

## HAMPSHIRE COUNTY COUNCIL

### Report

<b>Committee:</b>	Culture, Communities and Rural Affairs Select Committee
<b>Date:</b>	20 November 2012
<b>Title:</b>	Grant Funding for Culture and Community Organisations in Hampshire 2013/2014
<b>Reference:</b>	4453
<b>Report From:</b>	Director of Culture, Communities and Business Services

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#### 1. Executive Summary

1.1. This report seeks the views of the Culture, Communities and Rural Affairs Select Committee on the proposed grants to Culture and Community organisations for 2013/14. The Select Committee's views will be incorporated into a report to the Executive Member for Culture and Recreation's Decision Day on 5 December 2012.

#### 2. Background

2.1. In the summer of 2011 a major review commenced into the grants given by Hampshire County Council to cultural, recreational 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<sup>1</sup>.

2.2. Following the decisions made in January 2012, work continued to set out the detail of the new grant streams. This was presented to the Culture,

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<sup>1</sup> [http://www3.hants.gov.uk/councilmeetings/meetingssummary.htm?date\\_ID=720](http://www3.hants.gov.uk/councilmeetings/meetingssummary.htm?date_ID=720) Exec Member Culture and Recreation Report to 20 January 2012 Decision Day

Communities and Rural Affairs Select Committee on 26 April 2012 and approved by the Executive Member for Culture and Recreation on 14 May 2012<sup>2</sup>.

- 2.3. By May 2012, most of the grants had been awarded for 2012/2013 and the rest of the year has been a transition year from the previous schemes to the new scheme.
- 2.4. The new scheme set up five new grant streams which are:-
  1. Culture and Recreation Investment Fund
- 2.5 This provides investment in the strategic cultural and recreational infrastructure in Hampshire. Decisions are only made once a year for applications to this grant stream.
  2. Community Investment Fund
- 2.6 This provides support for not-for-profit community based organisations. Decisions are also only made once a year for applications to this grant stream.
  3. Culture and Community Activity Grants
- 2.7 The purpose of this grant 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. Decisions can be made at every Decision Day for applications to this grant stream.
  4. Organisational Change fund
- 2.8 This fund supports specific, time limited projects for organisations to achieve efficiencies and reduce ongoing dependency on grant funding. Decisions can be made at every Decision Day for applications to this grant stream.
  5. Community Building Capital Fund
- 2.9 This grant stream supports the small scale refurbishment and improvement of local community buildings that are managed and operated by the voluntary sector. Decisions can be made at every Decision Day for applications to this grant stream.
- 2.10 Full details of all five grants streams, including what the County Council can and cannot fund, are set out in Appendix 1.

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<sup>2</sup> [http://www3.hants.gov.uk/councilmeetings/meetingssummary.htm?date\\_ID=884](http://www3.hants.gov.uk/councilmeetings/meetingssummary.htm?date_ID=884) Exec Member Culture and Recreation report to 14 May 2012

### **3. Member Representation on Outside Bodies**

- 3.1. 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. For the first time, Members have been asked for their view of the organisation(s) they represent the County Council on, and their comments will be reported back verbally to the Select Committee.

### **4. Grants for 2013/2014**

- 4.1. This report deals with the grant applications that have come in for annual grants which would be awarded under the:-
- Culture and Recreation Investment Fund
  - Community Investment Fund
- 4.2. Applications have been received from 44 organisations and their details, along with the proposed recommendations, are summarised in Appendices 2 and 3.
- 4.3. Most of the grant applications have been assessed against the criteria for these two grants streams. However, in some cases it became clear that a grant from the Organisational Change Fund or the Culture and Community Activity Grant would be more appropriate and this is also shown in Appendices 2 and 3.
- 4.4. 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<sup>3</sup>.
- 4.5. 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.

### **5. More Consistent Approach to Assessing Applications**

- 5.1. One of the aims of the new grants system was to ensure a more consistent approach was taken when assessing a grant application. In the past each service has assessed grant applications in different ways and not all of the grant applications then went to the Executive Member for approval. Whilst

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<sup>3</sup> [http://www3.hants.gov.uk/councilmeetings/meetingssummary.htm?date\\_ID=720](http://www3.hants.gov.uk/councilmeetings/meetingssummary.htm?date_ID=720) – 20 January Decision Day

each service (Arts, Museums, Countryside, Outdoor Service, Community and Sport) still assess the grant applications most relevant to them, all the officers now use the same criteria and complete the same internal assessment form. Successful applications will also now be asked to complete the same template for monitoring information

**6. Summary of Grants for 2013/2014**

	£
6.1 Culture and Recreation Investment Fund	772,937
Community Investment Fund	93,615
Organisational Change Fund	54,740
Strategic Commissions	76,000
Making Space	34,700
Hampshire Countryside Access Forum	50,000
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Total	1,081,992

**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. Conclusion**

8.1 Subject to discussion the Culture, Communities and Rural Affairs Select Committee are asked to recommend that the Executive Member for Culture and Recreation approves the grants set out in this report.

**CORPORATE OR LEGAL INFORMATION:**

**Links to the Corporate Strategy**

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

**Other Significant Links**

<b>Links to previous Member decisions:</b>		
<u>Title</u>	<u>Reference</u>	<u>Date</u>
Exec Member for Culture and Recreation		20 January 2012
Exec Member for Culture and Recreation		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 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 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).

<b>Document</b>	<b>Grants £5k +</b>	<b>Grants £15k +</b>	<b>Grant £25k +</b>
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).

<b>Document</b>	<b>Grants £5k +</b>	<b>Grants £15k +</b>	<b>Grant £25k +</b>
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.
- New approaches of relevance to future investment from the Culture and Recreation and Community Investment Funds.

The fund will also support a reasonable approach to disinvesting from organisations that are currently funded, but are not considered to be priorities for the future.

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 up to £10,000 for feasibility studies, management consultants etc.**

**No maximum for grants for organisations the County Council is disinvesting from.**

**Feasibility Studies and Management Consultants**

In order to assist organisations, Hampshire County Council will support the costs of feasibility studies and management consultant 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>