



## **GRANTS TO THE VOLUNTARY SECTOR PANEL – 25TH JULY 2018**

**SUBJECT: APPLICATIONS FOR FINANCIAL ASSISTANCE**

**REPORT BY: CORPORATE DIRECTOR FOR EDUCATION & CORPORATE SERVICES**

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### **1. PURPOSE OF REPORT**

- 1.1 To inform the Panel of a number of amendments to the administration processes for applications for financial assistance. The reason for these amendments is to streamline current processes and to allow payments to successful applicants to be made more quickly than they are currently.
- 1.2 To inform the Panel of the applications for financial assistance received between 1st April and 30th June 2018.

### **2. SUMMARY**

- 2.1 The report informs Panel members of a number of changes to the administration processes for applications for financial assistance for both the Grants to the Voluntary Sector budget and the Welsh Church Fund. The report also advises Panel members of the budget allocations for both the Grants to the Voluntary Sector budget and the Welsh Church Fund and provides details of applications received between 1st April and 30th June 2018.

### **3. LINKS TO STRATEGY**

- 3.1 Voluntary and community sector organisations make an important contribution to public service provision across the county borough and are key participants in the 'Caerphilly We Want' Well-being Plan published on 3<sup>rd</sup> May 2018 under the Well-being Future Generations (Wales) Act 2015. The Well-being Plan has four priorities – Positive Change, Positive Start, Positive People and Positive Places.
- 3.2 This report links to the following Well-Being Goals within the Well-Being of Future Generations (Wales) Act 2015:
  - A prosperous Wales
  - A healthier Wales
  - A more equal Wales
  - A Wales of cohesive communities
  - A Wales of vibrant culture and thriving Welsh language

### **4. THE REPORT**

- 4.1 The first part of this report sets out a change to the administrative arrangements for financial assistance from the Grants to the Voluntary Sector budget and the Welsh Church Fund. In addition to this, the sections below also detail further changes to the agreed processes in relation to approved grants under the two grant schemes.

- 4.2 Financial assistance offered by the Council from both the Grants to the Voluntary Sector budget and the Welsh Church Fund has been administered within Corporate Finance since the inception of Caerphilly County Borough Council on 1<sup>st</sup> April 1996.
- 4.3 The Council's Corporate Policy Team has overall responsibility for the Council's relationship with the voluntary sector generally, including the Compact agreement, managing Service Level Agreements with a small number of voluntary organisations and providing support via the Voluntary Sector Liaison Committee.
- 4.4 Therefore, it has been agreed that responsibility for administering financial assistance grants will move from Corporate Finance to the Corporate Policy Team with effect from 1<sup>st</sup> May 2018. All grants will continue to be approved using the delegated decision making powers of the Head of Corporate Finance, as is the current arrangement.

#### 4.5 GRANTS TO THE VOLUNTARY SECTOR BUDGET

- 4.5.1 The Panel's budget for 2018/2019 is as follows:

Budget 2018-19	£179,333.00
Less Discretionary Rate Relief (Estimated)	£155,586.22
Remaining Budget	£23,746.78
Carry forward balance from 2017-18	£140,507.01
Total Available Budget 2018-19	£164,253.79
Total 2018-19 Grants awarded to date	£0.00
Balance Remaining	<b>£164,253.79</b>

- 4.5.2 The projected Discretionary Rate Relief for 2018-19 is £155,568.22. Allowing for the projected spend on the Discretionary Rate Relief, the available balance for schemes is £164,253.79 which includes the carry forward balances.
- 4.5.3 The maximum amount requested in respect of the applications listed in Appendix 1 is **£500 (1 No.)**. This application does not meet the criteria as set out in Appendix 4. Panel Members are asked to consider this application and make appropriate recommendations to the Head of Corporate Finance for approval or otherwise under delegated powers.
- 4.5.4 Appendix 2 details the applications that meet the criteria set out in Appendix 4 that have been approved by officers (but not actioned). These total **£9,910.00 (51 No.)**.
- 4.5.5 The balance remaining if all grants requested are awarded as set out in Appendix 1 and Appendix 2 will be £153,843.79.
- 4.5.6 As previously agreed by the Panel, grants awarded during the 2018/19 financial year that exceed the budget allocation will be funded from the brought forward balances.
- 4.5.7 Currently, applications for financial assistance from either individuals or organisations are approved by officers where they meet the criteria as set out in Appendix 4. Any applications not meeting the criteria are reported to the Panel for discussion, with the Panel making a recommendation on whether individual applications are supported and the amount of grant to be awarded. Panel recommendations are considered by the Head of Corporate Finance for approval or otherwise under delegated powers.

4.5.8 In future, applications for financial assistance from individuals or organisations that meet the criteria in Appendix 4 will be approved on a monthly basis under the delegated powers of the Head of Corporate Finance. Following this, the relevant payment will be generated immediately, rather than applicants having to wait up to three months for payment, as is currently the case. All successful applications will continue to be reported to Panel meetings, but for information only.

4.5.9 Any applications for financial assistance that do not meet the criteria in Appendix 4 will continue to be reported to Panel meetings for discussion and for Panel members to make a recommendation. Panel recommendations will continue to be considered by the Head of Corporate Finance for approval or otherwise under delegated powers.

#### **4.6 WELSH CHURCH FUND**

4.6.1 At the 17<sup>th</sup> January 2018 meeting of the Panel, Members were presented with a number of options for increasing the upper limits on grants available, and the intervention rate to be applied, in order to make better use of the funding available. The recommended preferred option of the Panel when considering applications for assistance from the Welsh Church Fund was as follows:

- (i) Applications of up to £5,000 to be fully grant funded;
- (ii) Applications above £5,000 to be subject to a grant rate of 75% on the sum in excess of £5,000 (e.g. an application requesting £8,000 that meets the criteria would receive £7,250 - £5,000 plus 75% of £3,000);
- (iii) The maximum grant payable to be £10,000;
- (iv) The grants process to be reviewed to expedite payments wherever possible and that options be explored for publicising the funding more widely;
- (v) The number of quotes/estimates to be provided with applications be reduced to two for grant applications under £5,000 and three for applications over £5,000;
- (vi) Grants should be restricted to community organisations and community based projects in the first instance and that this position is reviewed in 12 months;
- (vii) Grants cannot be applied for in consecutive years;
- (viii) The maximum time period in which a grant awarded can be claimed is 18 months.

4.6.2 The Panel recommendation of the preferred option was approved by Cabinet at its meeting on 28th March 2018, with the revised criteria introduced with effect from 1st April 2018.

4.6.3 In relation to Item (iv) above, an article was placed in the June 2018 edition of Newline, the Council's newspaper for local residents. This has generated a significant number of enquiries regarding the grant, with around 20-25 application forms sent out in the two week period after the article was published.

4.6.4 Also in relation to Item (iv), the process of signing off grants once the required documentary evidence has been provided (e.g. invoices and bank statements) will also be expedited. Currently, five signatures are required in order to release a payment, but in future this will be reduced to three signatures – the Corporate Policy Manager, the Head of Corporate Finance and the Chair/Vice-Chair of the Panel. In addition, the Annual Internal Audit Plan will include an annual sample review of approved applications and subsequent payments each financial year, in order to ensure that all Council processes and procedures have been complied with. In addition, a full Internal Audit review will take place on a cyclical basis. This process will also apply for any staged payments that are necessary.

4.6.5 At the meeting of 13th July 2009, Members agreed that officers would approve applications meeting the Welsh Church Fund criteria using delegated powers. Such decisions would then be reported to the Panel for information, where Members could ask for further information if required. There are no changes to this process.

- 4.6.6 The Council has received written confirmation from Monmouthshire County Council that the 2018/19 budget allocation is £61,600.00. Monmouthshire County Council have confirmed that the underspends from previous years of £263,239.89 can be carried forward, resulting in a total available budget for the current year of £324,839.89.

Budget 2018-19	£61,600.00
Carry forward balances	£263,239.89
Total Available Budget 2018-19	£324,839.89
Total 2018-19 Grants awarded to date	£0.00
Balance Remaining	£324,839.89

- 4.6.7 Details of applications received since the last meeting that meet the Welsh Church Fund criteria are set out in Appendix 3. The total of amounts requested in accordance with the agreed criteria is **£59,202.33 (12 No.)**.
- 4.6.8 If all awards approved to date spend to their maximum allocation there will be a balance of £265,637.56 remaining.
- 4.6.9 Appendix 5 contains a list of previously approved applications that have exceeded the 18 month time limit to claim funding as set out in the Terms and Conditions. The applicant has been advised the grant has now been withdrawn. The withdrawn grant totals **£2,000 (1 No.)**.

## 5. WELL-BEING OF FUTURE GENERATIONS

- 5.1 Grants awarded from the Grants to the Voluntary Sector budget and the Welsh Church Fund contribute to the following Well-Being Goals for Wales:-
- A prosperous Wales – grants offered to the voluntary and community sector will help these organisations and the buildings they own and manage to become more financially sustainable, and help them to provide much needed services to their local communities.
  - A healthier Wales – providing opportunities for residents to receive local services that are suited to their needs will help to improve their physical and mental well-being.
  - A more equal Wales – providing local services in community settings will help to ensure that residents are able to fulfil their own potential, regardless of their background or personal circumstances.
  - A Wales of cohesive communities – community buildings are often at the heart of the local community, which helps to ensure that our communities can thrive and there is a focal point where residents can come together.
  - A Wales of vibrant culture and thriving Welsh language – the activities that are provided by the community and voluntary sector encourage residents to participate in the arts, sports and recreational activities.

## 6. EQUALITIES IMPLICATIONS

- 6.1 There are no direct equalities implications arising from this report so no Equality Impact Assessment has been carried out.

## 7. FINANCIAL IMPLICATIONS

- 7.1 The financial implications are those set out in the report.

## **8. PERSONNEL IMPLICATIONS**

- 8.1 There are personnel implications in terms of moving the administration of applications for financial assistance from Corporate Finance to the Corporate Policy Team, however this change can be accommodated from existing staff resource.

## **9. CONSULTATIONS**

- 9.1 There are no consultation responses which have not been reflected in this report.

## **10. RECOMMENDATIONS**

- 10.1 That Panel members note that responsibility for administering financial assistance grants has moved from Corporate Finance to the Corporate Policy Team with effect from 1<sup>st</sup> May 2018.
- 10.2 That Panel members note the revised process for payment of applications for financial assistance detailed in Paragraph 4.5.8.
- 10.3 That Panel members note the revised process for authorising payments relating to the Welsh Church Fund detailed in Paragraph 4.6.4.
- 10.4 That Panel members note the applications contained in Appendix 2 and 3, which will be approved by the Head of Corporate Finance under delegated powers.
- 10.5 That Panel members note the withdrawal of one Welsh Church Fund grant as detailed in Appendix 5, due to the project exceeding the 18 month time limit.

## **11. REASONS FOR THE RECOMMENDATIONS**

- 11.1 To ensure that the applications received under this report are determined in accordance with the Council's scheme of delegation criteria.

## **12. STATUTORY POWER**

- 12.1 Local Government Act 1972 and 2003 and the Council's Financial Regulations.

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Appendices:  
Appendix 1 Panel Awards  
Appendix 2 General Criteria Awards  
Appendix 3 Welsh Church Fund 2018/19 Criteria Awards  
Appendix 4 List of General Criteria  
Appendix 5 Welsh Church Fund Grants Withdrawn

**Appendix 1 - Panel Awards 2018-19**

Ref	Name of Organisation	Charity/Vol Org. Etc	Area	Award Sought	Background Information	Purpose for Grant	Amounts from Other Sources	Previous Awards	Similar Awards
18/P001	The Royal British Legion: Blackwood & District Branch	Charity	Blackwood	£500.00	Supporting Service/Ex-Service persons and their dependants	Boost funds to play a greater part in events to commemorate WWI; organise comments, school visits; purchase small gifts	£0.00	£0.00	£0.00
	<b>Total</b>			<b>£500.00</b>					

## Appendix 2 - General Criteria Awards

Reference	Name of Organisation/Individual	Sport	Award Category	Criteria Award
18/GC001	Sporting Individual Representing Country	8 Ball pool	Individuals (amateur) representing Wales at home	£130
18/GC002	Gilfach Ladies Bowling Club		Sports Club (up to 50 members)	£100
18/GC003	Sporting Individual Representing Country	8 Ball pool	Individuals (amateur) representing Wales at home	£130
18/GC004	Sporting Individual Representing Country	Taekwondo	Individuals (amateur) representing Wales abroad	£250
18/GC005	Sporting Individual Representing Country	Pool	Individuals (amateur) representing Wales at home	£130
18/GC006	Sporting Individual Representing Country		Individuals (amateur) representing Wales abroad	£250
18/GC007	Rhymney Valley Senior Section		Boys & Girls Clubs/YMCA/Scouts/Cubs/Brownies/Guides/Boys Brigade/Crusaders (up to 50 members)	£100
18/GC008	2nd Caerphilly Guides		Boys & Girls Clubs/YMCA/Scouts/Cubs/Brownies/Guides/Boys Brigade/Crusaders (up to 50 members)	£100
18/GC009	Crosskey Krafters		Clubs run From Churches/Chapels	£200
18/GC010	Pentwyn & District Allotment Association		Allotments	£100
18/GC011	Sporting Individual Representing Country		Individuals (amateur) representing Wales at home	£130
18/GC012	Sporting Individual Representing Country	Taekwondo	Individuals (amateur) representing Wales abroad	£250
18/GC013	Sporting Individual Representing Country	Taekwondo	Individuals (amateur) representing Wales abroad	£250
18/GC014	Gilfach Old Peoples Welfare Committee		OAP Association with own building	£300
18/GC015	Ravenswood Allotment Society		Allotments	£100
18/GC016	Sporting Individual Representing Country	Table Tennis	Individuals (amateur) representing Wales at home	£130
18/GC017	Sporting Individual Representing Country	Taekwondo	Individuals (amateur) representing Wales abroad	£250
18/GC018	Sporting Individual Representing Country	Table Tennis	Individuals (amateur) representing Wales abroad	£250
18/GC019	Ynysddu Welfare FC		Sports Club (over 50 members)	£200
18/GC020	Sporting Individual Representing Country	Taekwondo	Individuals (amateur) representing Wales abroad	£250
18/GC021	Sporting Individual Representing Country		Individuals (amateur) representing Wales abroad	£250
18/GC022	Newbridge WI		Community Groups	£100
18/GC023	Sporting Individual Representing Country	Trampoline	Individuals (amateur) representing Wales at home	£130
18/GC024	Bedwas Theatre Group		Theatre Groups	£200
18/GC025	Rhymney Ladies Flower Guild		Community Groups	£100
18/GC026	The Players' Theatre Gelliqaer		Theatre Groups	£200
18/GC027	Bethel Quilters		Clubs run From Churches/Chapels	£200
18/GC028	Oakdale Silver Band		Brass and Silver Bands	£400
18/GC029	Sporting Individual Representing Country	Table Tennis	Individuals (amateur) representing Wales at home	£130
18/GC030	Sporting Individual Representing Country	Karate & Kickboxing	Individuals (amateur) representing Wales abroad	£250
18/GC031	Sporting Individual Representing Country		Individuals (amateur) representing Wales abroad	£250
18/GC032	Sporting Individual Representing Country		Individuals (amateur) representing Wales abroad	£250
18/GC033	Sporting Individual Representing Country		Individuals (amateur) representing Wales abroad	£250
18/GC034	Sporting Individual Representing Country	Karate & Kickboxing	Individuals (amateur) representing Wales abroad	£250
18/GC035	Sporting Individual Representing Country		Individuals (amateur) representing Wales abroad	£250
18/GC036	Sporting Individual Representing Country	Karate & Kickboxing	Individuals (amateur) representing Wales abroad	£250
18/GC037	Sporting Individual Representing Country	Karate & Kickboxing	Individuals (amateur) representing Wales abroad	£250
18/GC038	Sporting Individual Representing Country	Karate & Kickboxing	Individuals (amateur) representing Wales abroad	£250
18/GC039	Llanbradach OAP Welfare Committee		OAP Association with own building	£300
18/GC040	Thursday Club		Clubs run From Churches/Chapels	£200
18/GC041	1st Llanbradach Girls Brigade Company		Boys & Girls Clubs/YMCA/Scouts/Cubs/Brownies/Guides/Boys Brigade/Crusaders (up to 50 members)	£100
18/GC042	The Youth Centre, Cefn Hengoed		Boys & Girls Clubs/YMCA/Scouts/Cubs/Brownies/Guides/Boys Brigade/Crusaders (up to 50 members)	£100
18/GC043	Rhymney Castle Select South Road Flying Club		Pigeon Clubs	£200
18/GC044	Sporting Individual Representing Country	Taekwondo	Individuals (amateur) representing Wales abroad	£250
18/GC045	Sporting Individual Representing Country	Inline Roller Hockey	Individuals (amateur) representing Wales abroad	£250
18/GC046	Sporting Individual Representing Country	Inline Roller Hockey	Individuals (amateur) representing Wales abroad	£250
18/GC047	Aber Valley FC		Junior Sports Club (over 50 members)	£200
18/GC048	Maesycwmmmer Heritage Group		Websites - Initial design stage only	£100
18/GC049	Heartwise		Community Groups	£100
18/GC050	Crumlin Bravehearts Support Group		Community Groups	£100
18/GC051	Dance Unity Formation Teams		Junior Sports Club (over 50 members)	£200

Total

£9,910

### Appendix 3 - Welsh Church Fund 2018/19 Criteria Awards

Ref No.	Organisation	Category	Description	Award Sought	Amount Awarded
18/WCF001	St John Baptist Church, Nelson	Religion	Roof, new walls, heating system	£10,000.00	£10,000.00
18/WCF002	Bethany United Reformed Church, Ystrad Mynach	Religion	Replace wooden seating	£3,811.20	£3,811.20
18/WCF003	Blackwood Golf Club	Community	Disabled Access to the front door	£7,000.00	£6,500.00
18/WCF004	Black Vein Miners Memorial Society	Community	New fencing	£2,225.60	£2,225.60
18/WCF005	Bedwas Pentecostal Church	Religion	Shop alterations	£1,069.41	£1,069.41
18/WCF006	Gelligaer & District Welfare Assocation	Community	New car parking for disabled	£7,500.00	£6,875.00
18/WCF007	Llanbradach Community Centre	Community	New lighting in centre plus CCTV	£6,428.56	£6,071.42
18/WCF008	Pentwyn and District Allotment Association	Community	Construct parking area	£3,600.00	£3,600.00
18/WCF009	Ynysddu Welfare FC	Community	Spectator barriers and dugouts	£5,300.00	£5,225.00
18/WCF010	Trinity Presbyterian Church	Religion	New central heating system	£4,000.00	£4,000.00
18/WCF011	Oakdale Community Centre	Community	Battery storage system, lighting enhancements & upgrading CCTV	£8,152.10	£7,174.70
18/WCF012	Aber Valley YMCA	Community	Deep clean & reseal sports hall floor	£5,388.00	£2,650.00

**Total Awarded**

**£59,202.33**



## Appendix 4 - General Criteria

Category	New Criteria	Value
a	OAP Association with own building	£300
b	OAP Association without own building	£150
c	Individuals (amateur) representing Wales at home	£130
c1	Individuals (amateur) representing Wales Top Up Grant	£120
d	Individuals (amateur) representing Wales abroad	£250
e	Jazz Bands	£100
f	Choirs	£100
g	Junior Sports Club (up to 50 members)	£100
g1	Junior Sports Club (over 50 members)	£200
h	Boys & Girls Clubs/YMCA/Scouts/Cubs/Brownies/Guides/Boys Brigade/Crusaders (up to 50 members)	£100
h1	Boys & Girls Clubs/YMCA/Scouts/Cubs/Brownies/Guides/Boys Brigade/Crusaders (over 50 members)	£200
l	St John Ambulance (up to 50 members):- Cadets/Badgers	£100
j	St John Ambulance (over 50 members):- Cadets/Badgers	£200
m	Brass and Silver Bands	£400
n	Allotments	£100
o	Arts Society	£100
p	Writers Clubs	£100
q	Theatre Groups	£200
r	Community Groups	£100
s	Beekeepers Groups	£100
t	Garden Clubs	£150
u	Tenants & Residents Association	£100
v	Websites - Initial design stage only	£100
w	Pigeon Clubs	£200
x	Clubs run From Churches/Chapels	£200
y	Sports Club (up to 50 members)	£100
z	Sports Club (over 50 members)	£200
aa	Other - up to max	£400

## Appendix 5 - Welsh Church Fund Grants Withdrawn

Organisation	Approved Amounts	Panel Date
Trinity Presbyterian Church of Wales (Cefn Fforest)	£2,000.00	Nov-16

**Total**                      **£2,000.00**