

## HAMPSHIRE COUNTY COUNCIL

### Decision Report

<b>Decision Maker:</b>	Executive Member for Culture, Recreation and Countryside
<b>Date:</b>	4 December 2014
<b>Title:</b>	Grant Funding for Culture and Community Organisations in Hampshire 2015/2016
<b>Reference</b>	6260
<b>Report from:</b>	Director of Culture, Communities and Business Services

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#### 1. Executive Summary:

1.1 This report sets out the detail of the applications that have been submitted by cultural, recreation and community organisations across Hampshire for major grants in 2015/16. It recommends that a total of £742,000 of grants are awarded, along with £60,000 for a Strategic Commission for Music, £53,730 for a Strategic Commission for Dance, £34,700 to Making Space in Leigh Park, plus a further £47,550 to the Countryside Access Forum. In addition, it is recommended that a base budget transfer of £78,400 is made to the Arts and Museums Service budget in order that it can be included as part of the overall support provided to the Hampshire Cultural Trust.

#### 2. Background:

2.1. Culture, Communities and Business Services offers two funding streams that offer revenue grant support to strategic cultural, recreational and community based organisations based in Hampshire. These are:

1) Culture and Recreation Investment Fund

This provides investment in the major strategic cultural and recreational organisations in Hampshire. Decisions are only made once a year for applications to this grant stream.

2) Community Investment Fund

This provides support for not-for-profit community based organisations with local governance arrangements in Hampshire. Decisions are also only made once a year for applications to this grant stream.

2.2. Full details of these two grants streams are set out in Appendix 1.

### **3. Grants for 2015/16:**

- 3.1 Applications have been received from 35 organisations for grants from the Culture and Recreation Investment Fund and the Community Investment Fund and their details, along with the proposed recommendations, are summarised in Appendices 2 and 3. In most cases, the proposed grant for 2015/16 is 3% less than the grant for 2014/15, as agreed by the Executive Member for Culture, Recreation and Countryside on 16 September 2014<sup>1</sup>.
- 3.2 Appendix 2 also highlights the outcome of the grant Commissions for Music, Theatre and Dance, which are part of the 'Connecting communities to Excellence' Arts and Museums Service Strategic Plan 2012-2015, which was approved by the Executive Member for Culture and Recreation on 20 January 2012.
- 3.3 Details of management agreement for Making Space, the craft initiative based in Leigh Park, and the Hampshire Countryside Access Forum are also included in Appendix 2. Neither are grants, as such, but, historically, both have been funded from the grants budget and are therefore included in this report too.
- 3.4 In previous years the County Council has awarded a grant to The Lights, an Arts Centre in Andover run by Test Valley Borough Council, from the Culture and Recreation Investment Fund. In 2014/15, this totalled £71,000. At the same time Test Valley Borough Council awarded a grant of £80,000 to the Arts and Museums Service for Andover Museum. It has now been decided not to award these grants (see Agenda item 5) and it is recommended that a base budget transfer of £78,400 (£80,000 – 2% reduction) is made to the Arts and Museums Service budget in order that it can be included as part of the overall support provided to the Hampshire Cultural Trust.

### **4. Consistent Approach to Assessing Applications:**

- 4.1 One of the aims of the grants system is to ensure a consistent approach is taken when assessing a grant application. Whilst each service (Arts, Museums, Countryside, Outdoor Service, Community and Sport) still assess the grant applications most relevant to them, all the officers use the same criteria and complete the same internal assessment form.

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[http://www3.hants.gov.uk/councilmeetings/advsearchmeetings/meetingsitemdocuments.htm?sta=&pref=Y&item\\_ID=6070&tab=2&co=&confidential=](http://www3.hants.gov.uk/councilmeetings/advsearchmeetings/meetingsitemdocuments.htm?sta=&pref=Y&item_ID=6070&tab=2&co=&confidential=)

**5. Summary of Grants Recommended for Approval 2015/16:**

5.1		£
	Culture and Recreation Investment Fund	640,530
	Community Investment Fund	101,470
		-----
	Total	£742,000
		-----
5.2	In addition:-	
	Strategic Commission for Music	60,000
	Strategic Commission for Dance	53,730
	Making Space, Leigh Park	34,700
	Hampshire Countryside Access Forum	47,550
	Transfer to the Hampshire Cultural Trust	78,400

**6. Financial Information 2015/16**

- 6.1. The total budget for the 2015/16 grants is £1,140,000. If all these applications are approved, there will be £123,620 remaining. These are indicative figures subject to the County Council approving the overall budget in February 2015.
- 6.2 In light of the need for the County Council to reduce its budget by a further £98m by April 2017 which means a further reduction in the grants budget of about £160,000, 14%, by April 2017, with the likelihood of a further budget reduction by 2020, it is recommended that all organisations receiving an Investment Fund grant develop a financial strategy. This strategy should set out the organisation's approaches to achieve financial sustainability with much less reliance on grant funding from the County Council in future years. It is recommended that the financial strategies are submitted with the mid year monitoring forms.

**7. Other Key Issues:**

- 7.1. Legal Implications: The Council has wide powers under section 19 Local Government (Miscellaneous Provisions) Act 1976 to provide recreational facilities and to contribute by way of a grant or loan towards the expenses incurred by voluntary bodies in providing such facilities and activities.

**8. Recommendation:**

8.1 That the Executive Member for Culture, Recreation and Countryside:

- i) Approves grants from the Culture and Recreation Investment Fund totalling £640,530, as set out in Appendix 2.
- ii) Agrees to the condition on all grant awards that organisations need to develop a financial strategy to achieve financial sustainability with much less reliance on grant funding from the County Council in future years.
- iii) Approves a Strategic Commission for Music for £60,000, as set out in Appendix 2.
- iv) Approves a Strategic Commission for Dance for £53,730, as set out in Appendix 2.
- v) Approves £34,700 to Making Space in Leigh Park, as set out in Appendix 2.
- vi) Approves a grant of £47,550 to the Countryside Access Forum, as set out in Appendix 2.
- vii) Approves a base budget transfer of £78,400 to the Arts and Museums Service budget, as set out in Appendix 2.
- viii) Approves grants from the Community Investment Fund totalling £101,470, as set out in Appendix 3.

**CORPORATE OR LEGAL INFORMATION:****Links to the Corporate Strategy**

Hampshire safer and more secure for all:	no
Corporate Improvement plan link number (if appropriate):	
Maximising well-being:	yes
Corporate Improvement plan link number (if appropriate):	
Enhancing our quality of place:	yes
Corporate Improvement plan link number (if appropriate):	

**Other significant links**

<b>Links to previous Member decisions:</b>		
<u>Title</u> Exec Member for Culture and Recreation Exec Member for Culture and Recreation	<u>Reference</u>	<u>Date</u> 20 January 2012 14 May 2012
<b>Direct links to specific legislation or Government Directives</b>		
<u>Title</u>		<u>Date</u>

## Section 100 D – Local Government Act 1972 – background documents

The following documents discuss fact or matters on which their report, or an important part of it, is based and have been relied upon to a material extent in the preparation of this report. (NB@ the list excludes published works and any documents which disclose exempt or confidential information as defined in the Act.)

DocumentLocation

None

## **IMPACT ASSESSMENT**

### **1. Equality Duty**

1.1. The County Council has a duty under Section 149 of the Equality Act 2010 ('the Act') to have due regard in the exercise of its functions to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited under the Act;
- Advance equality of opportunity between persons who share a relevant protected characteristic (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, gender and sexual orientation) and those who do not share it;
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

**Due regard in this context involves having due regard in particular to:**

- a) The need to remove or minimise disadvantages suffered by persons sharing a relevant characteristic connected to that characteristic;
- b) Take steps to meet the needs of persons sharing a relevant protected characteristic different from the needs of persons who do not share it;
- c) Encourage persons sharing a relevant protected characteristic to participate in public life or in any other activity which participation by such persons is disproportionately low.

### **1.2. Equalities Impact Assessment:**

A high level Equalities Impact Assessment was undertaken when the grants process was reviewed. It identified that the proposed changes to the grants are intended to have a positive impact and advance equality by creating a more open and transparent funding programme.

### **2. Impact on Crime and Disorder:**


2.1. Not applicable.

### **3. Climate Change:**

- a) How does what is being proposed impact on our carbon footprint / energy consumption? Not applicable.
- b) How does what is being proposed consider the need to adapt to climate change, and be resilient to its longer term impacts? Not applicable.

## Hampshire County Council Grant Guidance Notes for Culture and Recreation Investment Fund

### **Purpose**

The Culture and Recreation Investment Fund provides support for a programme of investment in the strategic cultural and recreational infrastructure within Hampshire. Applicants must support the priorities and outcomes of Hampshire County Council's Strategic Plan 2013-17 '[Shaping Hampshire: modern, public services for the future](#)  4 MB'

1. Health and Wellbeing: Improving health and wellbeing for all.
2. Economy: Promoting economic prosperity and protecting the environment.
3. Communities: working with communities to enhance local services.
4. Efficiency: Delivering high quality, cost-effective public services.

### **When can I apply for a grant?**

The Culture and Recreation Investment Fund is an annual programme and has one round per year. It is open for applications from 11 August 2014 until 5pm on 22 September 2014. Funding is granted on an annual basis only, so organisations must apply every year.

### **What do we fund?**

A grant can be awarded to eligible cultural and/or recreational/sports organisations to contribute towards service/programme costs and/or core running costs, including salaries.

### **Who and what we can't fund?**

- Services' and organisations that do not meet the Fund's criteria
- Individuals
- Organisations already in receipt of funding from other Hampshire County Council departments for the majority of their core costs and/or service/project activity delivery
- Sports organisations that do not have a Countywide engagement/participation reach
- Services provided solely within the unitary authority areas of Portsmouth City Council and Southampton City Council
- Capital projects or capital grants for equipment (building work, extensions, materials/resources, play/sports equipment, uniforms etc)
- Parish/Town Councils
- Schools and uniformed organisations

### **Grant Eligibility Criteria and Who can apply?**

The grants programme is open to organisations, partnerships and consortiums delivering cultural and recreational services in Hampshire, who must meet the following eligibility criteria.

- The services/programmes of the cultural and/or recreational organisation benefit Hampshire residents and visitors and clearly deliver against the priorities above.
- Cultural and/or recreational organisations must be properly constituted with clear and effective management and governance structures.

- Consortiums of properly constituted cultural and/or recreational organisations must have clear terms of reference.
- Organisations will not normally be eligible for grants where they hold unallocated reserves in excess of one year's running costs. Where it is judged that unallocated reserves are unreasonably in excess of what is required or not allocated for legitimate purposes, those organisations may receive a reduced grant.
- As a minimum standard we would expect your organisation to meet the minimum legal requirements along with policies and procedures to cover your organisation's services/programmes. Generally we would expect organisations to have £10m cover for public liability and employers' liability insurance.

Where appropriate, depending on the grant sum requested, the organisation will be expected to submit supporting documentation. All documentation will be used, alongside the application form, to assess against the grant criteria.

Document	All Grants	Grants £5k +	Grants £10k +	Grants £25k +
Annual Accounts	✓	✓	✓	✓
Constitution (only for first time applicants or if updated)	✓			
3 Year Business Plan, including Risk Management Plan, Audience Development Strategy and/or Marketing Plan			✓	✓
Equal Opportunities Policy				✓
Health & Safety Policy				✓
Adults Safeguarding Policy		✓	✓	✓
Child Protection Policy		✓	✓	✓
Employers Liability Insurance			✓	✓
Public Liability Insurance			✓	✓

On occasions, at our discretion, we may require further information and documentation in addition to the above to support the assessment process.

All successful applicants will be required to provide appropriate reporting and/or monitoring for their services/programmes, including completion of a 6 monthly and end of grant monitoring and evaluation forms.

### **Grant Criteria**

All eligible applications will be assessed against the grant criteria. These criteria are relevant to cultural/recreational organisations and directly link to the 'Shaping Hampshire: modern, public services for the future' Strategic Plan 2014 -2017 priorities.


Organisations do not need to meet all of these priorities, but must clearly demonstrate within their application that they are able to deliver against some of these

- Organisations providing flagship cultural and recreational experiences of national and/or regional standing. The programmes of work delivered are of high quality, innovative and appropriately aspirational.

- Organisations that support the development of Hampshire's home grown talent.
- Organisations that can demonstrate actively increasing the numbers of local people accessing inspiring experiences and participating in cultural and/or recreational activity, particularly young people, hard to reach and older people.
- Organisations enabling and/or supporting other organisations to provide cultural and recreational services.
- Organisations working towards optimising their economic, social and environmental sustainability.

## Hampshire County Council Grant Guidance Notes for Community Investment Fund

### **Purpose**

The Community Investment Fund supports community based organisations delivering services/projects/activities which support the priorities and outcomes of Hampshire County Council's Strategic Plan 2013-17 '[Shaping Hampshire: modern, public services for the future](#)'  4 MB

Those most relevant to this scheme are:

1. Health and wellbeing: Improving health and wellbeing for all
2. Communities: working with communities to enhance local services

### **When can I apply for a grant ?**

The Community Investment Fund is an annual programme and has one round per year. It is open for application from 1 August 2014 until 5pm on 22 September 2014. Funding is granted on an annual basis only, so organisations must apply every year.

### **What do we fund?**

A grant can be awarded to eligible organisations to contribute towards service costs and/or core costs including salaries.

### **Who can't apply and what we can't fund?**

- Organisations that do not meet the Fund's criteria
- Individuals
- Profit making organisations
- Organisations already in receipt of funding from other Hampshire County Council departments for core costs and/or core service/programme delivery.
- Organisations providing services and/or projects solely within the unitary authority areas of Portsmouth City Council and Southampton City Council.
- Organisations whose main priority is of an individual focus or single use i.e. young people, older people, health, arts, sports/recreation.
- Parish/Town Councils
- Other local authorities
- Uniformed organisations such as Scouts, Girl Guides, cadets etc
- Schools
- Capital projects including building works and equipment

### **Grant Eligibility Criteria and Who can apply?**

The Community Investment Fund is open to not for profit, community based organisations with local governance arrangements in Hampshire, who meet the following eligibility criteria;

- The services/programmes of the community based organisation clearly deliver against the priorities above.
- The services/programmes of the community based organisation benefit a local community/local communities in Hampshire, improving health and wellbeing for all.
- The community-based organisation must be properly constituted with clear and effective local governance and management structures.
- Organisations will not normally be eligible for grants where they hold unallocated reserves in excess of one year's running costs. Where it is judged that unallocated reserves are unreasonably in excess of what is required or not allocated for legitimate purposes, those organisations may receive a reduced grant. All charitable organisations are expected to have an agreed reserves policy that addresses their financial risk.
- As a minimum standard we would expect your organisation to meet the minimum legal requirements along with policies and procedures to cover your organisation's services/programmes. Generally we would expect organisations to have £10m cover for public liability and employers' liability insurance.

Where appropriate, depending on the grant sum requested, the organisation will be expected to submit supporting documentation. All documentation will be used, alongside the application form, to assess against the grant criteria.

<b>Document</b>	<b>All Grants</b>	<b>Grants £5k +</b>	<b>Grants £10k +</b>	<b>Grants £25k +</b>
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Equal Opportunities Policy				✓
Health & Safety Policy				✓
Adults Safeguarding Policy		✓	✓	✓
Child Protection Policy		✓	✓	✓
Employers Liability Insurance			✓	✓
Public Liability Insurance			✓	✓

On occasions, at our discretion, we may require further information and documentation in addition to the above to support the assessment process.

All successful applicants will be required to provide appropriate reporting and/or monitoring for their organisation, services/programmes , including completion of a 6 monthly and end of grant monitoring and evaluation forms.

### **Grant Criteria**

All eligible applications will be assessed against the grant criteria. The criteria are relevant to community based organisations and directly link to the Strategic Plan 2013-17 'Shaping Hampshire: modern, public services for the future priorities.

Your organisation must:

- Provide services/programmes that improve their community's access to services in their area of benefit.
- Provide services/programmes that improve the life chances and health and wellbeing for all, particularly those who are vulnerable or disadvantaged.
- Work in partnership and be engaged with relevant neighbourhood/community partnerships, to support the delivery of a range of community services/programmes.
- Work towards optimising economic, social and environmental sustainability.
- Provide services/programmes that ensure the delivery and improvement of high quality services.
- Demonstrate a commitment to support and/or increase participation through volunteering.
- Actively engage and consult with their local community to identify needs