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NORTH HERTFORDSHIRE DISTRICT COUNCIL

CABINET

TUESDAY, 28TH JANUARY, 2020

SUPPLEMENTARY AGENDA

Please find attached supplementary papers relating to the above meeting, as follows:

Agenda No	Item
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11.	<u>COMMUNITY GRANTS POLICY REVIEW</u> (Pages 3 - 14)
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REPORT OF THE POLICY AND COMMUNITY ENGAGEMENT MANAGER

To consider the proposed review of the Community Grants policy and criteria.

Please find attached an addendum report and new appendices 3 and 4

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**CABINET
28 JANUARY 2020**

***PART 1 – PUBLIC DOCUMENT**

TITLE OF REPORT: COMMUNITY GRANTS POLICY REVIEW

REPORT OF THE POLICY AND COMMUNITY ENGAGEMENT MANAGER

EXECUTIVE MEMBER: EXECUTIVE MEMBER FOR COMMUNITY ENGAGEMENT

COUNCIL PRIORITY: ATTRACTIVE AND THRIVING / PROSPER AND PROTECT / RESPONSIVE AND EFFICIENT

1. EXECUTIVE SUMMARY

- 1.1. This report outlines the proposed review of the Community Grants policy and criteria. It outlines a timetable regarding further consultation, with Councillors sitting on each of the five Area Committees; with the view that any changes and updates will be in place for the new policy to commence at the start of the forthcoming financial year 2020/21.

2. RECOMMENDATIONS

- 2.1 That Cabinet review and approve the updated Community Grant policy and criteria.
- 2.2 That Cabinet review and approve the updated Terms of Reference for the District Wide Community Facilities Capital and Revenue Grant Panel.

3. REASONS FOR RECOMMENDATIONS

- 3.1 The awarding of grant funding awards to organisations, charities and voluntary groups, and the use of grant budgets devolved to Area Committees allows the Authority to further its aims and overarching Priorities of the Council and District.

4. ALTERNATIVE OPTIONS CONSIDERED

- 4.1 As per the original report

5. CONSULTATION WITH RELEVANT MEMBERS AND EXTERNAL ORGANISATIONS

- 5.1 As per the original report

6. FORWARD PLAN

6.1 As per the original report

7. BACKGROUND

7.1 As per the original report

8. RELEVANT CONSIDERATIONS

8.1 As per the original report

9. LEGAL IMPLICATIONS

9.1 As per the original report

10. FINANCIAL IMPLICATIONS

10.1 As per the original report

11. RISK IMPLICATIONS

11.1 As per the original report

12. EQUALITIES IMPLICATIONS

12.1 As per the original report

13. SOCIAL VALUE IMPLICATIONS

13.1. The Social Value Act and “go local” requirements do not apply to this report.

14. HUMAN RESOURCE IMPLICATIONS

14.1 As per the original report

15. APPENDICES

15.1 Appendix 1. - Draft Grant Policy Review

15.2 Appendix 2 - Draft Grant Policy Review – with comments from Area Committees

15.3 Appendix 3 - Final Grant Policy amended following consultation.

15.4 Appendix 4 - Terms of Reference for the District Wide Community Facilities Capital & Revenue Grant Panel.

16. CONTACT OFFICERS

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17. BACKGROUND PAPERS

17.1. Review of Policies and Procedures for Financial Assistance to Voluntary and Community Organisations, November 2002.

17.2. Review of Grant Policy Cabinet June 2016.

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Community Grants Policy

1. INTRODUCTION

1.1 North Hertfordshire District Council is committed providing support to community groups and organisations working in the district to deliver services, build capacity and sustainability, and contribute positively to the achievement of the Council's priorities for the District.

The Council recognises the significant contribution made by the voluntary and community sector to deliver services and contribute positively to the achievement of the Council's priorities for the District.

The Council's Area Committees will seek to establish and maintain relationships with outside bodies/voluntary organisations operating specifically within the area including, where appropriate, the provision of discretionary grant aid / financial support etc.

1.2 Any provision of grant funding will seek to support activities that are 'open to all' and do not exclude any specific group of people.

1.3 North Hertfordshire District Council will not authorise the award of a grant which goes against the Council's policies or seeks to reverse a previous decision.

1.4 This document sets out the terms and conditions under which applications to the council should be made, the criteria for the award and the context in which applications will be considered.

2. ELIGIBILITY CRITERIA

2.1. **Applications will be accepted from organisations that are:**

A. Volunteer led or operated on a not-for-profit basis, such as, but not limited to:

- Registered Charities (*that have a charity number*)
- Un-registered Charities (with income under £5000), Constituted Groups or Clubs (*e.g. including children, youth and the elderly, etc*) -
- Community Interest Companies (CIC) or Community Interest Organisations (CIO)
- Schools / Academies (*providing the activity is beyond their statutory responsibilities*)
- Social Enterprises
- Sports Clubs
- Resident Groups / Clubs
- Faith based organisations (*where they are including the wider community*)
- Business Groups and Organisations (*including the BIDs*) (*on condition that the funding is for something that provides Additionality*)



- Parish, Town and Community Councils (*on condition that the funding is for something that provides Additionality*)
- B. Be for the benefit of residents of North Hertfordshire.
- C. Be able to demonstrate financial viability by providing details of income and expenditure and, where relevant, demonstrate compliance with previous grant conditions.
- D. Have an open-door membership policy, and provide services that are accessible to all. This does not preclude single-gender organisations from applying as long as they can demonstrate that they comply with the Equality Act 2010.
- E. Either be formally constituted or demonstrate a good governance structure, including a Management Committee or Board of Trustees that are not all immediately related.
- F. Be able to demonstrate financial need and that other sources and options for funding have been considered.
- G. Be able to demonstrate the award of the grant provides Additionality to the service provision of the organisation

2.2 In the case of projects that involve work on a building or outdoor space, the group or organisation must:

- *Own the freehold of the land or building, or have a lease which cannot be brought to an end by the landlord for at least five years after the work has been completed.*
- *Have the relevant permissions/ licences in place (e.g. planning consent).*

2.3 In the case of projects that involve working with children, young people or vulnerable adults, the group or organisation must:

- *Have a safeguarding policy.*
- *Have completed DBS checks as appropriate.*
- *Have undertaken safeguarding training as necessary.*

3. FUNDING INFORMATION

3.1. The Council may support and provide financial assistance for projects as outlined below:



ELIGIBLE for funding	NOT ELIGIBLE for funding
<ul style="list-style-type: none"> • Activities • Events • Equipment • Publicity and Publications • Repairs and Maintenance • Site and Building works • Training/Workshops • Travel and Transport (not overseas) • Venue Hire • Refreshments (not alcohol) 	<ul style="list-style-type: none"> • Retrospective funding e.g. for items already purchased or events that have already happened. • Alcohol • A service that the state is obligated to provide. • Charitable donations. • Contingency cost, loans, endowments or interest. • Goods and Services already received or paid for • Land or building where ownership (freehold or eligible lease) is not yet established. • Political or religious activities. • Purchase of items on behalf of another • Recoverable VAT

4. APPLICATION SUBMISSION PROCESS

- 4.1. All requests for funding must be submitted on the council's Community Grant application form along with all the required supporting documentation.
- 4.2. The form is available as a Microsoft Word file downloadable from the Council's website. *(Wherever possible this should be completed and returned electronically in Microsoft Word.)*
- 4.3. Community Grant applications are considered at the relevant Committee/Panel and a listing of application deadlines is published on the Council's website.
- 4.4. District wide Community Grant applications may be considered by a District- wide panel. The panel will meet at least twice a year, and once in July of each civic year, after Cabinet have approved any revenue carry-forwards from the Area Committees and another date to be agreed. *
- 4.5. You can find the Community Grant application forms at <https://www.north-herts.gov.uk/home/community/grants/area-committee-grants>



5. ASSESSMENT CRITERIA

5.1. All applications for grant funding will be carefully assessed to ensure that funding is allocated to projects or activities and areas that will have the most beneficial impact on the residents of North Hertfordshire

5.2. The assessment process will use three main criteria:

A. Feasibility Assessment	B. Priority Assessment
<ul style="list-style-type: none"> • Will the funding benefit residents of North Hertfordshire? • Will it be spent within 12 months from receiving the funding)? 	<ul style="list-style-type: none"> • Does the project fulfil a need for the local community?
	C. Economic Assessment

5.3. **Other areas for consideration, which may strengthen an application:**

- Partnership with other groups involved in this type of work.
- Efforts to seek additional joint funding from other sources
- If the organisation has not applied to NHDC in the past or for a long period of time

6. TERMS OF THE AWARD

6.1. Grant monies awarded must only be spent on activities as described in the application, within one year of the decision.

6.2. The Council will require details of how the grant was spent, and the provision of receipts, within one year of the decision.

6.3. Grant recipients may be requested to report back to the relevant committee / panel either by presentation or writing.

6.4. Any unspent funds must be returned to the Council.

6.5. Details later proved to be incorrect may prejudice a subsequent application and could result in a requirement to repay any funding awarded.

NORTH HERTFORDSHIRE DISTRICT COUNCIL



** 4.4 – The District-wide panel referred to in this item is planned to be an addition to the remit of the Community Facility Capital Grant Panel.*

At their meeting on the 17th December, Cabinet approved the inclusion of one-off funding for district-wide grants in 2020/21. If agreed by Full Council in February (as part of the budget process), the £10k would provide a guaranteed funding source in the first year. This will allow demand for the district-wide grants to be determined, as well as the impact on the area committees. Depending on the outcomes, alternative funding will need to be identified for 2021/22 and beyond.

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THE DISTRICT WIDE COMMUNITY FACILITIES CAPITAL & REVENUE GRANTS PANEL

MEMBERSHIP

1. The Panel shall comprise ten Members.
2. The Panel shall be politically balanced¹:
3. Two members will be drawn from each of the five areas.
4. The quorum shall be three.
5. Appointments will be made by the Council at its Annual Meeting or at other times, under delegated responsibility, by the Democratic Services Manager in consultation with Group Leaders.
6. The Panel will appoint its own Chairman.

TERMS OF REFERENCE

1. To act as an advisory panel to the Executive Member for Community Engagement, in approving grants in consultation with the Service Director Legal and Community made under the Community Facilities Capital Grant Funding Scheme and district wide community revenue grants.
2. To comment on grant applications in accordance with the criteria for the Community Facilities Capital Grant Funding Scheme and District Wide grants in accordance with the community grant policy.

ADMINISTRATION

1. Meetings will be called as necessary by the Policy & Community Engagement Manager.
2. Administrative support will be provided by the Communities Engagement Team Leader.

1. As at 19/20¹ 4 Conservative; 3 Labour and 2 Liberal democrats.

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