

## COMMUNITY GRANT SCHEME DRAFT ALLOCATIONS 2016/17

Cabinet - 3 March 2016

Report of Chief Officer - Communities & Business

Status: For Decision

Also considered by: Economic & Community Development Advisory Committee -  
11 February 2016

Key Decision: Yes

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**Executive Summary:** This report sets out information about the Community Grant Scheme and summarises applications received by the Council from voluntary organisations for funding during 2016/17.

Details of the appraisal process are provided. This included a lengthy and detailed consultation with the Portfolio Holder for Economic & Community Development, Cllr Hogarth, the Deputy Portfolio Holders for Economic & Community Development, Cllrs Hogarth, Abraham, Maskell, and Cllr Mrs Bosley. Members have been trained in appraisal techniques. Recommended grants are set out in Appendix C.

Copies of the applications received are available in the Members' Room.

Officers would be pleased to answer detailed questions about individual applications in advance of the meeting.

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**This report supports the Corporate Vision of Providing Value for Money and the Community Plan Vision for Safe & Caring Communities, a Green & Healthy Environment and a Dynamic & Sustainable Economy.**

**Portfolio Holder** Cllr. Hogarth

**Contact Officer** Simon Davies Ext. 7374

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**Recommendation to Economic & Community Development Advisory Committee:** for information.

**Recommendation to Cabinet:** Grants, as set out in Appendix C of this report be approved subject to the conditions set out in paragraph 14.

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**Reason for recommendation:** Applications received have been appraised according to the Council's Guidelines and those recommended for funding support the aims of

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the scheme and represent value for money.

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## Introduction and Background

- 1 The Council's Community Grant Scheme supports local charities and voluntary sector organisations that, through their work, contribute to the priorities set out in the Community Plan 2013-28.
- 2 The grant guidelines were reviewed during 2013/14 and revised guidelines were agreed by Cabinet on 12 September 2013.
- 3 The grant scheme was publicised widely across the District within the voluntary sector, through town and parish councils, libraries and in the press in September 2015. The closing date was 27 November 2015. The total budget available for distribution in 2016/17 is £153,331, including £98,540 for the Citizens' Advice Bureaux in the District. Funding for the Citizens' Advice Bureaux is subject to a three year Service Level Agreement 2015-18.
- 4 The 2016/17 budget available for voluntary sector organisations is as follows:-

Funding for the CABx SLA	£ 98,540
Amount available for grants	£ 54,791
<b>Total Budget</b>	<b>£ 153,331</b>

- 5 A total of 30 grant applications have been received, representing total grant requests of £114,933.
- 6 A copy of the Council's Corporate Code of Practice for making grants is attached at Appendix A.
- 7 A copy of the scheme guidelines is attached at Appendix B.
- 8 A full schedule of applications is attached at Appendix C. The Portfolio Holder for Economic & Community Development has copies of all of the applications and a full set is available in the Members' Room. Officers would be pleased to deal with any detailed queries in advance of the meeting.
- 9 In 2015/16, the voluntary organisations funded supported 205,594 volunteer hours, which represented an economic benefit to the District of £2.56 million.

## Appraisal Process

- 10 Members will appreciate that the recommended grants in Appendix C have been put forward following an appraisal by Officers trained in grant appraisal

and a detailed consultation with the Portfolio Holder for Economic & Community Development, Cllr Hogarth and the Deputy Portfolio Holders for Economic & Community Development, Cllrs Abraham and Maskell, and Cllr Mrs Bosley. Recommendations have been made in accordance with the Scheme Guidelines and the Council's Corporate Code of Practice for grants and take into account various factors, including:

- i. the extent to which the application supports the District Council's priorities;
- ii. the extent to which the application assists residents across the District and its impact;
- iii. the extent to which the application should be funded by other organisations;
- iv. whether performance indicators are relevant and appropriate;
- v. whether the applicant meets the eligibility criteria established in the Guidelines and the Corporate Code of Practice for grants;
- vi. the level of reserves held by the applicant.
- vii. Whether the applicant has appropriate child protection and safeguarding arrangements in place.

#### Recommended Level of Grant

- 11 A summary of the total value of recommendations in this report and the total draft budget is set out below.

Total 2016/17 grant budget available to voluntary and community sector organisations (subject to approval of budget)	£153,331
Grants to CABx for 2016/17 under the terms of a three-year SLA	£98,540
Recommended grants to all other voluntary and youth groups	£54,790
Total recommendations	£153,330

- 12 A full list of grants recommended to voluntary and youth groups is attached at Appendix C.
- 13 Unsuccessful applicants will be informed of the reason for this decision, and encouraged to contact Imago or North West Kent Council for Voluntary Service for advice and support in seeking funding elsewhere if appropriate.

**Recommended Conditions**

- 14 It is recommended that grants be made to voluntary organisations subject to the following conditions:
  - (i) that performance indicators as set out in the application forms are adhered to and monitored;
  - (ii) that appropriate Safeguarding policies and arrangements are in place, where necessary;
  - (iii) that appropriate recognition of this Council’s funding contribution is made in all their publicity; and
  - (iv) where services are provided over a wider area than the District boundaries, organisations will be required to hold grant aid from this Council in a restricted fund for the benefit of Sevenoaks District residents.

**Key Implications**

Financial

- 15 The level of funding recommended is in accordance with the draft 2016/17 budget of £153,331.

Resources (Non-financial)

- 16 The work connected with the Community Grant Scheme administration and monitoring is being undertaken through existing resources.

Legal Implications and Risk Assessment Statement.

- 17 There are no legal or human rights issues relating to this report. All organisations applying for funding are required to have an equalities policy and where appropriate child protection and/or adult protection policies.

Risk	Mitigation
Grants allocated are lower than requested	Application forms ask whether the project could continue if funding were reduced. Appraisal looks at realistic performance indicators for the amount of grant recommended. Performance indicators are agreed with Voluntary and Community Groups.

As a condition of grant any organisation allocating onward funding on behalf of the Council to another organisation must check whether appropriate police checks and child or vulnerable adult protection policies are in place.	Condition of grant to ensure checks carried out and that application forms seek confirmation. Monitoring process to confirm an effective process is in place.
Grant allocations not approved in March.	A timetable is in place to ensure grants are considered by Cabinet in March and processes in place to ensure grant payments are made in the first week of the financial year.

### Equality Assessment

- 18 Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to (i) eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010, (ii) advance equality of opportunity between people from different groups, and (iii) foster good relations between people from different groups. The decisions recommended through this paper directly impact on end users. The impact has been analysed and varies between groups of people. The results of this analysis are set out immediately below.

Consideration of impacts under the Public Sector Equality Duty:		
Question	Answer	Explanation / Evidence
a. Does the decision being made or recommended through this paper have potential to disadvantage or discriminate against different groups in the community?	No	The community grants scheme assists with the provision of services to support District residents, particularly those in the greatest need.
b. Does the decision being made or recommended through this paper have the potential to promote equality of opportunity?	Yes	The grant scheme provides funding for specific groups, such as older people, families, young people and people with disabilities
c. What steps can be taken to mitigate, reduce, avoid or minimise the impacts		No negative impacts identified

Consideration of impacts under the Public Sector Equality Duty:		
Question	Answer	Explanation / Evidence
identified above?		

## Conclusions

- 19 The work of the voluntary sector across the Sevenoaks District is highly valued. The Council's grants programme supports the dedication and commitment of the many volunteers who help the most vulnerable people in the District. Members are asked to agree the draft grant allocations as set out in Appendix C.

## Appendices

Appendix A - Council's Corporate Code of Practice for making grants

Appendix B - Community Grant Scheme guidelines

Appendix C - Full schedule of applications

## Background Papers:

[Grant scheme guidelines](#)

[Sevenoaks District Council Code of Practice for Grant-making.](#)

**Lesley Bowles**  
**Chief Officer Communities & Business**