

Cabinet Member for Strategic Communities Agenda

Date: Monday, 22nd April, 2013
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 disclosable pecuniary and non-pecuniary 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 relating to the work of the body in question. 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.

4. Community Grants (Pages 1 - 10)

For requests for further information

Contact: Cherry Foreman

Tel: 01270 686463

E-Mail: cherry.foreman@cheshireeast.gov.uk with any apologies

To determine the award of Community Grants to Voluntary and Community Organisations which meet the criteria approved by Cheshire East Council

5. **Policies for the Allocation of Grants and Funding to Infrastructure Organisations for 2013/14** (Pages 11 - 22)

To adopt the Policies for the Allocation of Grants and Funding to Infrastructure Organisations for 2013-14

CHESHIRE EAST COUNCIL

Cabinet Member for Strategic Communities

Date of Meeting: 22nd April 2013
Report of: Partnerships Manager
Subject/Title: Policy for the Allocation of Grants
Portfolio Holder: Councillor D 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 focussed on those organisations that complement the aims and objectives of the Corporate Plan.
- 1.2 The report covers the first round of grants for 2013/14 and makes recommendations totalling £25,762 in line with Cheshire East Council's Policy for the Allocation of Grants.

2.0 Recommendation(s)

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

Events

Acton Amateur Operatic Society	Awarded £250
Alsager Ladies Circle	Declined
Centre Stage Youth Theatre Company	Declined
Cheshire African Women's Foundation	Declined
Cheshire Wildlife trust	Awarded £250
CM Vision	Awarded £250
Community Spirit	Awarded £250
Disley Parish Plan Implementation Group	Deferred
OCEAN	Declined
Pride Well Dressing	Awarded £250
Wilmslow Show	Awarded £250

Activities

Bollington Chamber Concerts	Declined
Changing Lanes	Declined
Congleton Museum Trust	Awarded £150
Disley Arts Society	Awarded £350
Disley Badminton	Awarded £300
Iris Vision resource centre	Awarded £400
Knutsford Amateur Swimming Club	Declined
Knutsford Cricket Club	Awarded £300
Lacey Green Football Club	Declined
Middlewich Vision	Awarded £250

Sandbach Voices	Declined
SOL Theatre School	Awarded £150
The Barnby Choir	Awarded £300
The Neuromuscular Centre	Declined
Toft Cricket Club	Awarded £300
Wheelock Holiday Club	Awarded £112

Facilities

Anson Engine Museum	Awarded £2,500
Bollington Arts Centre	Deferred
Chelford Parish Village Hall	Deferred
Chelford Tenants and Residents Association	Awarded £1,750
Community Performance Arts Centre	Deferred
Crewe Heritage Trust	Awarded £2,400
F.A.R.U.P	Awarded £500
go-lo Macclesfield	Deferred
Good Companions Bowling Club	Deferred
Humane Education Society	Awarded £1,750
Ja Pomagam Crewe	Declined
Macclesfield Community Artspace	Awarded £2,500
Middlewich Cricket Club	Deferred
Prestbury Tennis Club	Deferred
Scholar Green Community Village Hall	Awarded £2,000
St Peter's Church	Awarded £2,500
Sutton Ex-Servicemen's Village Hall	Awarded £2,500
Visyon	Awarded £2,500
Wilmslow Bowling Club	Deferred

Community Led Planning Starter Grant

Bunbury 2013 & Beyond	Awarded £250
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Community Led Planning Development Grant

Nether Alderley Looking Forward	Awarded £500
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3.0 Reasons for Recommendations (details of Grants)

3.1 Events:

Acton Amateur Operatic Society -

Total Cost of Project - £31,248 Amount Requested - £250

Acton Amateur Operatic Society requires funding towards the props and scenery of their musical. It is recommended they are awarded £250.

Alsager Ladies Circle -

Total Cost of Project - £2,300 Amount Requested - £250

Alsager Ladies Circle are holding a 'One World' event and require funding towards advertisement and workshops. A signed constitution was not submitted to support the application, which is a requirement of the grant guidelines. It is recommended the application is declined.

Centre Stage Youth Theatre Company -

Total Cost of Project - £6,750 Amount Requested - £250

Centre Stage Youth Theatre Company requires funding for props and scenery. Unfortunately, the event is due to take place before the grant round closing date. The grant guidelines state that we cannot fund retrospectively therefore, it is recommended the application is declined.

Cheshire African Women's Foundation -

Total Cost of Project - £850 Amount Requested - £250

Cheshire African Women's Foundation requires funding towards an exhibition which they are holding to launch the foundation. They have submitted a constitution but it is not yet signed and bank account information has not been provided. The grant guidelines state that this information must be submitted in support of applications. It is recommended the application is declined.

Cheshire Wildlife Trust -

Total Cost of Project - £2,700 Amount Requested - £250

Cheshire Wildlife Trust requires funding towards Willow Weavers for their wildlife discovery day. There are other contributions confirmed. It is recommended that they are awarded £250.

CM Vision -

Total Cost of Project - £800 Amount Requested - £250

CM Vision is holding a community fun day and requires funding towards promotion, lighting etc. It is recommended that they are awarded £250.

Community Spirit -

Total Cost of Project - £2,800 Amount Requested - £250

Community Spirit is holding a fun day in July and requires funding towards advertisement and hire of bouncy castles. It is recommended that they are awarded £250.

Disley Parish Plan Implementation Group -

Total Cost of Project - £1,055 Amount Requested - £250

Disley Parish Plan Implementation Group requires funding towards their village festival which is due to take place at the end of August. It is recommended the application is deferred to July due to the high volume of applications received in April.

OCEAN -

Total Cost of Project - £250 Amount Requested - £250

Further information on costs was requested as the application states £1000 has been applied to from elsewhere, which will cover the total project cost. No detail of the bank account name has been provided, which is a requirement of the grant guidelines. It is therefore recommended the application is declined.

Pride Well Dressing -

Total Cost of Project - £2,253 Amount Requested - £250

Pride Well Dressing requires funding towards the main well dressing board for their well dressing event. It is recommended that they are awarded £250.

Wilmslow Show -

Total Cost of Project - £21,500 Amount Requested - £250

Wilmslow show require funding towards their annual show which is due to take place in July 2013 and attracts 6000+ visitors. It is recommended that they are awarded £250.

Activities:

Bollington Chamber Concerts -

Total Cost of Project - £8,100 Amount Requested - £500

Bollington Chamber Concerts are applying to offset losses from their concerts that take place throughout the year. Unfortunately this cannot be funded, as stated in the grant guidelines. It is recommended the application is declined.

Changing Lanes -

Total Cost of Project - £546 Amount Requested - £500

Changing Lanes submitted an application for refreshments and room hire. Unfortunately, these elements cannot be funded by the scheme, as stated in the grant guidelines. This was explained to the group upon application and they were invited to reapply. A second application was received for travel expenses and phone credit, these also cannot be funded. It is recommended the application is declined.

Congleton Museum Trust -

Total Cost of Project - £350 Amount Requested - £270

Congleton Museum Trust requires funding for a donation box (in the shape of a bear) and training of front of house staff. They have considerable reserves and have not applied elsewhere, it is recommended that they are awarded £150 as a contribution and also approach the Town Council for assistance.

Disley Arts Society -

Total Cost of Project - £3,660 Amount Requested - £500

Disley Arts Society wishes to hold art exhibition/workshops with demonstrations. It is recommended that they are awarded £350 as a contribution and apply to parish council for assistance.

Disley Badminton -

Total Cost of Project - £675 Amount Requested - £500

Disley Badminton is requesting funding towards training coaches, which will enable them to offer junior sessions. They have a contribution from the parish council. It is recommended they are awarded £300.

Iris Vision Resource Centre -

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

Iris Vision requires funding for training courses in low vision therapy for a new member of the team. They are contributing the majority of costs themselves, it is recommended that they are awarded £400.

Knutsford Amateur Swimming Club -

Total Cost of Project - £1,925 Amount Requested - £1,925

Knutsford Amateur Swimming Club requires funding for the training of 5 volunteers. This group applies annually. They are requesting the full amount of project, however, only £500 can be awarded in category, and as they have not applied elsewhere, training will not be able to take place. It is recommended the application is declined.

Lacey Green Football Club -

Total Cost of Project - Unknown Amount Requested - £500

Lacey Green Football Club is applying for funding towards equipment and shirts. This is a new group, currently in the start up phase and they are not yet constituted with their own bank account. Requirements for the grant were explained upon receipt of the application and they were given contact details of CE Club Development Officer. It is recommended the application is declined.

Middlewich Vision -

Total Cost of Project - £7,517 Amount Requested - £300

Middlewich Vision is requesting funding towards promotional materials for a good neighbour scheme that they plan to set up. It is recommended that they are awarded £250 on the condition of receiving confirmation of funding from other contributors.

Sandbach Voices -

Total Cost of Project - £12,513 Amount Requested - £500

Sandbach Voices require funding for ongoing costs. Unfortunately, on going costs cannot be funded as stated in the guidelines. A revised application was requested, however, none received as of the closing date. No constitution was received to support the application. It is recommended the application is declined.

SOL Theatre School -

Total Cost of Project - £13,750 Amount Requested - £500

SOL Theatre School is requesting funding towards t-shirts for the children attending the summer school. Approximately 45 children will be in attendance. It is recommended that £150 is awarded as a contribution.

The Barnby Choir -

Total Cost of Project - £440 Amount Requested - £400

The Barnby Choir has been invited to perform with the Wilmslow festival and they require funding towards conductor and accompanist. They are currently operating at a loss. This will be a good opportunity to showcase choir. It is recommended they are awarded £300.

The Neuromuscular Centre -

Total Cost of Project - £375 Amount Requested - £375

The Neuromuscular Centre is applying for funding towards outings/day trips for carers. Unfortunately, outings/day trips cannot be funded by the scheme, as stated in the grant guidelines. It is recommended that the application is declined.

Toft Cricket Club -

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

Toft Cricket Club requires funding for throw down pitches for their junior section. They are contributing a small amount themselves and they have a fair amount of reserves, it is recommended they are awarded £300 as a contribution.

Wheelock Holiday Club -

Total Cost of Project - £397 Amount Requested - £112

Wheelock holiday club wish to purchase a child sized table and outdoor games for their summer holiday club, they are contributing themselves despite very little reserves and have other contributions. It is recommended that they are awarded £112.

Facilities:

Anson Engine Museum -

Total Cost of Project - £17,435 Amount Requested - £3,000

Anson Engine Museum requires funding to build a new store at the museum that is fit to preserve the conditions of the large engines. The museum has large reserves but contributing themselves and have donations. It is recommended that they are awarded £2,500.

Bollington Arts Centre -

Total Cost of Project - £6,883 Amount Requested - £3,000

Bollington Arts Centre requires funding to purchase acoustic curtains to replace old blackout curtains and provide a backdrop in the auditorium as well as enhancing acoustics. The project is not due to commence until October 2013, it is therefore recommended the application is deferred to July due to the high volume of applications received within this round.

Chelford Parish Village Hall -

Total Cost of Project - £5,279 Amount Requested - £3,000

Chelford Village Hall requires funding to replace the windows and increase the energy efficiency of the hall that is used by a large variety of people and groups. It is recommended that the application is deferred to July due to the large amount of applications received within this round.

Chelford Tenants and residents Association -

Total Cost of Project - £4,813 Amount Requested - £2,000

Chelford Tenants and Residents Association wish to establish community garden, and want to purchase a greenhouse and equipment to assist with set up. They have funding from other sources, and are contributing themselves. It is recommended that they are awarded £1750.

Community Performance Arts Centre -

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

Community Performance Arts Centre requires funding to transform a warehouse into a community hub in Congleton, mainly for community arts activities. No other funding is secured at present, it is recommended that the application is deferred until the project is further established and more information upon funding is received.

Crewe Heritage Trust -

Total Cost of Project - £4,130 Amount Requested - £2,930

Crewe Heritage Trust requires funding to purchase bill boards and directional signs. They have been in talks with highways regarding the signs. It is recommended that they are conditionally awarded £2,400, pending approval with highways to put up directional signs in Crewe Town Centre.

F.A.R.U.P -

Total Cost of Project - £1,095 Amount Requested - £1,095

FARUP are holding summer events and require gazebos and barbeques for the events. They also wish to repaint the play area, however, quotes are still being obtained and permission sought from Cheshire East before this can be carried out. They are not contributing themselves and have no other contributions. It is recommended that they are awarded £500 towards the gazebos and barbeques as information upon the repainting is still outstanding.

Go-lo Macclesfield -

Total Cost of Project - £12,444 Amount Requested - £3,000

Go-lo Macclesfield are working in partnership with Bollington Initiative Trust to renovate a disused toilet block into a green deal show room. Currently awaiting details on bank accounts and a signed constitution being submitted. It is recommended the application is deferred to July.

Good Champions Bowling Club -

Total Cost of Project - £40,000 Amount Requested - £3,000

Good Champions are in the process of rebuilding their pavilion and have encountered delays. Funding will help complete long ongoing project. It is recommended that they are deferred to July pending the approval of a policy change, which will allow single use sports clubs to apply to the facilities category.

Humane Education Society -

Total Cost of Project - £2,549 Amount Requested - £2,549

The centre needs a new pump for their toilet, which is currently out of use, the toilet roof is also leaking. It is recommended that they are awarded £1750 and also apply to the town council for assistance.

Ja Pomagam Crewe -

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

Ja Pomagam is applying for funding to cover room hire costs for 5 months. Room hire cannot be funded as stated in the guidelines, this has been explained to the group and they were given the opportunity to amend the application which was received, but still requesting premises hire. It is recommended that the application is declined.

Macclesfield Community Artspace -

Total Cost of Project - £30,000 Amount Requested - £3,000

This group are seeking funding towards a new community artspace in Macclesfield, with the aim of providing a permanent workshop and resource for community arts activities. Funding is being sought elsewhere, it is recommended that they are awarded £2,500 subject to confirmation of funding from the other sources.

Middlewich Cricket Club -

Total Cost of Project - £4,000 Amount Requested - £3,000

The group require a replacement outfield mower as the current one is worn out and unreliable, reducing the field quality for play. The group can contribute £2000 themselves. It is recommended they are deferred to July pending the approval of a policy change, which will allow single use sports clubs will be able to apply under the facilities category.

Prestbury Tennis Club -

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

Prestbury Tennis Club requires funding to resurface the kidzone area. This will allow activities to take place in all weather conditions. They are contributing the remainder of costs themselves. It is recommended that they are deferred to July pending a policy change, which will allow applications to the facilities category from single use sports clubs.

Scholar Green Community Village Hall -

Total Cost of Project - £2,910 Amount Requested - £2,910

Scholar Green Community Village Hall requires funding to improve their kitchen area and toilets to encourage more people to hire/use the hall. There are currently regular user groups in the week. They have contributions in kind and £400 from the parish council. It is recommended that they are awarded £2000.

St Peter's Church -

Total Cost of Project - £237,000 Amount Requested - £3,000

St Peter's Church is a widely used church and they are seeking funding to replace the roof that is leaking. Large contributions are being made by English Heritage and National Churches trust, they are contributing a lot themselves. It is recommended that they are awarded £2,500.

Sutton Ex-Servicemen's Village Hall -

Total Cost of Project - £9,148 Amount Requested - £3,000

Sutton Ex Servicemen's Village Hall requires funding towards converting an office and store room into a modern kitchen. This will increase use of the hall for the community. Contributions received from Peaks & Plains and St James Legacy Fund. It is recommended that they are awarded £2,500.

Visyon -

Total Cost of Project - £6,042 Amount Requested - £3,000

Visyon require funding to convert space to create a multi use room for small group use such as training, one to one work and advice sessions. The group have a large amount of reserves but are contributing themselves with other contributions. It is recommended that they are awarded £2,500.

Wilmslow Bowling Club -

Total Cost of Project - £7,044 Amount Requested - £3,000

Wilmslow bowling club requires funding to replace rotting window frames/doors in their clubhouse. They have applied elsewhere and are contributing themselves. It is recommended that they are deferred to July pending approval of a policy change that will allow single use sports clubs to apply to the facilities category.

Community Led Planning:

Bunbury 2013 and Beyond -

Total Cost of Project - £1,700 Amount Requested - £250

Bunbury are in the process of reviewing responses to their parish planning questionnaire with a view of completing the plan by summer 2013. They are requesting a community led planning starter grant to assist with the associated costs. It is recommended that they are awarded £250.

Nether Alderley Looking Forward -

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

Nether Alderley Looking Forward had a starter grant of £250 in September 2012 to conduct a questionnaire within the community. They applied to have the development grant of £500 to analyse the data produced from the questionnaire. The group were deferred from January as they were yet to set up their own bank account, which is a requirement of the grant guidelines. This information has now been submitted to support the application. It is recommended they are awarded £500.

4.0 Wards Affected

- 4.1 The recommendations relate to all wards within Cheshire East

5.0 Local Ward Members

- 5.1 All Ward members

6.0 Policy Implications (including carbon reduction and health)

- 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 2013/14

8.0 Legal Implications (authorised by 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.

The Council's legal power to award these grants is contained in area specific statutes and by exercising its general power of competence in section 1 of the Localism Act 2011. The Council's decision to award a grant is subject to judicial review and this means that it must satisfy public law principles, be free from bias and not be made for improper purposes or motives. It should take into account all relevant considerations and not be otherwise irrational. In awarding or declining to award a grant the Council should also have regard to its public sector equality

duties. The existence of a grant policy with a clear statement of the criteria that the Council will apply is essential if the Council is to defend a challenge that its decision making has not been transparent or has been improper.

9.0 Risk Management Implications

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

11.0 Access to Information

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

Name: Lynsey Cooper
Designation: Partnerships Officer
Tel No: 01270 685809
Email: lynsey.cooper@cheshireeast.gov.uk

POLICY FOR THE
ALLOCATION OF
COMMUNITY GRANTS
2013/14

Revised March 2013

1.0 BACKGROUND

- 1.1 Cheshire East Council operates a Community Grants Scheme within the boundaries of Cheshire East. This Policy addresses the governance arrangements, procedures and monitoring process to facilitate the scheme.
- 1.2 The aim of the Community 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 projects or events which meet the priorities in the Sustainable Community Strategy – Ambition for All.
- 1.3 When using the term grants in this Policy it refers to the giving of a set amount of Council funds to organisations through an application and assessment process 4 times each financial year.
- 1.4 Administration of the Community Grants Scheme is through the Performance and Partnerships Team within the Places and Organisational Capacity Directorate.

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 Strategic Communities 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 Policy.
- 2.3 In order to assist the Portfolio Holder with the decision making process, The Partnerships Team Officers will offer administrative and professional support to ensure that all grants are made in accordance with the criteria set for grant applications.
- 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 operates within set criteria, agreed by the Portfolio Holder and relevant Council Officers in line with the Council's Corporate Priorities.

3.2 What can be funded

Grants up to the following amounts are available to support groups who are looking to improve or enhance community life and offer wider opportunities to local people within Cheshire East. See examples below:

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

- a) Renovations or improvements to buildings, play areas, conservation areas (not sports grounds or single use sports clubs);
- b) Grant towards third party funding i.e. WREN;
- c) Equipment for (a) above i.e. kitchen furniture, tables, chairs etc.
- d) Feasibility studies or architects fees up to a maximum of 5% of the costs.

Activities – up to a maximum award of £500

- a) Equipment/materials to help the organisation develop;
- b) Training courses;
- c) Specialist coaching or teaching sessions;
- d) Contributions towards facility hire (for new organisations only).

Events – up to a maximum award of £250

- a) Hire of facilities for rehearsals or workshops prior to the event;
- b) Hire of equipment;
- c) Performers;
- d) Publicity/licences.

Community Led Planning – can apply for both of the grants below but not at the same time

1. **Community-led Plan Starter Grant, up to a maximum of £250** for initial start up costs of developing a Community-led planning group.
2. **Community-led Plan Development Grant, up to a maximum of £500** for costs involved in the development of the Community-led Plan and Action Plan. The Development Grant can be used for :
 - a) Equipment/materials to help the group develop;
 - b) Training;
 - c) Specialist advice and support;
 - d) Contributions towards facility hire.

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 utilised;
- Applications from Town and Parish Councils;
- Work which has already taken place before receipt of offer letter;
- Individuals;
- General appeals, sponsorship or 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;
- Outings or day trips;
- Travel expenses;
- Projects, activities or events organised for the sole benefit of students of a school or college;
- Events which do not involve members of the local community participating;
- Repair costs where deterioration is due to neglect;
- Loan against loss or debt;
- Administration expenses e.g. postage, telephone, utilities etc.

- Running Costs e.g. gas, electricity, water, salaries, insurance etc.
- 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.
- Organisations which are not based in Cheshire East, unless they can demonstrate significant community benefits within Cheshire East.

3.4 Who can apply

To qualify for a grant organisations must meet the criteria listed below:

- Operate within the Cheshire East area;
- Provide value for money
- Be a voluntary or community organisation, registered charity or other not for profit organisation;
- Have a set of accounts or as a minimum an organisation bank statement;
- Have a constituted management committee with a signed constitution;
- Have appropriate safeguarding policies relevant to their organisation where children, young people or vulnerable adults are involved;
- Have their own bank or building society account with two signatories;
- Have not already received a community grant in the current financial year.

3.5 Criteria for Funding

Priority will be given to applications for projects and activities which:

- Are based in Cheshire East;
- Enhance the quality of life for Cheshire East residents;
- Support the priorities identified in the Sustainable Community Strategy Ambition for All;
- 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 organisations own funds and/or funding support from other bodies in place or promised;

3.6 General Conditions

- Grants are classed as one-off and should not be seen as repeat funding;
- Grants are awarded specifically for the purpose stated in the application. Should it be spent in any other way, without written approval from the Council, 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. A report and invoices or receipts must be forwarded to the Grants Officer within 6 months of the date of offer letter. Failure to provide this information within the timescale will result in the Council recovering the grant paid;
- Grants above £500 will be paid upon completion of the project. A report and invoices or receipts must be forwarded to the Grants Officer within 12 months of the date of offer letter to allow the grant to be paid;
- Organisations who are in receipt of 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 DECISION MAKING PROCESS

- 4.1 Having assessed all applications and consulted with the Finance Department, the Partnerships Team prepare a recommendations report to be assessed by the Portfolio Holder.
- 4.2 A Public meeting is held for the Portfolio Holder to make decisions on the community grant applications received.
- 4.3 Following the decision making meeting, a Portfolio Holders report is circulated to all elected members by Democratic Services, allowing for a 5 day call in period.
- 4.4 Should any objections be made during the 5 day call in period a further Portfolio Holders meeting is held to discuss the objection(s) and adjust as necessary.
- 4.5 If there are no objections (or after the follow up meeting), the applicants are notified to inform them of whether they have been successful or not.

5.0 MONITORING AND RECORD KEEPING

- 5.1 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.
- 5.2 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.
- 5.3 Organisations need to retain records relating to the grant for an appropriate period (to be advised depending on the grant).
- 5.4 Organisations will be required to submit a report along with details of expenditure against the activity or project.
- 5.5 If organisations do not supply the required reports within the set time scale they will not be eligible to apply to the scheme again.
- 5.6 The Community Grant applications will be considered at quarterly intervals with notification sent to organisations following the Portfolio Holder's decision.

POLICY APPROVED:

Portfolio Holder Signature:.....

Date:.....

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Funding to Infrastructure Organisations

Service owner:	<i>Performance and Partnerships</i>
Policy owner:	<i>Kirstie Hercules, Partnerships Manager</i> Kirstie.hercules@cheshireeast.gov.uk <i>Tel (01270) 686632</i>
Status:	<i>V0.2</i>
Date:	<i>26th March 2012</i>
Consultation:	<i>None</i>
Revision/review/renew date:	<i>30th April 2012 for approval</i> <i>9th April 2013 for approval</i>
Key words:	<i>Summarises Cheshire East Council's approach to funding infrastructure organisations that provide support to the Voluntary, Community and Faith Sector (VCFS) and Local Councils (Town and Parish Councils) in the borough.</i>
Links:	<i>Community Grants Policy</i> <i>Cheshire East Compact</i>

1. Executive summary

The Policy details the Council's approach to funding infrastructure organisations that support the VCFS and Local Councils across Cheshire East.

2. Introduction

2.1 *Purpose, aims and vision*

The Partnerships Team work closely with infrastructure organisations across the Borough who offer support to the VCFS and Local Councils. The Performance and Partnerships Manager manages the Council's budget for supporting infrastructure organisations in line with this policy.

The purpose of the funding is to increase the capacity and capability of the VCFS and Local Councils across Cheshire East.

2.2 *Policy context*

Cheshire East Council understands that strengthening infrastructure support for the sectors is vital to ensuring that the VCFS and Local Councils can achieve their aims. The policy has been developed to clarify the purpose of the funding and the process for the allocation of funds.

3. Policy details

3.1 *Funding Policy*

Funding is only available to Infrastructure Organisations who support the VCFS or Local Councils to achieve their aims. Our work with and funding to infrastructure organisations aims to:

- **Identify and fill the gaps** – equipping organisations to tailor their services to the changing needs of the community.
- **Raising standards** – by providing access to information, training and quality assurance standards, ensuring local organisations have the knowledge, skills and resources they need to support the local community.
- **Enable communication and collaboration** - encouraging local organisations to share resources and to work collaboratively, providing opportunities to network, enabling them to share good practice and expertise.
- **Providing a voice** – acting as a conduit, representing the diverse views of local organisations to the Councils and other public bodies. Promote two-way communication and consultations so that local organisations can contribute to discussions and decision-making at a local level.
- **Promote strategic involvement** – encouraging organisations to engage in strategic and local area partnerships and actively work with representatives to ensure they keep on top of key local issues.

3.2 Funding Process

The budget is managed by the Performance and Partnerships Manager and annual contracts are agreed with infrastructure organisations. Annual changes to funding are decided by the Performance and Partnerships Manager as the budget holder, in consultation with the Portfolio Holder.

Equality Impact Assessment Screening is carried out annually on all funding changes and if necessary full Equality Impact Assessments undertaken in line with the Council's policy.

Funding is paid half yearly, with 50% of the annual allocation being paid in April (as long as monitoring reports are up to date) and the remainder paid in October, upon receipt of the first half yearly report or as soon as possible after the receipt of the necessary reports.

To ensure that monies are used in an appropriate manner as set out in the contracts, a monitoring process will take place throughout the financial year. This requires 6 monthly progress reports from organisations which are due before the next payment will be released.

3.3 Policy recommendations

To approve the approach to funding Infrastructure Organisations as detailed above.

4. Performance and evaluation**4.1 Monitoring, evaluation and Review**

The Policy will be monitored and evaluated annually as part of the Council's business planning process and any changes made will be approved by the Portfolio Holder.

5. Further information

Further information is available from Kirstie Hercules, Partnerships Manager.

POLICY APPROVED:

Portfolio Holder Signature:.....

Date: 9th April 2013

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CHESHIRE EAST COUNCIL

Cabinet Member for Strategic Communities

Date of Meeting: 22nd April 2013
Report of: Partnerships Manager
Subject/Title: Policies for the Allocation of Grants and Funding to Infrastructure Organisations for 2013/14
Portfolio Holder: Cllr D Brown

1.0 Report Summary

- 1.1 To enable Cheshire East Council to continue with its Community Grants Scheme for the next financial year.
- 1.2 To enable Cheshire East Council to continue its approach to funding infrastructure organisations that provide support to the Voluntary, Community and Faith Sector (VCFS) and Local Councils in the Borough.

2.0 Decision Requested

- 2.1 To adopt the amended policy for the allocation of Community Grants.
- 2.2 To adopt the amended policy for the allocation of Funding to Infrastructure Organisations.

3.0 Reasons for Recommendations

- 3.1 The Community Grants Policy was adopted for the financial years 2009/10, 2010/11, 2011/12 and 2012/13. 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 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.
- 3.2 The Partnerships team work closely with infrastructure organisations across the Borough, who offer support to the VCFS and Local Councils. The purpose of the funding is to increase the capacity and capability of the VCFS and the Local Councils across Cheshire East.

4.0 Wards Affected

- 4.1 The recommendations relate to all wards within Cheshire East

5.0 Local Ward Members

- 5.1 All Ward members

6.0 Policy Implications (including carbon reduction and health)

6.1 Positive Impact

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

7.1 The recommendations will enable grant applications for 2013/2014 to be funded within existing budget provision.

8.0 Legal Implications (authorised by 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.

The Council's legal power to award these grants is contained in area specific statutes and by exercising its general power of competence in section 1 of the Localism Act 2011. The Council's decision to award a grant is subject to judicial review and this means that it must satisfy public law principles, be free from bias and not be made for improper purposes or motives. It should take into account all relevant considerations and not be otherwise irrational. In awarding or declining to award a grant the Council should also have regard to its public sector equality duties. The existence of a grant policy with a clear statement of the criteria that the Council will apply is essential if the Council is to defend a challenge that its decision making has not been transparent or has been improper.

9.0 Risk Management Implications

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 and funding to infrastructure organisations in 2013/14.

11.0 Access to Information

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

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