
Report To:	Regeneration Committee	Date: 12 May 2011
Report By:	Corporate Director Education and Communities	Report No: R196/11/AH/MP
Contact Officer:	Maggie Paterson	Contact No: 01475 712824
Subject:	Grants to Voluntary Organisations – Revised Arrangements	

1.0 PURPOSE

- 1.1 The purpose of this report is to seek approval for revised arrangements for the award of small grants from the Grants to Voluntary Organisations budget.

2.0 SUMMARY

- 2.1 A number of changes have taken place since the current procedures were agreed by Committee in 2007. This has made it necessary to review and revise the procedures for the award of small grants of £5,000 and under.

- 2.2 The revised arrangements will:

- Simplify the application process
- Clarify eligibility
- Reduce duplication with the waivers to let budget
- Enhance the transparency of the decision making process
- Facilitate financial and performance monitoring
- Ensure compliance with legal obligations
- Reduce the level of resources required to operate the grant scheme

It is proposed that the Grants to Voluntary Organisations budget will therefore be used to:

- Continue to commission projects for up to 3 years (This will be the subject of a separate paper to Committee)
- Support one off projects and other activities
- Provide small grants to small organisations towards their running costs

3.0 RECOMMENDATION

- 3.1 It is recommended that the Committee approve the revised arrangements for the award of small grants from the Grant to Voluntary Organisations budget.

Albert Henderson
Corporate Director Education & Communities

4.0 BACKGROUND

4.1 Current position

Each year the Council grants awards to voluntary organisations to undertake activities and provide services which contribute to Inverclyde Council's priorities.

These grants currently fall into the following categories:

3 year grants

Support one off projects and activities

Small grants towards running costs, generally under £5,000

The Grants to Voluntary Organisations budget also contributes to waivers to lets for community facilities.

4.2 Rationale for the review and revised proposals

The proposed changes focus on the award of small grants to small organisations primarily for running costs. These changes are designed to:

4.2.1 Simplify the application process

The current application is 10 pages long and is appraised against 9 criteria. While many of the grants are for year on year running costs, the application form and the appraisal criteria accord higher approval scores to one off and high impact projects. The amended application will be simpler to complete and more straightforward to assess.

4.2.2 Clarify eligibility and enhance the transparency of the decision making process

The small grant scheme is intended to support local community/voluntary organisations. It is not intended to support national organisations or organisations already in receipt of substantial funding from the Council or other sources. The current process does not make this clear and consequently organisations may submit applications which have little chance of succeeding. Officer time is also spent appraising these applications.

4.2.3 Reduce duplication with the waivers to let budget

The new process will make it harder for an organisation to benefit from both the Waivers to Let Scheme and the Grants to Voluntary Organisation Budget in respect of their letting costs.

4.2.4 Facilitate financial and performance monitoring

The changes proposed to the application include reference to projected and actual expenditure and projected and actual activity. Applicants will be required to return information about their expenditure and performance on the same section of the form.

4.2.5 Ensure compliance with legal obligations and statutory guidance

The revisions made will assist the Council to discharge its responsibilities in relation to:

- The protection of children and vulnerable adults
- Freedom of information requests
- Financial regulations and following the public pound
- The promotion of equal opportunities.

4.2.6 Reduce the level of resources required to operate the grant scheme

The proposed changes to the application and appraisal process and monitoring procedures will reduce the amount of officer time required to operate the small grant scheme efficiently and effectively.

4.3 Grants over £5,000 and 3 year grants

The current 3 year cycle of grants ends in March 2011. Processes and procedures for

these grants will be the subject of a separate review and recommendations will be brought before Committee at a later date.

5.0 PROPOSALS

- 5.1 It is proposed that changes be made to the awards process for grants of £5,000 and under to address the points outlined at 4 above. This will be achieved through amending the guidance notes that go out to applicants, the application form and associated procedures. A draft set of the revised documentation is attached.

Finance: None

Legal: None

Personnel: None

Equalities: Revisions will assist compliance with equalities legislation.

6.0 CONSULTATION

- 6.1 Not applicable.

7.0 BACKGROUND PAPERS

- 7.1 None.

Annexe 1

Small Grants to Voluntary Organisations Guidance Notes

You can only apply for one of our grants if...

- You are based and provide services in Inverclyde
- You are a non-profit group
- You have a constitution, set of rules or Memorandum of Articles and Association. These must be dated and signed as 'adopted' by an office bearer on behalf of your group.
- You have a bank or building society account which requires at least two signatures on each cheque or withdrawal
- You can enclose your most recent annual accounts or statement of income and expenditure. These must be audited or independently examined. For new groups a bank statement may suffice.
- You can spend the grant within one year of the date of our award letter.

We will consider funding...

- running costs (other than the cost of lets which are eligible under the waiver to lets scheme*)
- further development to an existing project
- a new project
- request for equipment or other one-off expenditure

We will not ...

- give grants to cover goods or services that you order or receive before the date on our award letter.
- fund activities which have closed membership or that discriminate against other groups or residents of Inverclyde.
- fund private clubs for commercial activities but will consider requests to support initiatives designed to widen access and increase participation by disadvantaged and under-represented groups.
- fund organisations who are in receipt of other Council funding or substantial funding from another source.

Your Grant Application's Journey

- your application form (and enclosed documents) comes in and we check to see if it is complete
- if your application is not complete, or there are missing supporting documents, we will send it back to you with a letter to say why

□

- if your application is complete, we will send you a letter of acknowledgement
- your application will be considered by the Grants Sub Committee

□

- if we decide to reject your application, we will let you know as soon as possible by letter
- if we decide to give you a grant, we will write to you and confirm the amount

□

- if your application is successful your grant will be paid directly into your bank account
- you will have to provide an update on actual spend and activity

How we assess your application

We will look at:

- how your group is set up and managed
- how your group will help meet the needs of your community
- how well your application fits with Inverclyde Council's priorities, as outlined below.

- 1 Inverclyde's population is stable with an appropriate balance of socio-economic groups.
- 2 Communities are stronger, responsible and more able to identify, articulate and take action on their needs and aspirations to bring about an improvement in the quality of community life.
- 3 The area's economic regeneration is secured.
- 4 Economic activity in Inverclyde is increased, and skills development enables both those in work and those furthest from the labour market to realise their full potential.
- 5 The health of local people is improved, combating health inequality and promoting healthy lifestyles.
- 6 A positive culture change will have taken place in Inverclyde in attitudes to alcohol, resulting in fewer associated health problems, social problems and reduced crime rates.
- 7 All our young people have the best possible start in life
- 8 Inverclyde is a sustainable and pleasant place where people want to live now whilst at the same time safeguarding the environment for future generations.

As we consider your application, we may phone you for more information about your group or activity. We may also contact your referee.

Successful applications

If we award you a grant, you will have to keep to our terms and conditions. You must agree to these in advance by signing the Conditions section of the application form. This does not guarantee that you will get a grant but will help us to pay any grant quickly.

Notes to help you with the questions on the application form

This section takes you through the questions on the application form. Please keep these guidance notes beside you and refer to them while you complete the form.

Section 1 - Organisational details

This section is about your organisation's details. The main contact requested in (1b) must be someone from your group who can talk about your application in detail. Please count everyone involved in running your group in question (1g).

Section 2 – Grant particulars

These questions are about what your group would do with the grant if your application is successful.

This section in particular will allow us to assess your application so it is important that you complete it to the best of your ability. It is important that your work is additional to what is already available and that it does not duplicate services provided by another group or agency. Work that complements services provided by another group or agency is acceptable as long as it is clearly additional. Please give us a realistic number for the number of people who will benefit from the grant (question 2d). Please do not put "everyone in the area" unless you can clearly justify this.

Section 3 – about the grant

Please make sure the amount you are asking for is based on real and accurate costs. We will not be able to increase any grant amount if you overspend.

We would like to see most applicants contributing something towards their costs - cash, in kind or both. Please try to estimate the cost of in kind support to the nearest pound (in kind support includes items such as volunteer time, materials, premises, transport and so on).

It is important to tell us if you are applying to another funder for anything that is included in this application. Should any other such application be successful, it is vital that you tell us as soon as practicable. Failure to disclose this information may result in an offer of grant being withdrawn or your group having to repay some or all of any grant paid out.

Section 4 – other information

Please tell us if your group has previously submitted an application to Inverclyde Council. This helps us to monitor the groups that are receiving assistance on a regular basis. Please continue this information on a separate sheet if necessary.

We need to be able to check that your organisation is financially sound. For this reason we need to be certain that your group has a bank account and that at least two signatories are required for each cheque or withdrawal.

It is important that you enclose all supporting documentation with your application. It does not matter if you have previously submitted an application to Inverclyde Council – **ALL** the information requested should be submitted with each application you make. Failure to provide such information will result in your application being deemed as incomplete.

Applications will not be assessed until all relevant supporting documentation has been received. It is therefore vital for you to ensure that all supporting information is enclosed to avoid a delay in your application being processed.

We require the signature of the contact person in (4c). In addition to this, we require the name and contact details for an independent referee. This could be a local councillor, lawyer, Justice of the Peace, social worker, senior bank official or someone in your community with particular experience in your area of work.

The person who signs (4e) and the Conditions clause **should not** be the same person who is the contact person.

Completed applications should be sent to:

*Waiver to lets Scheme

For further information about this scheme please contact:

Grants to Voluntary Organisations Small Grants Application Form - Financial Year 2011- 2012

Please refer to the Guidance Notes before completing this form. The form should be completed clearly in black ink or type. Please give further details on an extra sheet of paper if required.

Section 1 – Organisational details

(1a) Name of Organisation for which grant is requested.

If the name on your constitution is different to the name given above, please write it here.

(1b) Name of main contact in the group (the person we should write to).

Title	First Name	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>

Position held in the group

Contact address, including **full** postcode

<input type="text"/>	<input type="text"/>
	Postcode

Phone: Daytime Evening

(1c) If you have any special communication needs, please tell us what these are.

Textphone ☐ Interpreting ☐ Other (please give details)

(1d) If your group is a branch of a larger organisation or a member of an umbrella body, please tell us which one.

(1e) What type of group are you? *[You do not need to be a recognised charity to get a grant, but if you are we need your number for our records.]*

☐ Not a recognised charity ☐ Waiting for charitable recognition

☐ Charity recognised by the Inland Revenue in Scotland

(Charity Number)

(1f) What are the main activities of your group or what services do you provide?

(1g) Please state how many people are involved in running your group. (Please give numbers.)

Committee Members Paid staff: Full time Paid staff: Part time Volunteers

(1h) Which of the following best describes the people your group works with? (Tick all that apply.)

- | | | |
|---|--|---|
| <input type="checkbox"/> Children under 8 years | <input type="checkbox"/> Children 8-11 years | <input type="checkbox"/> Young people (12-25 yrs) |
| <input type="checkbox"/> Adults | <input type="checkbox"/> Older people | <input type="checkbox"/> People on low income |
| <input type="checkbox"/> Unemployed people | <input type="checkbox"/> People with illness | <input type="checkbox"/> Disabled people |
| <input type="checkbox"/> Women and girls | <input type="checkbox"/> Lone Parents | <input type="checkbox"/> Carers |

(1i) Please indicate where most of the people your group works with live.

- ☐ Specific Area of Inverclyde (please specify)
- ☐ Inverclyde-wide

(1j) Please tick the box that best reflects most of the people who benefit from your group's work.

- | | | |
|---|--|---|
| <input type="checkbox"/> White European | <input type="checkbox"/> Pakistani origin | <input type="checkbox"/> Bangladeshi origin |
| <input type="checkbox"/> Black Caribbean origin | <input type="checkbox"/> Black African origin | <input type="checkbox"/> Other Black origin |
| <input type="checkbox"/> Chinese origin | <input type="checkbox"/> Mixed ethnic group | <input type="checkbox"/> Gaelic speakers |
| <input type="checkbox"/> Indian origin | <input type="checkbox"/> Other (please give details) | |

Section 2 – Grant particulars – This section will help us assess whether your application meets the priorities of the Grant Fund.

(2a) Does this application represent

- | | |
|---|---|
| <input type="checkbox"/> a request for running costs | <input type="checkbox"/> further development to an existing project |
| <input type="checkbox"/> a new project | <input type="checkbox"/> a request for equipment or other one-off expenditure |
| <input type="checkbox"/> Other (please detail) <input style="width: 400px;" type="text"/> | |

(2b) Give a general description of what your Group will do with the Grant in the first column below. If successful, you will be asked to advise the Council of your 'actual' activities during the year.

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(2c) Tell us what **impact** or difference you think it will make on one or more of the Council's key priorities as listed in the Guidance Notes which were sent out with your application. At this stage complete the projected column only.

Projected	Actual

(2d) How many people will benefit from the grant? (please give a number)

Projected:

Actual:

Section 3 – about the grant

(3a) Tell us how much money you need for your organisation and give us a breakdown of what the money is for in the projected column. If successful, you will be asked to complete the second column to verify your actual spend.

Item or activity	Projected spend	Actual spend
	£	£
	£	£
	£	£
	£	£
	£	£
Total requested	£	£
Is this the total cost? YES/NO If no , how much is the total cost?	£	£

(3b) Please describe any contribution your group can make to the cost. Try to estimate the cash value of any 'in kind' contribution.

Cash contribution £	'In kind' contribution £	Other contribution £

(3c) Please give the following details from your most recent annual accounts.

Accounts for year ending: / /
 Day Month Year

Total (gross) income	£
Total expenditure	£
Profit or loss for the year	£
Savings (reserves, cash or investments)	£

(3d) Does your organisation receive funding from any other sources? YES/NO

If yes, please give details.

(3e) What fundraising does your group do – please describe

How much have you raised in the last year?

£

(3f) Please tell us if your group is applying to any other funder for the same purpose as this application.

Funding Body

Amount requested

	£
	£
	£

Section 4 – other information

(4a) Please tell us if you have applied for funding from Inverclyde Council before.

Year/Purpose	Amount	Successful
	£	YES/NO
	£	YES/NO

(4b) Please give us your bank account details.

Account Name	
Bank or building society name	
Bank or building society address	
Postcode	

Sort code				-			-				Account No									
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How many people have to sign each cheque or withdrawal from this account?

Please list all the people who are authorised to sign cheques on this account.

1 Name		Position in the group	
2 Name		Position in the group	
3 Name		Position in the group	
4 Name		Position in the group	

The application **must** be accompanied by the following supporting information.

A copy of your most recent set of audited or independently examined accounts or an estimate of income and expenditure, dated and signed as approved and a copy of your most recent bank statement.

A copy of your organisation's constitution, dated and signed as approved.

A copy of your most recent annual report or equivalent summary of the work of your organisation

An End of Grant Report if your organisation received grant funding in the last financial year. This should include an update on the information provided at 2b, 2c, 2d and 3a.

(4c) The contact person's signature.

Signed		Date			
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(4d) Independent referee's statement

Title	First Name	Surname	Occupation

Contact address, including **full** postcode

Postcode

Phone:	Daytime		Evening	
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I confirm that I know this group and its work, I have read this application and I support this request for funding. I am willing to be contacted now to discuss this application and at a later date to comment on the grant, if this application is successful.

Signed _____

Date

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(4e) Your Chairperson, Vice Chair, Secretary or Treasurer must sign below.

Title	First Name	Surname	Position in the group

Contact address, including **full** postcode

Phone: Daytime

Evening

Signed _____

Date

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Now please read and sign the Conditions.
The person named in question (4e) must sign this.

CONDITIONS

I confirm that the group named in question (1a) has authorised me to sign this agreement on the group's behalf. To the best of my knowledge and belief, all the information we have given in this application is true and correct. If this application is successful, in full or part, the group will keep to the following terms and conditions. I understand that this is an agreement between the group and Inverclyde Council.

We understand and agree the following:

1. We will use any grant for exactly the purpose set out in this application and will not make any major changes to our plans without first receiving Inverclyde Council's agreement in writing.
2. We will not sell or dispose of any equipment or other assets costing over £100 which we have bought with a grant without first receiving Inverclyde Council's agreement in writing.
3. If we make any alterations to our constitution, we shall forward a copy to Inverclyde Council. This copy will be duly dated and signed as adopted. □
4. We will inform Inverclyde Council of any changes to our bank or building society account.
5. We will spend the grant within one year of the date of the award letter. Any surplus will be immediately repaid to Inverclyde Council.
6. We will submit the End of Grant report including an update on the information provided at 2b, 2c, 2d and 3a within one year of the date of the award letter.
7. We understand that any liability or claims are the sole responsibility of our organisation / group and not Inverclyde Council.
8. We will keep all financial records and accounts, including receipts for items bought with the grant, for at least two years from receiving the grant and make these available to Inverclyde Council if asked. We understand that this does not release us from our legal responsibility to keep records for longer periods.
9. We agree to provide access for persons authorised by Inverclyde Council to all records of our organisation / group and recognise that they have authority to seek explanations as deemed necessary.
10. We understand Inverclyde Council may hold back a grant or ask us to repay a grant, in whole or in part: If we fail to keep to these conditions in any way.
If the application form was completed dishonestly or the supporting documents gave false or misleading information.
If we do not follow equal opportunities practice in employing people, recruiting new members and providing our services.
If any member of our governing body, staff or volunteers acts dishonestly or negligently in their work for us at any time during our project.
11. If our group closes down or becomes insolvent, any assets secured with a grant from Inverclyde Council will be transferred to another group with similar aims and objectives. The organisation to benefit from such a transfer will be agreed with Inverclyde Council prior to the transfer taking place.
12. These terms and conditions will apply until we have spent all the grant and until the End of Grant report has been received and approved by Inverclyde Council. If we buy any equipment or assets with the grant, these terms and conditions will apply until the end of the normal working life of the assets.
13. We will acknowledge the Council's grant in our annual report, our Chair's or Secretary's report at our AGM, the accounts which cover the period of the grant and in any publicity materials we produce about the project.
14. (For organisations working with children and young people under 16 years of age only.) We will provide the Council with information about the steps taken by our organisation to ensure the appropriate child protection procedures are in place within 4 weeks of receiving our grant.

Name	<input type="text"/>	Position in the group	<input type="text"/>
Signed	<input type="text"/>	Date	<input type="text"/> <input type="text"/> <input type="text"/>

For Office Use Only

ASSESSMENT CRITERIA	Status of Application
Form checked and information correct	Date : Yes <input type="checkbox"/> No <input type="checkbox"/>
Documentation enclosed	Annual Accounts : Yes <input type="checkbox"/> No <input type="checkbox"/>
	Constitution : Yes <input type="checkbox"/> No <input type="checkbox"/>
	Annual Report : Yes <input type="checkbox"/> No <input type="checkbox"/>
Application Successful :	Yes <input type="checkbox"/> No <input type="checkbox"/>
Annual Accounts Approved by Finance Services :	Date : Yes <input type="checkbox"/> No <input type="checkbox"/> Finance Officer:
Grant recorded in Council's Annual Accounts	Date : Yes <input type="checkbox"/> No <input type="checkbox"/> Finance Officer :
End of Grant Report received :	Date : Yes <input type="checkbox"/> No <input type="checkbox"/>

Annexe 3

Small grants to small voluntary organisations

Tariff for running costs

The Council has recognised that many local organisations rely on the small grants scheme to continue to operate and will make annual applications for support. This has led to the development of an informal award tariff. Giving this more formal recognition through Committee will be helpful to officers making recommendations and ensure that the process is as open and transparent as possible. However, the Council will wish to reserve the right to alter this regime at any time.

Awards in 2010 – 2011 suggest that the awards to the following categories should be at the level or fall within the range indicated below:

Arts and Music Groups	500 - 1000
Bowling Clubs	2,000
Boxing Clubs	2,000 - 3,000
Care Groups	500 -
Community Associations	500 - 2000
Football Groups	500
Football Clubs	1,000 - 1,500
Sports (various) Groups	500 – 2,000
Summer Playschemes	5,000*
Older People's Groups	500 – 2,000
Pre-school and play groups	500 - 2,000
Voluntary Groups	1,000
Uniformed organisations	2,000 – 5,000
Young People's Groups	1000