

POLICY SCRUTINY GROUP – 7TH FEBRUARY 2017

Report of the Head of Neighbourhood Services

ITEM 8 CHARNWOOD GRANTS

Purpose of Report

To outline the assessment criteria for Charnwood Grants.

Background

Charnwood Community Grants Criteria

At its meeting on 12th April 2012, the Cabinet agreed the revised Community Grants Criteria to reflect the changes in the Council's Corporate Plan. The Cabinet subsequently agreed, on 16th January 2014, that the Community Development and Community Engagement Grant Schemes be combined from 2014/15.

At Cabinet on 17th December 2015 and Full Council on 29th February 2016 the revision of the Grants Criteria, to reflect the new Corporate Plan for 2016-2020 were approved. The application forms were revised against the Corporate Plan objectives and used for all future applications.

This new Corporate Plan makes a commitment to provide services that develop communities and neighbourhoods so that everyone feels safe and secure, to create opportunities for communities to live healthy, active and fulfilling lives and to provide funding to support our voluntary community sector partners and associated community projects. This commitment is reflected in the grants criteria.

The following link takes you to the Grants page of the Council's website where all the application forms and Guidance Criteria can be found.
<http://www.charnwood.gov.uk/pages/charnwoodgrants>

The following is a summary of all the Charnwood Grants, the amounts available and the criteria for each Grant.

Community Development and Engagement Grants & Loughborough Community Grants

The criteria for the Community Development and Engagement Grant includes the following:

- Maximum amount to be awarded is £10,000
- Provides funding for projects delivered by the voluntary and community sector
- Must be available for the wider community

The criteria for the Loughborough Community Grants include the following:

- Maximum amount to be awarded is £2,000**
- Must be a Loughborough based project

- Provides funding for projects delivered by the voluntary and community sector
- Must be available for the wider Loughborough community

**In 2015/16 it was identified that the £2,000 maximum payment was proving restrictive and meant that some organisations have not been able to apply or have only been able to part fund their scheme.

At Cabinet on the 21st January 2016 a recommendation was made and approved, that the money can be utilised flexibly between both the Loughborough and the Community Development and Engagement Grant schemes. This money will be ring-fenced for Loughborough schemes, allowing greater flexibility to the application process, enabling schemes up to a maximum application of £10,000.

With both Grants, all applications are assessed against two measures of need: how the project meets the Council's aims and objectives in meeting identified community needs and the organisational need of grant funding from the Council to enable the project to succeed. Both measures seek to demonstrate the value for money to be obtained in providing grant funding.

Twelve criteria are used to assess community need based on the aims and objectives set out in the Corporate Plan.

- How does your project promote stronger, cohesive and balanced communities (in particular encouraging people from different backgrounds to get along together)?
- How does your project promote well-supported volunteering opportunities?
- How does your project promote health and well-being (in particular promoting healthy eating, physical activity, sexual health and mental health)?
- How does your project reduce smoking and the harm caused by drug and alcohol misuse)?
- How does your project reduce the impact of crime and anti-social behaviour?
- How does your project improve the quality of life of people living in priority neighbourhoods?
- How does your project improve the well-being of residents through acknowledging their diverse needs?
- How does your project enable children, young people and older people to make a positive contribution to the communities in which they live?
- How does your project enable older people to live independent lives?
- How does your project promote access of local people to green spaces and the countryside?
- How does your project add value to Charnwood's commitment to reduce the impact of climate change?
- How does your project help promote local businesses to prosper and develop vibrant towns and villages and support rural enterprise?

Five criteria are used to assess the need for the Council to provide grant funding. Organisations must demonstrate that their projects are prepared and managed well and will be encouraged to explore other funding sources where appropriate.

- Has a realistic total cost and timetable for the project been identified after being researched, for example through obtaining quotes or using reliable information from previous years?
- Have efforts been made to obtain other funding to enable the project to begin and is the amount sought from the Council necessary to secure match funding or because other sources of funding are not available?
- What balances and reserves are available and has using these to fund the activity been considered?
- Is the proportion of the cost of the project the Council is being asked to fund justified?
- No specific geographically based conditions or targets are applied to grant awards but the geographical distribution of grants across the Borough is taken into account.

Applications are assessed qualitatively against these criteria and rated high, medium or low. These ratings are converted to a score on the following basis which rewards those applications which rate highly in meeting community need and provide a maximum possible score of 97.

Table 1 – Conversion of rankings into scores

Ranking	Community Need Score	Organisation Score	Need Score
HIGH	6	5	
MEDIUM	2	3	
LOW	1	1	
Maximum Score	72	25	

The scoring for the two areas, Community Need and Organisation Need have been set to reflect that an organisation can still score highly if they significantly contribute to one or two of the criteria rather than only contribute a little to many of the criteria.

Levels for funding

Score	Level of funding
Less than 30	Nil
30 – 40	Some of grant applied grant for
More than 40	Most or all of funding applied for

Appendix A provides the Grants Panel Assessment Forms for Community Development and Engagement / Loughborough Community Grants.

Community Facilities Grants

The criteria include the following:

- That the maximum amount awarded would be £20,000 for projects that link well into the Council's Corporate Plan and can achieve wider community benefits.

- That the scheme would support up to 50% of the cost of feasibility studies, with an upper limit of £5,000.

Schemes are scored using an assessment matrix which looks for:

- Well prepared schemes, with a realistic costing of the work, and projects that are well targeted, have good local support and a strong input from volunteers.
- Projects that link well into the Council's Corporate Plan and can achieve wider community benefits.
- Applications from organisations with a strong local base and full accessibility to the community.
- The need of the community for the facility and the need of the organisation for the funding.

The assessment matrix produces a maximum score of 100. A scheme scoring below 30 on the matrix is recommended for refusal and the Grants Panel will provide feedback to the community organisation on the reasons why it was not successful. Where a scheme scores between 30 and 40 on the first assessment the Grants Panel will work with the community organisation to see whether the bid can be improved and strengthened. Schemes scoring 40 and above are normally recommended for approval. However applicants seeking a large grant which scores only just over 40 are advised that they may only receive part of the money they have applied for.

Appendix B provides the Grant Panel Assessment Matrix for Community Facilities Grants.

The individual panel members score against three categories of criteria:

- Scheme Specific
- Sustainability
- Assessment of Need

The Scheme specific element has eight criteria:

- Quality of targeting within the Borough
- Quality of benefits for the target group
- Quality of links to the objectives of the Corporate Plan
- Accessibility of organisation
- Evidence of local support and voluntary effort.
- Quality of Plans and scheme details
- Quality of cost plan and quotations
- Quality of Funding proposals

The Sustainability Checklist has 30 questions and covers a range of areas including:

- Contribute towards local employment / vocational training?
- Help local community based businesses set up and grow e.g. community enterprises, credit unions etc?
- Buying local goods and services

- Use and/or encourage the use of renewable energy e.g. wind, water, biomass, solar water heating and photovoltaic panels?
- Reuse / conserve existing buildings?
- Preserve and help to enhance local heritage, landscaping quality, local distinctiveness and local diversity?
- Encourage partnership working between groups?

The Assessment of need section has four criteria:

- Financial position of organisation
- Strength of constitution and local representation
- Range of services provided to local community
- Assessment of need

The combination of these three assessments area scores provides the overall score for the application.

Grants Panel Considerations, Recommendations and Support

Grants Panel members individually score the grants and these are then averaged to provide an overall score.

In addition to scoring against the criteria, the grants panel discussion will also take into account possible duplication, identified needs, location of delivery, time scales, achievability, number of potential recipients/users and value for money. In addition to how it delivers against the Councils corporate plan and other identified priorities for the borough.

There are several reasons why applications can be unsuccessful. The key reason is that they do not meet the criteria for the grants. However in many cases it is because of the lack of detail and information provided, or that it is a repeat application or the organisation cannot demonstrate sufficient need.

If the application arrives in a timely fashion and it can be reviewed in advance, an opportunity can be given for the applicant to resubmit with any details / information that is missing before the deadline. Where this is not possible the Panel may defer an application to allow for more information to be submitted or in some cases the Panel would ask the Voluntary & Community Sector Development Officer to contact them and offer support and advice for re-submitting the application or applying again

Monitoring and Evaluation

All successful applicants receive a letter confirming the terms of the grant awarded including payment schedule and the monitoring and evaluation requirements. In some instances a midterm monitoring form may be required and/or a visit and all projects require a completed form at the end of the project along with any relevant documents including receipts to evidence expenditure.

The monitoring and evaluation will be based on the outputs on the application form submitted or any subsequent discussions with the organisation and will be specific to each individual application.

Grants Awarded

Appendix C provides a list of the applications from 2015/16 and 16/17 to date and identifies where they are from new applicants. The Voluntary and Community Sector (VCS) Development Officer is providing guidance to the groups and organisations to help improve the standard of applications and increase the number of successful applications. As a result of this support there has been an increase in successful grant awards including a significant number of first time applicants.

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Appendix A

Community Development & Engagement & Loughborough Community Grant Assessment Form

Name of Applicant:	
Purpose of grant	
Total Project Cost:	
Amount applied for	
Charnwood Grants panel date	
Cabinet date	

Has applicant previously applied for funding? (This financial year and the previous two)			
Financial Year	Grant programme	Project	Amount awarded

Total Score	Level of funding
Less than 30	Nil
30-40	Some of funding applied for
More than 40	Most or all of funding applied for

Completed by Panel Member (initials)						
Community Need Score: (Maximum Score: 72)						
Organisational Need Score: (Maximum Score: 25)						
TOTAL SCORE: (Maximum Total Score: 97)						
Recommendation/Comments:						

		Completed by (initials)					
<p>Does the application support the Community Need criteria?</p> <p>Yes/No If Yes, <u>score</u>: High = 6 Medium = 2 Low = 1</p>	Does the project promote stronger, cohesive & balanced communities (in particular encouraging people from different backgrounds to get along together)?						
	Does the project promote well-supported volunteering opportunities?						
	Does the project promote health and well-being (in particular promoting healthy eating, physical activity, sexual health and mental health)?						
	Does the project reduce smoking and the harm caused by drug and alcohol misuse)?						
	Does the project reduce the impact of crime and anti-social behaviour?						
	Does the project improve the quality of life of people living in priority neighbourhoods?						
	Does the project improve the well-being of residents through acknowledging their diverse needs?						
	Does the project enable children, young people and older people to make a positive contribution to the communities in which they live?						
	Does the project enable older people to live independent lives?						
	Does the project promote access of local people to green spaces and the countryside?						
	Does the project add value to Charnwood's commitment to reduce the impact of climate change?						
	Does the project help promote local businesses to prosper and develop vibrant towns and villages, and support rural enterprise?						
	TOTAL						

Completed by (initials)							
<p>Does the application support Charnwood Borough Council's Organisational Need criteria?</p> <p><u>Score:</u> High =5 Medium = 3 Low = 1</p>	<p>Have you identified a realistic total cost and timetable for the project? (Demonstrates costs and timescales have been researched, for example through obtaining quotes or using reliable information from previous years.)</p>						
	<p>Have you sought to obtain other funding to enable the project to begin? (Demonstrates funding has been sought from other sources and that the amount sought from the Council is necessary to secure match funding or because other sources of funding are not available.)</p>						
	<p>What balances and reserves do you have available? (Demonstrates that it follows relevant guidance on maintaining general balances, and reserves, that earmarked reserves reflect its long term strategy and has considered whether it can fund the activity from its balances.)</p>						
	<p>What proportion of the cost of the project is the Council being asked to fund? (Demonstrates that the level of funding sought from the Council is justified.)</p>						
	<p>Geographical location (No specific conditions or targets will be applied to grant awards but the assessment of need will take the geographical distribution of grants across the Borough into account.)</p>						
TOTAL							

Appendix B
Community Facilities Grants Assessment form content

Scheme Specific Assessment

	0.00	1.00	2.00	3.00	4.00	5.00	Score
Quality of targeting within the Borough							0.00
Quality of benefits for the target group							0.00
Quality of links to the objectives of the Corporate Plan							0.00
Accessibility of organisation							0.00
Evidence of local support and voluntary effort.							0.00
Quality of Plans and scheme details							0.00
Quality of cost plan and quotations							0.00
Quality of Funding proposals							0.00

Sustainability assessment

	1	2	3	4	5	SCORE
Improve access to training and self development opportunities for all?						0
Improve quality of access to information by communicating in different ways e.g. different languages and different formats?						0
Link local production with local consumption by buying local goods and local services?						0
Contribute towards local employment / vocational training?						0
etc?						0
Encourage local businesses to improve competitiveness through environmental good practice e.g. saving energy and reducing waste?						0
Help to reduce occurrence of crime, anti-social behaviour and/or the fear of crime?						0
Help to deliver targets set in the Crime & Disorder Reduction Strategy?						0
Reduce factors that contribute to ill health?						0
Improving facilities and choice in the provision of health care?						0
Encourage waste reduction, recycling, composting and the use of recycled materials?						0
Minimise the use of energy, water and other natural resources?						0
Use and/or encourage the use of renewable energy e.g. wind, water, biomass, solar water heating and photovoltaic panels?						0
Promote and encourage the use of public transport, cycling and walking?						0
Encourage schools and businesses to adopt Green Travel Plans?						0
Improve awareness of sustainable development and the environment?						0
Have a Fairtrade purchasing policy or support ethical trading schemes?						0
Use timber from sustainable sources e.g. FSC?						0
Create and preserve quality open spaces and/or wildlife areas for community use?						0
Provide improved local amenities and facilities for local people?						0
Improve access for people with disabilities?						0
Encourage and/or promote energy efficiency?						0
Encourage local action and decision-making e.g. involving local people in developing this project?						0
Provide access to housing appropriate to need?						0
Reuse / conserve existing buildings?						0
Take into account under represented groups?						0
Encourage partnership working and working between groups?						0
Increase enjoyment of and participation in arts, local culture and heritage?						0
diversity?						0
Encourage and promote the interaction and understanding of different cultures?						0

Assessment of need

	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	100		
Financial position of organisation																						0
Strength of constitution and local representation																						0
Range of services provided to local community																						0
Assessment of need																						0
	AVERAGE																				0	

Total Score

Scheme Specific	0.0
Sustainability Checklist	0.0
Sub Total	0.0
Assessment of Need	0.0
Final score	0.0

Appendix C
Community Development Grant Applications 2015/16

A total of 29 applications were received in 2015/16 of which 14 were awarded grants. Of the 29 applications, 15 were declined due to not meeting the eligibility criteria.

2015/16 Organisation/Project Name	Purpose of grant	Amount Awarded	New Application
Age UK Leics and Rutland	Men in Sheds – project to tackle loneliness and increase engagement for older men.	£7,500.00	
Albert Street Artists	Running costs for community arts group for people suffering from various forms of mental illness.	£3,500.00	
Anand Mangal	Meeting venue and development worker costs for an elderly ladies' group.	£1,000.00	New
Anstey Youth Café	Running costs	£5,000.00	
Bangladesh Social Association	Running costs for advice and information centre	£5,000.00	
BOSCAPS	Summer playscheme	£200.00	
Loughborough Foyer	Sports training sessions for vulnerable young people in the community and service users.	£3,000.00	
Loughborough Leggo Group	General running and equipment costs for a Friday night youth club for young people with physical, mild learning and social interaction difficulties.	£4,500.00	New
Loughborough Mela	Loughborough Mela event 2015	£2,000.00	
Minnie's Friends	Development of service providing day care support to vulnerable people	£8,000.00	
Rural Community Council (Leics & Rutland)	Provision of information, advice, support and capacity building services to rural communities across Charnwood.	£5,000.00	

Sorrel Youth Café	Volunteer Skills Training	£6,000.00	
The Baca Charity	Provision of 'English as a second language' courses for 16-18 year old unaccompanied asylum-seeking children.	£3,000.00	New
Thurcaston & Cropston Good Neighbours Scheme	Set-up and running costs	£3,000.00	New
Vista (The Royal Leics, Rutland, and Wycliffe Society for the Blind)	Programme of social activity groups for older people with sight loss.	£3,400.00	

Community Development Grant Applications 2016/17

A total of 37 applications were received in 2016/17 of which 16 were awarded grants. Of the 37 applications, 21 were declined due to not meeting the eligibility criteria.

2016/17 Organisation/Project Name	Purpose of grant	Amount Awarded	New Application
Age UK Leics & Rutland	Men in Sheds Project	£7,500.00	
Albert Street Artists	Ongoing running costs	£3,000.00	
Anstey Youth Café	Running costs	£4,000.00	
Bangladesh Social Association	Running costs	£4,000.00	
BOSCAPS	Summer playscheme for children aged 5-12 yrs	£200.00	
Charnwood Arts	Loughborough's Big Birthday Event	£4,000.00	New
Hathern Community Library	Development of new community activities	£2,500.00	New
Homestart Charnwood	Costs towards 'My Family in Mind' Group	£10,000.00	
Jumpstart into Community Dance	Jump 'n' Jig toddler music sessions	£1,000.00	New
Loughborough Leggo Group	Running costs for Friday night youth club	£4,000.00	
Loughborough Wellbeing Centre Ltd CIC	General running costs	£1,500.00	New
Particip8 CIC	Expansion of Activator course	£5,000.00	New
Relate Leicestershire	Family counselling service	£7,000.00	New
Shepshed Toy Library	Running costs	£3,000.00	

Sorrel Youth Café Ltd	Youth Support Worker training programme	£3,800.00	
Syston Arts & Recreation in the Community	Running costs for film showings	£200.00	New

Loughborough Grant Applications 2015/16

A total of 39 applications were received in 2015/16 of which 20 were awarded grants. Two of the successful applicants subsequently declined their grant due to changes in their organisations. Of the 39 applications, 19 were declined due to not meeting the eligibility criteria.

2015/16 Organisation/Project Name	Purpose of grant	Amount Awarded	New Application
Alzheimer's Society Leicestershire and Rutland	Facilitated group singing sessions for people with dementia and their carers	£2,000.00	New
Anand Mangal	Spring Fayre on 19th March 2016	£380.00	New
Ashmount Scouts	Water based sessions	£1,900.00	New
Breezy Bagel	Work based training at new Bagel shop	£2,000	New
Charnwood Arts - Big Birthday	Extension of the existing celebration of a number of Charnwood anniversaries	£2,000.00	New
Charnwood Creatives	Young writers' group venue costs	£500.00	New
CLASP	Caring with confidence programme	£700.00	
Eclectic Enterprises CIC	Recycling project for vulnerable people	£1,000.00	New
Falcon Support Services	Provision of gym membership accessible to all service users	1500.00	
Go-Getta CIC	Paid employment of a Youth Work Assistant, and costs of residential trip	£2,000.00	
Loughborough Leggo Group	Delivery of Friday night youth club	£2,000.00	
Loughborough Mela (HREC)	Mela event on 14th August 2016	£2,000.00	

Loughborough Mela	Extra funding for Mela 2015	£500.00	
Minnie's Friends	Ongoing running costs, and development of organisation	£2,000.00	
Shakti Exercise Group	Development of Exercise group for older women from BME community	750.00	New
Shelthorpe Dynamo FC	Running expenses	1500.00	
The BACA Charity	ESOL lessons for young asylum seekers	£2,000.00	
Untapped Me	Support for young mums and pregnant teenagers	£2,000.00	New

Loughborough Grant Applications 2016/17

In 2016/17 to date a total of 20 applications have been received of which 14 have been successful.

2016/17 To date Organisation/Project Name	Purpose of grant	Amount Requested	New Applications
Ashby Road Residents Association	Darts Night	£613.00	
Bangladeshi Social Association	Community event	£300.00	
Chapman Street Gardening Association	Running Costs	£1,800.00	New
Charnwood Arts with Chorus Theatre	Community History Project	£1,000.00	New
Loughborough and District MS Society	Provision of weekly physiotherapy sessions	£2,000.00	
Loughborough Leggo Group	Running Costs – from CDE	£4,000.00	
Nanpantan Ward Residents Association	Hire of room, printing costs etc	£450.00	New
Now UnLimited	Delivery of Mindfulness sessions	£2,000.00	New
Palma Park Residents Association	Running Costs	£1,000.00	New
Shelthorpe Community Association	Community Garden	£1,800.00	New
Shelthorpe Community Association	Running Costs	£1,690.00	

The Good Gleaners Project	Running Costs	£1,046.00	New
Thorpe Acre Residents Association	3 x Planters for the Green	£500.00	
Untapped Me	Educational choices for young mums and pregnant teenagers	£2,000.00	

Community Facilities Grant Applications 2015/16

A total of 10 applications were received in 2015/16 of which seven were awarded grants. Of the 10 applications, three were declined due to not meeting the eligibility criteria.

2015/16 Organisation/Project Name	Purpose of grant	Amount Awarded	New Application
Ashby Road Estates Community Association	Refurbishment of The Hut – Phase 2	£19,975.00	
Barrow upon Soar Community Association	Community Hub feasibility study	£2,500.00	New
King George's Field Charity	Soundproofing measures for the Village Hall in Woodhouse Eaves	£1,443.00	New
Swithland Memorial Hall	External and internal redecoration and refurbishment of wooden floor	£3,200.00	New
Thorpe Acre Scout Group	Feasibility Study for the development of a community hub at Thorpe Acre Scout Centre	£4,975.00	
Thurmaston Community Social Association	Second phase of community centre re-building and refurbishment	£20,000.00	New
Youth Shelter	Building refurbishment costs associated with improving the safety and security of their entrance facilities	£2,545.00	

Community Facilities Grant Applications 2016/17

A total of eight applications were received in 2016/17 of which five were awarded grants. Of the eight applications, three were declined due to not meeting the eligibility criteria.

2016/17 Organisation/Project Name	Purpose of grant	Amount Awarded	New Application
Beacon Christian Fellowship	Kitchen refurbishment and disabled access lift	£10,000.00	New
Burton on the Wolds, Cotes and Prestwold Parish Council	Refurbishment of Burton on the Wolds Village Hall roof	£2,500.00	New
Fearon Community Association	Kitchen refurbishment	£19,734.00	New
Shree Ram Krishna Community Project	Kitchen refurbishment	£15,100.00	
Thorpe Acre Community Hub	Purchase and installation of a modular building	£20,000.00	New