

Cambridge and South Cambridgeshire LSP
March 2012 Board Meeting
Paper on Allocation of Reward Grant

1. Summary

- 1.1 Members are asked to note progress with preparations to allocate the remaining reward grant and to endorse the Service Level Agreement, shown in Appendix 1. This will allow Cambridgeshire Community Foundation to carry out the services required.

2. Introduction

- 2.1 The LSP has a total sum of £100,000 available to distribute as grants. £43,000 will be provided from South Cambridgeshire District Council and £57,000 from Cambridge City Council. In addition £9,000 has been set-aside for administration.
- 2.2 The LSP Board, at its meeting on 9 November 2011, decided the focus of the grant and who should be eligible to apply for it. The aim is to support projects put forward by voluntary and community sector organisations that will reduce inequalities in Cambridge and South Cambridgeshire. The value of the grants will be between £1,000 and £5,000 and will offer value for money and deliver benefits for local people and communities.
- 2.3 The LSP Board agreed at this time to invite members to come forward and participate in a sub-group meeting to decide the mechanism for distributing the grant. This sub-group met on 16 January 2012. It considered options for delivery and decided that Cambridgeshire Community Foundation (CCF) should be approached, with a view to administering the grant on behalf of the local authorities and the LSP.

3. Administration of the Grant

- 3.1 CCF has now agreed to administer the grant and a Service Level Agreement has been drafted. This is similar to the agreement Cambridgeshire Community Foundation has with Cambridge City Council for administering their community development grants through area committees. Cambridge City Council has had this relationship with CCF for two years and has been satisfied with their performance.
- 3.2 A copy of the Service Level Agreement is shown in Appendix 1. Members are asked to endorse this agreement. It is expected that bids in the first round will be received 6 weeks from the agreement being signed off and "going live". This will allow the grant to be promoted through existing channels and in local communities.

SERVICE LEVEL AGREEMENT BETWEEN
CAMBRIDGE CITY COUNCIL and
SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL, the “Funding Organisations” (SC&CCC)
and Cambridgeshire Community Foundation, the “Funded Organisation” (CCF)
March 2012- June 2013

1.0 Status of the Agreement

- 1.1 Service agreements are statements of intent on the part of a funded organisation regarding the service it will provide, and on the part of the Funding Organisations regarding the support they will give to the Funded Organisation.
- 1.2 A nominated Responsible Officer (or agent) for the funding organisations will act as the key link between the Funding Organisations and the Funded Organisation on matters relating to this Service Agreement. The Funded Organisation’s officer will be its Chief Executive (CCF).

2.0. UNDERTAKINGS, SUM OF MONEY AND PERIOD OF THE AGREEMENT

- 2.1 This agreement relates to work the Funded Organisation (CCF) will undertake in respect of the Programme for the Distribution of Reward Grant of £100,000 to community and voluntary sector groups in Cambridge City and South Cambridgeshire over an 18 month period from 1 March 2012, as set out in Appendix 1.
- 2.2 This agreement will start from 1 March 2012 and will end on 1 June 2013 or the date of an agreed End of Programme meeting.
- 2.3 The Funded Organisation will be paid a fee for the services required to administer the allocation of the grant. This will be in the sum of £9,000 and will be paid in two equal instalments, the first just prior to the initiation of the first grant round (before 31 March 2012) and the second just prior to the initiation of the second grant round (before 30 September 2012).
- 2.4 The Funded Organisation will submit invoices to the Responsible Officer, representing the Funding Organisations, to claim fees and the value of the grants that will be awarded after the first and second grant rounds. This will equate to four invoices. The Funding Organisation, on receipt of the sums to cover grant allocation from the Funding Organisations, will distribute the grants to each successful applicant within 14 days of receiving the sum, provided the applicant has fulfilled their obligations in supplying the information required of them. The Funded Organisation, as a part of its offer (constituting a grant agreement) to applicants, will confirm what the applicants will be expected to deliver, by when

and how they will give account of what they will have done on conclusion of the project.

3. SERVICES TO BE PROVIDED by the Funded Organisation

- 3.1. The Funded Organisation will apply the fee to enable the delivery of the specific service provision and performance indicators given at Appendix 1.

4. Use of the fee

- 4.1. The fee is provided as a contribution to the costs of providing the service in Appendix 1 and will only be used for this purpose.

5. The Funded Organisation's / Service Provider's Undertakings

- 5.1. To maintain high standards of service delivery, to achieve value for money and deliver benefits to local people.
- 5.2. To provide the service as described in Appendix 1 of this agreement.
- 5.3. To provide at review, a report showing performance against the agreed targets/performance indicators (see Review Section 6 & Appendix 1).
- 5.4. To operate an Equal Opportunities policy, that will aim to ensure that everyone in the community is given full opportunity to benefit from the Services, volunteering and jobs the service provides. No one will be discriminated against because of age, colour, disability, ethnic or national origins, race, gender, sexuality, marital status, political or religious beliefs or trade union activities.
- 5.5. To operate a relevant (nationally recognised) quality assurance system and a complaints system.
- 5.6. To comply with all financial and accounting requirements of Charity and/or Company law and follow good practice in relation to internal financial controls.
- 5.7. To have regard to the requirements of the Health & Safety at Work Act and any other acts regulations and orders about health and safety.
- 5.8. To ensure that checks with the Criminal Records Bureau where appropriate are made for all staff and volunteers engaged in the delivery of the Service prior to appointment, and at 2 year intervals. You must also have child protection policy and procedures if working with children (see Appendix 1).

- 5.9. To maintain adequate insurances to cover such liabilities as may arise in the performance of this agreement as described in Appendix 1.
- 5.10. Prior to the commencement of the agreement to provide the Funding Organisations access on request to copies of its:

Complaints Policy & Procedures

Equal Opportunities Policy & Procedures

Evidence of its insurance which covers such liabilities as may arise in the performance of this agreement.

Quality Assurance Scheme Accreditation or evidence of working to accreditation.

Safeguarding Policy.

6.0. MONITORING & EVALUATION

- 6.1. The Funded Organisation will ensure that the priorities & information identified in 5.3 are reviewed and assessed during the year.
- 6.2. An interim review of the programme will take place between the Funding Organisations' Responsible Officer and Funded Organisations representative(s) between the first and second round of grants that will be made under the programme. A final review will be held at the end of the programme to evaluate it.
- 6.3. The Funded Organisation will provide a report for the meetings including a review of the work plan showing performance against the agreed targets/performance indicators and the annual accounts and estimates for the current and next financial year.
- 6.4. The Funded Organisation will include in the report information on any complaints received about the service and the outcome of the investigation of these complaints.
- 6.5. Either party may request the other for a review of this agreement at any time if it should appear that the arrangement is not working satisfactorily for the purpose intended.

7. Termination/Variation

- 7.1. The Funded Organisation will ensure it has sufficient resources at its disposal, taking into account the staged payments, to deliver the services specified in this agreement. The Funding Organisations acknowledge that the Funded Organisation is a voluntary organisation and is dependent upon the continuing support, financial or otherwise of

other persons or organisations including volunteers. If such support is withdrawn it is accepted that the Funding Organisation may need to review its obligations under this agreement.

- 7.2. If the Funded Organisation finds it is unable to meet its obligations under this agreement it will notify the Funding Organisations' Responsible Officer at the earliest opportunity, stating any reduction in or changes to services, service personnel or any significant financial control issues that could occur, if the agreement continues in the new circumstances. This contact should be made before any deterioration in the services provided.
- 7.3. The Funding Organisations and the Funded Organisation may jointly agree to vary temporarily or permanently any part of the services. Any such agreement must be in writing and signed by both parties and will include an assessment of the value for money that will be provided and use of resources moving forwards. If agreement cannot be reached, the Funding Organisation reserves the right to terminate the agreement, if a substantial part of the service can no longer be delivered or value is not provided, following consultation.
- 7.4. Consultation shall begin with a written request for a meeting between the parties. The request will set out fully the reasons for the wish to terminate. The parties shall meet within two weeks of the receipt of such a written request and endeavour to overcome the problems. If there is no satisfactory outcome after the meeting the agreement may be terminated by giving three months notice in writing (or such other period as may have been agreed in the course of consultation).
- 7.5. It is agreed by the Funding Organisations and the Funded Organisation that if this agreement is terminated before the end of the provision of services, that on receipt of the final audited accounts, the Funding Organisations may make any financial adjustments necessary including reclaim of any under spend.

Signed by:

Date:

On behalf of Cambridge City Council (Funding Organisation)

Signed by:

Date:

On behalf of South Cambridgeshire District Council (Funding Organisation)

Signed by:

Date:

On behalf of the Board of Directors of Cambridgeshire Community Foundation (Funded Organisation)

APPENDIX 1 – SERVICES TO BE PROVIDED

Key Target	To manage and give account for a grant programme, promoting take-up by community and voluntary sector groups in Cambridge and South Cambridgeshire, and overseeing the delivery of value for money projects that will provide benefits to local communities in the identified priority areas.
Service Description	<p>CCF will provide the following service:</p> <ul style="list-style-type: none">• Seek approval and sign off of the Fund name and criteria agreed by Cambridge City Council and South Cambridgeshire District Council (who will be acting on behalf of the LSP Board)• Advertise the Fund to potential applicants through local media, direct mailing, channels established with networks in the community and voluntary sector, word of mouth, and the CCF newsletter and website. Previous recipients of reward grant funding, that have delivered benefits to local people, will be encouraged to reapply.• Provide necessary information and support to potential applicants.• Signpost groups needing help on matters such as CRB, equal opportunities, constitutions etc to local community and voluntary sector support organisations.• Provide an Online Application Form via the CCF website. In exceptional cases hard copies of the application form will be made available, on request, to groups.• Assess grant applications by telephone with reference to both the specific fund criteria and CCF criteria (eg requirement for independent management committee, constitution, EOP etc). The aim should be to get a balance of projects covering both areas.• Present the assessed applications after the first and second rounds, with recommendations for awards, to the Funding Organisations' Nominated Officer. This officer will carry out consultations as necessary (LSP members) and provide views to CCF within 14 days. In unlikely event there are funds left over after this, a third and final round will be presented on 30 November 2012.• Issue offer letters confirming the details of the project to be delivered, by when and how to the use of the grant will be accounted for (groups will be telephoned to discuss and agree the aspects they will measure). This will constitute an agreement between CCF and individual applicants. Successful applicants will also agree, unless there are special circumstances, to put their profile on the online donations website www.localgiving.com for a three month free trial period. This will encourage them to explore whether there is scope for them to develop additional sources of funds through online donations and make a longer-term commitment to this.• Distribute payments to successful grant applicants.• Arrange publicity from time to time for the Fund and projects, which it supports.• Monitor funded projects and provide feedback on their progress (work programme) to the Funding Organisations' Nominated Officer in an interim review and then report.• Take corrective action if projects have drifted or not done what they said they would do.• Attend an evaluation meeting at the end of the project and then provide a final report to the Funding Organisations' Nominated Officer on conclusion of the last project, highlighting what has been achieved and what can be learnt from the running of the programme.

Performance Indicators

- Number of applicants – to show evidence of high visibility of scheme
- Location of applicants – to show the split between City and South Cambs.
- Number of applicants offered support with their application – either from CCF or from other agencies
- Feedback from grant applicants (both those receiving money and those unsuccessful)
- Funds sourced for applicants from other sources
- End of Programme Report collating monitoring information gathered on impact of projects funded – where feedback from projects on data such as number of new volunteers, number of people benefiting from the grant, number of events held, case studies of people whose lives had been impacted/improved by grant/project

Organisational Criteria (mandatory)

Management	To hold regular management committee meetings (and be able to provide minutes to CCF as evidence), including an annual general meeting, and produce a costed business plan for each financial year, which must be approved by your organisation membership at the annual general meeting.
Financial Systems	To comply with all financial and accounting requirements of Charity and/or Company law. To follow good practice in relation to internal financial controls.
Equal Opportunities	To have a written equal opportunities policy and code of practice and these must comply with current relevant legislation.
Employment Practices	For organisations where staff will be recruited to deliver services, hold advertised and open competitive interviews, and fill the post only through the results of these interviews. To issue all staff with a statement of principal terms and conditions of employment and a job description.
Insurance	To have and maintain adequate insurance cover for your activities, events, staff, premises, equipment and vehicles including: <ul style="list-style-type: none">◆ Public liability; 5 Million◆ Employers liability cover if staff are employed; 10 Million◆ Property and equipment insurance against fire, theft, loss or damage;◆ Professional indemnity if advice is given to members of the public.£250,000

Safeguarding Policy	Organisations working with children and or vulnerable adults must have a Safeguarding Policy.
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APPENDIX 2 FUND NAME AND CRITERIA FOR ADVERTISING/EXPLAINING FUND

Fund name **The Cambridge City and South Cambridgeshire Reward Grant Fund**

Fund Criteria

Who can apply?

- Constituted groups
- Operating in City and/or South Cambs
- Organisations with a charitable status
or small voluntary and community groups too small to register as a charity
or not-for-profit, non statutory bodies with charitable purpose.

Requirements

All groups must have:

- Equal opportunity policy
- Management committee of two or more independent people
- Bank account with two or more independent signatures
- Safeguarding policy if working with vulnerable adults or children
- Accounting information to show they keep proper accounting records of income and expenditure (Registered charities must have their charity commission submissions up-to-date).

Purpose of grant

- The money will be used to support projects that will reduce inequalities in Cambridge and South Cambridgeshire. Projects must be able to identify the benefits they will deliver for local people and communities and show that they offer value for money.
- Preference will be given to projects covering the following areas:
 - Improving the employability of local people, especially young people, helping them to move into sustainable work
 - Assisting older people to continue to live in their homes and maintain their independence for as long as possible.
 - Targeting work with disadvantaged communities where people are living on low incomes or vulnerable because of age, disability or other factors.

Terms of grant offer

- Groups will be required to fully complete an online application showing what they will deliver and when, the benefits they expect to achieve and how they will measure their success and give account of what they have done
- Groups will be expected to put their profile onto the Localgiving.com website for a three month free trial period so they gain exposure to opportunities for online fundraising. Groups will need to give mitigating circumstances (such as no member of the management committee having access to the Internet) if they choose not to participate in the Localgiving.com trial.

How much can they apply for

- Grants will be offered from £1000-£5000.

When to apply

- Deadlines for submission of applications 20 March 2012, 15 September 2012.

How to apply

- Applications will be made through the online application process accessed on the CCF website.