

Subject: **Queen's 90th Birthday community grants**

Report to: **Full Council**

Report by: **Robert Read, Director of Housing & Neighbourhoods**

Date: **12th April 2016**

SUBJECT MATTER/DECISIONS TO BE MADE

The report outlines a summary of activity to be undertaken in order to promote, award and administer the Queen's 90th birthday community grants fund.

Full Council is asked to:

- 1) Approve the timeframe for inviting applications and awarding of the grants
- 2) Approve the outline eligibility criteria for award of grants and allow the Grants Panel to finalise the criteria within the framework agreed
- 3) Appoint a Grants Panel to appraise applications and award the grants

1.0 Background

During Full Council on 24th February it was agreed that £90k from the General Reserve be allocated to create a Community Grants fund to celebrate The Queen's 90th birthday. It was intended that the grants are given in recognition of the valuable contribution of volunteers, groups, clubs and societies in the borough, both large and small.

2.0 Process, timeline and criteria

Promotion: Grants will be promoted via the GYBC website, GYBC social media feeds, local press, and on a direct level through Neighbourhood Management programmes and Voluntary Sector networks.

Application: A simple grant application form will be created, accessed online via the GYBC website or in paper form on request. Accompanying guidance will be available, plus additional support provided to those who might need it by Community Development Workers and other development support officers operating in the borough.

Eligibility criteria: It was proposed at the council meeting that no group would be too big or small. The existing Communities portfolio holder and shadows have recently formed a Grants Panel to review the Council's grants to the Voluntary & Community Sector. This group met at the end of March 2016 to set criteria and will approve the Queen's birthday grants applications once the deadline has passed. The guidance set by the Grants Panel is listed below;

Criteria

- Groups can apply for awards of between £250 and £1,500
- Projects or activities must be led by Community or Voluntary groups, including clubs, societies and faith based organisations
- All groups/ organisations must be based within the borough of Great Yarmouth
- Proposals should aim to instigate community projects/activities, which build upon the existing great work contributing to community life in the borough
- All projects and activity must be delivered within the borough of Great Yarmouth
- Project and activities must be inclusive and should aim to foster local pride and bring people together
- Projects and activities should pay recognition to the Queen's 90th birthday in any publicity

Applications will also be assessed on:

- How an award would benefit communities
- How an award would promote sustainable positive action, new connections, and wellbeing in communities
- Its value for money, or the added value it brings
- The applicant's capacity to deliver what has been proposed- including existing capabilities, expertise or track record

We particularly welcome applications that can demonstrate local partnership working as part of the approach.

Appraisal and awarding

Once all applications are received they will be reviewed by GYBC officers, ensuring eligibility. A precis of each application will be created for recommendation to the Grant Panel for final decision making (this approach is the same as that undertaken by Norfolk Community Foundation, in recognition of the potential for large numbers of applications). Once decisions have been made, grants can be announced at a small event at the Town Hall.

Timeframe

Nationally, the celebrations commence on 12th May and continue through to the Queen's official birthday weekend of 11th and 12th June. The timetable below will ensure that awards can be announced to coincide with the national celebrations.

Date	Actions/Activity
WC 04.04.16	Create location on the community grants area of GYBC website containing general holding information Draft documents, including online application form, guidance, and promotional material
WC 11.04.16	Formal launch of the grant fund- live form on website, press release plus associated promotional activity

April 13 th – May 6 th 2016	Application period
06.05.16	Deadline for applications
WC 16.05.16	Grant allocation panel convened – applications appraised- awards made
WC 30.05.16	Announcements and awarding of grants

Great Yarmouth Borough Council has already received a number of enquiries requesting information and application packs. Currently we are replying with holding notices. Considering this and the above timeline, it is recommended that the scheme is launched as promptly as possible during April 2016.

Payment of grants All applications will be required to include relevant bank details within their applications form. Funds will only be paid into a group account. Where an informal community group does not have their own account, funds can be paid into a local host group account on their behalf. Once approved, supplier forms will be completed and funds transferred via BACS payment. A specific finance code will be required to keep adequate records for audit.

Monitoring All successful applicants will be required to fill in a short monitoring form after their project or activity has finished/or within a 3 month timeframe- whichever is sooner. This should contain a short statement describing activity, plus electronic photographs with signed consent for GYBC use.

Grant administration:

- Customer services will be briefed and be asked to **direct people to the GYBC website**.
- For **further enquiries, a point of contact** has been established to field more detailed enquiries and act as a general liaison where required.
- VCS support officers will be available to provide **additional assistance** to people in completing application forms and in developing project ideas.

- **Coordinative administration** support has been identified to facilitate the appraisal process, to lead on direct communications with applicants, to oversee payments, to collect monitoring information and to ensure the entire process is clear and undertaken to time within general GYBC guidelines.

3.0 RECOMMENDATIONS

3.1 Council resolves to:

- Approve the timeframe for delivery of process and timeline for award of the grants
- Approve the outline eligibility criteria for award of grants and allow the Grants Panel to finalise the criteria within the framework agreed
- Appoint a Grants Panel to appraise and award the grants. The panel should be made up of 6 nominees based on Widdecombe rules.

Does this report raise any legal, financial, sustainability, equality, Crime and Disorder or Human Rights issues and, if so, have they been considered?	Issues	
	Legal	No
	Financial	No
	Sustainability	No
	Equality	No
	Crime and Disorder	No
	Human Rights	No
	Every Child Matters	No
	Risk	No



The Queen's 90th Birthday: Community grant awards

GUIDANCE FOR APPLICANTS

Great Yarmouth Borough Council is committed to recognising the dedicated people who run community and voluntary groups across the borough. Local people are invited to apply for a special award, in recognition of the valuable contribution that voluntary, community and faith based groups and organisations bring to the borough.

Groups can apply for awards of between £250 and £1,500 to either support their existing work or fund a new project or activity. The application period is between 13th April to 6th May 2016. The council welcomes applications from both new and established voluntary, faith or community sector groups. All applicants must be able to explain what a grant would mean to them and how they would use it to build upon existing great work in their community.

How to get a Grant

This is very straightforward. Firstly, check if you fit the criteria below. Then, think about your idea and how much it will cost. Lastly, fill in the application form online! The **deadline for applications is 17.00 on 6th May 2016**. Once submitted, your application will be reviewed by a panel. A decision on the applications will be made during May 2016 and you will be informed once finalised.

Criteria

- Projects or activities must be led by Community or Voluntary groups, including clubs, societies and faith based organisations
- All groups/ organisations must be based within the borough of Great Yarmouth
- Proposals should aim to instigate community projects/activities, which build upon the existing great work contributing to community life in the borough
- All projects and activity must be delivered within the borough of Great Yarmouth
- Project and activities must be inclusive and should aim to foster local pride and bring people together
- Projects and activities should pay recognition to the Queen's 90th birthday

Applications will also be assessed on:

- How an award would benefit communities
- How an award would promote positive action, new connections, and wellbeing in communities
- Its value for money, or the added value it brings
- The applicant's capacity to deliver what has been proposed- including existing capabilities, expertise or track record

We particularly welcome applications that can demonstrate local partnership working as part of the approach.

Questions and Answers

What can the funds be used for? It can fund projects and activities designed to build upon existing great community based work in the borough. It must be inclusive- promoting sustainable wellbeing, positive action, new friendships, new connections and should aim to bring people together. All projects and activities must pay recognition to the Queen's 90th birthday.

What it *can't* be used for... All grants will be considered individually. However, we are unable to fund projects and activities which do not primarily aim to bring communities together. We also cannot fund projects with an exclusive religious focus, or projects that have already been completely funded. Funds can not be used to purchase large capital items, or for building works. Funds cannot be used to pay debts or fund employees.

NB. Costs for staffing and management overheads will not usually be considered, unless explicitly authorised and under exceptional circumstances

Who can receive the payment? Although many types of groups may be awarded funds, money can only be transferred to an organisational/group bank account – e.g. an official community group with its own bank account, a registered charity, or a voluntary sector organisation with a recognised legal status.

What if we don't have a 'group account'? Individuals or groups without a group account can still apply for a grant, but payments must be paid through a 'host' organisation, e.g. through your local Community Association, Youth Club, school, church etc. Please remember to arrange for this in advance of your application.

Is there a limit to the grant I can request? Yes, the upper limit is £1,500, and the minimum award is £250. A grant may be given to fully or partly support a request. Only one grant is available per group/project, so please think carefully about your application.

My project is already running – can I request funding? Yes. It should however build upon existing great work that contributes to community life in the borough and must be able to demonstrate added value, in addition to meeting wider criteria.

Can I get help to plan my project, and get help to fill in the form? Yes. Free help is available from one of our development workers, listed below. They are always happy to help. You will find the grant Application Form on the Great Yarmouth Borough Council website grant page www.great-yarmouth.gov.uk/queens-birthday

Your area	Contact person	Telephone	Email
Southtown, Cobholm and Halfway House, Gorleston & Rural areas (Make it Happen programme)	Ella Smyth	01493 651081	ella.smyth@voluntarynorfolk.org.uk
Gorleston area (MESH programme)	Alan Whistlecraft	01493 604739	alan.whistlecraft@voluntarynorfolk.org.uk
South, Central and North Yarmouth (Comeunity programme)	Tom Richards	01493 845922	tom.richards@voluntarynorfolk.org.uk

Who can submit a grant application? The grants are available to groups of residents in communities, sports clubs, youth groups, community groups, clubs and societies, cadet groups, faith based organisations, charities, parish councils schools and educational institutions, voluntary sector organisations, and other not-for-profit organisations across the borough.

Additionally, we do encourage partnership working to get bigger and better outcomes for all. **Deadline for applications is 17:00 on 6th May 2016**

What records do we need to keep if we receive a grant? You will need to obtain and keep all invoices and receipts (for a period of three years). You will also need to keep any other material such as newspaper/press clippings, posters and photos of the project. We will require you to acknowledge GYBC in all publicity.

NB. This is important as you may be requested to provide evidence of all expenditure for audit purposes.

What will we need to do if we are successful? You will complete a short form showing how the grant was used and how effectively it met the aims outlined in your application form. To celebrate the success of the projects we may aim to use any photographs and detail provided in the Great Yarmouth Borough News and other publications.

Deadline for applications is by 17:00 on 6th May 2016.

Apply online at www.great-yarmouth.gov.uk/queens-birthday

For general enquiries, or for a paper based form, contact us on

Hilary.Rickwood@great-yarmouth.gov.uk or call 01493 846219

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