

Cabinet Member for Strategic Communities

Agenda

Date: Monday, 27th January, 2014
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.

For requests for further information

Contact: Cherry Foreman

Tel: 01270 686463

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

4. **The Allocation of Community Grants** (Pages 1 - 8)

To consider the allocation of community grants to voluntary and community organisations.

5. **Policy for the Allocation of War Memorial Grants** (Pages 9 - 18)

To consider a Policy for the allocation of War Memorial Grants.

CHESHIRE EAST COUNCIL

Cabinet Member for Strategic Communities

Date of Meeting: 27th January 2014
Report of: Principal Manager, Local Area Working
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 fourth and final round of grants for 2013/14 and makes recommendations totalling £21,881 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

Bollington Well Dressers	Awarded £250
Congleton Harriers	Awarded £250
Friends of Congleton Park	Awarded £250
Macclesfield Pioneering Women	Awarded £250
Prestbury Choral Society	Awarded £250

Activities

Bromley Farm Community Development Trust	Deferred
Cheshire Schools Football Association	Declined
Congleton Amateur Swimming Club	Awarded £500
King Edward Music Society	Awarded £150
Samaritans Crewe	Awarded £500
Sylk All Stars	Declined
The Barnby Choir	Declined

Facilities

15 th Macclesfield (URC) Sea Scout Group	Awarded £3,000
Autism Networks	Conditionally Awarded £3,000
Chelford Cricket Club	Awarded £500
Congleton RUFC	Declined
Cre8 Macclesfield Ltd	Awarded £1,500
Home-Start East Cheshire	Awarded £1,545

Macclesfield Community Partnership	Awarded £2,666
OCEAN	Declined
RedShift Radio	Awarded £2,780
Rode Heath Village Hall	Awarded £1,000
South West Cheshire Scout Network	Awarded £690
Wild Rumpus CIC	Awarded £2,800
Wykeham Chase Sheltered Housing Scheme	Declined

3.0 Reasons for Recommendations (details of Grants)

3.1 Events:

Bollington Well Dressers-

Total Cost of Project - £1,431 Amount Requested - £250

Bollington Well Dressers need to replace two of their display boards due to them becoming damaged after being filled with damp clay. Bollington Well Dressers apply annually for similar purposes. It is recommended that they are awarded £250 and that information on other funding sources and sustainability is sent to the group for reference.

Congleton Harriers -

Total Cost of Project - £2,280 Amount Requested - £250

Congleton Harriers are organising a hill race in March 2014. Funding is required towards prizes and printing and promotion. They are contributing themselves and have other contributions; it is recommended that they are awarded £250.

Friends of Congleton Park -

Total Cost of Project - £2,000 Amount Requested - £250

Friends of Congleton Park are holding an event to commemorate the centenary of Congleton Bandstand. The group have little reserves and do not have contributions from elsewhere. It is recommended that they are awarded £250 and seek assistance from the Town Council towards remaining event costs.

Macclesfield Pioneering Women -

Total Cost of Project - £2,900 Amount Requested - £250

Macclesfield Pioneering Women are holding an event in March about the achievements of local women. They require funding towards the advertisement of the event and printing of promotional materials. They have in kind contributions. It is recommended that they are awarded £250.

Prestbury Choral Society -

Total Cost of Project - £2,200 Amount Requested - £250

Prestbury Choral Society is holding a concert in April and has requested funding towards the hire of the Orchestra. The group were awarded a grant in 2012 for the hire of the orchestra, it is therefore recommended that they are awarded £250 and that it is used towards other elements of the concert (costs for which are included in the application) such as posters and printing of flyers. Suggestions for other sources of funding will also be sent.

Activities:

Bromley Farm Community Development Trust -

Total Cost of Project - £3,750 Amount Requested - £500

Bromley Farm Community Development Trust aim to improve the local area by involving young people to grow plants and vegetables, which will improve communal space. Funding is required towards plants and equipment. The trust has a large amount of reserve funds, it is recommended that the application is deferred to the next round and that the group are contacted for further information on what they will be using the reserve funds for.

Cheshire Schools Football Association -

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

Cheshire Schools Football association are applying for funding for training tops for their under 16s girls team. The group are not contributing themselves despite having some reserves and do not have contributions from elsewhere. It is recommended that the application is declined and that the group contact school games organisers and individual schools to support their programmes

Congleton Amateur Swimming Club -

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

Congleton Amateur Swimming Club are requesting funding towards level 1 swim teacher training to improve the standard of teaching offered by the club. They have a contribution from elsewhere and minimal reserves. It is recommended that they are awarded £500.

King Edward Music Society -

Total Cost of Project - £316 Amount Requested - £316

King Edward Music Society is requesting funding for storage and transportation equipment for their instruments, such as a trolley. The group are not contributing themselves, despite reserves and do not have contributions from elsewhere. It is recommended that they are awarded £150 towards the equipment and that they fund the remaining costs from the reserves or seek assistance from other funding organisations.

Samaritans Crewe -

Total Cost of Project - £1,200 Amount Requested - £500

The Samaritans Crewe have applied for funding towards promotional materials to highlight the service that is provided 24 hours a day. They are contributing themselves and have applied to the Town Council. It is recommended that they are awarded £500.

Sylk All Stars -

Total Cost of Project - £140 Amount Requested - £140

Sylk All Stars are a new netball club requiring funding for equipment and kit to help establish the club. The club were unable to secure a club bank account, as this is a requirement within the Policy for the Allocation of Community Grants; it is recommended that the application is declined.

The Barnby Choir -

Total Cost of Project - £730 Amount Requested - £300

The Barnby Choir will be holding a concert in June 2014 and anticipate losses. The Choir have already received a community grant during 2013/14 and are therefore not eligible to receive further funding within this financial year. It is recommended that the application is declined.

Facilities:

15th Macclesfield (URC) Sea Scout Group -

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

15th Macclesfield Sea Scouts have been offered space for storage by the local church. The space needs renovating in order to be fit for purpose. The new storage space will allow the group to safely store equipment such as camping equipment and canoes. They are contributing themselves and have donations. It is recommended that they are awarded £3,000.

Autism Networks -

Total Cost of Project - £4,131 Amount Requested - £3,000

Autism Networks require funding to develop a large indoor soft play area to benefit those with balance and spatial awareness issues in a safe environment. The group have not yet provided monitoring information from their previous grant; however, this information is being collated. It is recommended that they are provisionally awarded £3,000 upon the condition that the monitoring information is sent in as soon as it is available.

Chelford Cricket Club -

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

Chelford Cricket Club requires funding to repair their pitch roller which is essential to the club and maintenance of the grounds. They will be contributing themselves and also have contributions from elsewhere. It is recommended that they are awarded £500.

Congleton RUFC -

Total Cost of Project - £65,000 Amount Requested - £3,000

Congleton RUFC is applying for funding towards the costs of planning permission of their new ground. It is a condition within the Policy for the Allocation of Community Grants that projects requiring planning permission have this in place before applying to the scheme. It is recommended that the application is declined and that the club applies again once planning permission for the project has been granted.

Cre8 Macclesfield -

Total Cost of Project - £3,608 Amount Requested - £2,798

Cre8 Macclesfield wishes to install sustainable energy solutions to provide free power and make the building more sustainable. They also require funding to fit a wood-burning stove to provide heating. They will be contributing themselves but do not have funding from elsewhere. It is recommended that they are awarded £1,500 and seek funding specifically for energy efficiency.

Home-Start East Cheshire -

Total Cost of Project - £1,545 Amount Requested - £1,545

Home-Start East Cheshire requires funding to update their current IT equipment and ensure the safe back up of their data. Up to date IT will enable the group to be more efficient and cost effective. The current server is based on cassette tape storage and without an upgrade the group risk losing important data essential for proving their service. It is recommended that they are awarded £1,545.

Macclesfield Community Partnership -

Total Cost of Project - £2,966 Amount Requested - £2,666

Macclesfield Community Partnership has the opportunity to relocate the youth club to a mobile building. The building needs refurbishing in order to be fit for purpose. Funding is required for barrier gates to secure the building for the club and towards storage, games

and DVDs. the project is supported, partnership working is taking place, with large benefits to the young people. It is recommended that they are awarded £2,666.

OCEAN -

Total Cost of Project - Not specified Amount Requested – Not Specified

OCEAN has applied for funding towards the running of their office. The application form is incomplete. The group have been contacted for amends and further information but none have been received. The Policy for the Allocation of Community Grants states that running costs cannot be funded by the scheme. It is recommended that the application is declined.

RedShift Radio -

Total Cost of Project - £4,010 Amount Requested - £2,910

RedShift Radio requires funding to improve their office space, allowing them to offer meeting room space to the local community and to equip a second studio. The group are contributing themselves and have other contributions. It is recommended that they are awarded £2,780 towards the meeting room and studio equipment.

Rode Heath Village Hall -

Total Cost of Project - £2,050 Amount Requested - £1,000

Rode Heath Village Hall requires funding to replace the internal doors of the hall that have been in place since 1925. This will improve security and meet health & safety regulations. They have a contribution from the Parish Council. It is recommended that they are awarded £1,000.

South West Cheshire Scout Network -

Total Cost of Project - £940 Amount Requested - £690

South West Cheshire Scout Network is requesting funding towards basic camping equipment which will enable the group to attend more camps/fundraising activities throughout the year. As this is a relatively new group, they have no reserves. They do not have contributions from elsewhere. It is recommended that they are awarded £690 and seek assistance from Crewe/Nantwich Town Council to cover the remaining costs of the project.

Wild Rumpus CIC -

Total Cost of Project - £10,250 Amount Requested - £2,800

Wild Rumpus requires funding to install mains electricity to their outdoor arts venue. This will reduce the reliance on hiring generators and increase their long term sustainability. They are contributing themselves and have contributions from elsewhere; it is recommended that they are awarded £2,800.

Wykeham Chase Sheltered Housing Scheme -

Total Cost of Project - £6,100 Amount Requested - £3,000

Wykeham Chase Sheltered Housing Scheme requires funding to create an outdoor recreational space for older people who have varying extra needs. The scheme is part of a large national Housing Scheme and does have a large amount of reserves. It is recommended that the application is declined.

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 Chief Operating Officer)

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 The Council has the powers to award grants to organisations using its general power of competence in section 1 of the Localism Act 2011. In exercising the power the Council must satisfy its public law duties. In essence this means that in making the decision the Council must have taken into account only relevant considerations, followed procedural requirements, acted for proper motives and not acted unreasonably. A grant policy is a clear statement of the criteria that the Council is applying and is essential if the Council is to defend any challenge to its decision making process.

8.2 Cabinet has approved and Cheshire East Council has put in place a Policy for the Allocation of Grants to Voluntary and Community Organisations 2013/14. This Policy deals with the allocation of community grants which are awarded to defined Organisations following an application process and against a set criteria. There are conditions requiring that Organisations report back to the Council upon expenditure of the grant and to enable further appropriate conditions to be imposed. The decision making process was delegated to the Portfolio Holder in order ensure that decisions can be made expeditiously and at the appropriate level.

8.3 Grant funding organisations based on the application of the Council's grant policy satisfies the Council's public law duties.

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:

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Designation: Partnerships Officer

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CHESHIRE EAST COUNCIL

Cabinet Member for Strategic Communities

Date of Meeting: 27th January 2014
Report of: Principal Manager, Local Area Working
Subject/Title: Policy for the Allocation of War Memorial Grants
Portfolio Holder: Cllr D Brown

1.0 Report Summary

- 1.1 To enable Cheshire East Council to allocate £100,000 to fund repairs and refurbishment of First World War memorials across the Borough.

2.0 Decision Requested

- 2.1 To adopt the Policy for the Allocation of War Memorial Grants.

3.0 Reasons for Recommendations

- 3.1 Following the announcement of the £100,000 War Memorial Fund, it has been necessary to produce a policy, application form and guidance notes in order to accept applications and allocate the funding available.

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 the financial year of 2014/2015 to be funded within existing budget provision.

8.0 Legal Implications (authorised by Borough Solicitor)

- 8.1 The Council has the powers to award grants to organisations using its general power of competence in section 1 of the Localism Act 2011. In exercising the power the Council must satisfy its public law duties. In essence this means that in making the decision the Council must have taken into account only relevant considerations, followed procedural requirements, acted for proper motives and not acted unreasonably. A grant policy is a clear statement of the criteria that the Council is

applying and is essential if the Council is to defend any challenge to its decision making process. 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 Constitution states as follows:

F31 The Cabinet Member will on a periodical basis, agree a policy setting down the approach to be taken to the allocation of grants, donations and other contributions to outside bodies. This should specify the scale, nature and terms of such support, criteria for prioritisation and the process for allocation.

Delegation of the decision making process to the Portfolio Holder with ensure that decisions can be made expeditiously and at the appropriate level.

8.4 Grant funding organisations based on the application of the Council's grant policy satisfies the Council's public law duties. Grants fall outside the public procurement regime. In awarding a grant the Council cannot exhibit the same amount of control over the organisation as is commensurate with a contract. Essentially, the terms of the grant should set out what the purpose of the grant is for and only claim claw back provisions in the case of the grant funding being used for other purposes or otherwise improperly.

9.0 Risk Management Implications

9.1 This paper and policy aim to mitigate the risk of Cheshire East Council unfairly allocating money to applicants and to account for the stewardship of public money and demonstrate its priority of ensuring quality and value of public services in delivering its planned community outcomes.

Corporate Risk Links

CR4 Threat – Financial Control

CR6 Opportunity – Evidenced Decision Making

CR7 Threat – Reputation

CR18 Threat – Legal

CR19 Threat – Fraud

10.0 Background and Options

10.1 A decision is required to enable the allocation of war memorial grants to voluntary and community organisations and Town and Parish Councils.

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

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POLICY FOR THE
ALLOCATION OF
WAR MEMORIAL GRANTS

2014/15

xxx Jan 2014

1. BACKGROUND

- 1.1. Cheshire East Council has decided to provide one-off funding to support a War Memorial Grants Scheme within the boundaries of Cheshire East for the financial year of 2014/15. This Policy addresses the governance arrangements, procedures and monitoring process to facilitate the scheme.
- 1.2. Although the funding is for applications in the financial year of 2014/15 successful applicants will be able to use the funding within the four year period ending on 11th November 2018 (the Commemoration Period).
- 1.3. The aim of the War Memorial Grants Scheme is to support Organisations (which for the purposes of this Policy shall include voluntary and community groups, registered charities, other not for profit organisations and town and parish councils) to fund repairs and refurbishment of War Memorials across the Borough.
- 1.4. When using the term grants in this Policy it refers to the giving of a fixed amount of Council funds to Organisations through an application and assessment process which will take place in 2014.
- 1.5. For the purposes of this Policy War Memorials are defined as “a permanent structure, erected as a sign of remembrance intended to preserve the memory of those individuals who lost their lives during the First World War”.

2. LEGAL AND BUDGETARY FRAMEWORK

- 2.1. The Strategic Communities Portfolio Holder will be responsible for the War Memorial 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 3.3 of this Policy.
- 2.2. The War Memorial Grant budget is fixed and so there is a limited amount of money from which to pay Grants under this policy. All grant decisions will be made based on the set of principles, set out in this Policy.
- 2.3. Given the fixed budget and the Council's aim to fund repair and refurbishment of as many War Memorials as possible, the Council cannot guarantee to fund the maximum amount applied for; therefore Organisations must ensure that they have procedures in place to cover the balance of funding required. The Council will not pay a grant unless the Organisation can demonstrate that the balance of the funding is available.
- 2.4. **Allocation of surplus money**
 - 2.4.1. This Policy will result in the one-off allocation of available funds in the financial year 2014/15. However, some offers will be subject to conditions being met and/or payments which may not be triggered until a future date. Therefore if conditions cannot be met, monies are clawed back, Organisations are unable to fulfill their obligations or the total amount of funding applied for in the application process is less than the total amount of available budget, then it may arise that some of the sums allocated will be unspent. If such circumstances arise then the Council will re-visit the applications it received in the application process, establish which Organisations remain in need of funds and whose applications remain valid in all other respects and then make a decision to award a grant to those applicants which fulfil the Criteria for funding set out in paragraph 3.6 and in accordance with paragraph 4.
 - 2.4.2. The Council also reserves the right to not re-allocate any surplus money and retain it to be used against other budgets or as a potential budgetary saving.

3. APPLICATION PROCESS

3.1. The War Memorial Grants Scheme operates within set criteria, agreed by the Portfolio Holder and relevant Council Officers in line with the Council's Corporate Priorities as follows:

3.2. How to apply

- 3.2.1. Applications for War Memorial Grants must be made using the Council's War Memorial Grant application form and associated guidance notes that are available online on the Council's website and as a paper version on request.
- 3.2.2. The application form must be completed in full. Incomplete application forms will be rejected. A copy of the Organisation's signed Constitution, photographs and project plan must be sent with the application form or within seven days of submitting the application. If this is not received the application will be declined. Supporting documentation (listed under section 8 of the application form) may also be requested prior to the application being fully considered. Failure to supply all required documentation will result in the application being treated as incomplete.
- 3.2.3. The closing date for receipt and acceptance of complete applications is 28th March 2014.
- 3.2.4. Grants cannot be paid retrospectively therefore any work commenced prior to acceptance of the grant offer, or payment in accordance with the Grant conditions set out in the offer letter, will not be eligible for funding.
- 3.2.5. All successful applicants will be required to complete a post grant monitoring report as per section 5 of this Policy.

3.3. What can be funded

- 3.3.1. Grants up to the following amounts are available to support Organisations who are looking to repair or restore First World War Memorials within Cheshire East.
- 3.3.2. **Grants – up to a maximum award of £2,500**
- 3.3.3. The aim of this policy is to fund repairs and refurbishments to as many War Memorials as possible and so a maximum level has been fixed at £2,500. However, grants for more than £2,500 will be considered in exceptional circumstances where an Organisation can demonstrate a need. Such exceptional payments will be limited to a maximum total sum of £10,000. The Council will take into account factors such as the lack of availability/refusal of funding from other sources and the level of match funding. Decisions to make an exceptional payment will be made in accordance with the individual facts and circumstances of each case and will not set a precedent.
- 3.3.4. Examples of eligible works include:
 - 3.3.5. Cleaning, under certain circumstances
 - 3.3.6. Improving legibility of inscriptions
 - 3.3.7. Like-for-like repairs
 - 3.3.8. Professional condition surveys or structural reports by conservation professionals to inform future repair work
 - 3.3.9. Replacement of lost elements integral to the design of the memorial when supported by historical evidence
 - 3.3.10. Addition of names, where they can be sympathetically accommodated on the existing memorial

3.4. What cannot be funded

- 3.4.1. Organisations which hold substantial free reserves, including local branches of national or regional Organisations which hold free reserves that could be utilised;
- 3.4.2. Work which has already taken place before acceptance of the grant offer ;
- 3.4.3. Individuals;
- 3.4.4. General appeals, sponsorship or fundraising for national or local charities (including local branches) or other local organisations;
- 3.4.5. Events, outings or day trips;
- 3.4.6. Assistance with providing transport or travel expenses;
- 3.4.7. Refreshments and/or accommodation;
- 3.4.8. Loan against loss or debt;
- 3.4.9. Administration expenses i.e. postage, telephone, utilities etc.
- 3.4.10. Running Costs i.e gas, electricity, water, salaries, insurance etc.
- 3.4.11. Land purchase;
- 3.4.12. New war memorials;
- 3.4.13. Works to graves of any types;
- 3.4.14. Maintenance;
- 3.4.15. Inappropriate methods or materials;
- 3.4.16. Relocation, unless community support is evidenced and there is strong justification for the relocation;
- 3.4.17. Works to memorials under 15 years old unless in response to vandalism;
- 3.4.18. Soft landscaping;
- 3.4.19. Memorials which are not within the boundaries of Cheshire East.

3.5. Who can apply

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

- 3.5.1. Operate within the Cheshire East area or have legal responsibility for a War Memorial within Cheshire East;
- 3.5.2. Provide value for money
- 3.5.3. Be a voluntary or community organisation, registered charity, other not for profit organisation or a town or parish council;
- 3.5.4. Have a set of audited accounts, or as a minimum an Organisation bank statement, and are able to provide such information as the Council reasonably requires in order to satisfy the Council as to the Organisations financial position and its need for the assistance requested;
- 3.5.5. Have a constituted management committee with a signed Constitution;
- 3.5.6. Have appropriate safeguarding policies relevant to their Organisation where children, young people or vulnerable adults are involved, which must include a requirement that staff / volunteers must be cleared with the Disclosure and Barring service;
- 3.5.7. Have their own bank or building society account with two signatories;
- 3.5.8. Complete the application form in full, providing all required information.

3.6. Criteria for Funding

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

- 3.6.1. Increase number of planned events around the War Memorial;
- 3.6.2. Attract more participants/volunteers in the project;
- 3.6.3. Demonstrate that they have engaged the local community and have support for the project;
- 3.6.4. Demonstrate the potential to be sustained in the future;
- 3.6.5. Have funding contributions from the Organisations own funds and/or funding support from other bodies in place or promised;

3.7. General Conditions

- 3.7.1. Organisations must be able to prove that they have legal responsibility, or the owner's consent to complete works on the War Memorial;
- 3.7.2. The War Memorial must be in commemoration of the First World War;
- 3.7.3. Organisations must make contact with the Council's Heritage and Design Team to discuss the project, prior to submitting an application;
- 3.7.4. Grants are classed as one-off and should not be seen as repeat funding;
- 3.7.5. Unconditional Offers will be paid immediately and must be spent within the Commemoration Period;
- 3.7.6. Conditional Offers will be paid once conditions are satisfied and it is shown that all works will be completed prior to the end of the Commemoration Period. If conditions have not been complied with by six months prior to the end of the Commemoration Period it must be demonstrated that the works can still be completed within the time period. If these conditions cannot be met the Council may not pay the grant;
- 3.7.7. If planning permission and/or Listed Building Consent is required this must ideally be in place before the grant application is made but in any event formal consent must be in place within the timescales set out in any conditional grant offer made. The Council will ask for confirmation that planning permission / Listed Building Consent is not required, or that it is required and has been granted;
- 3.7.8. If the project is dependent on other factors (including but not limited to securing match funding or obtaining planning permission and/or Listed Building Consent) a Conditional Offer may be made subject to these conditions being met;
- 3.7.9. Organisations must be committed to and have policies on equalities and inclusion and in delivering the services or activity the Organisation must not unlawfully discriminate, directly or indirectly against any of the nine protected characteristics which are: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation;
- 3.7.10. Organisations must be able to participate in an ongoing monitoring process and provide monitoring information to evidence how the grant money has been spent and adherence to the conditions of the grant. This must include receipts or invoices and a written report of the project, plus photographs, on completion;
- 3.7.11. Organisations must acknowledge the support of Cheshire East Council in press releases, publicity and advertising etc;
- 3.7.12. The Organisation will allow Cheshire East Council to use details of the grant award, together with any relevant photographs supplied, in newsletters and on the Council's Website;
- 3.7.13. Expenditure incurred on the project prior to the grant offer or payment in accordance with the grant conditions set out in that offer will not be paid;
- 3.7.14. Organisations must notify the Council of any changes in circumstances which affect their financial position throughout the period in which the grant monies are being used;
- 3.7.15. The grant must only be used for the purposes specifically stated in the application form and project plan, should it be spent in any other way, without written approval from the Council, the Organisation may be asked to return some or all of the monies paid;
- 3.7.16. If the project is cancelled or only partially achieved, or if the Organisation is wound up, any unused grant money must be returned to the Council;
- 3.7.17. All conditions under which the grant has been awarded, including any Special Conditions, must be met. Failure to do so could result in the Organisation being asked to repay the grant monies to the Council.

4. DECISION MAKING PROCESS

- 4.1. The War Memorial Grant applications will be considered following the closing date as set out at section 3.2.3.
- 4.2. Having assessed all applications a Recommendations Report is prepared for consideration by the Portfolio Holder at a public decisions meeting.

- 4.3. Following the public meeting, a decisions report is circulated to all elected members who must make any comments within five days (the "Call-in Period").
- 4.4. Should any comments/objections be made during the five day Call-in Period a further public meeting is held to discuss the comments/objection(s) and adjust as necessary.
- 4.5. Special Conditions may be added in the recommendations report, by the Portfolio Holder following the public meeting and/or following comments received during the Call-in Period if considered necessary in order to ensure that the purpose of the grant funding is achieved.
- 4.6. If there are no objections (or after the follow up public meeting), the decisions will be treated as final and Organisations will be notified to inform them of whether they have been successful or not as soon as possible after the Call-in Period has ended and generally within six weeks after the closing date and a formal grant offer made.
- 4.7. Complaints about any aspect of the War Memorial Grant process will be dealt with under the Council's Corporate Complaints Procedure. A copy of the [Council's Corporate Complaints, Compliments and Suggestions Policy](#) is available from the Council's website.

5. MONITORING AND RECORD KEEPING

- 5.1. The Council will monitor the payment and use of the grant and ask for evidence to support application. Monitoring will take place throughout the lifetime of the individual project and reports and additional information must be supplied in accordance with timescales set out by the Council which may be subject to change from time to time;
- 5.2. The Organisation must allow reasonable access to premises/accounts upon request from the Council.
- 5.3. Organisations must retain records relating to the grant for an appropriate period (to be advised depending on the grant).
- 5.4. If Organisations do not supply the required monitoring reports and supporting information in full and within the set time scale they may be asked to repay the grant funding to the Council. Failure to comply with the conditions of this grant may be taken into account when considering any further applications for grant funding made by the same Organisation in the future.