

**DRAFT**

**Caerphilly County Borough Council Terms of Reference  
for Awarding The Tackling Poverty Small Grants Fund**

**Background**

The Tackling Poverty Small Grants Fund has been developed by combining the Communities First Trust Fund (CFTF) and the Community Facilities and Activities Programme (CFAP). It is available to community groups/organisations that are working in or benefiting people from a Communities First Cluster. Welsh Government has allocated \*\*\*\*\* per Communities First Cluster for the financial year 2014/15 (therefore £160,000 in total for Caerphilly County Borough).

The purpose of the grant is to benefit those people who are most in need of support (socially excluded, young people, elderly, those with a disability or those experiencing high levels of deprivation).

Projects are supported if demonstrated that they are relevant to the Welsh Government's *Tackling Poverty* Action Plan, that they complement the activities of the Communities First Cluster, are supported by the local community and do not duplicate existing provision. Applicants must engage with the appropriate Cluster Manager to discuss their application and develop realistic and measurable outcomes for the activity to be funded.

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**Application Process**

Applications are welcome from voluntary organisations, charities and community groups in the borough. The rules of the fund prevent the following groups/organisations/individuals from applying: -

- Any commercial / trading or profit-making organisations
- Organisations whose annual turnover exceeds more than £150,000
- Political organisations
- Town and community councils
- Schools (however (PTA/Friends may apply)
- Communities First Clusters/lead delivery bodies
- National organisations, unless the group is a local branch with local management/accountability arrangements and bank account

There will be three funding rounds held a year in: May, August, and November.

Guidelines for applicants have been produced. Applicants must complete the standard application form.

Communities First Cluster managers should ensure that the group or organisation has the capacity to apply and that the proposed projects/activities fit in to the three strategic outcomes for their Cluster Area.

Where an application does not meet the necessary criteria, feedback will be given to the applicant, along with the offer of support from the Communities First GAVO Officer to help improve the application if required.

### **Grant Available**

A grant of up to a maximum value of \*\*\*\*\* for capital and revenue is available.

In the context of this grant scheme:

“**Revenue**” means items of equipment costing less than £5,000, short term staffing, operating or running costs.

“**Capital**” means any physical building work, related professional fees, and the purchase of items of equipment costing over £5,000.

All claims for the grant awarded are paid in arrears, however applicants will be allowed to submit staged payments providing all the necessary accompanying evidence is submitted (which is detailed in the Grant Guidelines).

All payments will be made to the grant applicant – no payments can be made to a third party such as a builder, contractor or supplier.

Applicants must be able to spend the grant in the financial year awarded, as there is no provision for carrying over funding between financial years.

### **Tackling Poverty Funding Panel**

An assessment panel is convened to consider applications received for each funding round. The Panel will assess and make recommendations, with decisions made by the Head of Public Protection under delegated powers. The Panel comprises of:

- Cabinet Member for Regeneration, Planning & Sustainable Development
- Head of Public Protection and Officer Anti Poverty Champion for Caerphilly County Borough (Chair of Tackling Poverty Funding Panel)
- 1 nominated community member from each Communities First Cluster area (no elected members)
- A representative from Legal Services
- Grants Manager - Finance
- Community Regeneration Manager, Caerphilly County Borough Council (no voting rights)

For voting purposes, the quorum will stand at 4 votes, 2 of which must include the Chair and Cabinet Member for Regeneration. In the event of a tie, the Chair will hold the casting vote.

A meeting of officers will be convened in line with deadline dates for applications. The Chair of the panel will action all decisions made by the panel i.e. a collated response of all officers is submitted back to the Community Regeneration Co-ordinator (within two weeks). Additional meetings may be convened as the Chair deems necessary.

There will be no appeals process for unsuccessful applications. The panel decision is final. However, any revised applications submitted will be reconsidered by the panel, providing they meet the necessary criteria.

### **Administration**

The Fund is administered by the Council's Community Regeneration unit. The Community Regeneration Co-ordinator receives all applications, seeks observations on applications, convenes and services the Funding Panel, informs applicants of outcomes, monitors the spending of the funding according to the Welsh Government terms and conditions, in association with the relevant Financial Officer who will provide budget out turns. Invoices for approved grant expenditure are processed for payment by the Administrative Assistant on the instruction of the Community Regeneration Co-ordinator.

### **Reporting Mechanisms**

The Community Regeneration Manager reports to the Welsh Government on all aspects of the administration of the funding and the outcomes of projects and/or activities and informs the Welsh Government of any issues arising in relation to the projects and/or activities.

The Applicant should provide information to the Cluster Manager on the outcomes of their project and on any other issues arising as a result of the activities being carried out.

### **Review**

Funding available for this Scheme is subject to annual review by the Welsh Government.

Drafted: 6<sup>th</sup> March 2014