

EXECUTIVE - 14 DECEMBER 2017

APPLICATIONS FOR FINANCIAL ASSISTANCE 2018-19

Executive Summary

Each year Woking Borough Council provides a significant level of support for the voluntary sector, varying from financial support to accommodation, from discretionary rate relief to Officer advice. Between the end June and the beginning of September 2017 the Council invited local community and voluntary organisations to apply for funding for projects which demonstrate substantial community benefit for the residents of the Borough. As in previous years, the Council has received applications seeking support for a wide range of projects and events, all designed to benefit one or more of the many communities in the Borough over the coming year.

Each application has been carefully considered in light of the Council's criteria, priorities for the year, sustainability, community benefit and added value, with a detailed report drawn up on each of the applications. The reports set out the Officer recommendations which have been reached with a view to giving the greatest benefit to residents within the limited financial constraints faced by the Borough Council, taking into account comments from a range of consultees including the Portfolio Holder for Grants to Voluntary and Community Organisations and the Leader of the Council.

For the purposes of financial planning, the recommendations within the reports have been used to calculate the impact on the budget. Should the Executive wish to make any changes to the recommendations, the impact on the budgets may need to be taken into consideration to ensure that the budgets are not exceeded.

The recommendations and committed funding allocates £841,083 of the available revenue budget with an additional total of £41,000 recommended to be ringfenced. The recommendations utilise up to £38,851 of the Community Fund, resulting in a forecast balance of £229,924 in the Borough Council's Community Fund as at 31 March 2019.

In considering each of the applications, the Members of the Executive are advised to take into account a number of key standards when reaching a decision. These are set out in section 3.3 of the report and have been drawn up to assist in the determination of the funding requests.

The report also seeks to provide an indication of the wide range of support the Council provides to the voluntary sector, with an estimated value of £715,820. The total estimated value of the Council's support for the voluntary sector in the coming year is therefore £1,636,754.

Reasons for Decision

To determine financial support for voluntary and community organisations through the Council's Community Grants Scheme for the 2018/19 financial year.

Recommendations

The Executive is requested to:

RESOLVE That

- (i) the report be received;

- (ii) the application by St Mary of Bethany Church be referred to Action Surrey for consideration of funding, as set out in Sections 5.8 to 5.10;
- (iii) the application by The Therapy Garden be referred to Thamesway Sustainable Communities Ltd for consideration of funding, as set out in Sections 5.11 to 5.15;
- (iv) the application by Westfield Football Club be referred to the Council's Asset Management Team in consultation with the Council's Green Infrastructure Team for consideration of funding, as set out in Sections 5.16 to 5.19;
- (v) the application by Woking Community Furniture Project be referred to the Council's Waste and Recycling Services with a view to exploring the role of the Charity in the wider provision for the Borough, as set out in Sections 5.20 to 5.22;
- (vi) funding of £16,000 be transferred to support the ongoing costs of The Junction (formerly the Marjorie Richardson Centre), as set out in Section 6.0 of the report;
- (vii) the level of committed funding for 2018/19, as set out in Section 4.0 of the report, be noted; and
- (viii) the remaining balance of the 2018/19 Community Grants Budget be transferred to the Council's earmarked reserves at the end of the year.

The Executive has authority to determine the above recommendations.

Background Papers:

Grant Application Forms and Supporting Documents
Sustainability Impact Assessment
Equalities Impact Assessment.

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Date Published:

6 December 2017

1.0 Introduction

- 1.1 The Community Grants scheme is an annual funding process through which the Council seeks to assist and support local voluntary and community projects serving the residents of the Borough. The scheme is advertised in June and applications, together with their supporting documents must be submitted by the end of August/early September through an on-line form available on the Council's website.
- 1.1 62 applications have been received seeking financial assistance in the 2018/19 financial year. A schedule summarising the applications received, the amounts requested and the amounts recommended, is attached at Appendix 3 to this report.
- 1.2 A copy of the Council's guidelines in respect of applications for financial assistance is attached at Appendix 1. In 2009 the Council adopted a definition of a Community Organisation to assist those considering submitting an application to the Council – a copy of the definition is set out in Appendix 2. All information relating to the Community Grants Scheme is available on Woking Borough Council's website and, through links, on the Window on Woking website.
- 1.3 The Council has also adopted a Policy Statement for the support it provides to the voluntary sector. The Policy states that the Council will target its support at those organisations that contribute towards the achievement of its general priorities and objectives and, more specifically, those set out in the Community Strategy. These are:
- A strong **Community Spirit** with a clear sense of belonging and responsibility.
 - A clean, healthy and safe **Environment**.
 - A **Transport** system that is linked and accessible, recognising Woking's potential as a transport hub.
 - Access to decent **Housing** which is affordable for local people and key workers.
 - A community which values personal **Health and Well-Being**.
 - Provide opportunities and encourage people to participate in **Learning** throughout their lives so they progress and reach their potential.
- 1.4 It should be noted that a number of the applications satisfy more than one of the themes. A copy of the Policy Statement is attached for information at Appendix 4.

Executive Reports

- 1.5 A report on each application has been prepared and these are set out elsewhere on the agenda. Each report outlines the aims and objectives of the applicant, the purpose of the application, how much is requested, the costs of the project, the applicant's financial position, previous support by the Council and a recommendation as to the amount to be awarded.
- 1.6 The recommendations in the reports have been drawn up taking into account the comments of consultees, including the Council's representatives on outside bodies. Informal discussions have been held with the Leader of the Council and the Portfolio Holder and their comments have been taken into consideration.
- 1.7 For purposes of financial planning, should the Executive propose a change to a recommendation in any of the reports, consideration may need to be given to the impact on the overall budget.

- 1.8 Full details of the applicants, the applications, payments and monitoring are available to Councillors through Shikari, including all supporting information provided by the applicants.

Monitoring

- 1.9 All successful applicants are required to accept the grant and, more importantly, the conditions of the grant before any funding will be released. Key to the grants scheme is regular monitoring information to be provided by the applicants on a quarterly basis. The applicants are advised of the information to be provided at the time of the award notification and are sent quarterly reminders to submit the information. In the event of a Group proving itself poor at providing the monitoring information, Officers now withhold the release of their quarterly payments pending receipt of the information.

2.0 The Budgets

Introduction

- 2.1 The Council supports the voluntary and community sector through a number of budgets each year. The Community Grants Scheme makes use of the core revenue budget, a number of budgets for specific organisations and the Council's Community Fund.
- 2.2 The budgets are set in February each year as part of the Council's budget setting process. As a consequence of the Executive's decision to move the Community Grants Scheme forward by three months, the budgets are currently in draft. The draft budget has been calculated in the expectation that, when the Council agrees the budget in February 2018, there will be no variations to the grants budget.
- 2.3 As in previous years, it is proposed that any remaining balance in the Community Grants Budget, following the decisions of the Executive, will be transferred to the Council's earmarked reserves.

Revenue Awards

- 2.4 The Grants Revenue Budget for 2018/19 has been set at £900,000.
- 2.5 The recommendations before the Executive represent a total of £841,083 in revenue funding, including an element of committed funding (£2,680). The total funding recommended from the Council's Community Fund for revenue costs for the coming year, including the sum of £41,000 recommended to be ringfenced, is therefore £882,083.

One-off and Capital Awards

- 2.6 In addition to the revenue budget, there is a balance of £268,775 available during 2018/19 in the Council's Community Fund. The Council's Community Fund is used to fund one-off or capital projects such as building works or the purchase of equipment or vehicles.
- 2.7 The recommendations before the Executive represent funding of up to £38,851 from the Community Fund. On the basis of the recommendations before the Executive, the anticipated balance within the Community Fund at 31 March 2019 will be £229,924.

Community Small Grants

- 2.8 The sum of £14,420 has been identified for the Community Small Grants Scheme, through which local individuals or groups can apply for small sums of money for projects under the

headings of Sports, Arts, Youth, and Living Well in Woking. The funding is awarded throughout the financial year.

Arts, Sports and Youth Small Grants (£14,420)

- 2.9 The small grants scheme available to those residing or located within the Borough. Funding is awarded to individuals or clubs that would like to:
- enhance or improve equipment and/or facilities for individual or group performances;
 - develop and expand the range of activities;
 - increase participation and the number of members;
 - provide specified specialist coaching or training for individuals or groups to achieve (1), (2) or (3) above;
 - fund innovations or new events requiring initial support.
- 2.10 The Sports Grants of this scheme are administered by Woking Sports Council whilst applications for a youth grant are reviewed on a quarterly basis by Woking Youth Council.
- 2.11 There is a maximum award of £500 for exceptional projects with an average award of £275. Applications must include evidence that the applicant is contributing a minimum level of 50% to the cost of the scheme from either personal or other sources. There is a limit of one application per individual or group in any Council year. A minimum 40% proportion of grant funds is available for individual applications.

Future Budgets

- 2.12 The financial pressure on the Council's budgets is expected to continue in the coming years and accordingly it is proposed that successful applicants are advised that the level of any future support may be reduced. Organisations awarded revenue funding for the coming year are to be advised that the support does not imply that a similar application in 2019/20 would be supported. Furthermore, the Council is unlikely to be in a position to award any sums above the 2018/19 levels.

Joint Working

- 2.13 Last year, Groups were collectively being encouraged to engage positively in joint working around health and well-being, both with agencies such as Woking Borough Council and with other voluntary organisations. To further this, a standard condition, as set out below, was added to the recommendations within the reports:

“Joint Working. WBC expects the Organisation to engage positively on health and wellbeing multi-agency joint work affecting Woking. Groups which refuse may place their Council support at risk, e.g. grant, concessionary rent and other assistance.”

- 2.14 It is recommended that the Council once again encourages joint working and that the condition is added to recommendations within the reports.

Venue Hire

- 2.15 The following paragraph has been added as a condition of any funds awarded to Groups in the coming year in respect of the hire of any rooms managed by the Applicant.

“Woking Borough Council has a duty to ensure that publicly-owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views. This duty extends to organisations that work with the local authority so this includes recipients of any grants from Woking Borough Council. If you hire out your venue/s you should ensure you have good processes in place for record keeping and checking if they are an appropriate group to be making the hire arrangements. The following are some of what should be considered:

- Basic details should be recorded to include speakers address, mobile phone number & organisation details.
- Has the identity of the speaker been confirmed & is their organisation bona fide? Are they known to you?
- Is the speaker from the area? Are they UK citizens or from overseas & will they travel specifically for this event?
- Consider checks on the internet to confirm the status of speaker to include website, YouTube or social media sites.
- How many people are likely to attend (check previous or similar events either locally or online).”

3.0 The Applications

- 3.1 Individual reports have been prepared for all the applications received, with the exception of a few instances where it is felt that the application should be deferred for further investigation.
- 3.2 All reports have been prepared in consultation with relevant Officers within the Council, including the Senior Equalities Officer. Informal discussions have been held with the Leader of the Council and the Portfolio Holder for Grants to Voluntary and Community Organisations on each of the recommendations.

Considerations in Determining the Applications

- 3.3 In considering the applications before them, the Members of the Executive are advised to take the following into account when reaching a decision:
 - Does the application contribute towards the themes of Woking’s Community Strategy?
 - Does the application deliver any specific action(s) in strategies/plans that the Council has signed up to?
 - Is there evidence that the application meets the needs of the local community?
 - Has the applicant met all the criteria for applying and supplied all the necessary information?
 - Has the application demonstrated evidence of financial need?
 - Are there any risks associated with the application?
 - Are there any other Organisations providing the same service within the Borough?
 - Has the applicant provided details of monitoring undertaken?
 - Is there evidence that the applicant has actively explored other sources of funding/ fundraising?

- Has the applicant provided sufficient evidence of demand to support the proposal?
 - Will there be the need for ongoing support in future years?
 - Do the proposals appear to offer good value for money?
 - Are the proposed conditions attached to recommendations adequate?
- 3.4 Officers have set out in each report a series of key elements relating to both the applicant and the application. These include whether the applicant is a registered charity, whether they have specific policies covering areas such as safeguarding, whether they have pursued other sources of funding and whether historically the Group has provided regular monitoring information. This summary has been drawn up to assist Members in their consideration of the applications.

4.0 Committed Funding for 2018/19

- 4.1 Included within the funding schedule for 2018/19 are items of expenditure which have been agreed previously. These are summarised below.

Elderly People's Lunch Clubs

- 4.2 Each year, Elderly People's Lunch Clubs are invited to apply for financial assistance to help with their running costs. The level of grant is based on the number of members of the Club over the age of sixty, with awards of £2.00 for the first 50 members, £1.00 for the second 50 and £0.50 above 100. Applicants are required to give details of the services provided, accounts and a safeguarding policy.
- 4.3 The awards are dealt with under authority delegated to the Chief Executive in consultation with the Leader of the Council. Seven (seven in 2017/18) applications have been received for assistance in 2018/19 and a total of £680 (£580 in 2017/18) has been set aside under delegated authority. The Groups to benefit are:
- Anandmilan
 - CAMEO Club
 - Humanity International Charitable Trust
 - Pyrford Retired Men's Lunch Club
 - St Hugh's Luncheon Club
 - St John's Good Companions
 - Woking Active Retirement Club.

- 4.1 A copy of the full report is available on request through Democratic Services.

High Sheriff's Award

- 4.2 The High Sheriff's Award is a scheme which encourages schools, youth clubs, and all other youth related organisations to set up projects that tackle crime prevention and community safety issues. The scheme is an Award of Excellence that any group of young people can work towards achieving, with practical help and on-going support available. Contributions towards the scheme are provided by the County's Borough and District Authorities. Young people – normally between the ages of 9 and 18 – can apply for grants from £50 up to £1,000 to fund their projects. Full details can be found on the High Sheriff's website (www.surreyhighsheriff.org/awards).

- 4.3 The Council has supported the scheme since 2002. In 2008/09 the level of funding from local authorities was reviewed and it was agreed that the level of contribution would be increased to an annual sum of £2,000. A sum of £2,000 has therefore been set aside for 2017/18.

Village Halls Advisor (Surrey Community Action) – Tripartite Funding

- 4.4 The County Council announced earlier this year that no applications for the Tripartite Funding Scheme, operated through Surrey Community Action, would be accepted for 2018/19 onwards. The Council has contributed towards the costs of the Village Halls Advisor for a number of years as a condition of being included in the tripartite funding scheme. In view of the withdrawal of County council funding for the tripartite scheme, it is proposed that the Council no longer contributes the annual sum of £2,000 for the year 2018/19 onwards.
- 4.5 It is understood that the post of Community Buildings Advisor will continue, offering a tailored, one-to-one service for village and community halls and includes responding to queries.
- 4.6 The main areas of work of the Advisor are:
- Advising on constitutional and governance issues;
 - Health and safety and other regulatory compliance areas;
 - Support for business planning and marketing;
 - General operational information;
 - Networking for trustees;
 - Funding advice;
 - Hallmark quality standards; and
 - Information sharing and best practice.

5.0 Applications to be Referred On for Further Consideration

- 5.1 It is proposed that the applications received from the following Groups are not supported through the Council's Community Grants Budget or the Community Fund, but are instead referred on for further consideration. The list of applications has been drawn up in light of their individual circumstances and will now be taken forward through the Services of the Council. Individual reports on these applications have not been drafted. Instead, summaries of the details of their funding requirements together with recommendations for the way forward are set out below. Further details of these applications can be requested from the Democratic Services Team at Woking Borough Council.

Goldsworth Park Rangers Football Club

- 5.2 The Goldsworth Park Rangers Football Club was formed in 1983 and as a Football Club our ethos is to provide Football Coaching for the Children in the Community within a safe and friendly environment. All the players train and play matches at Goldsworth Park and use the facilities available throughout the most part of the Year (August 2018- June 2019).
- 5.3 The Club is affiliated to The Football Association and has the FA Charter Development Status for high standards within the Club. The Club has teams of mixed abilities for both boys and girls and enter teams in 4 different Leagues in Surrey.

- 5.4 The Club is intending to run a project in 2018/19 with the aim of having 500 children playing football as full members. The Club currently has around 420 members and has an ambitious plan to establish five new teams, aged between 6-9, either boys, mixed or a girls only team for all abilities.
- 5.5 To achieve the outcomes, the Club will need qualified coaches, match kit, footballs, goals and medical equipment. The Club has therefore approached the Council with an application for grant funding of £500 towards anticipated costs, which are summarised below:

5 new qualified coaches @ £140 each	£700
500 Tee shirts @ £5 each	£2,500
Match kit x 5	£1,250
Goals	£1,500
Medical equipment	<u>£25</u>
Total	£5,975

- 5.6 The Club intends to raise the remaining funds through an extensive fundraising effort over the coming year.
- 5.7 In view of the nature of the request, the application was referred to the Officers responsible for the Council's Small Grants Scheme which has a specific budget for sports projects. A grant of £250 was subsequently awarded on the basis of the application.

St Mary of Bethany Church

- 5.8 St Mary of Bethany Church in Mount Hermon Road, Woking was established in 1907 as a parish church within the Church of England (in the Guildford Diocese). Part of the work of the Church is to engage with the local community and to run a wide range of activities to meet the needs of all ages and backgrounds.
- 5.9 The Church has applied for funding of £7,281 for capital costs in order to convert the existing lighting systems to LED and provide additional illuminated fire exit signs to comply with new legislation. The breakdown of costs is set out below:

Lighting:-

Lamps:	£2,239
Materials:	£435
Labour, access, health and safety:	<u>£1,183</u>
Total	£3,857

Emergency lighting:-

Lamps:	£819
Materials:	£656
Labour, access, health and safety:	<u>£735</u>
Total	£2,210

Prices shown exclude VAT

- 5.10 In view of the nature of the work proposed at the Church, it is intended to refer this application to Action Surrey for consideration of funding. Action Surrey is an impartial energy advice centre set up by local councils across Surrey as well as Surrey County Council. The Centre helps residents and organisations within Surrey to save money on their energy bills, keep warm and reduce their environmental impact.

The Therapy Garden

- 5.11 The Therapy Garden is a horticulture and education charity that uses gardening to generate positive change. The service users include adults and teenagers with additional needs, physical disabilities and mental health challenges. The Charity aims to help service users improve psychologically, physically and socially through the use of social and therapeutic horticulture. Students with additional learning needs are offered interventional or supplementary education opportunities, which offer the opportunity to enter into further education, training and potential employment.
- 5.12 Green School gives teenagers with special educational needs the opportunity to take part in a range of horticultural activities, such as growing, harvesting, maintaining gardens and selling produce in our shop. They can also achieve a City & Guilds qualification 'Working Skills for Life: Horticulture' which helps them gain work experience, employment or to enter into further education.
- 5.13 The Charity has applied for funding of £3,610 to help with the costs of students from Freemantles School attending the Green School. For the current academic year, three students from Freemantles School are attending Green School at The Therapy Garden. The School pays £35 per day, per student, for the student to attend for 38 weeks (1 day a week) of the academic year. The cost to The Therapy Garden per student, per day to attend Green School is £55. This includes the horticultural support and training, City & Guilds registration and assessment, and the sundry items such as plants, potting compost, art and craft materials etc. The Therapy Garden therefore has to look for funding support for the £20 per student, per day cost in excess of what the school pays.
- 5.14 The funding applied for would support the three students from Freemantles to attend Green School for 38 weeks, allowing for their places to continue to be funded once the current funding runs out at the end of the year. A breakdown of the costs is given below:

Green School cost:

2 Students:

£55 per student, per day.

£35 paid by Freemantles School

Therefore £20 cost x 2 students x 38 weeks = £1,520

Student place fully funded by The Therapy Garden:

£55 x 38 weeks = £2,090

Total funding sought: £3,610

- 5.15 In view of the nature of the work proposed at the Church, it is intended to refer this application to the Thamesway Group of Companies, in particular Thamesway Sustainable Communities Ltd.

Westfield Football Club

- 5.16 Westfield Football Club was established in 1953 to provide youth and adult football at the highest level including training and coaching. The Club has applied for a grant of £44,300 to meet the costs of upgrading the Club and grounds necessary for the Club to be promoted.
- 5.17 The Club is run by 14 volunteer committee members who prepare and ensure the football facilities are clean and ready for training and matches. This includes dealing with playing kit, refreshments and food as required by the leagues in which our teams participate.

There are 78 members of whom 30 are resident in the Borough. 30 members are aged between 11 and 18, with the remainder aged between 19 and 65.

5.18 The Club has provided the following details of the costs:

- Boundary of Ground – preventative viewing material to be secured to boundary fencing on two sides of the ground at a cost of £1,200 (screening netting).
- Pitch Perimeter Barrier – infill required so that ball cannot pass under it at a cost of £4,000 (mesh).
- Entrances – one additional turnstile enclosure required at a cost of £3,500 (to be located in recess at top end corner of the ground).
- Spectator Accommodation – additional 50 seated covered stand required at a cost of £22,000 (to be situated adjacent existing stand behind goal line).
- Toilets – male and female toilets required in ground curtilage other than those existing inside the clubhouse at a cost of £8,000 (to be located adjacent existing building adjacent players entrance and to include connection to mains electric/water/drainage).
- Directors/Committee/Guests – separate room required to accommodate 24 persons at a cost of £2,000 (can be achieved by way of a concertina partition screen).
- Other costs – £3,600

5.19 As the site is owned by the Council, it is proposed that the changes required in order to enable promotion of the Club is taken forward through the Council's Asset Management Team in consultation with the Council's Green Infrastructure Team.

Woking Community Furniture Project

5.20 An application for funding of £13,420 has been received from the Woking Community Furniture Project. The Charity was established in 1998 for the relief of poverty by collection and provision of furniture, electrical items and housewares to those in need in the community. The Project collects items that would otherwise go to landfill, thus providing an immediate environmental benefit. Those items are then provided to those in need, thus providing an economic and social benefit. The service is largely carried out by volunteers.

5.21 The funding relates to year 1 of a 3 year strategy to turn the project's building into a community re-use centre. The first step is to make the existing 100 year old building more fit for purpose, addressing the insulation and energy use of the building, which are both inefficient. This will entail replacement of the existing steel single glazed windows, replacement of the existing lighting and replacement of the existing heating system. This in turn will provide a far more habitable and useful space for staff, volunteers and users of the service. A summary of the costs is set out below:

Replacement of current fluorescent & iridescent lighting with LED lighting	£3,576
Replacement of current windows with double glazed alternatives:	£6,011
Replacement of current heating system future proofed for building expansion:	£5,013

5.22 In view of the nature of the three year project proposed, it is intended to refer this application for further consideration to the Council's Waste and Recycling Services with a view to exploring the role of the Charity in the wider provision for the Borough.

6.0 The Former Marjorie Richardson Centre – The Junction

- 6.1 On 31 May 2017, The Marjorie Richardson Centre, following a full refurbishment, was rebranded as The Junction, a volunteer-led café in the High Street, Woking established to allow the charity to meet the demands of modern customers of any age and demographic, whilst still maintaining the original purpose of the Marjorie Richardson Centre.
- 6.2 Launched in 1986, the original centre was created by its namesake in order to provide a cosy place for the over 50s and disabled to relax and seek friendly advice and company. The café's main aim continues to be to provide a friendly, relaxed atmosphere, where customers can find a warm welcome. It remains a volunteer led café which provides reasonably priced food and drink and a relaxed ambience. There are now also a number of meeting rooms available for hire, which are open for anyone to book. All profits go back into the organisation.
- 6.3 The Council has historically awarded the Centre a grant to assist in meeting the costs incurred, with the sum of £16,000 awarded for the 2017/18 financial year. This level of support will continue to be required and it is proposed that the sum of £16,000 is transferred from the Community Grants Scheme budget for the coming year. The sum will be met from the Council's service budgets in subsequent years.

7.0 Other Forms of Support

- 7.1 Key to the success of many groups is the Council's provision of support other than direct funding. This type of support includes rent free accommodation, discretionary rate relief, storage facilities for vehicles and direct Officer support. Although not always apparent, these types of support by the Council are extensive and invaluable for a wide range of local groups. With the inclusion of the value of the car park spaces provided, the estimated value of the other forms of support provided by the Council is £701,400 for the year.

Car Parking

- 7.2 There are 28 parking bays set aside for the Woking Voluntary Services in the Town Centre Shoppers Yellow Car Park on the lower mezzanine level. Each bay has a face value of £1,800 (albeit the reserved nature of the bays gives them a greater value than a normal season ticket). A total of 134 annual permits are now issued for use in these bays.
- 7.3 Permits have been provided since October 2016 to the charity Outline for their volunteers to park weekdays 6pm to midnight and weekends at all times. The intention is that they will be able to park in the unreserved parking bays on the mezzanine level which has capacity at the times requested. The estimated value of each bay per annum is £600.
- 7.4 The value of the support is therefore approximately £56,400.

Community Lettings

- 7.5 A number of Groups receive reduced levels of rent for Council owned premises under its Community Lettings Policy. These include Citizens Advice Bureau, Relate West Surrey, the Maybury Centre, shopMobility and Woking Community Transport. The level of the rent is calculated on the Group's ability to cover the costs and is reviewed every five years. The estimated value for the year is £220,000.

Discretionary Rate Relief

- 7.6 Groups can apply for discretionary rate relief for the premises they occupy. Charitable Groups are eligible for 80% statutory rate relief and can apply to the Council for relief on the remaining 20%, which the Council has the discretion to determine. The provision of Discretionary Rate Relief is a very cost effective way of providing support to these organisations due to a proportion of the cost being funded by central Government through the pooling arrangement for business rates. The estimated value for the year is £425,000.

Officer and Member Support

- 7.7 A number of Groups receive direct Officer support and advice. In addition to this, the Council appoints Member representatives to a number of the Organisations, including Woking shopMobility and Woking Citizen's Advice Bureau.

Service Charges

- 7.8 A number of Groups occupying Council-owned properties are liable for service charges for their accommodation. Service charges cover accommodation costs incurred by the Groups such as heating, lighting and services such as water. Where the Council covers the full cost of the service charges, the costs are paid by internal transfer.

8.0 Broad Policies

- 8.1 Broad policies have been developed over recent years for the determination of applications, as follows:

Revenue Funding

- 8.2 Whenever a grant is made towards revenue funding the applicants are informed of the basis on which future funding will be awarded.
- 8.3 The recommendations for ongoing revenue funding in 2018/19 have largely been made on the basis of the level of funding awarded in 2017/18. No allowance for inflation has been included and the level of recommended revenue funding has only been increased where special circumstances warrant an increase.

Rent

- 8.4 The Council charges rent to voluntary and community groups using Council owned premises. Where an application is for the rent of Council owned premises it is indicated in individual reports. Payment of any grant for this purpose will be by internal transfer to the appropriate budget.
- 8.5 The Council also operates a Community Lettings Scheme through which Community Groups occupying Council owned premises can apply for a reduced or peppercorn rent. Community Lettings are awarded under delegated authority and are reviewed every five years. Examples of Groups in receipt of Community Lettings include Woking shopMobility, Surrey Welfare Rights, and Woking Citizens Advice Bureau.

One-off and Capital Grants

- 8.6 Applications for one-off or capital grants have been considered on their merits and the recommendations have been made accordingly. The Grants criteria state that grants for

capital projects such as building works or the purchase of equipment will be awarded up to 50% of the total cost unless special circumstances apply.

- 8.7 The funding is awarded from the Council's Community Fund. In the case of building projects, an element of the grant, normally 10%, may be withheld subject to an inspection by Officers.

9.0 Implications

Financial

- 9.1 As a result of the Officer recommendations and committed funding, a total of £17,917 from the revenue budget and a total of £229,924 from the Community Fund remain unallocated. The position is such that consideration of the budget may need to be taken into account in the event of any recommendations being revised by the Executive.
- 9.2 A summary of the financial implications of the Officer recommendations before the Executive, together with the level of committed funding in the coming year, is set out below. The total funding proposed for local community projects and organisations in the coming year is £935,354. This sum comprises the recommendations in respect of the Revenue Budget (£882,083), the Community Fund (£38,851), together with the budget for Council's Small Grants Programme (£14,420).
- 9.3 On top of this sum, the Council provides further support through peppercorn rents, discretionary rate relief, car parking and direct assistance by Councillors and Officers valued at approximately £701,400, giving a total value of support of £1,636,762. A more detailed breakdown of the recommendations, and the budgets available, is set out in Appendix 3.

	Revenue Budget	Community Fund	Small Grants	Total
Available Resources	£900,000	£268,775	£14,420	£1,183,195
Recommendations	£879,403	£38,851	-	£918,254
Committed Funding	£2,680	-	-	£2,680
Other Awards	-	-	£14,420	£14,420
Balance Available	£17,917	£229,924	-	-

Human Resource/Training and Development

- 9.4 There are no training and development implications directly arising from this report.

Community Safety

- 9.5 There are no community safety implications directly arising from this report. However, a number of the organisations supported by the Council provide services which contribute to greater community safety, either directly or indirectly.

Risk Management

- 9.6 The Council's support of local community groups provides an added element to the services and facilities available in the Borough. In many cases, the services provided by

such Groups would otherwise need to be provided directly by the Borough Council or other statutory authorities.

- 9.7 In Risk Management terms, reducing or withdrawing the Council's financial or in-kind support would have a direct impact on the services provided by the many Groups which benefit from the Council's support. In many cases, this would lead to a reduction in the level of the services, although in some cases, notably those reliant on the Council's support to a significant extent, it could result in the failure of the Groups.
- 9.8 In view of the continuing financial pressures on the Council's budgets, successful applicants will be advised that the level of any future support may be reduced.
- 9.9 Organisations awarded revenue funding for the coming year are to be advised that the support does not imply that a similar application in 2019/20 would be supported. The Organisations will be advised to ensure that contingency plans for the Group's operations for 2019/20 have been drawn up in the event that the Council is unable to continue its support beyond April 2019.
- 9.10 As in previous years, all applicants are strongly recommended to pursue alternative sources of funding and are encouraged to approach the Council's Community Development Team for advice and support.

Sustainability

- 9.11 There are no environmental or sustainability implications directly arising from this report. However, each application is considered on its merits and to varying degrees have environmental or sustainability implications. The Groups are encouraged to consider the sixteen themes of sustainability adopted by the Council and are invited through the application process to outline how their organisation helps to meet the themes.

Equalities

- 9.12 The Grants Scheme has been assessed against the Council's Equalities standards by the Council's Senior Equalities Officer in order to ensure that it does not discriminate against any individual or group and that, where possible, it promotes equality.
- 9.13 Each application is considered on its own merits and all applicants are required to submit their Equal Opportunities Policy as part of the grant application process. In the context of social inclusion, many of the groups supported by the Council make positive contributions to disadvantaged people.
- 9.14 Copies of the assessments prepared by the Council's Equalities Officer are attached at Appendix 5 to this report.

10.0 Consultations

- 10.1 The merits of each application have been considered and recommendations have been made on the basis of the policies previously applied. Council Officers have been consulted on specific applications together with the Councillors appointed representatives on the Groups. Each application has also been discussed with the Portfolio Holder for Grants to Voluntary and Community Organisations and the Leader of the Council. In addition, the Council's Senior Equalities Officer has been consulted on the applications submitted. These discussions have shaped the recommendations.

REPORT ENDS

**GUIDELINES FOR THE CONSIDERATION OF
APPLICATIONS FOR FINANCIAL ASSISTANCE**

The Council will apply the following guidelines when considering an application for financial assistance:-

1. The usual criteria for grant applications will be applied to all applications whether for ongoing revenue funding or for a one-off capital project.

One-off Capital Projects

2. The Council will continue its current policy for one-off capital projects of a repair/renewal nature and therefore will not fund greater than 50% of the costs of the proposed works.
3. The Council will not fund items which the groups should provide for an on-going basis and all groups should ensure that a programme of replacement/renewal has been implemented.

On-Going Revenue Funding

4. The Council will only approve a maximum grant of 85% of the total general running and administration costs except in those circumstances where there is no scope for alternative funding.
5. Increases in running and salary costs will not be provided for within the grant.
6. All organisations receiving grant aid will be required to publicise the support of the Council in all their documentation and publicity material.

The Council will apply the following criteria when considering an application for financial assistance.

GENERAL

The Council will apply the following criteria when considering an application for financial assistance:

- (i) Only projects designed to meet purely local needs or which demonstrably provide significant benefit to the local community will be considered. Organisations must operate on a non-profit distributing basis.
- (ii) The Council will target its support to those organisations that contribute towards the achievement of its general priorities and objectives and, more specifically, those set out in the Community Strategy.
- (iii) Grants will not normally be awarded for projects designed purely for places of worship. Consideration will, however, be given to applications for assistance towards Church Halls and other Community Halls where use and/or hiring is open to all.
- (iv) In considering any application, the Council will have regard to existing facilities/projects of a similar nature designed to meet the same needs.
- (v) In deciding upon the appropriate level of support, the Council will have regard to other sources of income available to your Organisation.
- (vi) In submitting an application, the Organisation must provide evidence that it has adopted a constitution and that a properly constituted committee of management has been appointed.
- (vii) The Council must be satisfied that the applicant has the necessary expertise and resources to see the project through to successful completion.

- (viii) Grants will not be made in respect of projects on which work has already started, or in lieu of expenditure to which applicants are already committed.
- (ix) Grants will be paid in stages in arrears. Clear evidence of expenditure incurred must be provided, before payments are made.
- (x) Any grant approved will be subject to certain conditions which must be satisfied before payment is made. The applicant must indicate acceptance of such conditions when any offer of a grant is made. For details of conditions see "If an application is approved".
- (xi) All Organisations will be required to submit accounts for any year in which a grant has been paid. The accounts should be independently examined.
- (xii) Organisations will be required to provide details of performance against targets set.
- (xiii) Membership of the Organisation making the application should be open to all, with no application for membership being refused on anything other than reasonable grounds.
- (xiv) Applicants who have received a grant in the past are advised that this does not guarantee any future commitment by the Council.

CAPITAL GRANTS

In addition to the above, the following criteria will also be applied to applications for grants of a capital nature, such as the purchase of equipment, building costs etc.:

- (i) The level of grant aid by the Council will not normally exceed 50% of the approved cost of any capital project. Ad hoc grants for other purposes are at the discretion of the Council.
- (ii) Members of the public not belonging to the Organisation should have some use of, or benefit from, the facility.
- (iii) Premises in respect of which a grant is given, should be secured for a period of not less than 28 years for recreational or community purposes. Sites for land and buildings should be secured for not less than 60 years.
- (iv) Grants will not be made:-
 - o For any project on which work has started, or any project on which the Organisation has committed itself by purchase, or other agreement, before an offer of grant aid.
 - o For the acquisition of land or any building in excess of the price certified by the Borough Valuer, or in respect of new buildings in excess of the likely cost estimated by the Council's Building Services Section.
 - o For the development of a site which is not held freehold or under long lease.
- (v) The Council must be satisfied that adequate technical advice has been obtained.
- (vi) Preliminary drawings and at least two written estimates must be submitted with the application.
- (vii) Applicants should consider:-
 - o Whether the proposal helps to maintain balanced provision in an area - taking account of population and the nearest local facilities;
 - o Whether maximum use of the facility is proposed; and
 - o Whether the provision of the facilities will enable the Organisation to maintain or increase the interests of the community as a result of the grant.

PERFORMANCE REVIEW

All applicants are required to provide details of how the success of a project will be measured.

The objective of this is to:-

- (i) satisfy the Council that the organisation is clear about what it intends to achieve;
- (ii) ensure that a proper timetable for completion/development of a project has been set;
- (iii) ensure that the project is related to the needs it aims to meet;
- (iv) provide targets against which the project can be developed.

It is intended that the organisation will gain benefit from this process as well as the Council. The information provided will be used by the Council to monitor the effectiveness of a project; it will also assist in assessing further applications from organisations in future years.

In providing targets organisations should be realistic. Targets should not be designed to impress, neither should they be artificially low. If achievement falls below the target and there is a reasonable explanation for this, this will not prejudice an application.

Definition of Voluntary/Community Organisation

For the purposes of Woking Borough Council's Community Grants Scheme, a voluntary or community organisation is:

1. **Formal.** It has a formally-constituted character (excludes informal groups, households, families and friends) and may be a company limited by guarantee, a housing association, an unincorporated association, a friendly society, etc.
2. **Private.** It is not a part of government, established by statute or royal charter, or under a substantial degree of executive control by government (excludes universities and non-department public bodies); it may include consortia composed of local authorities and others (e.g. local regeneration and development bodies), if the consortium is formally constituted and, at the very least, given a name
3. **Self-governing.** It has its own decision-making system and usually a formal constitution with procedures for accountability to independent trustees or its own members or constituents (e.g., excludes any so-called "self-help groups" which are in fact directly run by clinicians)
4. **Non-profit-making and distributing.** It does not distribute any surpluses to owners or members but spends them on serving its basic purpose (excludes commercial concerns but includes organisations which charge users or the public for services, undertake contracts for statutory bodies or operate commercial subsidiaries which trade and transfer profits to parent organisations)
5. **Non-political.** It is not engaged in supporting candidates for political office (excludes political parties but includes campaigning and pressure groups, even though they are not eligible for charitable status e.g. Greenpeace, Child Poverty Action Group)
6. **Voluntary.** It has an element of involvement of volunteers (some voluntary and community organisations appear to be entirely reliant on paid staff; however, their trustees or committee members are, in fact, their only volunteers).

While this definition applies to formal organisations (those with constitutions or rules and which probably are registered with the Charity Commission, local authority or intermediary bodies, etc.), less-formal groups based in neighbourhoods or local communities are not necessarily excluded.

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Appendix 4
POLICY STATEMENT ON VOLUNTARY SECTOR SUPPORT

The Council recognises that the voluntary sector makes a major contribution to the quality of the life of people who live and work in the Borough. This contribution can be complementary or supplementary to the work of the Council or other agencies. The voluntary sector can be more efficient and/or cost effective than if the Council were to be directly involved.

Within agreed overall resources, the Council will provide support to voluntary and community sector organisations, either directly or in partnership with other agencies. The Council will target its support to those organisations that contribute towards the achievement of its general priorities and objectives and, more specifically, those set out in the Community Strategy. The major themes of which are:-

- Community Spirit;
- Environment;
- Transport;
- Housing;
- Health and Well-being;
- Local facilities and Services.

The Council will publicise widely the availability of support to the voluntary and community sector, together with the conditions with which applicants are expected to comply in making an application.

In determining whether a grant should be made, the voluntary organisation will be expected to demonstrate how:-

- its aims accord with the Council's priorities and objectives;
- much progress has been made from its own efforts in achieving its aims, including the raising of necessary resources;
- the grant will improve the likelihood that the aims will be achieved, and represents value for money.

The Council will make assistance available in a variety of ways:-

- One off grants;
- On-going revenue support;
- Discretionary rate relief;
- Concessionary rents/provision of accommodation;
- Indirect support, such as provision of Officer time and/or access to services.

After a grant has been made, the recipient will be required to show how the money has been spent and the extent to which the objectives of making the grant have been achieved.

The approval of all grants will be as a result of decisions taken fairly and openly, with the justification and conditions attached to any grant clearly recorded. The Council will publish an annual report of support provided, and a summary of the community benefits gained.

Agreed by Council on 19 February 2004