

For Council 23 April 2018: APPENDIX 2
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Lichfield City Council

**Minutes of Grants Advisory Committee Meeting held in the Moulton Room, Guildhall,
Lichfield, at 6.00 pm on Tuesday, 3 April 2018**

PRESENT: Councillor Mrs D Baker (Chairman) and Councillors B Bacon, B Cocksey, Mrs J Greaves, Miss J Marks and M Warfield.

APOLOGIES: Councillors R Awty and P Ray.

1 MINUTES

RESOLVED: *That the Minutes of the meeting of the Grants Committee held on 5 February 2018 be confirmed as a correct record subject to the removal of Councillor B McMullan from the list of attendees, to be replaced by Councillor B Cocksey.*

2 RECOMMENDATIONS FOR FUTURE GRANT ALLOCATION AND ADMINISTRATION

Members considered the draft Grant Award Policy at agenda appendix 1 and the current grant application form, with reference to the notes of the informal discussion held by the Committee on 5 February 2018 and written representations from committee members not in attendance.

Members agreed amendments to both the draft policy and application form; the amended draft policy is included at **ENCLOSURE 1** and the amended application form at **ENCLOSURE 2** of these Minutes.

RESOLVED:

- a) That the amended draft policy and application form be submitted for formal consideration to the City Council meeting of 23 April 2018*
- b) More publicity is required to assist in funding a broader range of community groups. The Town Clerk to distribute the wording of current publicity to the Committee for consideration by email exchange; future publicity to be distributed also via social media and to possibly include statements from previous grant recipients; Subject to (a) above, the policy changes to be publicised as soon as practicable*
- c) Notification of availability of grant funding to those groups in receipt of a grant during the previous year to be by email rather than post in order to reduce costs.*
- d) In principle, requests for grants from the business community for specific projects of benefit to the City will be considered, such as the Chamber of Trade bid for funding to assist their work with 'Lichfield in Bloom'. However, in line with current policy, grants are not to be awarded to organisations whose main purpose is to raise funds for distribution to other bodies.*
- e) At meetings at which the Grants Committee consider applications, Officers to provide details to the Committee of any grant award given to the applying body during the previous two financial years.*

3 USE OF GRANT FUNDING

Disquiet was expressed by the Committee in regard to the use of grant funding for the payment of rent and its implication for transparency and audit considerations.

RESOLVED: In principle, those in receipt of grant funding from LCC can use such monies to contribute towards rental costs; however if such rent is payable to the City Council the grant must be given to the Body liable for the rent and the rental charge invoiced separately in order to promote transparency.

4 SPEAKERS CORNER GRANT

The Committee considered the grant application from Speakers Corner and the special circumstances surrounding the lateness of receipt.

RECOMMENDATION TO COUNCIL: That a grant award of £50.00 is made to Speakers Corner from the 2018/19 Grant Aid budget.

THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED THE MEETING CLOSED AT 7.30 PM

LICHFIELD CITY COUNCIL GRANT AWARD POLICY

AIMS OF THIS POLICY

- contribute towards a vibrant and active community in the Parish of Lichfield City
- acknowledge the strength and diversity of the voluntary and charitable sector and the contribution it makes to the residents of the City of Lichfield
- provide a framework by which applications are considered in order to promote transparency and fairness in the grant awarding process
- provide benefits to the City commensurate with expenditure

DEFINITION OF A GRANT

A grant is as an award to an organisation or group to undertake voluntary or community activities for the benefit of the Parish. The organisation/group themselves determine their activities and procedures and the Council makes a financial contribution as a grant award. The Council is not and cannot be required to award any grant to any group, organization, and must not give any grant to an individual.

POWER TO AWARD GRANTS

The City Council must have a legal power or duty before it can incur any expenditure. Parish Councils have a number of powers which enable them to make grants to local organisations including:

- Section 19 of the Local Government (Miscellaneous Provision) Act 1976 confers wide powers on a Local Council concerning recreation facilities, whether inside or outside its area, including powers to provide grants to others who provide such facilities.
- Section 145 of the Local Government Act 1972 enables a parish council to contribute to expenses associated with dancing, the theatre, bands, knowledge and practice of arts and crafts and associated refreshments, programmes and advertising
- The Local Government Act 1972, Section 142 and the Local Government and Housing Act 1989 confers wide powers on Local Councils to make grants to advice and assistance agencies
- Section 137 of the Local Government Act 1972 allows Local Councils to make grants to voluntary bodies where no specific grant-making power exists in other legislation. Such grants are subject to additional controls including expenditure limits set by the Secretary of State and based on the number of electors in the Parish. Grants made under this power must be recorded by separate account. The Council must also be satisfied that the expenditure is proportional to the benefit to the Parish.
- Powers conferred to qualifying Parish Councils under the 'General Power of Competence'.

AVAILABILITY OF GRANT FUNDING

The level of funding for grant aid is dependent on the Council's overall financial position and the choices it makes when allocating its resources. There is no compulsion upon the Council to provide any grant funding in any given financial year.

WHO CAN APPLY?

Local voluntary organisations, community groups and sports/recreational clubs based within the City can apply. Eligible groups will usually be expected to meet the following criteria:

- A non-profit making body or one where accrued monies are recycled for the benefit of the Parish
- based in the Parish and operate for the benefit of the residents of the Parish
- have a constitution, set of rules or documented objectives
- have a bank account and appropriate financial controls in place

Eligible groups may also include voluntary organisations which employ paid staff for their expertise where the group does not have the necessary skills. Individuals are not eligible for grant support from the Council.

WHAT CAN THE GRANT BE USED FOR?

Grants can be used for capital or revenue expenditure but only for the purpose specified in the grant application.

Capital expenditure – e.g. land and buildings.

Revenue expenditure – e.g. insurance, heat and light.

AMOUNT OF GRANT AWARD

Due to the level of available funding, the majority of grants will be relatively small (below £500) due to the City Council's desire to accommodate as many worthy applications as possible. Larger grants are available but the City Council reserves the right to attach greater conditions to such an award as it deems appropriate.

If a grant exceeds £2,000 the Council will require a written report in the year after the Grant has been awarded explaining how the grant monies have been spent and the benefits it has brought to the community.

DEADLINES FOR SUBMISSION OF GRANT APPLICATIONS

Application forms should be submitted by the deadline, usually the first week of January each year. Application forms are available from the City Council's website at www.lichfield.gov.uk or from the City Council's Offices at Donegal House, Bore St, Lichfield WS13 6LU, telephone 01543 250011.

EVALUATION OF GRANT APPLICATIONS

Applications for grant funding will be considered in the first instance by the City Council's Grants Advisory Committee which consists of nine of the City Council's 28 Councillors. The Committee usually meets in February of each year to make recommendations to Council regarding the amount (if any) of grant to be provided to those who have applied. The final decision on grant award is then made by the City Council at its March meeting.

The Council will only award a grant to eligible groups which:

- have clear plans for the grant and the organisation
- achieve quality and provide an effective service and/or benefit to members of the community

- be able to demonstrate that the funding has been used for the purpose it was awarded

For larger grants and in addition to the above:

- undertake monitoring performance and evaluation

In order to maintain a consistent approach, all requests for grant funding will be reviewed in the following areas to achieve value for money:

- Level of service and quality
- Financial management and the need for a Council grant
- Cover gaps in existing provisions
- Meeting changing needs
- Attracting new funding
- Reducing duplication of delivery

In addition, the following criteria will be used to assess applications:

- the completeness and accuracy of the application form
- whether the organisation is based in Lichfield City and serves a significant proportion of parish residents
- the nature of the benefit it provides to residents and who it is benefiting
- the impact on the community as a whole and its target demographic (if any) if the organisation were unable to continue due to lack of funds
- the possibility of more appropriate sources of funding
- performance in regard to City Council requests for progress reports etc. following receipt of previous grants

Decision making will be on the basis of the information provided in the completed application form, and fulfilling the requirements of this document.

Notwithstanding these guidelines, the City Council will exercise its discretion to consider each individual application. If a prospective applicant is uncertain as to whether they may qualify for financial assistance, further advice is available from City Council officers at Donegal House, Bore St, Lichfield WS13 6LU or 01543 250011.

The City Council appreciates that the fixed deadline may result in some worthy causes not being eligible for funding due to timing. For this reason, some funds from the Grant Aid budget are held for the remainder of the year to allow the City Council to support such events or causes that may emerge prior to the next round of grant awards. In such circumstances the grant application will be considered by the City Council at its next appropriate meeting following receipt of a qualifying application. The application should be put in writing for the attention of the Town Clerk and deposited at the City Council's offices at Donegal House, Bore St, Lichfield

WS13 6LU. The amount of grant awarded in such circumstances will not normally exceed £300.

PERFORMANCE MANAGEMENT

The Council recognises that Performance Management is an important means of showing that public money is spent the right way and achieves best value. In the allocation of funds, there will be a need to ensure effective monitoring and evaluation which focuses on outcomes. To achieve this it is proposed that:

- Monitoring should be proportionate to the funding awarded
- Monitoring should also be used to demonstrate achievement
- There is a need to keep information collecting as simple as possible for groups

RISK MANAGEMENT

There are associated risks involved with providing funding support. Voluntary and Community groups are encouraged to carry out risk assessments to identify possible areas of concern, for example audit processes and systems to minimise fraud and purchasing public liability insurance. There may be other areas to consider allied to proposed activities.

ACCEPTANCE OF A GRANT AWARD

As a condition of grant award and at the discretion of the City Council, the recipient will provide a report for presentation to the Council or the following Annual Town Meeting outlining how the grant has been utilised, how it has assisted the organisation and what it has achieved. The City Council may select a percentage of organisations who have been awarded a grant each year to provide this report; selected organisations will be notified of the requirement in good time, and certainly no less than two months prior to the Council or Annual Town Meeting at which the report is to be presented.

In any event, if a grant **exceeds £2,000** the Council will require a written report in the year after the Grant has been awarded explaining how the grant monies have been spent and the benefits it has brought to the community.

Acceptance of the grant award also places the following conditions upon the Body to whom the grant has been awarded. The Body;

- agrees to the Parish Council publishing the above report and/or its own article about the grant as the Council sees fit
- will be accountable for funds and will provide a receipt
- will sign a disclaimer releasing the Council from any responsibility for the event or activity as appropriate
- will comply with all prevailing legal and statutory requirements relevant to its activities
- acknowledges that the grant does not imply or constitute any employer/employee relationship
- will acknowledge the financial support from the Council in publicity

Failure to comply with these conditions will be considered in any future grant application.

RECEIPT OF GRANT AWARD

Those bodies who successfully apply for a grant will be notified by post as soon as possible following the meeting of the City Council at which grant allocation is considered (usually the March meeting in any given year).

Grants will usually be paid by cheque and presented at the Annual Town Meeting in May of each year. Cheques will subsequently be posted to those bodies unable to send representatives to the Annual Town meeting, or can be collected by authorised individuals from the City Council offices at Donegal House, Bore St, Lichfield.

PUBLICATION OF GRANT AWARD

The names of bodies who have been awarded a grant and the amount of that grant will be a matter of public record, both in the Minutes of the Meeting of the Grants Advisory Committee and Subsequent Council meeting. The name of the Body and the amount of grant awarded for the current and previous four financial years is also published on the City Council's website in the interests of transparency.

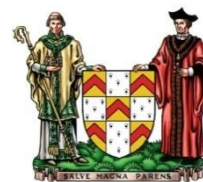
Policy Adopted: XXXXXXXX

Date for Review: February 2019 (at the next scheduled meeting of the Grants Advisory Committee).

ENCLOSURE 2

[Please note spaces for answers to the questions asked in this form have been reduced for this draft only, the final version will include appropriate spacing]

Lichfield City Council
Grants to Organisations - Application Form



If you have any difficulty completing this form please contact the City Council for assistance on 01543 250011 or enquiries@lichfield.gov.uk

Grants Administrator: Celia Freeman

If you wish to apply for financial assistance from the Council's XXXX/XXXX budget, please complete and return the attached application form by XXXXXXXXXX. Full details of your financial position are required, including details of all balances held, and any grants promised/pending.

Please note that all applications are discussed by the Council in an open meeting, and information contained on the application form will be available for public inspection.

Late applications will only be considered in very exceptional circumstances.

Grants will not be awarded to organisations whose main purpose is to raise funds to be passed to other bodies (such groups include for example the Round Table)

Completed forms should be returned to:

Lichfield City Council, Donegal House, Bore Street, Lichfield, WS13 6LU

1 Name of Organisation

.....

2 Contact person (to whom all correspondence will be sent)

Name **Position**

Address

.....

.....

Post Code **Tel:**

Email Address.....

3. Briefly describe the role of your organisation, and the work it undertakes for the benefit of the inhabitants of the City of Lichfield. (N.B. Applications are only eligible from organisations whose work is of benefit to the residents of Lichfield City.)

4 How many residents of Lichfield City are members of your organisation?

.....

5 Approximately how many citizens of Lichfield City benefit directly from the services of your organisation?

.....

6 Do you pay a subscription or franchise fee to a higher body outside Lichfield?

.....

- 7 **How much grant are you seeking? £.....**
- 8 **Give specific details of the purpose for which the grant is required, with financial details of the proposed scheme and/or funding requirement.**
- 9 **Give details of any grants received from other sources in the past 2 years (date and amount of grant)**
- 10 **Where did you find out about the grants available from the City Council?**
- 11 **Please give the name (i.e. the payee) of the bank account to which any grant awarded should be made payable**

.....

- 13 **Declaration: I declare that the information given on this Application Form is true to the best of my knowledge and belief**

☐ Please tick this box to confirm you have read the City Council's Grant Award policy. A copy of the policy can be obtained from the City Council offices, by email to enquiries@lichfield.gov.uk or downloaded from our website at https://www.lichfield.gov.uk/Grants_1191.aspx

Signed.....

Date

Position in Organisation.....

Notes:

- a. *All questions on this form must be answered, otherwise your application will not be considered*
- b. *All applicants must provide a short financial statement of their organisation's accounts, which includes details of all balances held. A form is attached which you may use, but you may use your own format of financial statement if you so wish.*
- c. *Organisations which receive a grant may subsequently be asked to submit financial details showing how the grant has been used and/or a report to the subsequent Annual Town Meeting. For further information please see the City Council's Grant Award policy.*
- d. *Applications will be decided at the City Council meeting on **XXXXXX** and you will be informed of the result shortly thereafter. If the application is successful the applicant will be formally invited to receive the cheque at the Annual Town Meeting on **XXXXXXXXXX** where the Mayor of the City will be delighted to present the cheque to a representative of your organisation.*
- e. *Copies of this form and accompanying papers will be included on the Council agenda, and discussed by Council in the presence of the Press and Public.*
- f. *The **CLOSING DATE FOR APPLICATIONS** is **XXXXXXXXXX**. Applications received after that date will only be considered in very exceptional circumstances, and only if sufficient funds remain in the grants budget.*

Financial Summary

All applicants must complete the form below to provide a short financial statement of their organisation's accounts which includes details of all balances held.

1. Name of Organisation

2. Receipts and Payments for the year ending

RECEIPTS	Amount
Subscriptions	
Donations	
Grant aid	
Fundraising events (give details)	
Other (give details)	
3. TOTAL RECEIPTS	
4. Opening Balance at / /	
5. Total of box 3 + box 4	

PAYMENTS	Amount
Employees	
Professional fees	
Volunteers' expenses	
Energy charges	
Rent/Rates	
Equipment	
Telephone/postage	
Insurance	
Other (give details)	
6. TOTAL PAYMENTS	
7. Closing Balance at / /	
8. Total of box 6 + box 7	

NOTE:

- 1. The total in box 5 should be the same as the total in box 8.*
- 2. The date given in box 7 should be the same as the date for the year ending in Item 2 above*