

## HAMPSHIRE COUNTY COUNCIL

### Decision Report

<b>Decision Maker:</b>	Executive Member for Culture, Recreation and Countryside
<b>Date:</b>	18 April 2016
<b>Title:</b>	Grant Funding for Culture and Community Organisations 2015/16 and 2016/17
<b>Reference:</b>	7417
<b>Report From:</b>	Director of Culture, Communities and Business Services

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#### 1. Executive Summary

- 1.1 This report seeks the approval of the Executive Member to award £4,120 of Culture and Community Activity Grants 2016/17 to culture, recreational and community organisations across Hampshire. The Executive Member was consulted and provisionally indicated his support for the applications on 2 February 2016.
- 1.2 The report also makes recommendations regarding grant applications for Culture and Community Activity Grants 2016/17 which were deferred at the 21 January 2016 Decision Day.
- 1.3 The report recommends an award of £10,000 Community Investment Fund 2016/17 to Community First to manage the Leigh Park Community Centre.
- 1.4 The report seeks the approval of the Executive Member to transfer £60,000 of 2015/16 revenue grant funds to the Community Buildings Capital Fund 2016/17.
- 1.5 The report also provides details of the financial position of revenue grant schemes to culture and community organisations in 2016/17.

#### 2. Culture and Community Activity Grants

- 2.1 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 focussed, cultural and recreational activities. Applications can be made for grants over £1,000 up to a maximum of £3,000. In addition, Business Sponsorship Match Funding up to a maximum of £300 can be awarded. Full details, including what the County Council can and cannot fund, are set out in Appendix 1a.

- 2.2 At the Executive Member for Culture, Recreation and Countryside's Decision Day on 21 January 2016, three applications were deferred. In addition the award to one organisation made at the time has since been revised. The details are set out in Appendix 2.

### **3. Community Investment Fund**

- 3.1 The purpose of this grant stream is to provide general support to not-for-profit community based organisations with local governance arrangements in Hampshire. Priority is given to organisations serving communities with high levels of multiple deprivation. Full details, including what the County Council can and cannot fund, are set out in Appendix 1b.
- 3.2 At the Executive Member for Culture, Recreation and Countryside's Decision Day on 3 December 2015 an award of £16,040 was made to the community organisation managing Leigh Park Community Centre. This organisation is no longer operating and the award has been returned. This report recommends an award be made to Community First to support the organisation in taking over the management of this Centre and securing the provision of local services. The details are set out in Appendix 3.

### **4. Financial Information:**

#### **4.1. Culture and Community Activity Grants for 2016/17**

Ring-fenced grant allocation for 2016/17	£100,000
Previously agreed (January 21 2016)	£ 43,160
Decisions noted in this report	£ 4,120
Remaining available funds	£ 52,720

#### **4.2 Community Investment Fund for 2016/17**

Previously agreed (December 3 2016)	£86,125
Returned	-£16,040
Recommended in this report	£10,000
Remaining available funds	£ 6,040

- 4.3 £60,000 remains unallocated from the 2015/16 revenue grants budget and it is recommended that it is transferred to the Community Building Capital Fund 2016/17.

**4. Other key issues**

- 4.1 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.

**5. Recommendations**

- 5.1 That the Executive Member for Culture, Recreation and Countryside:
- i) Approves funding totalling £4,120 of Culture and Community Activity grants 2016/17 to cultural, recreational and community organisations across Hampshire as outlined in Appendix 2.
  - ii) Approves funding totalling £10,000 of Community Investment Fund grants 2016/17 to Community First to manage the Leigh Park Community Centre as outlined in Appendix 3.
  - iii) Approves the transfer of £60,000 from the 2015/16 revenue grants budget to the Community Buildings Capital Fund 2016/17.

**CORPORATE OR LEGAL INFORMATION:**

**Links to the Corporate Strategy**

<b>Hampshire safer and more secure for all:</b>	no
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):	

**Other Significant Links**

<b>Links to previous Member decisions:</b>		
<u>Title</u> Grant Funding for Culture and Community Organisations 2016/17	<u>Reference</u> 7167	<u>Date</u> 21 January 2016
<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. Equality Duty**

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

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

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

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

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

A high level Equalities Impact Assessment 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.

### **1. 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.

### Culture and Community Activity Grants

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 within Hampshire to participate in cultural, community-focused, and recreational activities.

This programme funds projects and proposals which support the priorities and outcomes in [Hampshire County Council's Strategic Plan 2013-17 'Shaping Hampshire: modern, public services for the future'](#).

- Health and wellbeing: Improving health and wellbeing for all, particularly those who are vulnerable or disadvantaged.<sup>6</sup>
- Economy: Promoting economic prosperity and protecting the environment.
- Communities: Working with communities to enhance local services.

Applications can be made for over £1,000 up to a maximum of £3,000. Awards made may be £1,000 or less if this is felt to be appropriate. Organisations seeking funding of £1,000 or less are recommended to look at County Councillor Grants.

#### What is funded

- Community, cultural, recreational or community conservation projects, activities or events that provide opportunities for local people (Hampshire residents) to become involved
- A high quality eligible project, programme or activity that delivers measurable outcomes and results against the priorities set out above
- Match funding for business sponsorship

#### What isn't funded

- Individuals
- Further or higher education fees, personal development or training fees for individuals
- Curriculum based activities
- Building based capital works
- Capital and equipment schemes – i.e. buying instruments or uniforms
- General/core running costs of an organisation
- Website development projects or medical/complimentary treatment activities
- Medical/complimentary treatment activities
- Setting up an organisation
- Profit making events/activities
- County, District or Borough Councils
- Services, projects or activities solely within the unitary authority areas of Portsmouth City Council and Southampton City Council
- Organisations already in receipt of core funding from other Hampshire County Council departments.
- Uniformed groups such as Scouts, Girl Guides, military groups etc.
- Street parties or village fetes

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

## Grant criteria and eligibility

We will consider funding eligible organisations who fulfill **all** of the following criteria:

- **The organisation must have actively sought funding from other sources, this could include district, borough, town or parish council funding. Priority will be given to applications which have partner funding in place from other sources.**
- The proposed programme, project or activity of the organisation is a cultural, community, recreational or community conservation activity/project that encourages and provides opportunities for individuals and communities within Hampshire to participate.
- The programme, project or activity must also support one or more of the Strategic Plan 2013-17 'Shaping Hampshire: modern, public services for the future' priorities detailed above.
- A high quality project, programme or activity that delivers measurable outcomes and results against the priorities set out above.
- 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 has a clear management structure within its constitution or suitable governance/terms of reference.
- Match funding for business sponsorship.

**All organisations requesting support are required to submit their latest Annual Accounts/annual financial summary.**

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

Organisations will be expected to have appropriate policies, procedures and levels of insurances in place. This will include child and vulnerable adult protection/safeguarding policies, health and safety policy, a minimum of £5m Public Liability and £5m Employers Liability Insurance.

Applications to other County Council grant schemes for the proposed project will be considered when reviewing applications.

### Business Sponsorship - additional criteria and eligibility


We can match fund business sponsorship up to £300. 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 £150 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 a high level of unallocated reserves, particularly in excess of one year's running costs. In cases where reserves held are felt to be high or exceed one year's running costs a reduced level of funding may be agreed. All charitable organisations are expected to have an agreed reserves policy that addresses their financial risk.

Organisations must submit their most recent audited/examined accounts or financial summary when applying to this scheme.

### Community Investment Fund

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

Those most relevant to this scheme are:

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

Priority is given to organisations serving communities with high levels of multiple deprivation. This is taken into consideration when calculating the value of any award.

Where an application is assessed to be eligible for an award, but the value of that award is calculated to be less than £3,000 the organisation will be signposted to apply for support through the Culture and Community Activity Grants scheme instead. This is to ensure the required levels of monitoring and reporting are proportionate to the value of award.

#### What is funded

A grant can be awarded to eligible organisations to contribute towards service costs and/or core costs including salaries. Applications should specify what funding would support. Applications should also specify any investment/improvements to improve efficiency.

#### What isn't funded

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

#### Grant criteria and eligibility

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

- The services/programmes of the community based organisation clearly deliver against the priorities above.
- The services/programmes of the community based organisation benefit a local community/local communities in Hampshire, improving health and wellbeing for all.
- The community-based organisation must be properly constituted with clear and effective local governance and management structures.

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

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


### Documentation required

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

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

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

### Grant Criteria

All eligible applications will be assessed against the grant criteria. The criteria are relevant to community based organisations and directly link to the Strategic Plan 2013-17 '[Shaping Hampshire: modern, public services for the future](#)  4 MB' priorities.

Your organisation must:

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