

HAMPSHIRE COUNTY COUNCIL**Report**

Committee:	Culture, Communities and Rural Affairs Select Committee
Date:	26 April 2012
Title:	New Grant Schemes for Cultural and Community Organisations in Hampshire
Reference:	3867
Report From:	Director of Culture, Communities and Business Services

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1. Executive Summary

- 1.1 This report updates the Informal Grants Panel and the Culture, Communities and Rural Affairs Select Committee on the detailed work that has been done on the new grant streams for cultural and community organisations which were approved by the Executive Member for Culture and Recreation on 20 January 2012¹. Following comments from the Grants Review Panel and the Select Committee, the report asks the Executive Member to approve the detail of the new grants.

2. Background

- 2.1 Over the last eight months there has been a major review of the grants to cultural and community organisations. A Review Panel was set up by the Culture, Communities and Rural Affairs Select Committee to examine the issues in considerable depth. The Panel made a number of recommendations to the Select Committee on 12 January 2012 and, following comments made at the Select Committee, the recommendations were then approved by the Executive Member for Culture and Recreation on 20 January 2012.
- 2.2 This report updates the Informal Grants Panel and Select Committee on work that has been going on since then.

¹ http://www3.hants.gov.uk/councilmeetings/meetingssummary.htm?date_ID=720

3. New Grants Programme

3.1 The review of the previous Culture and Community grants recommended moving from 10 service based grant streams to five new grant streams, managed across the services. The detail of the schemes is set out below, including changing the names of four of the grant streams:-

1. Culture and Recreation Investment Fund (previously called Centres of Cultural Activity)

3.2 This provides investment in the strategic cultural and recreational infrastructure in Hampshire. The programme is open to organisations, partnerships and consortiums delivering cultural and recreational services across Hampshire which meet the following eligibility criteria:-

- The services, projects and activities of the cultural and/or recreational organisation clearly deliver against the priorities of Hampshire County Council's Open for Business 2011-13 Plan.
- The services, projects and activities of the cultural and/or recreational organisation benefit Hampshire residents and visitors, improving the quality of life for all.
- 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.

2. Community Investment Fund (previously called Centres of Community Action)

3.3 This provides support for not-for-profit community based organisations whose services/projects/activities:-

- Meet the priorities of Hampshire County Council's Open for Business 2011-13 Plan.
- Improve access to services in their area of benefit.
- Deliver social welfare objectives by improving the life chances and quality of life for all, particularly those who are vulnerable or disadvantaged.
- Work in partnership and are engaged with relevant neighbourhood/ community partnerships.
- Work towards optimising economic, social and environmental sustainability.
- Ensure the delivery and improvement of high quality services.
- Where appropriate, increase participation through volunteering.

3. Culture and Community Activity Grants (previously called Cultural and Community Small Grants Programme)

3.4 The purpose of this grants stream is to provide general support to groups and organisations which encourage and provide opportunities for individuals and communities to participate in community focused, cultural and recreational activities. Funding will be provided to organisations and services which fulfil the following criteria:-

- The services, projects or activities of the organisation support the priorities of Hampshire County Council's Open for Business 2011-13 Plan.

- The organisation has a clear management structure within its constitution or suitable governance/terms of reference.
- The organisation must be able to demonstrate that without the support from Hampshire County Council, the activity/event would not be able to proceed at all or to the extent outlined in the application.
- Organisations with significant funds in place or higher levels of reserves must demonstrate why funding from Hampshire County Council is needed.
- The organisation must have actively sought funding from other sources, including district, borough, town or parish council funding. Priority will be given to applications which have partner funding in place from other sources.

4. Organisational Change Fund (previously called Transition and Change Fund)

- 3.5 This fund supports specific, time limited projects for organisations to achieve efficiencies and reduce ongoing dependency on grant funding. This could include the exploration of alternative funding opportunities and new delivery models.

5. Community Buildings Capital Fund

- 3.6 This grant stream supports the small scale refurbishment and improvement of local community buildings that are managed and operated by the voluntary sector.
- 3.7 Full details of all five grant streams, including what the County Council can fund and the organisations that cannot be funded, are set out in Appendix 1.
- 3.8 Most of the grant funding has already been allocated for 2012/13 to the new grant streams, as set out in Appendix 2.

4 Member Representation on Outside Bodies

- 4.1 Every four years the Executive Member for Culture and Recreation approves a list of members who represent the County Council on a wide range of cultural and community organisations. In order to make better use of this representation it is recommended that each member is asked to report back each year.
- 4.2 A proposed template for members to use to report back is attached as Appendix 3.

5 Recommendations

- 5.1 That the Informal Grants Panel/Select Committee recommends to the Executive Member for Culture and Recreation that:
- i. Approval is given to the five new grant streams for cultural and community organisations, as set out in 3.1 – 3.6 and Appendix 1.
 - ii. Approval is given to the template for Members to use to report back on the organisations they represent the County Council on.

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

Links to previous Member decisions:		
<u>Title</u>	<u>Reference</u>	<u>Date</u>
Financial Support to Cultural and Community Organisations	3096	20-01-2012

Section 100 D - Local Government Act 1972 - background documents

The following documents discuss facts or matters on which this 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.)

<u>Document</u>	<u>Location</u>
None	

IMPACT ASSESSMENTS:

1. Equalities Impact Assessment:

- 1.1 A high level Equalities Impact Assessment (EIA) has been undertaken. 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 (Culture, Communities and Business Services - CCBS)

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 meet the criteria and objectives linked to Hampshire County Council's 'Open for Business Plan' 2011-13, those most relevant to CCBS, are:

- Enhance community engagement and partnership working – strengthening and empowering communities.
- Support and enable sustainable economic development – 'place shaping'.
- Enhance Hampshire's environment and promote sustainability.
- Develop new models of service provision, meeting the challenges of reduced resource and evolving national policies, whilst improving the quality of services for users.
- Improved quality of life for all, particularly those who are vulnerable and disadvantaged.

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 meet the following eligibility criteria. Applications can be for up to three years, however funding is only committed on an annual basis and organisations must apply every year.

- The services, projects and activities of the cultural and/or recreational organisation clearly deliver against the priorities above.
- The services, projects and activities of the cultural and/or recreational organisation benefit Hampshire residents and visitors, improving the quality of life for all.
- 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.

Where appropriate, depending on the grant sum requested, the organisation will be expected to submit the following supporting documentation. (Please note for grants up to £5,000, there are no additional supporting documentation requirements).

Document	Grants £5k +	Grants £15k +	Grant £25k +
Annual Accounts	✓	✓	✓
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			✓

All successful applicants will be required to provide appropriate reporting and/or monitoring for their service, projects and/or activities.

Financial Eligibility

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.

What do we fund?

The grant can be awarded to contribute towards the organisation's service/project costs and/or core running costs, including salaries. Applications will be assessed against the following Fund Criteria. Organisations do not need to meet all of these priorities, but must be able to demonstrate that they deliver against some of these within their application.

- Organisations providing flagship cultural and recreational experiences of national and/or regional standing
- Programmes of work that are of high quality, innovative and appropriately aspirational
- Programmes of work that inspire young people to have ambition and improve their level of educational or physical attainment
- Organisations that support the development of Hampshire's home grown talent
- Organisations that provide local people, including young people and hard to reach older audiences, access to inspiring experiences
- Organisations that can demonstrate actively increasing the numbers of people experiencing and participating in cultural and recreational activity
- Organisations enabling and/or supporting other organisations to provide cultural and recreational services
- Organisations working towards optimising their economic, social and environmental sustainability

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
- Services provided solely within the unitary authority areas of Portsmouth City Council and Southampton City Council
- Capital projects or capital grants for equipment
- Parish/Town Councils
- Schools

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 application from 1 April until 1 October each year.

Hampshire County Council Grant Guidance Notes for Community Investment Fund (Culture, Communities and Business Services- CCBS)

Purpose

The Community Investment Fund supports community based organisations delivering services/projects/activities which support the priorities and outcomes of Hampshire County Council's 'Open for Business' Plan 2011 – 2013. Those most relevant to CCBS are:

- Enhance community engagement and partnership working – strengthening and empowering communities.
- Improved quality of life for all, particularly those who are vulnerable or disadvantaged.

Grant Eligibility Criteria and Who can apply?

The Community Investment Fund will support not for profit community based organisations with local governance arrangements whose services/ projects/ activities support the priorities above.

Your services/projects/activities must:

- Improve access to services in their area of benefit.
- Deliver social welfare objectives by improving the life chances and quality of life for all, particularly those who are vulnerable or disadvantaged.
- Work in partnership and are engaged with relevant neighbourhood/ community partnerships.
- Work towards optimising economic, social and environmental sustainability.
- Ensure the delivery and improvement of high quality services.
- Where appropriate, increase participation through volunteering.

Where appropriate, depending on the grant sum requested, the organisation will be expected to submit the following supporting documentation. (Please note for grants up to £5,000, there are no additional supporting documentation requirements).

Document	Grants £5k +	Grants £15k +	Grant £25k +
Annual Accounts	✓	✓	✓
3 Year Business Plan		✓	✓
Equal Opportunities Policy			✓
Health & Safety Policy			✓
Adults Safeguarding Policy	✓	✓	✓
Child Protection Policy	✓	✓	✓
Public Liability Insurance			✓
Employers Liability Insurance			✓

All successful applicants will be required to provide appropriate reporting and/or monitoring for their service, projects and/or activities.

Financial Eligibility

Organisations will not normally be eligible for grants where they hold unallocated reserves in excess of one year's running costs. In cases where reserves held exceed this level a reduced level of funding may be agreed. All charitable organisations are expected to have an agreed reserves policy that addresses their financial risk.

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 service/project/activity delivery.
- Organisations providing services and/or projects solely within the unitary authority areas of Portsmouth City Council and Southampton City Council.
- Parish/Town Councils
- Other local authorities
- Uniformed groups such as Scouts, Girl Guides etc
- Schools
- Capital projects
- Capital grants for equipment

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 April until 1 October each year.

Hampshire County Council Grant Guidance Notes for Culture and Community Activity Grants (Culture, Communities and Business Services - CCBS)

Purpose

The purpose of the Culture and Community Activity Grants is to provide general support to groups and organisations which encourage and provide opportunities for individuals and communities to participate in community-focused, cultural and recreational activities.

This programme funds projects and proposals which support the priorities and outcomes in Hampshire's 'Open for Business' Plan 2011-13 which are most relevant to CCBS. These are:

- Improved quality of life for all, particularly those who are vulnerable or disadvantaged.
- Enhance community engagement and partnership working – strengthening and empowering communities.
- Enhance Hampshire's environment and promote sustainability.

Grant Eligibility Criteria and Who Can Apply

We will fund organisations and services who fulfil the following criteria:

- The services, projects or activities of the organisation support the priorities detailed above.
- The organisation has a clear management structure within its constitution or suitable governance/terms of reference.
- The organisation must be able to demonstrate that without the support from Hampshire County Council the activity/event would not be able to proceed at all or to the extent outlined in the application.
- Organisations with significant funds in place or higher levels of reserves must demonstrate why funding from Hampshire County Council is needed.
- The organisation must have actively sought funding from other sources, including district, borough, town or parish council funding. Priority will be given to applications which have partner funding in place from other sources.

All successful applicants will be required to provide appropriate reporting and/or monitoring for their service, projects and/or activities.

Funding criteria

Culture and Community Activity Grants will fund up to a maximum of £5,000.

We can match fund business sponsorship up to £500. The sponsorship you are receiving must be monetary, we can not match fund any in kind sponsorship, e.g. free/subsidised marketing. Match funding must be a minimum of £200 per business and businesses must be first time sponsors. Maximum of one application per organisation per year.

Financial Eligibility

Organisations will not normally be eligible for grants where they hold unallocated reserves in excess of one year's running costs. In cases where reserves held exceed this level a reduced level of funding may be agreed. All charitable organisations are expected to have an agreed reserves policy that addresses their financial risk.

What do we fund?

- Any high quality project that delivers measurable results against the objectives set out above.
- Countryside access and rights of way projects.
- Conservation projects to benefit the habitat or species particularly important to a site.
- Community, cultural or recreational projects, activities or events that provide opportunities for local people to become involved.
- Match funding for business sponsorship (please see Funding Criteria below)

What we can't fund

- Individuals
- Further or higher education fees, personal development or training fees for individuals
- Curriculum based activities
- Building based capital works
- Capital schemes – i.e. buying instruments, equipment or uniforms.
- Setting up an organisation
- General running costs of an organisation
- Profit making events/activities
- Services, projects or activities solely within the unitary authority areas of Portsmouth City Council and Southampton City Council
- Uniformed groups such as Scouts, Girl Guides etc

Please note we cannot retrospectively fund works or projects that have already been carried out. Grants are issued for works or projects to be carried out in the future.

When can I apply for a grant?

Culture and Community Activity Grants are available all year round.

Hampshire County Council Grant Guidance Notes for Organisational Change Fund (Culture, Communities and Business Services - CCBS)

Purpose

The Organisational Change Fund supports specific, time-limited projects for organisations to achieve efficiencies and reduce on-going dependency on grant funding. This could include the exploration of alternative funding opportunities and new delivery models.

This programme funds projects and proposals which supports the following priority and outcome in Hampshire's 'Open for Business' Plan 2011-13:

- Develop new models of service provision, meeting the challenges of reduced resource and evolving national policies, whilst improving the quality of services for users.

Grant Eligibility Criteria and Who Can Apply

We will fund organisations and services, who fulfil our criteria and have submitted a good project proposal, for a grant of up to £10,000. Joint bids between separate organisations can be accepted if appropriate governance is in place. We are unable to award funding to individuals.

Our criteria are:

- The project or proposals of the organisation(s) support the priority detailed above
- The organisation(s) has a clear management structure within its constitution or suitable governance/terms of reference.

All successful applicants will be required to provide appropriate reporting and/or monitoring for their service, projects and/or activities.

Financial Eligibility

Organisations will not normally be eligible for grants where they hold unallocated reserves in excess of one year's running costs. In cases where reserves held exceed this level a reduced level of funding may be agreed. All charitable organisations are expected to have an agreed reserves policy that addresses their financial risk.

What we can fund

Maximum grant of up to £10,000

Feasibility studies

In order to assist organisations, Hampshire County Council will support the costs of feasibility studies.

Management Consultants

In order to assist organisations, Hampshire County Council will support the costs of management consultancy fees.

What we can't fund

- Ongoing financial support or contributions towards a deficit. Projects must have clear outcomes and must support a sustainable future business model.
- 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
- Services provided solely within the unitary authority areas of Portsmouth City Council and Southampton City Council
- Capital projects or capital grants for equipment
- Parish/Town Councils
- Schools
- Uniformed groups such as Scouts, Girl Guides etc

Please note we cannot retrospectively fund projects or proposals that have already been carried out. Grants are issued for projects or proposals to be carried out in the future. This includes any contracts issued to consultants before grant approval.

When can I apply for a grant?

The Organisational Change Fund is open for applications all year.

Hampshire County Council Grant Guidance Notes for Community Buildings Capital Fund (Culture, Communities and Business Services - CCBS)

Purpose

The Community Buildings Capital Fund supports small scale refurbishment and improvement of local community buildings that are managed and operated by the voluntary sector.

Who can apply?

- Village halls (not parish-run halls)
- Community associations
- Faith organisations that have a separate open access community programme on the property

Who can't apply?

- Parish Councils
- Other local authorities
- Individual groups: youth clubs; playgroups; lunch clubs; uniformed organisations etc.
- School properties
- Sports Clubs

What do we fund?

- Building repairs, extensions and refurbishments
- Health and Safety issues
- Equipment to improve the buildings and increase usage
- Feasibility studies

What we can't fund

Equipment not directly attributable to the building i.e. we will fund stage lighting and sound systems, but would not fund a television or hifi system for a club room. We will also not fund equipment intended for the use of a separate trading arm or commercial organisation using the premises.

Please note we cannot retrospectively fund works that have already been carried out. Grants are issued for works to be carried out in the future.

Funding criteria

Projects costing less than £15,000

Hampshire County Council contribution - 1/3rd - up to a maximum of £5,000. The voluntary organisation will be advised to apply to the appropriate District and Parish Council for a contribution. Hampshire County Council will not provide more than 1/3rd except in exceptional circumstances.

If granted, payment will be made on receipt of invoice(s) for the total cost for the project. Once the funding level is agreed for a project it cannot be increased. A minimum project cost of £1,000 applies to this grant.

Projects costing more than £15,000

Hampshire County Council may support these projects (up to a maximum of £12,500) though it would be expected that the larger share of the contribution be met by the District/Borough Council. Voluntary organisations will be expected to contribute at least 25% of the cost of these projects. Hampshire County Council's contribution will normally be 50% of the funding from sources other than the applicant's own funding.

If granted, payment will be made on receipt of invoice(s) for the project. Payments will be made in proportion to invoices received e.g. if a project costs £100,000 and £25,000 value of invoices are received then 25% of the grant will be paid. Once the funding level is agreed for a project it cannot be increased.

Feasibility studies

In order to assist voluntary organisations apply for funds from other sources, Hampshire County Council may support the costs of feasibility studies. Applications will be considered for 50% of the cost of such studies up to a maximum of £500.

When can I apply for a grant?

The Community Buildings Capital Fund is open for applications all year.

Before filling in the application form we strongly advise you to discuss your project with the Community Support Team. Contact details for the team can be found here:

<http://www3.hants.gov.uk/community-support-service/community-staff.htm>

1. Culture and Recreation Investment Fund 2012/13

	£
The Anvil, Basingstoke	83,100
The Spring, Havant	14,900
- Museums	103,300
- Arts	23,000
Gilbert White, Selborne	30,600
- Museums	54,300
- Outdoor Service	15,000
Bournemouth Symphony Orchestra	48,500
Lymington Museums Trust, St Barbes	20,000
Forest Forge Theatre Co.	51,400
Hampshire Dance	45,300
Nuffield Theatre, Southampton	74,100
Proteus Theatre Co.	99,500
The Lights, Andover	5,100
Theatre Royal, Winchester	53,400
Sport Hampshire and Isle of Wight	5,000
Hampshire Playing Fields Association	9,200
Hampshire Athletic Association	4,600
Hampshire Badminton Association	4,600
Hampshire Table Tennis Association	4,000
Hampshire Hockey Association	6,900
Hampshire Judo Association	
Canoe England (Hampshire)	

2. Community Investment Fund 2012/13

	£
Alamein	3,400
Alton	5,800
Colden Common	3,400
Denmead	1,700
Headley Down	12,700
Kingsley	5,000
Liss	3,000
Portchester	9,900
Springwood	6,600
Totton & Eling	2,500
Winnall	8,000
Horndean	5,000
Leigh Park	28,200
Lyndhurst	1,700
Overton	1,700
Pilands Wood	6,600
Ringwood	4,100
River Way	6,600
Wecock	11,000
Wickham	6,600
Whitehill & Bordon	1,700

Countryside Education Trust, New Forest	39,900
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2. Community Investment Fund 2012/13 (cont.)

	£
Privett Centre, nr Petersfield	26,100
QE2 Silver Jubilee Activity Centre, Botley	12,100
British Red Cross	3,400
Marwell Education Service	34,700
Hampshire & Isle of Wight Wildlife Trust	9,200
British Trust for Conservation Volunteers	8,300
Hampshire Conservation Volunteers	300
Butterfly Conservation Volunteers	700
Turnaround Project, Andover	12,800
Rowner Neighbourhood Project	9,200

3. Culture and Community Activity Grants

	£
Arts Activity Grants	59,800
Countryside Access Small Grants	50,000
Run England	5,000

4. Organisation Change

No grants awarded under this grant stream as yet.

5. Capital Grants

No grants awarded under this grant stream as yet.

Other Grants Awarded for 2012/13

	£
ArtSway, New Forest	17,200
Hampshire Museums and Galleries Trust	20,000
Solent Skies, Southampton	10,000
Whitchurch Silk Mill	21,100
Maritime Workshop, Gosport	4,600
Making Space	35,500
Andover Vision – Project Manager	9,000
Andover Vision – Live (Events)	4,500
Unity 101	1,800
East Hants Learning Forum	9,300

These organisations do not, at the moment, fit neatly into one of the new grant streams. Each organisation can apply to one of the grants streams for 2013/14, but they would need to clearly demonstrate how they meet the relevant criteria.

**Annual Report to the Culture and Recreation Select Committee on
Representation on an External Body**

Name of External Body:	
Name of Council Representative/s:	
Please give a brief outline of the role of the organisation on which you are a representative and how well it is performing that role:	
Please could you explain the benefit to the Council of providing a representative on this external body e.g.	
<ul style="list-style-type: none"> • does representation on this body strengthen the Council's partnerships? • Can you make an input into the organisation's work? 	
Any other comments regarding about this organisation ?	

Name:

Date:

Please return to CCBS Grants Admin, HCC, Castle Avenue, Winchester, SO23 8ZF by
30 October 2012