

## SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

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**REPORT TO:** Leader's Portfolio Holder Meeting 17 November 2011  
**AUTHOR/S:** Chief Executive / Corporate Manager (Community & Customer Services)

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### COMMUNITY CHEST GRANTS – UPDATE ON PROCESS AND APPLICATIONS

#### Purpose

1. To outline the process for the recently launched Community Chest Grant scheme.
2. To provide an update on the number of applications received since its introduction in early October.
3. This is not a key decision.

#### Recommendations

4. That the Leader
  - (a) notes the process for Community Chest grants as outlined in paragraph 7 below and the applications received to date (**Appendix D**).
  - (b) endorses the approaches set out in paragraph 10 regarding the funding of the Community Chest scheme for 2011/12 and 2012/13 and paragraph 11 regarding the proactive advertising of grant awards.

#### Background

5. As part of the recent review of existing grant schemes reported to the Leaders Portfolio in September, it was agreed that a new Community Chest grant scheme would be launched.
6. As outlined as part of this report in September 2011, the Community Chest grants scheme would be:

*for community based initiatives and one off projects. These would be limited to <£1,000 and applied for through a simple grants application form. They would be determined bimonthly through the Leader's Portfolio Holder meetings.*

#### Considerations

7. Following this decision, an application form and guidance notes were developed (attached as **Appendices A and B**). These were purposely kept simple and easy to complete to ensure that the scheme was as accessible and transparent as possible. A process chart was also developed (**Appendix C**) outlining the process for applications to be received and determined.
8. Once this above process was finalised, the scheme was launched and widely advertised through a variety of means, including a press release (which was

published in the Cambridge News), information on the website and direct contact with parishes and relevant organisations.

9. Following this proactive advertising, take up of the scheme has been good with a number of applications already being received and determined. Details of applications to date are given in Appendix D.
10. In terms of funding for the Community Chest, it was agreed at the last Leader's Portfolio meeting that the remaining Community Development grants budget should be used (approx £5,300), together with some outstanding budget from partnerships, to give a total of approximately £10,000. Since this meeting the authority has been informed that it is to receive the outstanding LPSA money from the County Council to cover overspends it incurred previously in supporting LSP projects. This amounts to £57,000. The Leader has indicated his intent to use this money to fund the Community Chest. Rather than use all of this money for 2011/12 (of which there are only 4 ½ months left), in order to make the fund more sustainable it is proposed that £27,000 should be used for what remains of 2011/12 (giving a total fund of approximately £37,000) and use the remaining £30,000 for 2012/13. By splitting it in this way it would mean a Community Chest fund for 2012/13 of £55,000 (made up of £30,000 LPSA funding and £25,000 existing partnerships and community development funding). Any underspend from 2011/12 would also be carried forward as appropriate.
11. In terms of proactive publicity, it is proposed that details of all Community Chest grants awarded should be recorded on the website. A regular press release should also be issued detailing how much funding has been awarded, to which organisations and outlining any opportunities to see the funding 'in action' (through photo opportunities, interviews with recipient organisations etc). This will be supplemented by individual, ad hoc press releases (including photographs) when appropriate.
12. As part of the on-going work on the practicalities of the overall grants framework (to be reported to the Leaders Portfolio in January), the operation of the Community Chest scheme in its first 3 months will be examined to ensure that the process is as clear as possible, criteria are appropriate etc.

### Implications

13. Financial	There are no planned changes to the total grant scheme funding provided by the Council. However, any future funding will have to have a clear link to the emerging MTFs to be presented to Cabinet in November 2011.
Legal	Any changes to grant scheme names, criteria and supporting paperwork must take account of the Council's legal position on the difference between a Contract, a Service Level Agreement and a Grant Funding Agreement, as well as accommodating procurement regulations.
Staffing	Existing staff will continue to manage their grant schemes as they currently do.
Risk Management	Changes to the grant schemes will be implemented in order to improve them for our customers, to ensure they are open and transparent and to continue to prevent duplication wherever possible.
Equality and Diversity	Publicity of the Community Chest scheme and guidance notes will ensure equality of opportunity to apply.

Equality Impact Assessment completed	No An Impact Assessment will be completed following the end of the grants review.
Climate Change	Grants are available to organisations wishing to carry out environmental work and to projects set up to limit climate change.

### **Consultations**

14. The on-going consultation on the grants process will ensure public engagement in the review and streamlining of the Council's grants processes.

### **Consultation with Children and Young People**

15. Children and young people will have the opportunity to be involved if they or their organisations have been in receipt of grant funding in the past and in accordance with their organisation's youth engagement strategy.

### **Effect on Strategic Aims**

16. The Community Chest scheme criteria require applicants to state which of the Council's aims their application addresses.

### **Conclusions / Summary**

17. The Community Chest Grant scheme has been successfully launched and has already attracted a number of applications. Proposals are included in this paper to ensure the sustainability of the grant funding and ensure proactive promotion and publicity of its outcomes.
18. The proposals in this paper form part of a broader approach to the support of the South Cambridgeshire community, and are inextricably linked to Localism and the Big Society.

**Background Papers:** the following background papers were used in the preparation of this report:

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