

**HAMPSHIRE COUNTY COUNCIL****Report**

<b>Committee:</b>	Culture, Communities and Rural Affairs Select Committee
<b>Date:</b>	21 November 2013
<b>Title:</b>	Grant funding for Cultural, Community and Recreational Organisations in Hampshire
<b>Reference:</b>	5380
<b>Report From:</b>	Director of Culture, Communities and Business Services

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## **1. Executive Summary**

1.1. The Executive Member for Culture, Recreation and Countryside approves approximately 130 grants a year to cultural, community and recreational organisations, totalling nearly £1.3m. This report sets out the detail of the different grants, the breakdown between the sectors and the way forward from here.

## **2. Background**

2.1. Hampshire County Council has been awarding grants to cultural, community and recreational organisations across Hampshire for well over twenty years. Up until 2012/13, each service (Arts, Museums, Countryside, Community, Sport and Outdoor Services) ran their own grant scheme independently.

2.2. It was decided to undertake a major review of the grants in 2011 in response to the funding cuts that were due in 2012/13 and beyond which would require reducing dependency on Hampshire County Council funding. It was also acknowledged that there were inconsistencies in approach to the grants by the different services and that a significant proportion of the previous funding arrangements were only open to the same organisations every year.

2.3. About 85 organisations received a grant every year from the County Council (most for many years) and these organisations were consulted with about possible changes to the grants. In addition this Select Committee set up a cross party Review Panel to work with officers on the review of the grants.

2.4. Taking on board the views expressed by the organisations in the consultation and after looking at evidence of grant allocation good practice

from other grant awarding bodies, the Review Panel made a number of recommendations which included:-

- Opening up the grant streams to a broader range of potential applicants.
  - Strengthening the grant criteria to be based on specific outcomes.
  - Developing consistent processes across all grant streams.
  - Prioritising funding for smaller project grants.
  - Only considering applications from organisations based outside Hampshire on the basis of a project taking place in Hampshire or where the organisation provides a significant service to Hampshire residents that would not otherwise be available.
- 2.5. The review recommended moving from 10 service based grant streams to five new grant streams, managed across the services. These are:-
1. Culture and Recreation Investment Fund
- 2.6. 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. 24 organisations were awarded a total of £885,160 from this fund for 2013/14.
2. Community Investment Fund
- 2.7. This provides support for not-for-profit community based organisations. Decisions are also only made once a year for applications to this grant stream. 13 organisations were awarded a total of £93,610 from this fund for 2013/14.
3. Culture and Community Activity Grants
- 2.8. 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 are made at three Decision Days a year for applications to this grant stream. 59 organisations were awarded £168,240 from this fund for 2013/14.
4. Organisational Change Fund
- 2.9. This fund supports specific, time limited projects for organisations to achieve efficiencies and reduce on-going dependency on grant funding. Decisions can be made at every Decision Day for applications to this grant stream. 6 organisations were awarded £58,740 from this fund for 2013/14.

5. Community Building Capital Fund

- 2.10. 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 grants stream. To date 20 organisations have been awarded in the region of £160,000 from this fund for 2013/14.
- 2.11. There is usually £125,000 in the budget a year for this grant scheme. However, this has been increased by the previous Leader of the Council by £1 million for 2013/14 and the Select Committee has set up a small sub-committee to consider and comment on the large grant applications to this fund.
- 2.12. Full details of all five grants streams, including what the County Council can and cannot fund, are set out in Appendix 1.

**3. New Grants System - One Year on**

- 3.1. The new grants system has been in place for a year now and it is appropriate to reflect on whether it has achieved what it set out to achieve.
- 3.2. One of the aims of the new grants system was to ensure a more consistent approach when assessing a grant application. Whilst each service (Arts, Museums, Countryside, Community and Sport and Outdoor Services) still assess the grant applications most relevant to them, all the officers now use the same criteria and complete the same internal assessment form, resulting in a much more consistent approach than before.
- 3.3. There has also been a shift to providing more small Activity grants to support cultural, recreational and community based projects and initiatives on both a local and county wide level. With improved, more inclusive criteria, the Activity grants stream has encouraged 79 different project proposals for funding in 2013/14, of which 40 were from new organisations.
- 3.4. The table below shows how the grants are split across the different services:-

<b>Service</b>	<b>2013/14 Grants per Service</b>	<b>% Grants per Service 2013/14</b>
Arts and Museums	845,050*	66
Community	167,105	13
Countryside	63,060	5
Outdoor Centres	104,760	8
Sport	102,785	8
<b>Total</b>	<b>£1,282,760</b>	

\* Does not include £34,000 Management Agreement with Making Space.

- 3.5. The grants awarded from the different funding streams for 2013/14 have been:-

	<b>Total £</b>	<b>% of grants budget 2013/14</b>
Culture and Recreation Investment Fund	885,160	69
Community Investment Fund	93,615	7
Organisational Change Fund	59,740	5
Activity Grants	168,240	13
Arts and Museums Strategic Commissioning (Music)	76,000	6

- 3.6. Not surprisingly most of the grant funding was awarded to the large infrastructure cultural, community and recreational organisations. The Organisational Change Fund has not been well used so far which is surprising as it was a totally new grant stream and can help organisations change and adapt to prepare for the future.

#### **4. Summary**

- 4.1. The new grants system has been opened up to a wider range of organisations than before and the assessment of applications is more consistent than before. However, more work still needs to be done to assess the actual need for grants and what the County Council is getting for its investment.
- 4.2. The amount of money awarded to a significant number of organisations is based more on history (ie the County Council has always awarded this amount). It would be beneficial to review this approach further and develop an objective and comprehensive rationale that effectively focusses on actual need, outcomes and outputs, particularly with even more difficult financial times ahead.
- 4.3. A conference is being planned for Spring 2014 to support the large infrastructure organisations. The event aims, through the provision of advice, support and information, to encourage these organisations to reflect on their current practice and delivery models, and explore mechanisms for organisational development to help address the reduction in future funding. Workshops and discussion sessions will be offered on a range of governance, financial and business development related topics.
- 4.4. The Organisational Change Fund is offered to provide funding for cultural, recreational and community infrastructure organisations to develop new ways of working in partnership to deliver services to primarily support a reduction in organisational costs and create alternative funding opportunities (from non Hampshire County Council departments). 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.

- 4.5. It is envisaged this fund over the next few years will play a key part in supporting funded infrastructure organisations to explore new approaches to service delivery, including partnerships, which creates effective organisational efficiencies (and potentially generate new income streams) to help reduce reliance on County Council funding.

## **5. Recommendation**

- 5.1. That the Culture, Communities and Rural Affairs Select Committee note the report and the on-going work to improve the grants processes.

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

<b>Hampshire safer and more secure for all:</b>	yes
Corporate Improvement plan link number (if appropriate):	
<b>Maximising well-being:</b>	yes
Corporate Improvement plan link number (if appropriate):	
<b>Enhancing our quality of place:</b>	yes
Corporate Improvement plan link number (if appropriate):	

**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.)

DocumentLocation

None

## **IMPACT ASSESSMENTS:**

### **1. Equalities Impact Assessment:**

- 1.1 A high level Equalities Impact Assessment (EIA) was undertaken as part of the review of grants. 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:**

- 3.1. How does what is being proposed impact on our carbon footprint / energy consumption?  
Not applicable.
- 3.2. 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.