

Draft Guidance for Children's Services Children's Centre (CS CC) grants – 2012-2013

Introduction

Hampshire County Council, as part of the exit strategy to support outgoing organisations due to the recently awarded services for Children's Centres, has set up a one off grant fund for organisations affected. This is to enable continuation of a range of existing services to vulnerable children under five and their families that are additional and not part of the core offer of children's centres to support improved outcomes for children 0-5 years. This is a tapering funding stream across an agreed period of no more than 12 months. It is expected that, within the grant funding period, organisations in receipt of this funding will work in partnership with their local children's centre/s and local children's partnership in assessing the continued need for the services, will reorganise their delivery and/or seek alternative funding solutions for any future service requirement. This fund will not be continued after the period of the grant award.

Exclusions:

- Any activity that is considered part of the core delivery of a contracted children's centre service
- Any activity that is included in a commissioned/contracted activity that is fully funded by another organisation or other part of Hampshire County Council
- Any activity that is funded through the early years education single funding formula or two year old funds
- Any activity that is considered childcare which should be funded by fees or other funding streams.

Criteria:

The existing activity complements (but does not duplicate) the core delivery of a contracted children's centre, these are:

- Health
- Education, training and employment
- Child development
- Parenting.

Organisations seeking CS CC grant funding must demonstrate:

- That families with children under five attend the activity/service.
- That the service is not provided and will not be continued by a contracted children's centre during the period in which the funding is in place.
- The outcomes and benefits of the service to the vulnerable community to whom it is offered
- The accessibility of the service
- They are an organisation that has a recognised legal structure.

CS CC conditions of grant:

1. The organisation agrees to set up appropriate data sharing arrangements with local children's centres where the families who attend the organisation's activity/service meet the children's centre target group criteria and may benefit from additional support from the children's centre. The organisation is responsible to ensure data sharing arrangements meet Data Protection Act requirements.
2. The organisation agrees to promote the local children's centre to families.
3. The funding requested must not constitute the whole cost of the activity being supported and the application must clearly show how the costs of the activities are funded.
4. This fund is awarded on a one year basis only (up to 31 March 2013) and the organisation is expected to demonstrate through an exit strategy the ongoing sustainability of the service through other funds. The organisation will be expected to develop business and financial plans and strategy for future years.
5. In order to support the organisation develop a business and financial plan that will allow services funded under this grant to be continued, the organisation will be provided access to additional business support from the Council of up to five fte days.
6. The quality of service provision under the grant agreement must comply in all respects with all relevant requirements of any Statute, Statutory Rule or Order, or other instrument having the force of law which may be in force at the time when the Service is supplied including but not limited to the Childcare Act 2006, Apprenticeships, Skills, Children and Learning act 2009, Equality Act 2010.
7. The organisation must establish ongoing professional development for all its staff.
8. The organisation must acknowledge Hampshire County Council and the Services for Young Children in their publicity.
9. The organisation must consult with the Council in respect of any proposed changes to the Service before they are implemented and any variations to the grant purpose must be agreed in advance with the Council.
10. The organisation must undertake any promotional and marketing activity that would be reasonably expected to ensure that communities and children's centres are aware of the services available.
11. The organisation will take all reasonable steps to promote and provide equal access for children with special needs and will have policy of inclusion
12. The organisation must have safeguarding and child protection policy together with an identified individual whose responsibility is to lead on all safeguarding and child protection matters .
13. All items with purchased utilising grant monies with a value or cost of £500 or more must be recorded on an assets register and notified to Hampshire County Council in the interim monitoring reports.
14. Voluntary organisations with an annual income exceeding £1,000 must be or undertake to be registered under the Charities Act 1993.

15. All financial records including original invoices, receipts for all items purchased with the grant and other documents in relation to the services/activities being supported by the grant shall be kept for at least five years after the grant award and shall be made available for inspection and audit at any reasonable time by officers of the Council or their representatives.
16. The organisation shall indemnify the Council against all liability arising from the act, omission or default of the organisation in relation to the service/activity being supported and the grant award and shall maintain a policy of insurance to cover such liability. The minimum insurance liability limits shall be for not less than £10 million for Public Liability and not less than £10 million for Employer's Liability and where applicable to service delivery not less than £5 million for Professional indemnity. The cost of obtaining a policy of insurance is the responsibility of the organisation.
17. The grant agreement, or any part, share or interest in it, is not to be transferred, assigned or sub-let by the organisation directly or indirectly, to any person or persons whomsoever, without the written consent of the Council, [which shall not be unreasonably withheld].

CS CC Funding process

The Hampshire corporate grant process will be followed and all applicants will be required to submit a Grant Application Form. [link to be provided to the corporate page].

The application process will be open for a two periods of three weeks totalling a six week period: from 1 June 2012 until the 24 June and from 25 June until the 13 July 2012. Applications received after these dates or incomplete applications will be disqualified. Grant approvals will be confirmed by 15 July and 31 August 2012.

Proposals must show clearly where spending will occur. There is only limited funding and grants will only be given to organisations who show a clear need for financial support.

Who can apply?

Organisations that previously held a contract for the management of the delivery of Hampshire Children's Centres and where the organisation is at risk of not being able to continue services that are not part of the core offer of the childrens centre programme due to the change in children's centre management.

Who the Council cannot fund:

Hampshire County Council's standard grant conditions apply. If an organisation is in any doubt as to whether its project qualifies, we would recommend that it speaks to an officer of the Council before submitting an application. We would also strongly encourage all applicants requesting a grant of £10,000 or above to contact Services for Young Children to discuss their proposal prior to submission.

Financial eligibility

Organisations will not normally be eligible for grants where they hold unallocated reserves in excess of one year's running costs, or where it is judged that these reserves are unreasonably in excess of what is required or not allocated for legitimate purposes.

The Children's Services Grant Programme has adopted the Charity Commission's reserves policy in this respect. Details of the Commission can be found at <http://www.charity-commission.gov.uk/publications/CC19.aspx>.

The Charity Commission's definition of reserve is:

Income funds that are freely available for its general (unrestricted) purposes. "Reserves" are therefore the resources the organisation has or can make available to spend, for any or all of the charity's purposes, once it has met its commitments and covered its other planned expenditure. It is not yet spent, committed or designated.

Grants are generally a contribution to core costs or service/project costs. The Council expects organisations to secure additional funding from other sources, to contribute to the costs in kind (through volunteer time, for example), or both.

In the current financial climate it is even more essential that projects or organisations applying for funding are able to demonstrate a direct and demonstrable, cost effective impact on the priorities outlined above.

The Council has the right to request repayment of any unused grant or reduce, suspend or withhold, or require repayment of the grant or any part of it, and terminate the agreement if:

- The organisation is in material breach of any part of the Agreement;
- the organisation ceases to operate the Services within the period of the Agreement;
- the organisation fails to apply the grant for the purposes of the Project as outlined in the Forms and uses the Grant for purposes other than those for which they have been awarded;
- the Council considers that the organisation has not made satisfactory progress with the delivery of the Project;
- the organisation acts fraudulently or negligently;
- the organisation provides the Council with any materially misleading or inaccurate information;
- the organisation obtains duplicate funding from a third party for the Project and/or obtains funding from a third party which, in the reasonable opinion of the Council, undertakes activities that are likely to bring the reputation of the Project or the Council into disrepute;
- the organisation commits or committed a Prohibited Act;
- any member of the governing body, employee or volunteer of the organisation has (a) acted dishonestly or negligently at any time and directly or indirectly to the detriment of the Project or (b) taken any actions which, in the reasonable opinion of the Council, bring or are likely to bring the Council's name or reputation into disrepute;
- The organisation ceases to operate for any reason, or it passes a resolution (or any court of competent jurisdiction makes an order) that it be wound up or dissolved (other than for the purpose of a bona fide and solvent reconstruction or amalgamation);
- the organisation becomes insolvent, or it is declared bankrupt, or it is placed into receivership, administration or liquidation, or a petition has been presented for its winding up, or it enters into any arrangement or

composition for the benefit of its creditors, or it is unable to pay its debts as they fall due; or

- the organisation fails to comply with any of the terms and conditions set out in this Agreement and fails to rectify any such failure within 30 days of receiving written notice detailing the failure.
- the organisation has not disclosed to the Council all information which would or might reasonably be considered to influence the Council in the making of a grant payment;
- the organisation fails to use all of the grant allocated for the purposes of the project outlined in the Forms; or
- the Council has concerns relating to or potentially relating to child safety.

Application assessment and recommendation

Incomplete applications will not be considered.

Following the closing date, applications will be circulated to officers of Services for Young Children and then assessed at the Services for Young Children Grant Panel.

During the Panel meetings, recommendations for applications up to and including £5,000 will be awarded, partially awarded, or rejected. The Council will notify applicants of the outcome of their application within two weeks after a decision has been made.

Following the Panel meetings, recommendations for applications over £5,000 will be made to the Director of Childrens Services for approval who has been granted delegated authority from the Children's Services Executive Lead Member. The Council will let applicants know the outcome of their application no later than one week after the decision.

Grants awarded will then be reported to the Children's Services Executive Lead member at a scheduled [meeting](#).

Payment of grant

Grant will be paid into an agreed bank account by BACs. Where more than one payment will be made this will be shown in the Grant Payment schedule of the agreement. In general terms however the structure of payments will be as follows

Grant Payment	Milestone
25% of total grant	Payable on return of signed agreement and returned targets..
50% of total grant	Approval of a business plan outlining activities that will be undertaken to reshape the organisation from March 2014.
25% of total grant	On submission of end of grant Monitoring

Monitoring

If successful, organisations will be required to sign a grant agreement and submit targets to inform the Council what they aim to achieve over the duration of the grant period. As targets will depend on the value of grant, the Council will agree these with the organisation separately once an award has been agreed.

Successful projects will be required to submit a business plan outlining how the organisation will reshape from March 2014 and will be required to complete a six month and end of year self monitoring report to feedback how the project is being delivered and if the proposed outcomes and targets are being met. Depending on the value of the grant and the nature of the service/activity a review visit may also be arranged by the Council.

Who to contact for advice / guidance

Children's Centres Support Officers

Sally Taylor	sally.taylor@hants.gov.uk	07912 341080
Mike Newman	mike.newman@hants.gov.uk	07515 084020
Sam Severe	samantha.severe@hants.gov.uk	07595 214826

Business support officers

Colin Skinner	colin.skinner@hants.gov.uk	023 9225 9906
Geoff Sim	geoff.sim@hants.gov.uk	023 8066 7360