

GRANTS COMMITTEE AGENDA



Thursday 24 November 2011

at 4.00 pm

in Committee Room A, Civic Centre, Hartlepool

MEMBERS: GRANTS COMMITTEE:

The Mayor, Stuart Drummond

Councillors Brash, Hill and Payne

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 27 September 2011 (previously circulated).

4. KEY DECISIONS

No items.

5. OTHER ITEMS REQUIRING DECISION

- 5.1 Civic Lottery Fund Round 2 Grant Applications 2011/12 – *Director of Child and Adult Services*
- 5.2 Hartlepool Citizens Advice Bureau – *Director of Child and Adult Services*

GRANTS COMMITTEE

24th November, 2011



Report of: Director of Child and Adult Services

Subject: CIVIC LOTTERY FUND ROUND 2
GRANT APPLICATIONS 2011/2012

SUMMARY

1. PURPOSE OF REPORT

The purpose of this report is to advise and seek approval for the second round of Civic Lottery Fund Grant applications in the 2011/2012 financial year.

2. SUMMARY OF CONTENTS

The report asks the Grants Committee to consider 9 applications from local organisations, 5 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, 22nd November, 2011.

6. DECISION(S) REQUIRED

The report asks members to approve/note:-

1. Grant aid to those organisations as recommended and detailed in **Appendix 2.**
2. Any uncommitted balance of Round 2 allocation to be carried forward to Round 3 of the Civic Lottery Grant fund for 2011/12.

Report of: Director of Child and Adult Services

Subject: CIVIC LOTTERY FUND ROUND 2
GRANT APPLICATIONS 2011/2012

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to advise and seek approval for the second round of Civic Lottery Fund Grant applications in the 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 At a previous meeting of the Grants Committee Members agreed that £1,500 should be made available for Senior Citizens' summer outings and Christmas Parties. Therefore the balance available for distribution for the remainder of the year is £7,000.
- 2.3 **Appendix 1:** Civic Lottery Fund Grant Application Guidelines includes the Civic Lottery criteria and provides information for applicants relating to what can be funded, including funding for specific activities Senior Citizens outings and Christmas parties and team activities.
- 2.4 The current criteria for eligibility and distribution from the Civic Lottery Grant Fund require the Grants Committee to consider applications three times a year, in order that an overall view of applications can be obtained. In previous years, one third of the balance available has been distributed at each of the three meetings. As Members agreed that this approach should be maintained in this financial year, the amount available for distribution at this meeting will be £2,333.33.
- 2.5 In order to assist the Grants Committee with the allocation of Civic Lottery funding Officers have considered each application to the fund and have made recommendations in relation to the allocation of funding, details of which can be found as **Appendix 2**.
- 2.6 The total sum sought in Round 2 is £7,672.
- 2.7 **Applications for consideration where no previous grants have been awarded**
- 2.7.1 Copies of the application forms are available in the Members' Library.

App. No.	Organisation	Reason for Application	Total Cost	Sum Sought
3484	Edith Harrison Performing Arts	For the purchase of music and a recording CD player	£500	£500
3485	Burbank Community Café	Room hire and Christmas party	£884	£884
3486	Headland Charters Skippers Association	Towards the purchase of rods, bait and life jackets	£1,862	£1,862
3495	Nether Throston Residents Group	Assistance with street party for the Queens diamond jubilee	£815	£350
3496	Dent/Derwent Area Residents Association	Children's Christmas Party	£365	£150

2.8 Applications for consideration – second and subsequent requests

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

App. No.	Organisation	Reason for Application	Total Cost	Sum Sought
3483	Peoples Headland Carnival	Assistance with costs of Carnival Event 2011	£4,325.53	£1,000
<u>Previous Grants:-</u> 2 previous grants - last one 14/7/10 for £315				
3490	St Francis 2000 FC U10 Tigers	To attend weekend football tournament and gym hire	£1,926	£1,926
Previous Grants:- 6 previous - last one 17/11/08 for £500				
3491	Hartlepool Church and District Football League	Assistance with purchase of trophies for cup finals	£660	£600
Previous Grants:- 6 previous - last one 22/9/10 for £250				
3494	Hartlepool Table Tennis Club	Entry fees for British League Weekend	£603.16	£300
Previous Grants: 1 previous - last one 22/9/10 for £300				

3. RECOMMENDATIONS

The report asks members to approve/note:-

1. Grant aid to those organisations as recommended and detailed in **Appendix 2**.
2. Any uncommitted balance of Round 2 allocation to be carried forward to Round 3 of the Civic Lottery Grant Fund 2011/2012.

CONTACT OFFICER: John Mennear, Assistant Director (Child & Adult 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 the 4th December 1989 the said consent was granted. Any further departure from the current criteria would require similar consent.

Current Criteria of the Civic Lottery Fund

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

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

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

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

Specific criteria relating to funding for senior citizen groups:

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

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

Recommendations for Civic Lottery 2nd Round 2011/2012

Number	Group	Reason	Previous grants	Total cost	Requested	Recommend
3483	People's Headland Carnival	Assistance with costs of carnival 2011	Yes	£4,326	£1,000	£335 towards cost of insurance
3484	Edith Harrison Performing Arts	Assistance with the purchase of Music and a recording cd player	No	£500	£500	£249 towards purchase of music and CD player
3485	Burbank Community Café	Assistance with room hire costs for Community Café (Burbank Community Centre)	No	£984	£984	£320 towards room hire costs
3486	Headland Charters Skippers Association	Assistance with the purchase of rods, bait and life jackets	No	£1,862	£1,862	£272 towards purchase of life jackets
3490	St Francis 2000 FC U10 Tigers	Assistance with the costs of attending a weekend football tournament and gym hire	Yes	£1,926	£1,926	£300 towards tournament fees and gym hire
3491	Hartlepool Church and District League	Assistance with trophies for cup finals	Yes	£660	£600	£250 towards the purchase of trophies for cup finals
3494	Hartlepool Table Tennis Club	Entry fees for British League weekend	Yes	£603	£300	£200 towards entry fees for British League

5.1 Appendix 2

						weekend
3495	Nether Throston Residents Group	Assistance with the costs of a street party to celebrate the Queens Diamond Jubilee June 2012	No	£815	£350	£295 for the hire of a marquee and tables and chairs and purchase of bunting.
3496	Dent/Derwent Area Resident Association	Children's Christmas party	No	£365	£150	£100 towards hire of venue and disco
	ROUND 2	TOTAL RECOMMENDATIONS				£2,321.00

GRANTS COMMITTEE

24th November 2011



Report of: Director of Child and Adult Services

Subject: HARTLEPOOL CITIZENS ADVICE BUREAU

SUMMARY

1. PURPOSE OF REPORT

The purpose of this report is to advise and seek approval to a request from Hartlepool Citizens Advice Bureau (CAB) to vary the terms of the expenditure of the grant award approved from the Community Pool on 27th September, 2011 for the period October 2011 to March 2012.

2. SUMMARY OF CONTENTS

Hartlepool Citizens Advice Bureau (CAB) has submitted a request to have the terms of the expenditure of their grant, approved on 27th September, 2011 for the period October 2011 to March 2012, varied. The request from CAB has been attached for Members information as **Appendix 1. This item contains exempt information under Schedule 12A Local Government Act 1972 (as amended by the Local Government (Access to Information) (Variation) Order 2006) namely, (paragraph 3 Information relating to the financial or business affairs of any particular person (including the authority holding that information)).** The service specification/grant acceptance relating to the grant award, which has been signed by the Manager of the CAB, has also been attached as **Appendix 2.**

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 the outcome of this request from CAB at meeting, 22nd November, 2011.

6. DECISION(S) REQUIRED

Members are requested to approve:-

1. The request from Hartlepool Citizens Advice Bureau, detailed in **Appendix 1**, to vary the terms of the expenditure of the grant awarded from the Community Pool on 27th September, 2011 for the period October 2011 to March 2012. **This item contains exempt information under Schedule 12A Local Government Act 1972 (as amended by the Local Government (Access to Information) (Variation) Order 2006) namely, (paragraph 3 Information relating to the financial or business affairs of any particular person (including the authority holding that information)).**

Report of: Director of Child and Adult Services

Subject: HARTLEPOOL CITIZENS ADVICE BUREAU

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to advise and seek approval for a request from Hartlepool Citizens Advice Bureau (CAB) to vary the terms of the expenditure of the grant award approved 27th September, 2011 for the period October 2011 to March 2012.

2. BACKGROUND

- 2.1 Hartlepool Citizens Advice Bureau (CAB) has submitted a request to vary the terms of the expenditure of the grant which was approved by the Grants Committee on 27th September, 2011 for the period October 2011 to March 2012. The request from the CAB is attached as **Appendix 1** for Member's information. **This item contains exempt information under Schedule 12A Local Government Act 1972 (as amended by the Local Government (Access to Information) (Variation) Order 2006) namely, (paragraph 3 Information relating to the financial or business affairs of any particular person (including the authority holding that information)).**
- 2.2 At a meeting of the Grants Committee on 27th September, 2011 Members approved an award of £36,130 for the CAB as a contribution to the core costs of the organisation including the salary costs of a Manager, Deputy Manager, Administration and Finance and a Telephone Advice Worker for the period October 2011 to March 2012.
- 2.3 On 25th October, 2011 officers received a request from the CAB to vary the terms of the expenditure of the grant which was approved by the Grants Committee. Since the award was approved the CAB has, due to the loss of income from several funding streams and the reduction in their reserves, have had to restructure the organisation in order to meet budgetary constraints.
- 2.4 In order to ensure a degree of continuity in management, supervisory, administrative and financial management functions and maintain the level of service to the general public the trustees of the CAB have decided to delete the post of Deputy Manager and reduce the number of hours worked by the Manager, Administration and Finance Officer and Telephone Advice Worker. This was felt to be the only realistic way of providing the type of continuity that the organisation needs and to maintain service provision in these difficult times. This means that the Bureau Manager, in particular, will still be

employed 5 days a week but will have to take on many of the duties and responsibilities that the Deputy Manager had.

- 2.5 Despite the loss of the Deputy Manager's post the daily opening hours of the CAB, for face-to-face will be maintained. However, Members will see from the Grant Acceptance and Service Specification, which was prepared and despatched by officers prior to the request being received, that the Manager of the CAB has signed the grant acceptance demonstrating the organisations agreement to provide the outputs and outcomes prescribed by officers as part of the grants process and which must be signed and returned by the recipient group before any funding is released. The service specification/grant acceptance is attached as **Appendix 2** for Members information.
- 2.6 The outputs and outcomes detailed in the service specification will be monitored as normal and if it transpires that the CAB are unable to achieve the prescribed outputs and outcomes, as detailed in the service specification/grant acceptance, then consideration will be given to clawing back some or all of the grant.
- 2.7 Officers are therefore recommending the approval of the request to vary the terms of the expenditure of the grant from the CAB. If Members approve the request this will be taken into consideration when the grant is monitored.

3. CONCLUSION

- 3.1 On 27th September, 2011 the Grants Committee approved an award of £36,130 to the CAB as a contribution towards the core costs of the organisation including the salary costs of a Manager, Deputy Manager, an Administration and Finance Officer and a Telephone Advice Worker.
- 3.2 Since the award was made the trustees of the CAB have considered their position very carefully and the current financial climate and have decided that because of the loss of several funding streams they have no option but to restructure the organisation in order to ensure some continuity of management and sustain current service provision. This has led to the deletion of the Deputy Managers post and the reduction of hours for the Manager, Administration and Finance Officer and the Telephone Advice Worker.
- 3.3 This being the case the CAB has submitted a request to vary the terms of the expenditure of the grant which was approved by the Grants Committee on 27th September, 2011 for the period October 2011 to March 2012.
- 3.4 As the opening hours of the CAB are still going to be maintained and the grant acceptance/service specification relating to the grant award has been signed and returned, indicating that the CAB can still achieve the prescribed outputs and outcomes linked to the grant officers are recommending the approval of the request from CAB to vary the terms of the expenditure of the grant.

4. RECOMMENDATIONS

Members are requested to approve/note:-

1. The request from Hartlepool Citizens Advice Bureau, detailed in **Appendix 1**, to vary the terms of the expenditure of the grant awarded from the Community Pool on 27th September, 2011 for the period October 2011 to March 2012. **This item contains exempt information under Schedule 12A Local Government Act 1972 (as amended by the Local Government (Access to Information) (Variation) Order 2006) namely, (paragraph 3 Information relating to the financial or business affairs of any particular person (including the authority holding that information)).**

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

Background Papers

Application to the Community Pool from Hartlepool Citizens Advice Bureau 2011/2012.

HARTLEPOOL BOROUGH COUNCIL
COMMUNITY POOL OCTOBER 2011 TO MARCH 2012

SERVICE SPECIFICATION: GRANT ACCEPTANCE
HARTLEPOOL CITIZENS ADVICE BUREAU

Grant aid of **£36,130** has been awarded for six months from October 2011 to Hartlepool Citizens Advice Bureau and will be monitored accordingly:-

- As a contribution towards the salary costs of a Bureau Manager, a Deputy Manager, Admin/ Finance Officer and a Telephone Advice Worker in accordance with the group's application to the Community pool 2011/2012.

In the period October 2011 to March 2012 Hartlepool Citizens Advice Bureau will achieve the following outcomes and will be monitored accordingly:

- Provision of a 5 day a week generalist advice service with regular and consistent opening times.
- Provision of face to face debt and welfare benefit advice for the benefit of Hartlepool residents.
- Provision of advice and assistance to 750 clients with completing Welfare Benefit claim forms.
- To work on behalf of Hartlepool residents to secure in excess of £1 million of benefits/financial gains.
- Actively promote volunteering and training of volunteer staff in excess of 20 staff.
- To assist 75 people with benefit appeals and 25 clients in applying with Debt Relief Orders or Bankruptcy.
- To continue to advise and assist 60 clients with Employment Tribunal proceedings.
- To continue to provide a quality service, including monitoring and evaluation of service provision. To maintain the organisations legal services quality mark in October 2011 to March 2012.

Declaration:-

11 OCT 2011

I the undersigned have been given approval to sign this acceptance on behalf of Hartlepool Citizens Advice Bureau. In doing so the organisation agrees to adhere to the terms and conditions of grant aid and the service specification.

Signed

Date

10.10.11

Position in organisation

Lee Victoria Bureau Manager