyke House Warriors	Assistance with pitch and referees fees	£1,554	£300

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

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

App. No.	Organisation	Reason for Application	Total Cost	Sum Sought
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App. No.	Organisation	Reason for Application	Total Cost	Sum Sought
3473	Hartlepool Rovers Quoit F.C.	Assistance with running costs	£391	£300
3473	Hartlepool Camera Club	Assistance with staging an event at the Borough Hall	£1,978	£400
3476	Stranton FC	Assistance with league, FA, hall fees plus pitch marking paint	£566.56	£566.56
3481	Wharton Trust	Assistance with 21 <sup>st</sup> Birthday event, food, beverages, marketing, printing and activities	£1,200	£600
3482	Rift House East Residents Association	Assistance with refurbishment of youth bus with computer equipment, tables, chairs	£1,958	£1,958

#### 4. RECOMMENDATIONS

The report asks members to consider/approve:-

1. The general approach to the allocation of the funding available for distribution in 2011/2012 which amounts to £8,500.
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 to those organisations as recommended and detailed in **Appendix 2.**

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

#### Background Papers

Applications to the Civic Lottery 2011/2012

# 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 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 £2,000.
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.



## 5.1 APPENDIX 2

### Recommendations for Civic Lottery 1<sup>st</sup> Round 2011/2012

Number	Group	Reason	Previous grants	Total Cost £	Requested £	Recommend
3466	H'pool Rovers Quoit F.C.	Costs of running a football team	Yes	391	300	£200 towards referees. pitch & league fees
3471	H'pool 6 <sup>th</sup> Form College	Cost of taking part in the British Colleges Sports, National finals at Bath University	No	5,030	Any amount	£200 towards transport costs
3472	The Saturday Club	Rent costs of hiring Burbank Community Centre	No	1,845	299	£200 towards hire of Burbank C.C.
3473	Hartlepool Camera Club	To stage an evening with Andy Rouse wild life photographer at the Borough Hall	Yes	1,978	400	£200 towards screen hire, advertising & refreshments
3474	Hartlepool Fisherman Friends F.C.	Assistance with pitch and league fees	No	1049	200	£200 towards pitch and league fees
3475	Dyke House Warriors	Pitch fees and referees fees	No	964	300	£200 towards pitch and league fees
3476	Stranton F.C.	League, F.A., hall fees and pitch marking paint	Yes	566.56	566.56	£200 towards league, pitch and hall fees
3481	Wharton Trust	Assistance with cost s of 21 <sup>st</sup> birthday event	Yes	1,200	600	£450 towards marketing materials, printing & children's/ community activities
3482	Rift House East Residents Association	Assistance with cost to refurbish youth bus with computer equipment, tables, seating etc.	Yes	1,958	1,958	£450 towards the cost of an ipad

## **GRANTS COMMITTEE 22<sup>nd</sup> July 2011**



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

**Subject:** DIRECTED LETTINGS 2011/2012  
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, 2011, Members approved an allocation of funding of £2,900 for Directed Lettings.

Through the Directed Lettings Scheme, support has previously been provided to Elwick Parish Council. The Council has a legal obligation to provide grant aid to the Parish Council in accordance with Section 134 of the Local Government Act 1972 and the total recommended to support Elwick Parish Council for the 2011/2012 financial year is £220.

Four additional applications have been received and assessed resulting in recommendations amounting to £2,224. 40 being made towards the costs of five groups/organisations.

#### **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, 22<sup>nd</sup> July, 2011.

**6. DECISION(S) REQUIRED**

To approve grant awards to five groups/organisations from the Directed Lettings allocation of the Community Pool, totalling £2,224.40

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

**Subject:** DIRECTED LETTINGS 2011/2012  
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 Elwick Parish Council. The Council has a legal obligation to provide grant aid to the Parish Council 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, 2011, Members approved an allocation of £2,900 from the Community Pool for Directed Lettings.

**3. FUNDING PROPOSAL**

- 3.1 As previously highlighted, there is a requirement to support the premises' costs of Elwick Parish Council meetings from the Directed Lettings budget. The Parish Council meets on a monthly basis for 11 months of the year at a total cost of £220 per year.
- 3.2 Applications for support towards premises costs have also been received from another four 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.
- 3.4 Applications have been received from three groups, 22<sup>nd</sup> Hartlepool Rainbows, Brownies and Guides, 34th Hartlepool Rainbows, Brownies and Guides and 1st Hartlepool Brownies Unit. 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.
- 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 2011-2012 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 £2,224.40, 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 £675.60 will be returned to the Community Pool budget.

#### 4. RECOMMENDATIONS

- Members are requested to approve the following levels of grant aid from the Community Pool Directed Lettings allocation for 2011/2012.

22 <sup>nd</sup> Hpool Rainbows, Brownies, Guides	£580.00
34th Hpool Guides, Brownies, Rainbows	£675.00
1st Hpool Brownie Unit	£416.00
Hartlepool Swimming Club	£333.40
Elwick Parish Council	£220.00

<b>Total of Recommendations</b>	<b>£2,224.40</b>
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CONTACT OFFICER: John Mennear, Assistant Director (Community Services)

Background Papers

Applications to the Community Pool: Directed Lettings 2011/20112.

Local Government Act 1972 Section 134.

Index of Multiple Deprivation Estimated National Rankings 2007.

## Appendix 1

DIRECTED LETTINGS 2011/12								
ORGANISATION	AREA OF	VENUE	20010/2011	COST	PROJECTED	NO OF YOUNG	SUBSIDY	GRANT
	OPERATION		AWARD	PER SESSION	NO OF WEEKS	PEOPLE		RECOMMENDED 11/12
	(WARD)		£		OPERATIONAL	BENEFITING		£
								*amount recommended is
								minus clawback of unspent
								grant aid from 10/11
22ND H'POOL RAINBOWS BROWNIES GUIDES	ROSSMERE	ST JAMES COMMUNITY ROOM	£ 605.00	£ 30.00	39	75	50%	£580.00
34TH H'POOL RAINBOWS BROWNIES GUIDES	THROSTON	THROSTON PRIMARY	£ 656.00	£ 70.00	36	63	50%	£675
(reccommendation based on previous years charges of £37.50 per session)								
1ST H'POOL BROWNIE UNIT*	HART	CLAVERING PRIMARY	£ 409.00	£ 26.00	32	11	50%	£416.00
ORGANISATION	AREA OF	VENUE	2010/2011	COST	PROJECTED	NO OF YOUNG	SUBSIDY	GRANT
	OPERATION		AWARD	PER HOUR	NO OF WEEKS	PEOPLE		RECOMMENDED 11/12
	(WARD)		£		OPERATIONAL	BENEFITING		£
HARTLEPOOL SWIMMING CLUB	TOWNWIDE	MILL HOUSE	£ 538.00	£ 16.67	50	130	40%	£333.40
ORGANISATION	AREA OF	VENUE	2010/2011	COST PER	NO OF MONTHS	NO OF YOUNG	SUBSIDY	GRANT
	OPERATION		AWARD	MONTH	OPERATIONAL	PEOPLE		RECOMMENDED 11/12
	(WARD)		£			BENEFITING		£
ELWICK PARISH COUNCIL	ELWICK	ELWICK PRIMARY		£ 20.00	11		100%	£ 220.00
						TOTAL COMMITMENTS		£2,224.40
BUDGET ALLOCATION 2011/2012	£ 2,900.00							
COMMITMENTS 2011/2012	£ 2,224.40							
BALANCE TO BE TRANSFERED BACK TO POOL	£ 675.60							

## GRANTS COMMITTEE

22<sup>nd</sup> July 2011



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

**Subject:** HARTLEPOOL COMMUNITY STUDIO

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### SUMMARY

#### 1. PURPOSE OF REPORT

This report is to update Members on the current position of Hartlepool Community Studio (The Studio) and to present a request from the group to vary the terms of the Community Pool grant previously awarded for the 2011/2012 financial year.

#### 2. SUMMARY OF CONTENTS

At previous meetings of the Grants Committee Members have been made aware of the recent difficulties that The Studio has faced with financial and staffing problems and the measures that the has group put in place to deal with those problems.

At a meeting of the Grants Committee on 1st March 2010 Hartlepool Community Studio was awarded a grant of £9,562.50 for the 2011/2012 financial year as a contribution to the core costs of the organisation however, the board of The Studio decided not to claim the grant and made plans to put The Studio into administration because of the financial pressures they were under. However, as the imminent liquidation of The Studio became public knowledge the members of the board were approached by five separate organisations to see how the charity could be saved.

Since then Hartlepool College of Further Education and Hartlepool College of Art have combined to offer a life line to The Studio. It has been agreed that in order to stop The Studio from going into liquidation the Colleges have come up with a package of financial support in order to pay off the debts, The Studio had accumulated. In return The Studio has agreed to a five year lease for the building with a renegotiation of the agreement at the end of that period. The colleges have also agreed to cover the utility and maintenance costs of the building. The Colleges will use the building as premises for their student union activities on an extended day time use.



Hartlepool Community Studio has contacted officers to update them on their current situation and to ask if the terms of the grant awarded from the Community Pool on 1st March 2011 could be amended to enable the group to carry on with the work they do.

Officers are recommending the approval of the request to amend the terms of the grant awarded for the period April to September 2011/12 for Hartlepool Community Studio. Officers are recommending that a total of up to £6,200 is approved as a contribution to the initial 'start up' costs of The Studio. Details of which can be found in the body of the report.

**3. RELEVANCE TO PORTFOLIO MEMBER**

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

**3. TYPE OF DECISION**

Non-Key.

**4. DECISION MAKING ROUTE**

Grants Committee 22<sup>nd</sup> July 2011.

**5. DECISION(S) REQUIRED**

Members are requested to note/approve:

1. The change to the terms of the grant awarded to Hartlepool Community Studio for the current financial year.
2. Funding of up to £6,200 as a contribution to 'start up' costs for The Studio for the 2011/2012 financial year.

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

**Subject:** HARTLEPOOL COMMUNITY STUDIO

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**1. PURPOSE OF REPORT**

- 1.1 This report is to update Members on the current position of Hartlepool Community Studio (The Studio) and to present a request from the group to vary the terms of the Community Pool grant previously awarded for the 2011/2012 financial year.

**2. BACKGROUND**

- 2.1 At previous meetings of the Grants Committee Members have been made aware of the recent difficulties that The Studio has faced with financial and staffing problems and the measures that the has group put in place to deal with those problems.
- 2.2 At a meeting of the Grants Committee on 1st March 2010 Hartlepool Community Studio was awarded a grant of £9,562.50 for the 2011/2012 financial year as a contribution to the core costs of the organisation however, the board of The Studio decided not to claim the grant and made plans to put The Studio into administration because of the financial pressures they were under.
- 2.3 However, as the imminent liquidation of The Studio became public knowledge the members of the board were approached by five separate organisations to see how the charity could be saved.
- 2.4 Since then Hartlepool College of Further Education and Hartlepool College of Art have combined to offer a life line to The Studio. It has been agreed that in order to stop The Studio from going into liquidation the Colleges have come up with a package of financial support in order to pay off the debts, The Studio had accumulated. In return The Studio has agreed to a five year lease for the building with a renegotiation of the agreement at the end of that period. The colleges have also agreed to cover the utility and maintenance costs of the building. The Colleges will use the building as premises for their student union activities.
- 2.5 The colleges are planning the 're-launch' of the venue in September 2011.
- 2.6 The colleges will employ a Co-ordinator to manage the building who will work from 11 am to 7 pm week days. There will be a committee appointed to over see the music programme by the Colleges and The Studio. The membership of this committee will be made up from both colleges and The Studio.

- 2.7 To be clear, our understanding is that the colleges will manage the venue for students and community benefit. The Studio charity will retain the freehold of the building and continue to be responsible for the management of the training, rehearsal and recording studio's on the first floor. Public performance programming of the venue itself for music performances will be undertaken on a pre-planned minimal financial risk basis – this will be the role and purpose of the joint programming committee.
- 2.8 After the 're-launch' The Studio charity will focus on providing training, rehearsal and recording sessions and promotion of the venue for events and gigs which should generate income for the group. The venue will be available after 7 pm week days and week ends to allow The Studio to stage events and gigs but using the venue for these events will need the agreement of the colleges to ensure that they break even in terms of income and expenditure.
- 2.9 Representatives from The Studio have recently contacted Officers to ask if the Grant that was approved on 1st March 2011 for £9,562.50 could be made available to them to re-launch the work of The Studio. The Studio has submitted a request to change the use of the grant as previously it was approved as a contribution to the staffing costs of the organisation.

### **3. PROPOSAL**

- 3.1 Representatives of The Studio have requested that the terms of the grant approved on 1st March 2011 be amended to allow the group funding to 'kick start' the work they do. The Studio are requesting 'start up' funding to cover their initial costs including the costs of two sessional members of staff working up to 20 hours in total, per week, paid on minimum wage, totalling £6,400. The two paid staff will co-ordinate the work of the group. The Studio will be heavily dependant on volunteers and a paid post is essential to ensure that the efforts of the volunteers are maximised and that the work of the group is co-ordinated in order to enable the group to achieve its aims and objectives. Officers are recommending that £4,270 be approved as a contribution to the full costs of employing two sessional staff.
- 3.2 The costs of public liability insurance of the group have also been requested. The total costs for the insurance is £800 per annum. Officers are recommending the full cost of the insurance be approved. A contribution to the costs of the promotion of events and gigs is also being recommended to enable The Studio to have a small amount of working capital to kick start limited live events. The total cost per annum is £2,000 officers are recommending that a contribution of £600 be approved. Other start up costs will include office equipment leases, and the purchase of studio and office consumables. Officers are recommending a contribution of £530 be approved to these costs.
- 3.3 Taking all of the above into consideration in total the amount recommended by Officers for approval is up to £6,200.

- 3.4 We would expect that from August to October The Studio will be completely reliant on funding from the Community Pool and then hopefully from November to January 2012 a small amount of income may be generated and then from February to the end of the financial year there could be enough income being generated to cover costs. Therefore Officers are recommending the approval of the request to amend the terms of the grant awarded for the period April to September 2011/12 for Hartlepool Community Studio. Officers are recommending that a total of up to £6,200 is approved as a contribution to the initial 'start up' costs of The Studio as detailed above.
- 3.5 It is also noted that as the Community Pool is currently being reviewed, the applicant has been clearly informed that any such grant payment made is to be provided on the basis that The Studio charity will become fully self sustaining from 2012/2013 onwards.
- 3.6 The circumstances of The Studio's potential demise as a loss to the towns cultural scene is providing the overriding objective behind this grant recommendation for 2011/2012.

#### **4. RECOMMENDATIONS**

Members are requested to note/approve:

1. The change to the terms of the grant awarded to Hartlepool Community Studio for the current financial year.
2. Funding of up to £6,200 as a contribution to 'start up' costs for The Studio for the 2011/2012 financial year.

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

#### Background Papers

Applications to the Community Pool: Hartlepool Community Studio 2011/2012.  
Request to amend the terms of the grant from Hartlepool Community Studio.

**GRANTS COMMITTEE**22<sup>nd</sup> July 2011

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

**Subject:** PLAY OPPORTUNITES POOL AWARD 2011/2012

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**SUMMARY****1. PURPOSE OF REPORT**

- 1.1 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**

- 2.1 The total amount of Play Opportunities funding (2011-2012) available is £18,000.00

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

<u>Group</u>	<u>Recommended</u>
Hartlepool Families First	£3522.64
Hartlepool PATCH	£601.00
Hartlepool Special Needs Support Group	£3500.00
Hartlepool Young Carers	£2710.00
CHILD Deaf Youth Project	£1174.93
Funky World CIC	£1635.00
Catcote Parent & Toddler Group	£1000.00
West View Project	£2460.00
<b>TOTAL</b>	<b>£16,603.57</b>

**This leaves a balance of £1396.43, available for distribution.**

**3. RELEVANCE TO THE GRANTS COMMITTEE**

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

**4. TYPE OF DECISION**

4.1 Non – key decision.

**5. DECISION MAKING ROUTE**

5.1 Grants Committee, 22<sup>nd</sup> July 2011

**6. DECISION(S) REQUIRED**

6.1 Members of the Grants Committee are requested to approve grant awards to 8 groups, totalling £16,603.57

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

**Subject:** PLAY OPPORTUNITIES POOL AWARD 2011/2012

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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 totals £18,000 and 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. 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 8 applications have been received. These include requests for staff costs, equipment, venue hire and transport.
- 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 appropriate 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

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 £18,000 in total is available for the year 2011/2012. The grants highlighted in this report for approval totals £16,603.57.

## 4. APPLICATIONS

Details of the group requesting funding are as follows:

### 4.1 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 Loan Service and 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. These sessions will take place within our SPLAT Unit during all school holiday periods, excluding Christmas.

Participants will take part in a fun, enjoyable and creative 2 hour session which will focus on the use of recyclable materials, many of which can be found and used in the home. The delivery of such play opportunities are important to the social development of a child, especially those that promote and foster creative and educational awareness.

The sessions provided last year were well attended and received excellent 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. The project was aimed at all abilities and therefore completely engaged all children.

It is envisaged that a total of 86 sessions will be delivered across the school holiday periods, with a minimum of 688 and a maximum of 1032 places being offered for between 8 – 12 children accessing each session.

The play opportunities proposed will contribute to the social and emotional development of a child and also offer an opportunity for children to achieve positive outcomes at the same time as enjoying the sessions.

The cost to provide the above service is as follows:

Staff Costs	£2772.64
Additional bought resources	£1100.00
Management Costs	£700.00
Publicity	£150.00
<b>Total Cost</b>	<b>£4722.64</b>

In addition to making an application to the Play Opportunities Pool the organisation will levy a charge of £2.00 per child to access a two hour session, increasing the level of funding to offset the cost to a maximum of £1200.00.



### Recommendation

**A grant of £3522.64 is recommended to contribute towards, staff costs, management costs, purchase of additional resources and publicity costs to deliver 86 two hour sessions over holiday weeks.**

#### 4.2 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 which is offered in support groups or home visits using volunteers.

The organisation would like to provide a series of summer play sessions for all families with children under the age of 5 years to access. These play sessions will be targeted to families living in disadvantaged areas where isolation and lack of services are 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 will also provide opportunities for families to spend some quality time together. Children are able to participate in a wide range of themed craft activities whilst enjoying an excellent range of age appropriate toys. The sessions will be delivered using the Early Years Foundation Stage.

Each session will be delivered over a 3 hour period which includes preparation time using both paid staff and volunteers to support the delivery of the sessions. It is anticipated that 45 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	£351.00
Equipment & Resources	£100.00
Transport	£150.00
<b>Total project cost</b>	<b>£601.00</b>

In addition the organisation will ask families to contribute £3.50 per family towards the cost of the activity session, which will contribute towards healthy snacks.

### Recommendation

**A grant of £601.00 is recommended towards the cost of staff, resources and transport costs**

### 4.3 Hartlepool Special Needs Support Group

The group has been established since 1989. It caters for approximately 74 children and young people from birth upwards who have varying degrees of disability and specific need. The playscheme provides a short break for parents, carers and siblings. The scheme currently operates from the Resource Centre, Park Road and High Tunstall College of Science.

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 school holiday periods over the coming year. 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, increase their self esteem and reduce long 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 attracting volunteers' to care for the children whilst attending these sessions.

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

The total cost of the school holiday activity programme and other services provided by the organisation is estimated as follows:

Staff Costs	£22,241.00
Volunteers' Expenses	£2,992.00
Lighting, heating re premises	£4,557.00
Insurance	£1,597.00
Transportation	£4,580.00
Activities/workshops/children's entertainer	£27,545.00
Equipment & Resources	£480.00
Administration	£768.00
Management Costs & Administration staff	£24,360.00
Auditor	£1,028.00
Promotion, internet, telephone	£821.00
Other - Depreciation	£4,262.00
<b>Total Cost to deliver the holiday and other services</b>	<b>£95,448.00</b>

In addition to the Play Opportunities Grant, the organisation has successfully secured £10,000 from BBC Children in Need to support the delivery of the holiday playschemes. The secured 50% of funding is to support the roles of service manager and administration staff. Other income generated by service users will be approximately £10,000, which includes a charge of £5.00 per day to access the holiday playscheme provision.

### **Recommendation**

**A contribution of £3,500.00 is recommended towards the cost of volunteers', staff costs, transport and resources to deliver activities.**

## **4.4 Hartlepool Young Carers Positive Future Project**

This group has been established since 2001 and provides support and services to children and young people who live across Hartlepool. The age range that the group provides service ranges between the ages of 7 to 18 years of age.

The Positive Future Project aims to assist Young Carers who care for a parent, sibling or grandparents with a disability, sensory impairment, illness, mental health illness or drug/alcohol abuse problem. A Young Carer is defined as *"A child or young person (under the age of 18) who is carrying out significant caring tasks and assuming a level of responsibility for another person, which would usually be taken by an adult."* (Department of Health, 1995, Chief Inspector letter C1 (95) 12)

The project aims to provide a short break from caring responsibilities through emotional, social, fun, educationally focused activities such as: small group work sessions, youth forums, football activities, junior clubs, school holiday activities, with an element of peer support and an emphasis on building confidence and self esteem.

The young carers' project currently runs an allotment for young carers. This provides an interesting and stimulating environment, which contributes to the Every Child Matters agenda outcome of Enjoy and Achieve. The site has a portacabin on site and this been connected to the drainage site to enable the group to connect a toilet. However the site does not have a water supply and to enable this to happen Hartlepool Water have quoted £2000.00 to connect the site to a water supply. Once this is complete the group will then be liable for sewerage and water rates.

The project also provides a number of outings to places of interest including the annual attendance at the Young Carers Festival held in Southampton.

Currently there are 80 young people benefiting from the services that Hartlepool Young Carers provide.

The breakdown of the total cost of the project is detailed below:

Staff Wages	£86524.68
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Volunteer Expenses	£280.00
Venue Hire	£500.00
Insurance	£770.00
Transportation	£3510.00
Admissions to various attractions	£4623.08
Administration	£5500.00
Management costs	£6000.00
Water connection to Allotment site	£2000.00
<b>Total Cost of project</b>	<b>£109,707.76</b>

In addition to the Play Opportunities Pool contribution the organisation has secured funding through: Hartlepool Borough Council, Grant Givers, Greggs Trust and income generation from service users to access activities. The group has also submitted grant requests to a number of other grant giving organisations.

### **Recommendation**

**A contribution of £2710.00 towards the cost of transport to enable the young carers to access holiday activities**

## **4.5 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.

### **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 6 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 6 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>

$£3649.29/50 \text{ places} = £72.99 \text{ per place}$

Therefore,  $6 \text{ places} \times £72.99 = £510.93$

Other funding to support the scheme comes from contributions from parents, ranging between £1 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.

#### 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 30 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 2/ 30 places = £332.00	

Therefore, 2 places x £332.00 = £664.00

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.

### **Recommendation**

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

**A contribution of £664.00 is therefore recommended towards costs for the under 11's Youth Project for sessional staff, transport, administration and volunteer's expenses.**

**In total a grant of £1174.93, is therefore recommended to support the delivery of these services.**

## **4.6 Funky World Community Interest Company**

The organisation has been established since March 2007 and officially opened to the public in August 2009. This purpose built facility is located in St Hild's Ward and has no geographical restrictions. The group offer services to children from birth onwards and currently has around 500 members on its roll.

The aim of the organisation is to provide an accessible and inclusive sensory facility, offering recreational, learning, development and play opportunities to disadvantaged children, young people and their families and to the wider community.

The main objectives of the organisation are to:

- Increase the play and recreation activity options for those living and around the Hartlepool area
- Promote equality and removing negative stereotyping of children living in disadvantaged situations

- Create new learning and development opportunities that develop life and social skills and increase confidence and mental wellbeing
- Create new and exciting opportunities that meet the needs of disadvantaged children and young people both emotionally and physically
- Advocate the importance of play and its role in future learning and development

The group would like to extend their current provision to include structured “learning through play” sessions. This project will provide children across the town an opportunity to explore, learn and develop skills in a fun, relaxed environment.

The group would like to provide a timetable of supervised and structured activities, alongside existing facilities, including: interactive cinema, soft play, multi sensory rooms.

In line with the organisations wider business strategy the delivery of the project will be based around the five outcomes of the Every Child Matters Agenda.

The project would like to deliver three sessions of not more than two hours each which will provide a range of play opportunities for children from birth upwards during term time only

The cost to deliver the project is detailed below:

Staff Wages	£1404.00
Volunteer Expenses	£234.00
Venue Hire	£2545.00
Equipment & Resources	£3338.00
Administration	£52.00
Management Costs	£562.00
Advertising/ Printing	£180.00

<b>Total Cost to deliver term time</b>	<b>£8315.00</b>
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In addition to the Play Opportunities Pool, the organisation has secured funding from;

- The Greggs Trust - Regional Grants to the value of £2000 for specialist equipment.
- The Sylvia and Colin Shepherd Fund to the value of £300 unrestricted funding
- Income generation from service users, equating to £1380.00
- Funding applications pending to Tesco's and True Colours to the value of £3000

### **Recommendation**

**A contribution of £1635.00 is therefore recommended towards the cost of staffing and venue hire**

#### **4.7 Catcote Parent and Toddler Group**

The Parent and Toddler Group has been established since September 2010 and provides play opportunities for up to 15 children aged 0 – 5 years. The group operates from within the school and supports the work of the school in terms of providing its students opportunities to undertake work experience within a supported environment.

The children and parents benefit greatly from the additional support provided by the students and the group has the use of the school main hall one session per week, including the use of outdoor play space. The introduction of young people, with additional needs to support the group has helped to break down the perceived barriers of young people with additional needs and has given confidence to parents and children have been able to interact with students some of whom have extreme disabilities without any problem.

The group is fairly new and has received a small amount of funding to purchase toys and equipment, which does not currently meet the needs of the children accessing the provision. The students would benefit if more appropriate equipment and resources to support their learning were available and to enable them to provide positive play experiences for the children.

The group holds £173.50 in their current account and charges a nominal fee of £1.00 per week and 50p per additional sibling. The school provide the use of the facility in kind. The group is also taking part in Barnardo's 'Big Toddler' to raise extra funds.

The group would like to purchase more toys and equipment to provide improved quality play experiences.

#### **Recommendation**

**A contribution of £1,000.00 is recommended towards the purchase of identified play equipment and resources**

#### **4.8 West View Project**

The group has been established since 1980 and caters for young people from the age of 7 upwards. The aim of the organisation is to provide safe and low cost educational and leisure opportunities for young people in Hartlepool.

The organisation is seeking funding to support the delivery of a 4 week playscheme, for 5 days per week during the summer holiday break. The provision will accommodate up to 60 young people between the ages of 7 - 13 years and will split the age ranges 7 – 11 years and 11 – 13 years.



Activities that will be provided by the scheme will include forest adventures, water sports, arts and crafts, healthy eating and sport activities, all of which contribute to the five outcomes of Every Child Matters.

The organisation will also be arranging one trip per week to an attraction outside of Hartlepool, with the remainder of the time utilising local facilities and their own centre resource.

The cost to deliver the project is detailed below:

Staff wages (3 P/T Playleaders @ 20 days	£2160.00
Transport (Fuel)	£480.00
Equipment & Resources	£0
Insurance	£384.00
Administration	£2000.00
Management Costs	£2000.00
Admissions (met by Participants)	£0
Venue Hire	£0
<b>Total Cost</b>	<b>£7,024.00</b>

In addition to the Play Opportunities Pool, the organisation has already secured funding to cover management, administration costs, equipment, resources, venue hire and insurance. In addition the service users will contribute £1.00 per day which will go towards admissions into activities

### **Recommendation**

**A contribution of £2460.00 is recommended towards staff costs and fuel to transport young people to activities located outside of Hartlepool.**

## **5. RECOMMENDATIONS**

### **5.1 Members are requested to:**

Approve grant awards totalling £16,603.57, as detailed above.

## **6. CONTACT OFFICER:**

Danielle Swainston, Sure Start, Extended Services and Early Years Manager, 01429 523671, Civic Centre, Victoria Road, Hartlepool, TS24 8AY

## **7. BACKGROUND PAPERS**

Play Opportunities Pool criteria (attached)



## **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 over 2 hours of delivery
- ★ 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**

## **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 284876 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  
Level 4  
Civic Centre  
Victoria Road  
Hartlepool  
TS24 8AY