

Cabinet Member for Performance and Capacity Agenda

Date: Monday, 6th February, 2012
Time: 10.00 am
Venue: Committee Suite 1 & 2, Westfields, Middlewich Road,
Sandbach CW11 1HZ

The agenda is divided into 2 parts. Part 1 is taken in the presence of the public and press. Part 2 items will be considered in the absence of the public and press for the reasons indicated on the agenda and at the foot of each report.

PART 1 – MATTERS TO BE CONSIDERED WITH THE PUBLIC AND PRESS PRESENT

1. **Apologies for Absence**
2. **Declarations of Interest**

To provide an opportunity for Members and Officers to declare any personal and/or prejudicial interests in any item on the agenda.

3. **Public Speaking Time/Open Session**

In accordance with Procedure Rules Nos.11 and 35 a period of 10 minutes is allocated for members of the public to address the meeting on any matter relevant to the work of the meeting. Individual members of the public may speak for up to 5 minutes but the Chairman or person presiding will decide how the period of time allocated for public speaking will be apportioned where there are a number of speakers. Members of the public are not required to give notice to use this facility. However, as a matter of courtesy, a period of 24 hours' notice is encouraged.

Members of the public wishing to ask a question at the meeting should provide at least three clear working days' notice in writing and should include the question with that notice. This will enable an informed answer to be given.

Contact: Paul Mountford, Democratic Services
Tel: 01270 686472
E-Mail: paul.mountford@cheshireeast.gov.uk

4. **Community Grants** (Pages 1 - 12)

To determine the award of Community Grants to Voluntary and Community Organisations which meet the criteria approved by Cheshire East Council. The report covers the final round of grants for 2011/12.

5. **Policy for the Allocation of Grants for 2012/13** (Pages 13 - 20)

To consider the adoption of the Policy for the Allocation of Community Grants and to agree the maximum amounts payable under the scheme for 2012/13.

THERE ARE NO PART 2 ITEMS

CHESHIRE EAST COUNCIL

Cabinet Member for Performance and Capacity

Date of meeting: 6th February, 2012.
Report of: Partnerships Manager
Title: Community Grants
Portfolio Holder: Councillor David Brown

1.0 Report Summary

- 1.1 To determine the award of Community Grants to Voluntary and Community Organisations which meet the criteria approved by Cheshire East Council. The Council recognises the valuable input that the Voluntary and Community Sector brings to the quality of life in the community. Funding is focused on those organisations that complement the aims and objectives of the Corporate Plan.
- 1.2 The report covers the final round of grants for 2011/12, and makes recommendations totalling £23,292 in line with Cheshire East Council's Policy for the Allocation of Grants.

2.0 Recommendations

- 2.1 That the following Community Grants be awarded/declined/deferred:

Events Grant

Cheshire East Parents and Carers Voice	awarded £250
Bollington Well Dressers	awarded £250
Bickerton Village Hall Committee	declined
Wilmslow Guild Friday Art Group	awarded £75
Folksy Theatre	awarded £250
Neuromuscular Centre	awarded £250
King Edward Music Society	awarded £250
The Alderley Edge Orchestra	awarded £250
Sandbach Town Council	declined
Congleton Choral Society	awarded £250
Bollington Festival	declined
Macclesfield Barnaby Festival	awarded £250
Nomads Amateur Theatre	awarded £250
Macclesfield Civic Society	awarded £150
The Barnby Choir	awarded £250

Activities Grant

Nantwich Detachment Cheshire ATC	deferred
Moss Lane Allotment Garden Project	awarded £250

Alderley United	declined
Lions Youth Brass	awarded £225
Cheshire A Cappella	awarded £372
Alsager Bridgestone ASC	awarded £350
Welshmans Lane Allotment Tenants Association	awarded £250
Golden Sparks	awarded £200
Team Congleton 2012	awarded £500
Sandbach Gymnastics Supporters	awarded £500
Nantwich Choral Society	declined
Willaston Community Opportunities Group	awarded £300
Nantwich in Bloom	declined
Sandbach Clean Team	declined
Crewe Alexandra Ladies FC	awarded £150
Elworth Cricket Club	awarded £350
Crewe & Nantwich Girls FC	awarded £350
Crewe FC	awarded £400
Cheshire East ABA	deferred
Knutsford Amateur Swimming Club	awarded £102
Bunbury Cricket Club	declined
St. Johns School Sandbach Heath	declined
The Saturday Club Macclesfield	awarded £500
Brereton Parish Community Interest Group	declined
Bromley Farm CDT	declined
Cheshire Blades FC – Assisted Needs Section	awarded £499
Sandbach Sharks ASC	awarded £350
Pott Shrigley Cricket Club	awarded £350
Mossley Cricket Club	awarded £350
Macclesfield Saints JFC	awarded £350
Crewe Flyers AFC	awarded £250
Toft Cricket Club	awarded £250
Seahorse Swimming Club	awarded £350
Bollington Cricket Club	awarded £350
LGBT (Lesbian, Gay, Bisexual and Transgender)	
North West	declined
Knutsford Gymnastics	awarded £350
GB Pro Wrestling	deferred
Haslington Methodist Open Door Project	awarded £200

Facilities Grant

Moss Lane Allotment Society	awarded £2,219 in principle
2 nd Middlewich Scouts	awarded £500
Bexton Pre School Nursery	declined
Rode Heath Village Hall	awarded £400
High Legh Community Association	awarded £3,000
Willaston Pre School	declined
Shavington Youth Club	awarded £3,000
Chelford Parish Plan Team	awarded £3,000

3.0 Reasons for Recommendations (Details of Grants)

3.1 Events (up to £250)

Cheshire East Parents and Carers Voice
Bollington Well Dressers
Wilmslow Guild Friday Art Group
Folksy Theatre
Neuromuscular Centre
King Edward Music Society
The Alderley Edge Orchestra
Congleton Choral Society
Macclesfield Barnaby Festival
Nomads Amateur Theatre
Macclesfield Civic Society
The Barnby Choir

The above events are all annual productions/events, some with quite high costs and receive income from ticket sales as well as refreshments, programmes etc. These events are important to Cheshire East district as they do make a difference to local residents by way of enabling them to see local talent performing at reasonable prices. It is recommended that they be awarded a grant of up to £250 and that their profit/loss for the events be monitored

Bickerton Village Hall
Sandbach Town Council
Bollington Festival

The above application relate to events to celebrate the Queen's Diamond Jubilee. As the Community Grant scheme cannot support all events for this celebration, it is recommended that any applications relating to the Diamond Jubilee be refused and the applicants advised to apply to the fund available through the Lord Lieutenant of Cheshire.

3.2 Activities (up to £500)

Nantwich Detachment Cheshire ATC - Total Cost of Project - £500 Amount Requested - £500

A newly established detachment who wish to fund cadets to undertake training for the Duke of Edinburgh Awards. As a new group, they do not have any funding of their own or a bank account but they are applying to other sources. It is recommended that the application be deferred and reconsidered once a Constitution and proof of bank account received.

Moss Lane Allotment Garden Project – Total Cost of Project - £494 Amount Requested - £409

Application deferred from October. Group wishes to purchase materials to make raised beds on CEC owned allotments. They have some of their own funding but have not applied elsewhere. CEC Greenspace has now confirmed they have no objections to the project. It is recommended they be awarded £250.

Alderley United –

Total Cost of Project - £3,000 Amount Requested - £3,000

Application deferred from October - This Club wishes to upgrade their Sports Pavilion by installing new flooring and fitting out the kitchen. They are not contributing themselves despite having a healthy bank balance nor have they applied elsewhere for funding. The maximum amount which can be awarded is £500. The application was deferred for further information and the applicants asked to advise if they wished their application to be reconsidered. No response has been received and it is therefore recommended that the application be declined.

Lions Youth Brass –

Total Cost of Project - £450 Amount Requested - £450

A community based youth brass band with over 100 musicians. They are applying for funding to hold workshops to prepare players for the National Youth Championships. They are not contributing themselves or have applied to other sources for this project. Have not applied to the Town Council. It is recommended they be awarded £225 and advised to apply to Sandbach Town Council.

Cheshire A Capella –

Total Cost of Project - £744 Amount Requested - £494

A growing chorus with an increasing membership and performance schedule. They are applying for funding towards the costs of safety rails for portable stage risers. They have not applied elsewhere but are contributing themselves. It is recommended they be awarded £372 match funding.

Alsager Bridgestone ASC –

Total Cost of Project - £911 Amount Requested - £500

A well established swimming club who wish to expand their land training sessions using additional equipment. They are making a small contribution themselves despite having a large bank account and they have not applied elsewhere. It is recommended they be awarded £350.

Welshmans Lane Allotment Tenants Association –

Total Cost of Project - £325 Amount Requested - £275

A new community group who wish to purchase a rotovator for use by less able bodied members. They have a very small amount of funds which they are contributing but they have not applied elsewhere. It is recommended they be awarded £250 and to apply to the Town Council.

Golden Sparks –

Total Cost of Project - £486 Amount Requested - £500

A group of retired people meeting socially once a month. They are requesting funding to keep the club going. They are applying for a grant to purchase equipment and for running costs. Running costs are not eligible. They have very little funding and have not applied elsewhere. It is recommended they be awarded £200 towards the purchase of a portable PA system.

Team Congleton 2012 –

Total Cost of Project - £14,350 Amount Requested - £500

A new initiative to celebrate the 2012 Olympics in the town of Congleton by creating an environment for all ages to participate in a range of different activities. They have actively raised funds from a variety of sources including the Town Council but do not have any funds of their own. It is recommended they be awarded £500.

Sandbach Gymnastic Supporters –

Total Cost of Project - £6,000 Amount Requested - £3,000

This is a well established facility who wishes to alter their premises to accommodate their growing membership. They are contributing themselves but have not applied elsewhere. The maximum amount which can be awarded is £500. It is recommended they be awarded £500.

Nantwich Choral Society –

Total Cost of Project - £4,000 Amount Requested - £2,500

This society has grown in numbers and now requires more staging for their performers and instruments for their regular venue at St. Mary's Church, Nantwich. Neither they nor the Church are making a contribution but they have received £1500 from Nantwich Town Council. The maximum amount which can be awarded is £500. It is recommended that the application be declined.

Willaston Community Opportunities Group –

Total Cost of Project - £500 Amount Requested - £300

This group has evolved from the Parish Plan process where a need was identified for leaflets detailing local walks. Three were proposed and the grant would be used to design and print the final two (the first being funded by the Parish Plan Implementation Grant). They have no funds of their own but have raised £200 in sponsorship. It is recommended they be awarded £300.

Nantwich in Bloom –

Total Cost of Project - £594 Amount Requested - £500

This organisation wishes to promote Nantwich by updating the current signage. They are not contributing themselves but have raised funds from other sources and they have also received a grant of £3,500 from Nantwich Town Council. It is recommended that the application be declined.

Sandbach Clean Team –

Total Cost of Project - £670 Amount Requested - £500

Sandbach Clean Team has a large number of young members and in order to retain these and encourage more, they wish to purchase "Litter Picker" badges to recognise their involvement. Sandbach Town Council makes an annual contribution to their core funding and they have received £100 from Sandbach Partnership. It is recommended that the application be declined and that they be referred to Streetscape for assistance.

Crewe Alexandra Ladies FC –

Total Cost of Project - £500 Amount Requested - £500

This Club wishes to hold community coaching sessions for girls and ladies to promote Womens Football. They are applying for a grant towards footballs, coaching and promotion. They are not contributing themselves or applying elsewhere. It is recommended they be awarded £150 for equipment.

Elworth Cricket Club –

Total Cost of Project - £750 Amount Requested - £500

This Club wishes to provide safeguarding and first aid training and qualifications for their volunteer coaches. They are contributing themselves but not applied elsewhere. It is recommended they be awarded £350.

Crewe & Nantwich Girls FC –

Total Cost of Project - £795 Amount Requested - £500

This Club is applying for a grant towards the costs of training for coaches in safeguarding and first aid and replacement kit. They are making a contribution themselves. It is recommended they be awarded £350.

Crewe FC –

Total Cost of Project - £700 Amount Requested - £500

This Club is applying for a grant for coaches to undertake FA coaching awards to retain their Charter status. They have a small bank balance and are contributing themselves although they have not applied elsewhere. It is recommended they be awarded £400.

Cheshire East ABA –

Total Cost of Project - £540 Amount Requested - £500

This Club is newly formed and is working on the Olympic Training Camps. At present, they are operating under Chongi Gym and do not have their own bank account. It is recommended that the application be deferred and reconsidered once proof of bank account is received.

Knutsford Amateur Swimming Club –

Total Cost of Project - £204 Amount Requested - £204

This Club is requesting a grant for volunteers to undertake poolside rescue training. They have not applied elsewhere or are contributing themselves despite having a large bank account. It is recommended they be awarded match funding of £102 and advised to apply to the Town Council.

Bunbury Cricket Club –

Total Cost of Project - £TBA Amount Requested - £tba

This Club is applying for funding towards net refurbishment. They were awarded a grant of £100 in April 2010 but have not submitted a report as required under the Grants Allocation Policy. It is recommended that the application be declined.

St. John's School, Sandbach Heath –

Total Cost of Project - £660 Amount Requested - £500

This school is applying for a grant to hold an Eco Day in school. Grants are not awarded for school projects. It is recommended that the application be declined.

The Saturday Club Macclesfield –

Total Cost of Project - £750 Amount Requested - £500

A newly formed group offering support and friendship to parents/carers of disabled children who often suffer from isolation. They have secured premises and have received some funding. It is recommended that they be awarded £500.

Brereton Parish Community Interest Group –

Total Cost of Project - £3,190 Amount Requested - £500

This group formed in 2006 to promote and sustain community spirit and to organise community events. They are applying for funding to publish four issues of a Community Newsletter in 2012. They have received £500 from the Parish Council and £500 from sponsors. It is recommended that the application be declined due to budget pressures.

Bromley Farm CDT –

Total Cost of Project - £2,000 Amount Requested - £500

The Trust operates in a deprived area of Congleton and offers a range of activities for residents to promote community cohesion. They are applying for funding towards the cost of producing quarterly newsletters for 2012. They are contributing themselves and have received £500 from the Town Council; £500 from Plus Dane and free distribution from the Probation Service. It is recommended that the application be declined due to budget pressures.

Cheshire Blades FC – Assisted Needs Section –

Total Cost of Project - £499 Amount Requested - £499

This Club is applying for a grant for specialist equipment to support disabled and assisted needs sessions. The Club is very active and contributes greatly via voluntary hours. They have a very small bank balance. It is recommended they be awarded £499.

Sandbach Sharks ASC –

Total Cost of Project - £1,350 Amount Requested - £500

This Club is applying for a grant for training volunteers to achieve coaching qualifications. They are not contributing themselves but have received £450 from Swim Cheshire. It is recommended they be awarded £350 and advised to apply to the Town Council.

Pott Shrigley Cricket Club –

Total Cost of Project - £10,500 Amount Requested - £3,000

This Club wishes to extend and refurbish their Pavilion to comply with cricket league criteria. They have a relatively healthy bank account and have received £500 from the Parish Council. The maximum amount which can be awarded is £500. It is recommended they be awarded £350.

Mossley Cricket Club –

Total Cost of Project - £6,840 Amount Requested - £3,000

This Club is applying towards the costs of a new lawn mower and roller to replace those which are beyond economic repair. They have received £1,000 from the

Town Council and £4,000 from other sources. The maximum amount which can be awarded is £500. It is recommended they be awarded £350.

Macclesfield Saints JFC –

Total Cost of Project - £1,029 Amount Requested - £500

This Club wishes to set up a Junior Academy. They are applying for funding for new equipment and coaching courses. They are contributing themselves but have not applied elsewhere. It is recommended they be awarded £350.

Crewe Flyers ASC –

Total Cost of Project - £3,000 Amount Requested - £500

This Club has an increasing membership and wish to replace aging equipment for training sessions. They have a healthy bank account and are contributing £500 themselves and have received £2,000 from the Co-op. It is recommended they be awarded £250.

Toft Cricket Club –

Total Cost of Project - £500 Amount Requested - £500

This Club is applying for funding for their Junior Section. They have not applied elsewhere or contributing themselves despite a healthy bank account. It is recommended they be awarded match funding of £250.

Seahorse Swimming Club, Crewe –

Total Cost of Project - £1,075 Amount Requested - £500

This Club caters for people with disabilities and is requesting funding to provide lifeguard training for volunteers who are in the water with members. They are contributing themselves but have not applied elsewhere. It is recommended they be awarded £350.

Bollington Cricket Club –

Total Cost of Project - £2,292 Amount Requested - £500

This Club is in Division 1 of the County League and are hoping to be promoted to Premier League. To do this, they need to meet certain criteria which include suitable ground screens. They are contributing themselves and have received some funding from sponsors. Town Council funding is not available until July. It is recommended they be awarded £350.

LGBT (Lesbian, Gay, Bisexual and Transgender) Youth North West –

Total Cost of Project - £1,000 Amount Requested - £500

Based in Manchester but indicate they will go into schools in Cheshire East. They are applying for funding for a Support Worker to deliver workshops. They have not applied elsewhere but are contributing themselves. It is recommended that the application be deferred for further information.

Knutsford Gymnastics –

Total Cost of Project - £450 Amount Requested - £450

This is a new Club with limited funds. They are applying for a grant for volunteers to undertake coaching courses to obtain Gym Mark accreditation. They are not contributing themselves or have applied elsewhere. It is recommended they be awarded £350 and advised to apply to the Town Council.

GB Pro Wrestling –

Total Cost of Project - £6,000 Amount Requested - £500

A relatively new group with limited funds promoting wrestling in the community. They are applying for funding towards premises hire and training costs. They have not applied elsewhere. It is recommended that the application be deferred for further information.

Haslington Methodist Open Door Project –

Total Cost of Project - £620 Amount Requested - £300

A new advice and information drop in service for the local community specifically aimed at people without internet access. They are contributing themselves and have obtained funding from the Methodist Church. It is recommended they be awarded match funding of £200.

3.3 Facilities (up to £3,000)

Moss Lane Allotment Society –

Total Cost of Project - £2,219 Amount Requested - £2,225

This group wish to install toilet facilities on CEC owned allotments. They have limited funds and are making a contribution themselves. They have not applied elsewhere. CEC Greenscape has confirmed they have no objections to the project provided the Society takes full responsibility for the installation, maintenance and removal of the toilet facilities. It is recommended they be awarded £2,219 in principle but that this is retained until the approval of CEC Greenscape is received and all procedures are in place.

2nd Middlewich Scouts –

Total Cost of Project - £2,002 Amount Requested - £2,000

This Scout Group wishes to replace old and rotten window frames. They are not contributing themselves or have applied elsewhere. The Hall is available for use by other groups but is mainly used by Scouts. It is recommended they be awarded £500 and advised to apply to the Town Council.

Bexton Pre School Nursery –

Total Cost of Project - £2,220 Amount Requested - £2,220

This Nursery wants to replace existing canopy porch which is badly worn. They are not contributing themselves or applied elsewhere. It is recommended the application be refused as the building is solely used by the Nursery and is not available to the wider community.

Rode Heath Village Hall –

Total Cost of Project - £950 Amount Requested - £950

This Hall is used as a Community Centre by the local community. They are applying for funding for external redecoration. They have some funds themselves. Odd Rode Parish Council has awarded a grant towards car park resurfacing. It is recommended they be awarded £400.

High Legh Community Association –

Total Cost of Project - £50,000 Amount Requested - £3,000

This is a well used facility that has to refuse bookings. They wish to reconfigure the Hall to give 4 rooms which can be hired. The grant is required towards 3rd Party Funding for a WREN bid. The Parish Council has committed £10k towards the project. It is recommended they be awarded £3,000.

Willaston Pre School –

Total Cost of Project - £2,975 Amount Requested - £2,375

This application is for the internal redecoration of Willaston Methodist Church Hall which is used by a variety of community groups. The Church is contributing £500. The Pre-School is not making a contribution despite a healthy bank account. It is recommended that the application be declined and the applicant advised that an application from the Hall's Management Committee would be reconsidered.

Shavington Youth Club –

Total Cost of Project - £12,000 Amount Requested - £3,000

This Youth Centre is used for a variety of activities and wishes to upgrade their facilities to offer a wider programme. The Parish Council is contributing £2k and they have also applied to the Police Property Fund. They are also contributing themselves. It is recommended they be awarded £3,000.

Chelford Parish Plan Team –

Total Cost of Project - £58,620 Amount Requested - £3,000

This Parish Plan Project aims to deliver village sport and leisure facilities where none currently exist. The project will include a MUGA, play equipment, improved and grassed areas and a cycleway. The grant is required towards 3rd Party Funding for a WREN bid. The Parish Council has committed to fund MUGA insurance and other phases. It is recommended they be awarded £3,000.

4.0 Wards Affected

4.1 All wards within Cheshire East Council

5.0 Local Ward Members

5.1 All Wards within Cheshire East Council

6.0 Policy Implications

6.1 All of the applications contained in this report have been considered in the light of the Council's Policy for the Allocation of Grants, and the recommendations on each one conform to that Policy.

7.0 Financial Implications (authorised by Director of Finance and Business Services)

7.1 All of the proposed grants can be funded from within existing budgets approved as part of the Council's Budget for 2011/12.

8.0 Legal Implications (Authorised by the Borough Solicitor)

- 8.1 In awarding grants, the Council must ensure that in each case it has the legal power to fund the proposed scheme. In all cases there is a condition requiring a report back to the Council on the expenditure of the grant. Consideration should also be given in each case to the imposition of other appropriate conditions.
- 8.2 The Council's legal powers for awarding these grants are contained in various statutes, including Section 137 of the Local Government Act 1972, and Section 2 of the Local Government Act 2000. In addition, the Council should ensure that there is a transparent process and policy in respect of determining the level of grant subsidy to any community group.

9.0 Risk Management

- 9.1 None

10.0 Background and Options

- 10.1 Applications received and allocated in accordance with Cheshire East Council's Policy for the Allocation of Community Grants.

11.0 Overview of Year One and Term One Issues

- 11.1 Allocation of Grants for 2011/12 only.

12.0 Access to Information

The background papers relating to this report can be inspected by contacting the report writer:

Name: Judith Shatwell
Designation: Cheshire East Council, Partnerships Team, Westfields, Middlewich Road, Sandbach, CW11 1HZ
Tel. No: 01270 685808
Email: judith.shatwell@cheshireeast.gov.uk

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CHESHIRE EAST COUNCIL

Cabinet Member for Performance and Capacity

Date of Meeting: 6th February 2012
Report of: Partnerships Manager
Subject/Title: Policy for the Allocation of Grants for 2012/13
Portfolio Holder: Councillor David Brown

1.0 Report Summary

- 1.1 To enable Cheshire East Council to continue with its Community Grants Scheme for the next and subsequent financial years, a Policy needs to be agreed and maximum funding amounts set.

2.0 Recommendation

- 2.1 That the Cabinet Member for Performance and Capacity approve the adoption of the Policy for the Allocation of Community Grants and to agree the maximum amounts payable under the scheme for 2012/13 to be as follows:

Events	£250
Activities	£500
Facilities	£3,000

3.0 Reasons for Recommendation

- 3.1 The Community Grants Policy was adopted for the financial years 2009/10, 2010/11 and 2011/12 and applications were invited from organisations who met the criteria. The Council recognises the valuable input that the voluntary and community sector brings to the quality of life in the community and the scheme has enabled funding to be focused on those organisations that complement the aims and objectives of the Corporate Plan. A large number of organisations have received funding over recent months which has enabled a wealth of community activity to take place. A similar demand for funding is anticipated in the future. The draft Policy is appended to this report.

4 Wards Affected

- 4.1 All Wards

5.0 Local Ward Members

- 5.1 All Ward Members

6.0 Policy Implications (including climate change and health)

6.1 Positive impact

7.0 Financial Implications (Authorised by the Director of Finance and Business Services)

7.1 The recommendations will enable grant applications for 2012/2013 to be funded within existing budget provision

8.0 Legal Implications (Authorised by the Borough Solicitor)

8.1 In awarding grants, the Council must ensure that in each case it has the legal power to fund the proposed scheme. In all cases there is a condition requiring a report back to the Council on the expenditure of the grant. Consideration should also be given in each case to the imposition of other appropriate conditions.

8.2 The Council's legal powers for awarding these grants are contained in various statutes, including Section 137 of the Local Government Act 1972, and Section 2 of the Local Government Act 2000. In addition the Council should ensure that there is a transparent process and policy in respect of determining the level of grant subsidy to any community group.

9.0 Risk Management

9.1 The risk of not agreeing an approach to funding the community and voluntary sector is that some organisations may be unable to continue their activities, resulting in a loss of community benefit. This is a particular issue during an economic downturn when other funding sources may not be available.

10.0 Background and Options

10.1 A decision is required to enable the allocation of grants to voluntary and community organisations in 2012/13.

12.0 Access to Information

The background papers relating to this report can be inspected by contacting the report writer:

Name: Judith Shatwell

Designation: Engagement Support Officer (Grants)

Tel No: 01270 685808

Email: judith.shatwell@cheshireeast.gov.uk

POLICY FOR THE
ALLOCATION OF
COMMUNITY GRANTS
2012/13

1.0 BACKGROUND

- 1.1 Cheshire East Council wishes to operate a Community Grants Scheme within Cheshire East. This Policy addresses the governance arrangements, procedures and monitoring process to facilitate this process.
- 1.2 The aim of the Grants Scheme is to support small scale community projects that will improve the quality of life for local communities. Grants will be awarded to organisations/project/events which meet the priorities in the Cheshire East Sustainable Community Strategy and the Council's Corporate Plan.
- 1.3 The definition of grants refers to transfers of Council funds to organisation or bodies by way of an application process within the existing budget provisions.

2.0 LEGAL AND BUDGETARY FRAMEWORK

- 2.1 The Cheshire East Borough Council Constitution states that each Cabinet Member is responsible for:
 - 2.1.1 Ensuring that budget control and financial monitoring is within the scope of their Portfolio;
 - 2.1.2 Approving the use of specific grants/and or funding for non-government sources and any annual delivery plans and agreements in relation to such funding.
- 2.2 The Performance and Capacity Portfolio Holder will be responsible for the Community Grants Scheme and has delegated authority to approve applications for grants from local organisations to assist in developing community based activities and projects, subject to the maximum amounts set out in paragraph 3.2 of this scheme.
- 2.3 In order to assist the Portfolio Holder with the decision making process, the relevant Officers will offer administrative and professional support to ensure that all grants are made in accordance with the criteria set for grant applications set out below (3.5).
- 2.4 All grant decisions will be made based on affordability criteria and within the agreed budget approved by Council each year.
- 2.5 The Portfolio Holder will be responsible for setting aside a proportion of the budget for promotion and publicity purposes, as required.

3.0 APPLICATION PROCESS

- 3.1 The Cheshire East Community Grants Scheme will operate within set criteria, agreed by the Portfolio Holder and relevant Officers of the Council in line with the Council's Corporate Priorities.

3.2 What can be funded?

Grants up to the following amounts are available to support community, environmental, sports, arts, heritage and play projects/activities. See examples below:-

Facilities – up to a maximum award of £3,000

- Renovations/Improvements to buildings, play areas, conservation areas (not single use Sports Grounds);
- Grant towards Third Party Funding e.g. WREN;
- Equipment for facilities e.g. kitchen furniture, tables, chairs etc. (up to a maximum amount of £1,500);
- Feasibility Studies/Architects Fees (maximum of 5% of the costs).

Activities – up to a maximum award of £500

- Equipment/materials to help the Club/Group/Organisation develop;
- Training Courses;
- Specialist Coaching/Teaching Sessions;
- Contribution towards facility hire (new groups only).

Events – up to a maximum award of £250

- Hire of facilities for rehearsals/workshops/events;
- Hire of Equipment;
- Performers;
- Publicity.

3.3 What cannot be funded?

- Organisations which hold substantial free reserves, including local branches of national or regional organisation which hold free reserves which could be utilized;
- Applications from Town and Parish Councils;
- Work which has already taken place before receipt of offer letter;
- Individuals;
- General appeals or sponsorship; fundraising for national or local charities (including local branches) or other local organisations;
- Activities of a mainly political or religious nature;
- Assistance with providing transport;
- Refreshments and/or accommodation;
- Travel expenses and outings;
- Projects, activities or events organized for the sole benefit of pupils of a school or college;
- Events which do not involve members of the local community participating;
- Repair costs where deterioration is due to neglect;
- Churches, where the project is related only to religious services or activity;
- Loan against loss or debt;
- Administration expenses e.g. postage, telephone, utilities etc.
- Running Costs e.g. gas, electricity, water, salaries, insurance.
- Land purchase;
- Vehicle purchase;
- Disabled facilities where there is no proven need for the work to be carried out or where upgrading is required for an existing facility to meet the statutory requirements of the DDA.

3.4 Who can apply?

To qualify for a grant, the Group or Organisation must meet the criteria listed below:-

- Operate within the Cheshire East area;
- Provide value for money
- Be a Voluntary or Community Group or Registered Charity;
- Have their own Bank or Building Society account with two signatories;
- Have a set of accounts or as a minimum, an Organisation bank statement/building society passbook;
- Have a properly constituted Management Committee with a signed Constitution;
- Have a Safeguarding Children Policy specific to their Club or Organisation where children and young people are involved;
- Not have received a grant in the current financial year.

3.5 Criteria for Funding

Priority will be given to applications for Voluntary and Community Sector projects and activities which:-

- Enhance the quality of life for Cheshire East residents;
- Support the priorities identified in the Cheshire East Sustainable Community Strategy and the Council's Corporate Plan;
- Increase involvement in the community;
- Attract more participants/volunteers;
- Demonstrate the potential to be sustained in the future;
- Show innovation and creativity;
- Have funding contributions from the Organisation/Club's own funds and/or funding support from other bodies in place or promised;
- Provide direct participation by members of the local community via workshops, dance, music etc.

3.6 General Conditions

- Grants are one-off and should not be seen as repeat;
- Grants are awarded specifically for the purpose stated in the application. Should it be spent in any other way, without prior approval of the Portfolio Holder, the Organisation may become liable to return the monies paid.
- Annual applications from the same Organisation for the same purpose will not be considered;
- Grants for £500 and below will be paid in advance and a report and invoices/receipts must be forwarded to the Grants Officer within 6 months of the date of offer letter;
- Grants above £500 will be paid upon completion of the project. A report and invoices/receipts must be forwarded to the Grants Officer within 12 months of the date of offer letter;
- Organisations who are in receipt of annual core funding or other funding from the Council may apply to this grant scheme if the grant is required for a one-off project which is considered additional to the service already funded;

- Any profits from events must be used to further develop the Organisation or for any future events and not used to support other Organisations.

4.0 MONITORING AND RECORD KEEPING

- 4.1 Following a successful application and in order to ensure that monies are used in an appropriate manner as set out in the conditions for funding, a monitoring process will take place throughout the financial year.
- 4.2 The Council reserves the right to monitor the use of the grant and ask for evidence to support an application. The Organisation will allow reasonable access to premises/accounts upon request from the Council.
- 4.3 Organisations need to retain records relating to the grant for an appropriate period (to be advised depending on the grant).
- 4.4 Organisations and Groups will be required to submit a report along with details of expenditure against the activity or project.
- 4.5 The Community Grant applications will be considered at quarterly intervals with notification sent to Groups following the Portfolio Holder's decision.

POLICY APPROVED:

Portfolio Holder Signature:.....

Date:.....

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