

**WOKING PEOPLE OF FAITH – APPLICATION FOR FINANCIAL ASSISTANCE**

<b>Executive Summary</b>	
<p>Woking People of Faith is a multi-faith organisation providing a platform for people to get together and gain an understanding of each other. Since its inception, Woking People of Faith has been supported by the Council, through the Community Support Scheme and through community cohesion funding received from the Department of Communities and Local Government.</p> <p>Woking People of Faith has applied to increase its funding from £15,000 to £16,000 for 2018/19 towards the cost of its appointment of a consultant co-ordinator. The co-ordinator post is currently vacant and is being recruited to. The role is necessary to maintain the programme of events and meetings held each year. Work during the past few months has included a football tournament, activities during Refugee Week, a stall at the Sheerwater Festival and an event during the International Day of Peace. The Grant would also be used to cover office costs and the costs of events staged by Woking People of Faith.</p> <p>The Group originally held 3-4 major events per year but is now planning bi-monthly events and monthly activities. The Group is implementing a new strategy of not only educating through speakers but also engaging people in activities and developing their involvement in the Charity. As a part of this strategy the Group will recruit its own event and team leaders to encourage more people to take ownership of the Charity.</p> <p>Woking Borough Council has recognised the importance of the role played by the Group and the difficulties faced in raising funds. It is noted that the role of the Co-ordinator is currently vacant and that the Group intends to recruit to the post, either with the same number of hours per week or a reduced number. Accordingly, it is recommended that the application is deferred and the Group be requested to submit a proposal to the Strategic Director, Sue Barham, in which the Council can be satisfied prior to agreeing any grant funding for Woking People of Faith during the 2018/19 financial year. In the interim, a provision of up to £15,000 has been set aside in the Community Grants Budget.</p>	

<b>Recommendations</b>	
Reasons for Decision	To enable the Council to consider how the Group intends to operate during the 2018/19 financial year.
Legal Authority	S19 (Misc. Provisions) Local Government Act 1976
The Executive is requested to:	<p><b>RESOLVE That</b></p> <p>(i) the application be deferred; and</p> <p>(ii) the Group be requested to submit a proposal to the Strategic Director, Sue Barham, in which the Council can be satisfied prior to agreeing any grant funding for Woking People of Faith during the 2018/19 financial year.</p>
Conditions	<p><b>Accounts.</b> The Organisation must submit audited accounts for the year in which the grant is awarded, including an income and expenditure account and balance sheet. Please note that accounts for other years may also be required.</p>

## Woking People of Faith – Application For Financial Assistance

	<p><b>Monitoring Information.</b> The Organisation must submit quarterly monitoring information as a measure of its achievements. Failure to provide details will jeopardise the award. E-mail requests will be sent to the applicant on a quarterly basis.</p> <p><b>Publicity.</b> Where possible, the Organisation is required to publicise the support received from Woking Borough Council, including on all literature and leaflets produced.</p> <p><b>Payments.</b> Unless exceptional circumstances exist all invoices must be received quarterly with details of the costs incurred and monitoring information for the previous quarter.</p> <p><b>Payment Period.</b> Final quarter claims must be made by the second week in March. Unclaimed awards will not be available at a later date unless exceptional circumstances can be demonstrated to the Council before the end of the award year.</p> <p><b>Joint Working.</b> 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.</p> <p><b>Homelessness Reduction Act 2017.</b> With the introduction of new legislation from April 2018, the council will expect the support of partner agencies in identifying people at risk of homelessness as early as possible to maximise the opportunities to prevent such. Partner agencies / organisations will be expected to be engaged in joint working arrangements to assist in finding suitable housing and support solutions, and where appropriate to undertake and respond to the new 'duty to refer'. Groups which do not support this new legislation and way of working positively may put their Council support at risk.</p> <p><b>Venue Hire.</b> 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:</p> <ul style="list-style-type: none"><li>• Basic details should be recorded to include speakers address, mobile phone number &amp; organisation details.</li><li>• Has the identity of the speaker been confirmed &amp; is their organisation bona fide? Are they known to you?</li><li>• Is the speaker from the area? Are they UK citizens or from overseas &amp; will they travel specifically for this event?</li><li>• Consider checks on the internet to confirm the status of speaker to include website, YouTube or social media sites.</li><li>• How many people are likely to attend (check previous or similar events either locally or online).</li></ul>
Performance Indicators	<p><b>Users.</b> The Organisation to provide a breakdown of the users in the past quarter.</p> <p><b>Activities.</b> The Organisation to provide details of activities and events held during the last quarter.</p>

## Woking People of Faith – Application For Financial Assistance

	<p><b>Publicity.</b> The Organisation to advise how the Council's support has been publicised over the last quarter.</p> <p><b>Statement of Use.</b> The Organisation to provide a statement stating the use to which the grant money has been put.</p>
Future Support	<p>The financial pressure on the Council's budgets is expected to continue in the coming years and accordingly the overall level of support available in future years may be reduced. The applicant is therefore to be advised that the award of funding for 2018/19 does not imply that a similar application in 2019/20 would be supported. In particular, it is emphasised that the Council is unlikely to be in a position to award any sums above the 2018/19 levels.</p> <p>In view of this, the applicant is to 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. All applicants are strongly recommended to pursue alternative sources of funding and are encouraged to approach Woking Borough Council's Community Support Team for advice and support.</p>

**The Executive has authority to determine the above recommendations.**

### Background Papers:

2018/19 Application Form.

### Reporting Person:

Sue Barham, Strategic Director  
Extn: 3810, Email: sue.barham@woking.gov.uk

Ray Morgan, Chief Executive  
Extn: 3333, Email: ray.morgan@woking.gov.uk

### Contact Person:

Frank Jeffrey, Democratic Services Manager  
Extn: 3012, Email: frank.jeffrey@woking.gov.uk

Doug Davern, Democratic Services Officer  
Extn: 3018, Email: doug.davern@woking.gov.uk

### Portfolio Holder:

Cllr Ayesha Azad  
Email: Cllrayesha.azad@woking.gov.uk

### Shadow Portfolio Holder:

Cllr Ian Eastwood  
Email: cllrian.eastwood@woking.gov.uk

### Date Published:

6 December 2017

## Woking People of Faith – Application For Financial Assistance

## Woking People of Faith – Application For Financial Assistance

<b>1.0 Summary of Application</b>					
1.1 Status and Aims	The Charity was formed in 2007 to build strong relationships between people of different faiths and cultures in Woking Borough for the good of the whole community.				
1.2 Employees	None. The Group hires a part-time Co-ordinator on a consultancy basis.				
1.3 Volunteers	<p>13, whose activities include overseeing the business and activities of the Charity.</p> <p>The Charity has recently seen a restructuring of the trustees and management committee. The two were formed into one board of Management Trustees, with its primary concern being the business and strategy of the charity. A new events committee is in the process of being formed to manage the increased level of activities.</p>				
1.4 Clients/Users	<p>340, comprising:</p> <p>150 male</p> <p>190 female</p> <p>4 disabled</p> <p>170 ethnic minority</p> <p>250 resident in Woking</p> <p>12 aged 11-18</p> <p>300 aged 19-65</p> <p>44 aged 65+</p> <p>No charge is made to the users of the Group.</p> <p>The Group states that members of the public in Woking are invited to attend its community initiatives and highlights that its new constitution encourages faith establishments to join as institutional members.</p>				
1.5 Members	None.				
1.6 Sum Requested	£16,000 (Revenue)				
1.7 Project	<p>The core funding is to maintain the services of the part-time Coordinator contracted on a consultancy basis and cover the costs of events staged.</p> <p>The Group originally held 3-4 major events per year but is now planning bi-monthly events and monthly activities. The Group is implementing a new strategy of not only educating through speakers but also engaging people in activities and developing their involvement in the Charity. As a part of this strategy the Group will recruit its own event and team leaders to encourage more people to take ownership of the Charity.</p>				
1.8 Cost breakdown:	<table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">Consultant</td> <td style="text-align: right;">£10,800</td> </tr> <tr> <td>Travel and logistics</td> <td style="text-align: right;">£1,000</td> </tr> </table>	Consultant	£10,800	Travel and logistics	£1,000
Consultant	£10,800				
Travel and logistics	£1,000				

## Woking People of Faith – Application For Financial Assistance

	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Insurance</td> <td style="text-align: right;">£500</td> </tr> <tr> <td>Cost of events inc venues</td> <td style="text-align: right;">£3,367</td> </tr> <tr> <td>Promotion and administration</td> <td style="text-align: right;">£250</td> </tr> <tr> <td>Ancilliary</td> <td style="text-align: right;"><u>£650</u></td> </tr> <tr> <td>Total -</td> <td style="text-align: right;">£16,567</td> </tr> </table>	Insurance	£500	Cost of events inc venues	£3,367	Promotion and administration	£250	Ancilliary	<u>£650</u>	Total -	£16,567
Insurance	£500										
Cost of events inc venues	£3,367										
Promotion and administration	£250										
Ancilliary	<u>£650</u>										
Total -	£16,567										
1.9 Community Benefit	Some of the events ask for a pre-event registration where records are kept at the entrance on arrival. However, other events are open to all and numbers vary; though a record of the numbers is kept for health and safety in the event of a fire or incident. The Group estimates that the user numbers have increased by around 20% over the past year.										

<b>2.0 Financial Background</b>	
2.1 Budget	<p>At the time of the application, the Group held £10,054 in the bank, which is reserved for the payment of consultancy fees.</p> <p>The Group has submitted a budget for 2018/19 which shows an anticipated income of £17,000 against an anticipated expenditure of £17,120, resulting in an anticipated deficit of £120.</p> <p>Anticipated income includes the Council's Grant (£16,000) and Donations (£1,000). Items of expenditure include Development Worker (£11,300), public meetings (£3,200), travel and office costs (£2,100) and insurance (£520).</p>
2.2 Accounts	The Group has submitted accounts for 2016/17 which show an income of £19,230 (£12,678 in 2015/16) against expenditure of £15,734 (£17,668 in 2015/16), resulting in a surplus of £3,496 (a deficit of £4,990 in 2015/16). The sum of £14,014 was carried forward at the end of the 2016/17 year. The difference between the income in 2016/17 and 2015/16 is due to the timing of receipt of the grant received from the Council.
2.3 Support over the past five years	2017/18 – £15,000 2016/17 – £15,000 2015/16 – £15,000 2014/15 – £13,500 2013/14 – £15,000

<b>3.0 Assessment of Application</b>		
3.1 Key Information	<ul style="list-style-type: none"> <li>○ Constitution</li> <li>○ Registered Charity</li> <li>○ VAT Registered</li> <li>○ Equal Opportunities Policy</li> <li>○ Safeguarding Policy</li> <li>○ Reserves Policy</li> <li>○ Quality Mark</li> <li>○ Other funding sources pursued</li> </ul>	Yes Yes No Yes Yes Yes No No

## Woking People of Faith – Application For Financial Assistance

	<ul style="list-style-type: none"> <li>○ Other support by the Council</li> <li>○ Fundraising</li> <li>○ Two quotes</li> <li>○ Regular monitoring provided previously</li> </ul>	<ul style="list-style-type: none"> <li>No</li> <li>Yes</li> <li>N/A</li> <li>Yes</li> </ul>
<p>3.2 Consultee Comments</p>	<p><u>Officer Comment</u></p> <p>Woking People of Faith (WPOF) has over the years undoubtedly helped in drawing together people from a range of different faith backgrounds from across Woking for the sharing and understanding of not only faith issues, but perhaps just as importantly an understanding of cultural differences and how we can coexist in a productive and supportive manner in a diverse community.</p> <p>In these current times I am of the view that it is evermore important that we stand together in showing strength and support for all those who hold faith responsibly and that such organisation as WPOF have a large part to play in co-ordinating, networking and supporting such joint messaging. In doing so via a wide variety of initiatives/ programmes their work contributes directly to the council's cohesion and integration agenda and should therefore in my view be supported.</p> <p>Since the application was made, it has come to light that the Group have been reviewing their governance arrangements including the number of hours they consider that the part-time Co-ordinator should be employed for, and it is unclear at this time what their final arrangements will be. As the original application requested funding specifically for this Coordinator's role, it is suggested that funding up to the same level as last year (£15k) be earmarked for award, but that such award is conditional on a satisfactory proposal being submitted which confirms the position. Should the confirmed proposal seek to reduce the hours, then it is likely that the earmarked funding would be reduced proportionately.</p>	
<p>3.3 Assessment</p>	<p>The Woking People of Faith is a multi-faith organisation providing a platform for people to get together and gain an understanding of each other. Since its inception Woking People of Faith has been supported by the Council, through the Community Support Scheme and through community cohesion funding received from the Department of Communities and Local Government. The Group has representatives from faiths including Christian, Muslim, Jewish, Buddhist, Baha'i, Quaker, Sikh and Hindu.</p> <p>The central objective of Woking People of Faith is to build and strengthen relationships between people of different faiths and cultures for the good of the whole of the Borough. It works hard to challenge prejudice and to facilitate understanding between different faith and culture groups in Woking, which is an important contributor to a healthy society. Donations are invited at every event held and some events receive sponsorship from the local community and businesses.</p> <p>The Charity intends to continue with, and extend their engagement with local people, promoting cross-cultural and faith dialogue, facilitate working together and creating opportunities for the strengthening of relationships.</p> <p>Since 2009, the Charity has engaged with numerous local faith groups to try to establish core funding. The Charity has found that, as inter-</p>	

## Woking People of Faith – Application For Financial Assistance

faith work is secondary to the core objectives of most faith institutions, direct funding is not provided by the different partners. However, faith groups and businesses do contribute to specific events when invited to do so, though this is not sufficient to support the part-time worker. Consequently, the Group considers it vital to secure core funding from Woking Borough Council to drive and develop this work for the benefit of the community.

Woking People of Faith has applied to increase its funding from £15,000 to £16,000 for 2018/19 towards the cost of its appointment of a consultant co-ordinator. The co-ordinator post is currently vacant and is being recruited to. The role is necessary to maintain the programme of events and meetings held each year.

The activities held over the past few months are as follows:

- Football Tournament 20 May 2017 - 7 teams from various faith groups took part including a team of refugees
- AGM 23 May 2017 – to approve a constitution change
- Refugee week June 19th - 24th - Various activities throughout the week starting with an official opening event and culminating with an 'A Conversation With' event on the Saturday.
- Sheerwater Festival 09 Sept – the Group attended with a stall to highlight Woking People of Faith and its events.
- International Day of Peace 23rd September - 50 - 60 people took part with many people passing through, a reminder that peace is important in the world.

Woking Borough Council has recognised the importance of the role played by the Group and the difficulties faced in raising funds. It is noted that the role of the Co-ordinator is currently vacant and that the Group intends to recruit to the post, either with the same number of hours per week or a reduced number. Accordingly, it is recommended that the application is deferred and the Group be requested to submit a proposal to the Strategic Director, Sue Barham, in which the Council can be satisfied prior to agreeing any grant funding for Woking People of Faith during the 2018/19 financial year. In the interim, a provision of up to £15,000 has been set aside in the Community Grants Budget.

REPORT ENDS