

LCAG LIFT UP TOGETHER – APPLICATION FOR FINANCIAL ASSISTANCE

Executive Summary

The Lakeview Community Action Group (LCAG) is a local Charity which aims to improve the life and opportunities for people living in Lakeview. The activities undertaken usually include an annual Fun Day, litter picks and other community events.

The LCAG operates two groups for the benefit of the local community – Lift Up Together and Little Minions Youth Club. Neither group was able to meet from March 2020 due to Covid-19, however the volunteers tried to keep in contact with the users during the lockdown periods and work started to facilitate the groups in September 2021.

Lift Up Together was established in 2004 and has been supported by the Council for many years. Its objective is to de-stigmatize mental health conditions and be inclusive to those suffering along with their carers and families. The Little Minions Youth Club offers children ongoing opportunities for a safe space to play and explore activities in a supportive environment whilst building positive relationships with people they know and trust.

For the 2022/23 financial year, a grant of £10,000 has been applied for towards the Lift Up Together group only, as the LCAG has stated that it has sufficient funds to operate the Little Minions Youth Club. The grant includes rental charges for the hire of a room at the new Lakeview Community Centre.

In light of the reserves held by the Group and the Council's financial position, it is recommended that a grant of £2,500 should be awarded for 2022/23. The Charity is a committed group of local residents providing support to people with social needs. In future years the Group is encouraged to collaborate with local partners and to explore ways to generate income beyond annual grants from the Council, therefore becoming self-sustaining. The Group is also encouraged to appoint a member to work with the Council's Funding Officer for advice, guidance and income generation.

Recommendations

The Executive is requested to:

RESOLVE That, subject to the outcome of the Council's budgetary process, a grant of £2,500 be awarded from the Community Grants Budget towards the Lift Up Together group.

Reason for Decision

To enable the support of those with mental health issues in Lakeview and the surrounding area in the absence of statutory support.

Confirmation of funding

This award is provisionally made on the expectation that the Council's budgets for revenue and capital projects remain at the same level allocated for the current financial year. The Council's overall budget, including the sums allocated for community grants, will be determined by Council at its meeting on 10 February 2022. In the event the grant budgets are set at the anticipated levels, confirmation of the Council's support will be sent to successful applicants. Groups should not plan for the 2022/23 funding until this confirmation has been received.

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Conditions

Accounts. 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.

Monitoring Information. The Organisation must submit 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.

Publicity. Where possible, the Organisation is required to publicise the support received from Woking Borough Council, including on all literature and leaflets produced.

Payments. Unless exceptional circumstances exist all invoices must be received quarterly with details of the costs incurred and monitoring information for the previous quarter.

Payment Period. 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.

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.

Homelessness Reduction Act 2017. 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.

Venue Hire. 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).

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Performance Indicators	<p>Activities. The Organisation to provide the number of meetings held, along with the average number of people attending and a brief list of any other trips or events held.</p> <p>Publicity. The Organisation to advise how the Council's support has been publicised over the last quarter.</p> <p>Statement of Use. 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 2022/23 does not imply that a similar application in 2023/24 would be supported. In particular, it is emphasised that the Council is unlikely to be in a position to award any sums above the 2022/23 levels.</p> <p>In view of this, the applicant is to be advised to ensure that contingency plans for the Group's operations for 2023/24 have been drawn up in the event that the Council is unable to continue its support beyond April 2023. 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:

2022/23 Application Form.

Reporting Person:

Julie Fisher, Chief Executive
Extn: 3301, Email: julie.fisher@woking.gov.uk

Contact Person:

Frank Jeffrey, Head of Democratic Services
Extn: 3012, Email: frank.jeffrey@woking.gov.uk
Doug Davern, Democratic Services Officer
Extn: 3018, Email: doug.davern@woking.gov.uk

Portfolio Holder:

Cllr Simon Ashall
Email: cllrsimon.ashall@woking.gov.uk

Shadow Portfolio Holder:

Cllr Will Forster
Email: cllrwill.forster@woking.gov.uk

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1.0 Summary of Application	
1.1 Status and Aims	<p>Lakeview Community Action Group (LCAG) is a registered local charity formed in 1996 which became a registered charity in 2007. Its aim is to improve the life and opportunities for people living on the Lakeview Estate in Woking which has always been an area of disadvantage in comparison with surrounding more affluent areas. Working closely with the Salvation Army in Sythwood the Group also carries out activities such as the annual Lakeview Community Summer Fun-day along with litter pics, toy sales and other community events.</p> <p>Volunteers are responsible for organising community engagement and development work in Lakeview, building positive and purposeful relationships with local people and helping community members achieve their goals in line with its charitable aims. Community members are able to become members and volunteer to run its activities.</p> <p>The main activities being run are the Mental Health Self Support Group “Lift Up Together” between 12pm and 4pm on a Thursday, and the Youth Club “Little Minions” for children living on Lakeview aged 7 – 11 years between 4pm and 9pm on a Friday, attended by 15 – 20 children. Both groups did not meet from March 2020 due to the pandemic.</p>
1.2 Employees	None.
1.3 Volunteers	<p>14.</p> <p>The Lift Up Together volunteers run the group sessions, set up the activities, prepare the food, and talk to new and existing members, signposting where appropriate.</p> <p>The Little Minions volunteers set up the sessions, look after the children, organise activities such as craft activities, and supervise the tuck shop. The volunteers also make sure parents are able to pick up their children or walk them home after each session.</p> <p>When taking service users on trips, volunteers keep everyone safe which requires training and sensitivity. Volunteers are also committee members. The LCAG ensures that volunteers are provided with mentoring and training, and that their safeguarding and DBS registrations are up to date.</p>
1.4 Clients/Users	<p>153, comprising:</p> <ul style="list-style-type: none"> 65 male 88 female 89 disabled 23 ethnic minority 147 resident in Woking 0 aged 0-5 55 aged 6-10 2 aged 11-18

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	81 aged 19-65 15 aged 65+												
1.5 Members	All users who attend the groups are asked to complete a membership form and remain as a member until they leave. The only exception is for Lift Up Together children attending the group with their parents or guardian.												
1.6 Sum Requested	£10,000 (Revenue)												
1.7 Project	<p>This year, the Group is only applying for funding towards the Lift Up Together Group as it has sufficient funds to operate the Little Minions Group.</p> <p>The Group will continue to use the funding provided to run the group and activities on behalf of the service users who suffer with health conditions on Lakeview, as economically as possible within the available budget. Around a quarter will need to pay for the accommodation cost at the new Lakeview Community Centre. It will keep a register and up to date records of group numbers and activity attendance so that its progress in serving the Lakeview Mental Health Community can be monitored.</p>												
1.8 Cost breakdown:	<p>Lift Up Together:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Hall rental (50 weeks @ £52.50)</td> <td style="text-align: right;">£2,625</td> </tr> <tr> <td>Running costs (50 weeks @ £100)</td> <td style="text-align: right;">£5,000</td> </tr> <tr> <td>Summer outing</td> <td style="text-align: right;">£1,000</td> </tr> <tr> <td>Christmas outing</td> <td style="text-align: right;">£1,000</td> </tr> <tr> <td>Equipment</td> <td style="text-align: right;">£375</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">£10,000</td> </tr> </table>	Hall rental (50 weeks @ £52.50)	£2,625	Running costs (50 weeks @ £100)	£5,000	Summer outing	£1,000	Christmas outing	£1,000	Equipment	£375	Total	£10,000
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1.9 Community Benefit	<p><u>Lift Up Together Mental Health Support Group</u></p> <p>Prior to lockdown, there were 96 service users who benefit along with indirectly their families, friends and workmates. They receive support to their mental health along with a sense of well-being among group members, which also benefits the wider community.</p>												
1.10 Covid-19 Impact	Both groups were unable to meet from March 2020. The volunteers have attempted to keep in touch with the users of the groups, however the current situation had made it very difficult. The Group restarted its work in September 2020.												

2.0 Financial Background	
2.1 Budget	<p>At the time of the application, the Group held £41,334 in the bank.</p> <p>The LCAG is an umbrella charity and has various community projects for which it holds ringfenced funds.</p> <p>The cost breakdowns for Lift Up Together are set out in section 1.8.</p>

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2.2 Accounts	The Group has submitted accounts for 2020 which show an income of £15,809 (£29,038 in 2019) against expenditure of £3,151 (£29,654 in 2019), resulting in a surplus of £12,657 (a deficit of £616 in 2019). The sum of £33,524 was carried forward at the end of the 2020 year.
2.3 Support over the past five years	2021/22 – funds from previous year carried forward due to pandemic 2020/21 – £15,563 (Lift Up Together and Little Minions) 2019/20 – £15,760 (Lift Up Together and Little Minions) 2018/19 – £6,000 (Lift Up Together) 2017/18 – £6,000 (Lift Up Together)

3.0 Assessment of Application		
3.1 Key Information	<ul style="list-style-type: none"> ○ Constitution ○ Registered Charity ○ VAT Registered ○ Equal Opportunities Policy ○ Safeguarding Policy ○ Reserves Policy ○ Quality Mark ○ Other funding sources pursued ○ Other support by the Council ○ Fundraising ○ Two quotes ○ Regular monitoring provided previously <p>* Concessionary rent.</p>	Yes Yes No Yes Yes Yes No Yes Yes * Yes N/A Yes
3.2 Assessment	In light of the reserves held by the Group, it is recommended that a grant of £2,500 should be awarded for 2022/23. The Charity is a committed group of local residents providing support to people with social needs. In future years the group is encouraged to collaborate with local partners and to explore ways to generate income beyond annual grants from the Council, therefore becoming self-sustaining. The group are encouraged to appoint a member to work with the Council's Funding Officer for advice, guidance and income generation.	

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