

# High Peak Borough Council Voluntary and Community Sector Funding Strategy

**DRAFT V4**

High Peak Borough Council is committed to supporting the Voluntary and Community Sector within the borough through a mixture of practical and financial support where Voluntary and Community Sector organisations contribute to achieving the council's vision and strategic aims.

Practical support is provided through a variety of council services covering community activities including cultural, sports and environmental services where specialist officers delivering services often work in partnership with the voluntary sector to improve the quality of life in the High Peak.

The Community Fund exists to provide financial support to Voluntary and Community Sector organisations who offer a wide range of activities for the community. These organisations may benefit from help with specific projects or longer term funding for core costs to provide stability or act as a catalyst for securing funding from other sources.

During 2006 the council has undertaken a fundamental review of the structure and operation of the Community Fund, building on the Leisure Best Value review that was completed in 2005. The 2006 review included an examination of the existing structure and application process, the criteria used to assess bids and number and range of grant recipients. We also undertook a survey of applicants and carried out consultation with the Voluntary and Community sector.

The review recognised that the structure of the fund has evolved over some years to include a wide range of voluntary organisations, some of whom have received support for many years as strategic partners and others, that have received support to assist with core costs. There are also organisations that have only required one-off grants for specific projects. Some Voluntary and Community Sector organisations are delivering joint services with the council and this relationship should be recognised through a more structured approach than a grant-giving framework.

Our Voluntary and Community Sector Funding Strategy operates within the context of the Derbyshire Compact framework, which sets out how local authorities within Derbyshire will work with the Voluntary and Community Sector. We will seek to apply the principles outlined in the framework to the operation of the Community Fund.

The review group has determined that the Community Fund should be structured in the framework set out below. This framework, including the strategy and the policy, is subject to consultation with the voluntary sector and the timetable for implementation will reflect the recommendations in the Derbyshire Compact.

The Community Fund will consist of three distinct parts:

- Small Grants for one-off projects to Voluntary and Community Sector organisations
- Longer term funding to Strategic Partners in the Voluntary and Community Sector
- Longer term funding (3 years) for Voluntary and Community Sector Partners for core activities

The Strategic Partners receiving funding from the Community Fund are those organisations that the council wishes to support on a long term basis as these organisations are essential to help the council achieve its corporate aims. The funding allocated will be underpinned by a service level agreement for the delivery of agreed outcomes. These organisations are identified in Appendix 1.

Organisations receiving funding for core activities will be able to use the grant in a flexible way to support the overall aims of the organisation rather than having to achieve specific project based activities.

The funding for strategic Voluntary and Community Sector organisations that are effectively delivering services jointly with the council and receiving grant funding to achieve this from the Community Fund will be reallocated to the appropriate service budget and will become part of the service budget programme, thus taking the organisation out of the annual application process associated with the Community Fund. The schedule at Appendix 1 provides details of the Voluntary and Community Sector organisations that fall within this category.

The schedule at Appendix 1 also gives details of the proposed Voluntary and Community Sector organisations that fall within each category for 2007/8, based on organisations that have received funding in 2006/7.

### **Transition Arrangements**

**The organisations shown in Appendix 1 will be subject to transitional arrangements that will apply from the agreement of the Funding Policy for 2007/8. Those organisations shown in each category will be reviewed prior to the start of the financial year 2007/8 to confirm their status and funding allocation. Any change in the proposed status or funding allocation will be subject to a twelve month notice period commencing 1.4.2007.**

# Community Fund Policy

## Introduction:

The High Peak Community Fund is a grant aid scheme available to voluntary organisations and community groups. Funding should be used to provide services, facilities and activities that improve the quality of life for the residents of the High Peak, in line with our Corporate Priorities.

## Aim:

The key aim of the Fund is to assist in the development, promotion and co-ordination of sporting, artistic, cultural, community, environmental, educational and development initiatives within the Borough.

Applications to the grant scheme must reflect the strategic priorities of the council. These are:

- Supporting people
- Creating jobs and prosperity
- Protecting the environment
- Improving the council

## Structure of the Fund:

The fund is made up of three distinct parts

- **One-off grants on an annual basis to Voluntary Sector organisations wishing to undertake projects and also grants to new groups starting up. This is referred to as the Small Grants Pot.**

This is the part of the fund that is most accessible to smaller organisations and can provide funding for individual one off projects. Examples from previous years allocations include supporting a youth sailing coaching programme, contribution to the costs of improved facilities in a women's refuge and the development of a website for a children's choir,

- **Longer term funding for Strategic Partner organisations helping to fulfil the strategic aims of the council under a Service Level Agreement.**

Strategic Partners receiving longer term funding will be required to demonstrate through their Business Plans, how the continued funding from the Community Fund helps to achieve the council's objectives and will be subject to monitoring and evaluation on an annual basis.

- **Three year agreements to fund Voluntary and Community Sector organisations that require certainty of funding for core activities and longer term planning**

Voluntary and Community Sector organisation wishing to apply for a longer term funding agreement for core costs should contact the Policy Manager in the Corporate Team.

The availability of longer term funding is linked to the arrangements that exist with Voluntary Sector partners who have agreements. Any organisation that has a three year

management agreement in place should be able to demonstrate an appropriate exit strategy to show how the Community Fund Grant can be replaced at the end of the three year period. It is unlikely that the agreement will be renewed for a further three years as the council wishes to retain the flexibility to support a range of organisations.

### **Who can apply?**

- Constituted voluntary/community (non profit-making) groups can apply for a grant from the Community Fund. Advice and support can be given by the Council and/ or the High Peak CVS for groups who are not yet constituted. Please see contact details below.
- Commercial organisations, and individuals will not be able to apply for a Community Fund grant.

### **Access to the Small Grants Pot**

The Small Grants Pot will be open for bids in two rounds each year, allocated to each Area Forum. The annual allocation for the Pot is determined through the council's budget process but it will inevitably be less than the total value of applications made. The criteria used for making decisions on grant applications are shown at Appendix 2. Decisions on the allocation of grants will be made twice a year after each round of applications, based on analysis of the criteria for assessment, carried out by officers. The decisions will be made by the grants panel, which operates in each Area Forum area across the High Peak. The grants panel consists of the Chair and Vice Chair of the Area Forum together with other elected borough councillors for the Area. The Small Grant Pot is equally divided between the four Area Forum areas on an annual basis. Organisations who are successful will not normally be able to receive another grant for some time as we wish to help as many organisations as possible.

### **Appeals Process**

The Area Forum Panel, whose decision is final, will consider any appeal against a funding decision. Appeals can only be considered on the basis that the assessment criteria have not been properly applied.

### **What type of projects can be funded from the Small Grants Pot?**

Organisations can apply for both capital and revenue funding to help with the costs of running a particular project, to purchase equipment or improve facilities. These activities include organising cultural and recreational events, which are open to all relevant sectors of the community.

Applicants will need to demonstrate that their project is financially viable and sustainable. In all cases a project budget will be required with appropriate contingency planning arrangements.

Applications will only be considered if they provide a service for people living in the High Peak.

**We will not normally fund:**

- Projects to purchase land;
- Maintenance or routine running costs;
- Political or religious activities.

Grants will not normally be available for equipment already purchased, works already started, or activities and events that have already taken place.

**How much can you apply for?**

**Grant applications will normally be considered up to a value of £500 although larger grants may be considered. Applicants are encouraged to apply for other sources of funding, therefore a minimum of 25% match funding will be required for any projects or activities.**

**Partnership Funding**

Applicants will be encouraged to seek funding from other bodies such as the National Lottery. Funding partners must be organisations approved by the Borough Council.

Donations, equipment loans or 'in kind' contributions, such as professional fees can be included in the overall cost of a project. The calculations for these must be clearly shown.

Applicants will need to provide evidence that they have made every effort to apply for other sources of funding.

**Potential Benefits**

Applicants will need to demonstrate how their application contributes toward plans for developing their organisation.

**Equal Opportunities**

Applicants will need to provide evidence of their organisation's commitment to equal opportunities. This can include the production of an equal opportunities policy or statement or a detailed plan of how equal opportunities will be incorporated within a project or initiative.

**Child Protection**

Organisations that either have membership for young people under the age of 18, or vulnerable adults and or provide activities involving young people, should provide a copy of their Child Protection Policy or show how they are working to implement such a policy. Further help and advice on Child Protection can be obtained from Cultural Services, or High Peak CVS.

## **Funds and Criteria**

All applications will be subject to the availability of funds and the criteria set at the time they are received.

**High Peak Borough Council reserves the right to amend the criteria for the Community Fund and the level of funding at any time.**

## **How We Assess You**

Applications for the Small Grants Pot will be assessed against the Fund's general criteria, as outlined in these guidance notes.

When assessing your application we will look at:

- How your group is set up and managed.
- How the award will help meet the needs of the Community.
- How the application fits with the aims and objectives of the Borough Council.
- Whether the costs are appropriate and realistic.
- Your group's contribution to the project.

A score sheet will be used to score each application and the total score will determine whether a project is successful. A copy of the score sheet is shown at Appendix 2. In the event of an application being rejected a letter will be sent to the applicant explaining the reason(s) for rejection.

## **Value For Money**

All applications will need to demonstrate that their project provides value for money. This can be achieved by ensuring appropriate monitoring systems are in-place such as satisfaction questionnaires and attendance registers.

## **Monitoring/ Evaluation**

Applicants will be required to complete a self-monitoring form upon the completion of a project. This will include a copy of the activities final accounts for the project or copies of purchase invoices.

## **Acknowledgement**

Any organisation receiving support from the Community Fund should acknowledge this on any literature specific to the project that has been funded, in press articles or at the premises. Support received as Strategic Partners, or for core costs should be acknowledged in promotional literature. The Borough Council will provide copies of logos and if appropriate a plaque indicating the Council's contribution to the project.

### **Under-spends and Incorrect Expenditure**

If a grant is not fully utilised the Borough Council reserves the right to amend the grant awarded. Where the grant has been issued before a project is completed any surplus funds must be returned to the Borough Council.

The grant must be used for the purpose specified in the application. If not you will have to repay High Peak Borough Council immediately.

### **Advice and Assistance**

If you require any advice and/or assistance with your application please contact High Peak Borough Council on Telephone: 0845 129 7777 x 3638 or access our website at: [www.highpeak.gov.uk](http://www.highpeak.gov.uk)

OR:

High Peak CVS on telephone: 01663 735350 or access their website: [www.highpeakcvs.org.uk](http://www.highpeakcvs.org.uk)

### **Alternative Formats**

If you require this information in either large print, Braille, audio format or another language please contact 0845 129 7777.

Organisation	Proposed category of grant
High Peak Theatre Trust	Strategic Partner
High Peak CVS	Strategic Partner
High Peak CAB	Strategic Partner
Glossop Festival - Glossop Arts & Leisure Association	Three Year Funding Agreement
High Peak Community Arts	Three Year Funding Agreement
Buxton Volunteer Bureau	Three Year Funding Agreement
Glossop & District Volunteer Bureau	Three Year Funding Agreement
New Mills Volunteer Bureau	Three Year Funding Agreement
Buxton Samaritans	Three Year Funding Agreement
Glossop Heritage Centre	Three Year Funding Agreement
New Mills Heritage Centre	Three Year Funding Agreement
Jericho Project	Three Year Funding Agreement
Glossopdale Furniture Project	Three Year Funding Agreement

<b>Organisation</b>	<b>Proposed category of grant</b>
Buxton Festival	Three Year Funding Agreement
Gilbert and Sullivan Festival	Three Year Funding Agreement
Hathersage Parish Council (Hathersage Swimming Pool)	Switch to Service Portfolio Community Services (Cultural Services Business Team)
Derbyshire Sport	Switch to Service Portfolio Community Services (Cultural Services Business Team)
DCC Meals on Wheels	Switch to Service Portfolio Community Services (Finance Business Team)
East Midlands Arts Association	Switch to Service Portfolio Community Services (Cultural Services Business Team)





