

ANGUS COUNCIL

DEVELOPMENT AND ENTERPRISE COMMITTEE – 3 MARCH 2015

ANGUS COUNCIL COMMUNITY GRANT SCHEME REVIEW

REPORT BY CHIEF EXECUTIVE

ABSTRACT

This Report informs the Development and Enterprise Committee of applications to Angus Council in 2014/15 of £1,000 or less submitted and/or approved since 20 January 2015. It also proposes changes to the processing of the Angus Council Community Grant Scheme to take effect from 1 April 2015 and recommends the ring-fencing of funds to support the Scottish Government Focus Years.

1. RECOMMENDATION(S)

It is recommended that the Committee:

- (i) Note the grant awards for 2014/15 of £1,000 or less made since 20 January 2015
- (ii) Note the proposed changes to the processing of the Angus Council Community Grant Scheme;
- (iii) Approve the ring-fencing of funds to support the Scottish Government Focus Years subject to confirmation of the 2015/16 and future years' budgets.

2. ALIGNMENT TO THE ANGUS COMMUNITY PLAN/SINGLE OUTCOME AGREEMENT/COPORATE PLAN

2.1 This report contributes to the following local outcome(s) contained within the Angus Community Plan and Single Outcome Agreement 2013-2016:

- Angus is a good place to live in, work in and visit.

3. CURRENT POSITION

3.1 The Angus Council Community Grant Scheme in its current guise has been operating since 2009 and has provided over £755,000 of support to 322 groups within the Angus community. Throughout the existence of the scheme there has been a programme of continuous improvement with regards to the processes and procedures. This has included targeting funding, improving the application process, creating a robust assessment and monitoring process and providing support to potential applicants.

4. PROPOSED AMENDMENTS

4.1 Appendix 1 outlines the current process for incoming applications for the grant scheme and the paper trail. This highlights the amount of resource intensive correspondence with applicants and throughout the council for administration purposes. While this audit trail is essential, a major change is proposed to move towards using electronic templates to:-

- Acknowledge grant applications
- Issue Grant approvals/rejections
- Payment of Grants
- Monitoring

4.2 As well as amendments to the application process there are proposed changes to the application form to support a more efficient process for applicants. This is shown as Appendix

2 with the main amendments being that guidance will be separate to the form to reduce the amount being printed and sent back to the External Funding Team. The form has also been condensed to reduce the amount of pages from 12 to 9.

4.3 As part of the process review, it has also been identified that distributing all funds through BACs payments would reduce the need for correspondence being sent out with cheques. As part of the grant application groups are required to provide a bank account therefore changing to this process would not exclude anyone from applying.

4.4 There are no changes to the grant criteria.

5. SCOTTISH GOVERNMENT FOCUS YEARS

5.1 It is proposed that within the fund there is an annual £15,000 ring-fenced in line with the Scottish Government's focus years. This follows on from the work done on the legacy of the Commonwealth Games and the benefits associated with ring-fencing some funding specifically for sports/Commonwealth related projects. This generated a lot of activity around the focus year and raised awareness. The new Focus Years programme include:

- 2015 – Year of Scotland's Food and Drink
- 2016 – Year of Innovation, Architecture and Design
- 2017 – Year of History, Heritage and Archaeology
- 2018 – Year of Young People

The monitoring process would be similar to that used with the Commonwealth Games Fund including a short review report on the effectiveness of the project with photographs, film etc to be used for other purposes.

Any unused funds would be re-allocated for general Community Grant Scheme applications and funding levels will be reviewed annually in line with the setting of the grant scheme budget.

6. FINANCIAL IMPLICATIONS

6.1 2014/15 APPLICATIONS OF £1,000 OR LESS – £412.50 SUB TOTAL

Organisation	Amount Requested	Category	Summary	Decision
Angus Arts	£666	Cultural	Grant requested towards a workshop leader and the expenses associated with running a John Muir Award Workshop from The Retreat at Glenisla for school children in the summer term.	The proposed activities will take place during the school day therefore this is an educational experience and not a trip or enrichment experience. The project is limited to a selected group of pupils and therefore not an inclusive, community activity. Grant awarded £0
Previous grants:				
December 2005 £500 To support Angus Arts puppet festival 2006				
October 2006 £1000 Costs towards puppet festival				
January 2010 £1,000 5 x workshops				
October 2010 £670				

Towards 5 workshops August 2011 £535.00 Puppet Festival and Raeburn Quartet Fees April 2013 £2,000 Film Making 11 March 2014 £1,340 John Muir Award Workshop				
Angus Agricultural Association	£825	General	Funding requested towards redeveloping a website to allow online payments and wider promotion of the event	Redeveloping the website will lead to efficiencies and reduce running costs. There is no proposed contribution from the applicant and as this project will save them money in the longer term the grant was reduced to 50% of the request Grant awarded £412.50

7. FINANCIAL IMPLICATIONS

7.1 Angus Council Community Grant Scheme - 2014/15

The base provision for the Angus Council Community Grant Scheme contained within the 2014/15 revenue budget totals £58,774 comprising Education - £7,773.74 and Other Services revenue budget - £51,000. This base provision has been augmented by the 100% carry forward amount from 2013/14 of £59,000 being the balance of resources available from both the Grant Scheme and the Event Funds.

7.2 Overall a budget of £117,773.74 was available in 2014/15.

7.3 The amount submitted for approval in this final Report for 2014/15 totals £412.50. The recommended amount of £412.50 combined with other grant approvals in 2014/15 of £79,001.99 (this varies from the figure reported in January as the recommended grant to Montrose Tennis Club of £5,000 was not approved and the grant awarded to Monifieth Community Council was wrongly reported as £303.71 whereas it should have been £308.71) brings the total commitment in 2014/15 to £79,414.49

7.4 A sum of up to £50,000 was set aside for the Commonwealth Games Fund (report 185/14 refers). The total amount approved was £28,562.83 and the balance of £21,437.17 was made available to fund Grant Scheme applications.

7.5 An uncommitted balance of £9,796.42 is available to fund grant applications for the remainder of 2014/15.

7.6 Angus Council Community Grant Scheme - 2015/16

The base provision for the Angus Council Community Grant Scheme contained within the 2015/16 revenue budget is £51,000. As in 2014/15 Communities have also indicated a contribution of £7,773.74 (to be confirmed). The proposed £15,000 ring-fenced monies can therefore be met from the proposed 2015/16 budget of £58,773.74.

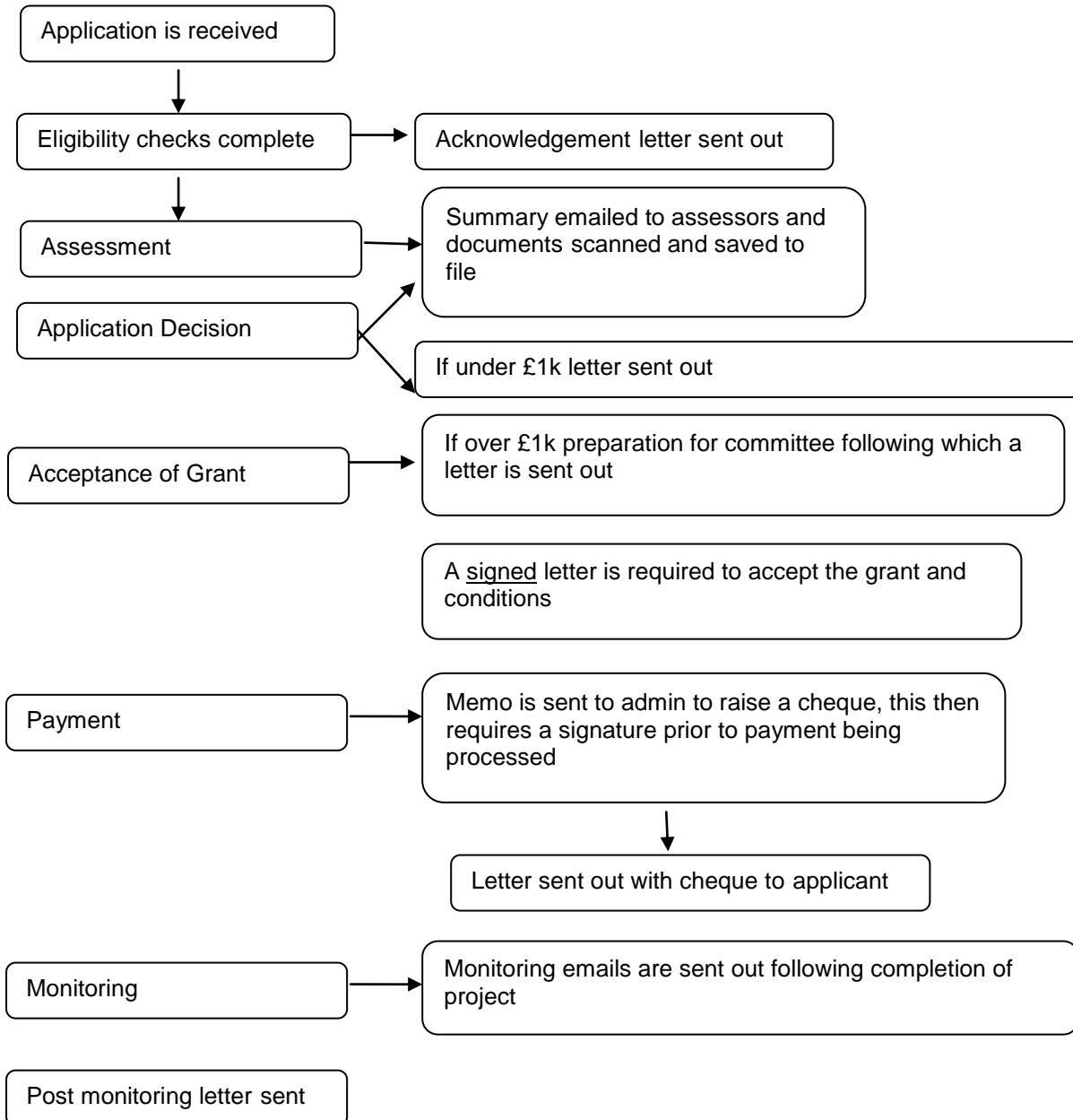
NOTE: Article 3 of the minute of meeting of the Policy & Resources Committee of 7 May 1996; Article 11 of the minute of meeting of the Strategic Policy Committee of 21 June 2005; Article 16 of the Resources Central Services Committee of 4 May 2006; Article 16 of the Corporate Services Committee of 12 March 2009; Article 8 of the Angus Council Committee of 17 September 2009 and Article 4 of the minute of meeting of the Infrastructure Services Committee of 5 March 2013. Reference is also made to Article 19 of the minute of meeting of the Angus Council Committee of 22 March 2012; Article 14 of the Infrastructure Services Committee of 14 June 2012 and Article 4 of the minute of meeting of the Infrastructure Services Committee of 5 March 2013.

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Applying for a Grant

The current process for applying for a grant is summarised in chart 1.

Chart 1 – Summary of process





Application for Community Grant Scheme

ALL SECTIONS MUST BE COMPLETED FOR THE APPLICATION TO BE CONSIDERED

The content of this publication, or sections of it, can be made available in alternative formats or translated into other community languages. Please contact the Council's ACCESSLine on 08452 777 778 for further information or email accessline@angus.gov.uk

Name of group:		
Meeting place or office address (inc POSTCODE)		
Office Tel No:		
E-Mail Address:		
Website:		
Not for profit constituted group: YES / NO		
Charity No (if appropriate):		
Date group established:		
Do you have an alcohol license for these premises? YES/NO		
	First Contact Details	Second Contact Details
Name		
Position		
Address Inc postcode		
Tel Number		
Email		
<p>Have all volunteers in your group been checked through Disclosure Scotland or are members of the Protecting Vulnerable Groups Scheme if they are doing regular work with children or protected adults (where appropriate)</p> <p style="text-align: center;">YES / NO</p> <p>If your staff and/or volunteers are working with children and/or adults in need of protection have they been suitably investigated, and their fitness for their duties properly established via appropriate Disclosure checks? (please refer to the Guidance Notes for further information).</p>		

If you have applied before:

Have there been any changes to your organisation's governing documents e.g. constitution/mem of Arts/ SCIO since it was previously submitted

Yes

No

If yes please attach an updated version

Number of committee members and volunteers involved in the running of the group (there must be at least three on your management committee)

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For sport related applications only:

Is your group currently a member of the Angus Club Excellence (ACE) awards scheme?	Yes No	Membership No
Are you a member of any national schemes?	Yes No	Which Schemes?
Organisations applying for a sports related grant should ideally be a member of the Angus Club Excellence (ACE) awards scheme (please refer to the guidance Notes for further information)		

If your project involves work on a building or on some land:

Who owns the land or building?		
Do you have?		
A lease	Yes / No	Lease Start Date:
Buildings Permission	Yes / No	Approval Date:
Building Warrant	Yes / No	Approval Date:
Owner Permission	Yes / No	Approval Date:
If yes to b, c or d, please include copy of the appropriate document		
If you need planning permission for your project, make sure that you have it before you apply to us. If you don't have planning permission, it is unlikely that we'll give you a grant. You will also need to send us copies of any plans, maps etc.		

Tell us what the money is for

What are your main activities? Tell us what your group does

What project or activities do you want us to fund? Please explain if this project is different from what you normally do. Is this project something new for your group or is it similar to what you've done before? If you are applying for funding for an event or activity we have funded before, please provide feedback on the previous event or activity

When are you planning to start and end your project? We can't give grants for activities that have already taken place or have started. Please make your application at least two months before you need to start

Start Date		Anticipated End Date	
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Who have you spoken to identify that the project is needed? Tell us about any organisations or people you spoke to, to identify there was a need for this project or how you know there is a need for this project.

What difference do you hope this will make to people? Explain who you hope will benefit and in what way. e.g. young people, older people, disadvantaged groups and how many.

Describe how your organisation complements and/or adds to current activities of Angus Council or any other organisation. Tell us about any similar projects or activities in your area and how your project relates to them

All of the project we fund should contribute to Angus Council's strategic priorities – please tell us which of the following priorities your project links with – contributing to Angus being a place where a first class quality of life can be enjoyed by all

Communities that are prosperous and fair

1 We have a sustainable economy with good employment opportunities

2 Angus is a good place to live in, work in and visit

Communities that are learning and supportive

3 Our children and young people are confident individuals, effective contributors, successful learners and responsible citizens

4 Adults maximise their potential through learning opportunities

5 Individuals and families are involved in decisions which affect them

6 Individuals are involved in their communities

Communities that are safe and strong

7 Our communities are safe, secure and vibrant

Communities that are caring and healthy

8 We have improved the health and wellbeing of our people and inequalities are reduced

9 Individuals are supported in their own communities with good quality services

Communities that are sustainable

10 Our communities are developed in a sustainable manner

11 Our natural and built environment is protected and enjoyed

12 Our carbon footprint is reduced

How will you know that you have done what you want to do, and achieved the difference you hope to make?

If you intend to continue this project beyond the period of Council support, how will it be funded?

How much money do you need?

Please give us a breakdown of costs for your project and tell us how much you are requesting from us. Remember to include VAT where it applies. Please list all the items or activity associated with your project. You should list all costs even if you are not asking us to fund all the items. Please use another sheet if necessary. If you have any quotations or more details about how you worked out your costs, please send this information to us with your application

	Total Costs (incl VAT)	Amount requested from ACCGS
Item or Activity		
1)		
2)		
3)		
4)		
5)		
6)		
7)		
TOTAL		

If the total project cost is more than the amount you are asking for, please tell us where the rest of the money will come from e.g. other funders, ticket income, fundraising, group funds etc. Tell us if you are applying to any other organisation for this project, and what stage your application has got to. Also tell us about income you think your project, including sponsorship and donations, will make and any money your group is contributing

	Projected Income	Progress
Source		
1)		
2)		
3)		
4)		
Total		

Please tell us about any non financial contributions your group is making to this project. This can be "in-kind", such as volunteers' time or the use of a building

If your current cash reserves exceed the amount of grant you are asking for please tell us why you are not using your own funds

You must send a copy of your latest bank statement with this application.

Name and address of bank:

Bank account name:

Account No:

Sort Code

Authorised Signatory 1

You must send a copy of your latest bank statement with this application.			
Name and address of bank:			
Bank account name:			
Account No:		Sort Code	
Authorised Signatory 1			

Authorised Signatory 2	
Authorised Signatory 3	
Authorised Signatory 4	
Authorised Signatory 5	

Is your project directed at, or of particular relevance to:
 If yes please give specific details/groups where applicable

Ethic Groups?	Gender?	Age Groups?	Disabilities?	LGBT?

USE OF INFORMATION

Protection of your personal information (information about individuals only, not organisations).

The information you have provided on this form and from supporting evidence - where applicable will be used by Angus Council (the “data controller” for the purposes of the Data Protection Act 1998) in order to process your application for a grant. By submitting this application you are confirming that all individuals referred to in this application have consented to such use. The information will be held securely by the Council and will be treated as confidential except where the law requires it to be disclosed. The Council may check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information from certain third parties or share your information with them in order to check its accuracy, prevent or detect crime, protect public funds or where required by law.

I acknowledge and agree

TERMS AND CONDITIONS

We/I have read and agree with the term and conditions of the grant and will adhere to the conditions as stated.

I acknowledge and agree

Authorisation by Main Contact

I confirm that, as far as I know, all the information on this application form is true and correct that you may ask for more information at any stage of the application process, that I have read the Guidance Notes and that I understand and accept the Terms and Conditions of Grant contained within this application form should the application be accepted.

Name: _____ Date: _____

Authorisation by chairperson, vice chair, secretary or treasurer

Name	
Position	
Address Inc postcode	
Tel Number	
Email	

On behalf of _____ (the Group) I authorise the foregoing application and confirm that the group accepts the Terms and Conditions of Grant contained within this application form should the application be accepted.

What to do now

Before you send us your application, check that you have done everything

- You have answered all the questions on the application form.
- You have made a copy of this application to keep for reference.

Check that you have enclosed all the documents we need.

- | | |
|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | 1. A copy of the signed constitution or set of rules that your group has adopted (only if you have not previously provided us with a copy or if it has changed significantly). |
| | 2. A dated copy of your most recent annual accounts which should have been independently examined. |
| | 3. A copy of your most recent bank or building society statements. Please provide copies of statements for <u>all</u> accounts you hold.
or
A copy of the pages in your passbooks showing your group's name, account number and current balance, stamped and signed by your building society.
or
A letter from your bank on their headed paper with your group's account details |
| | 4. A copy of your Child Protection Policy if appropriate (<i>for further information on this please refer to the Guidance Notes</i>). |
| | 5. Copies of any plans, maps or drawings etc related to your application for work on a building or land. |
| | 6. Copy of planning/listed building consent/completion certificate permission if appropriate |
| | 7. At least two quotes for any work to be carried out or items to be purchased etc |
| | 8. Events – a detailed budget breakdown including anticipated income (including other grants, Sponsorship or donations). |

Now send your application with all the documents to:

Senior External Funding Officer
Economic Development
Angus Council
County Buildings
Market Street
Forfar DD8 3WD

Or e-mail your application and documents to:

externalfunding@angus.gov.uk