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Date: 16th June 2022

To Whom It May Concern,

A multi-locational meeting of the **Voluntary Sector Liaison Committee** will be held in Penallta House, and via Microsoft Teams on **Thursday, 23rd June, 2022 at 10.30 am** to consider the matters contained in the following agenda. You are welcome to use Welsh at the meeting, a minimum notice period of 3 working days is required should you wish to do so. A simultaneous translation will be provided on request.

Members of the public or Press may attend in person at Penallta House or may view the meeting live via the following link: <https://civico.net/caerphilly>

This meeting will be live-streamed and a recording made available to view via the Council's website, except for discussions involving confidential or exempt items. Therefore the images/audio of those individuals speaking will be publicly available to all via the recording on the Council website at www.caerphilly.gov.uk

PLEASE NOTE

Arrangements have been made for a **pre-meeting of the County Borough Members only, at 10.00am.**

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Chrissy Harrhy'.

Christina Harrhy
CHIEF EXECUTIVE

AGENDA

- | | Pages |
|--|-------|
| 1 To appoint a Chair for the ensuing year. | |

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2 To appoint a Vice Chair for the ensuing year.

3 To receive apologies for absence.

4 Declarations of Interest.

Councillors and Officers are reminded of their personal responsibility to declare any personal and/or prejudicial interest (s) in respect of any item of business on this agenda in accordance with the Local Government Act 2000, the Council's Constitution and the Code of Conduct for both Councillors and Officers.

To receive and consider the following minutes: -

5 Voluntary Sector Liaison Committee held on 17th March 2022.

1 - 6

6 Matters Arising.

To receive and consider the following reports: -

7 Briefing note: Matters raised by the Voluntary Sector Liaison Committee.

7 - 14

8 Community Building Survey - Verbal Update.

9 GAVO, The Role of Your Local County Voluntary Council (CVC) - Presentation.

10 Items of interest concerning the Voluntary Sector from Compact Partners.

Circulation:

Councillors R. Chapman, Mrs P. Cook, K. Etheridge, J.E. Fussell, C.J. Gordon, T. Parry, L. Phipps, D.W.R. Preece, Mrs D. Price, H. Pritchard, J. Sadler, Mrs E. Stenner, L.G. Whittle, S. Williams and W. Williams

REPRESENTATIVES OF THE VOLUNTARY SECTOR:

Abertridwr Community Church, Barod Cymru, Blaenau Gwent and Caerphilly Care & Repair Cymru, Caerphilly and Blaenau Gwent Citizens Advice, Cruse in Gwent, GAVO, Groundwork Wales, Homestart Cymru, Menter Iaith Sir Caerfilli, Oakdale Community Centre, Parent Network, Pobl Housing, Right From The Start, SSAFA Gwent, The United Reformed Church, The Youth Centre Cefn Hengoed, Vanguard Caerphilly

And

Aneurin Bevan University Health Board

Gwent Police

South Wales Fire & Rescue Services

Caerphilly Business Forum

Town & Community Councils Representative

Natural Resources Wales

And Appropriate Officers

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VOLUNTARY SECTOR LIAISON COMMITTEE

MINUTES OF THE DIGITAL MEETING HELD VIA MICROSOFT TEAMS ON
THURSDAY, 17TH MARCH 2022 AT 10.30 A.M.

PRESENT:

Chair: Mrs L. Jones (Menter Caerfilli)
Vice Chair: Councillor Mrs E. M. Aldworth

Councillors:

A. Collis, S. Cook, K. Etheridge, J. E. Fussell, R. W. Gough and L. G. Whittle.

Together with representatives from:

GAVO: S. Tiley (Chief Executive Officer), A. Palmer (Deputy Chief Executive Officer), G. Jones (GAVO Regional Strategic Lead Caerphilly), K. Dawson (Development Officer).

The Voluntary Sector: Blaenau Gwent and Caerphilly Care & Repair Cymru, Caerphilly and Blaenau Gwent Citizens Advice, Groundwork Wales, Menter Caerfilli, Oakdale Community Centre, Parent Network and The Youth Centre - Cefn Hengoed,

Compact Partners: Aneurin Bevan UHB, Gwent Police and Town and Community Councils.

Officers:

P. Cooke (Senior Policy Officer), P. Massey (Policy Officer), V. Doyle (Policy Officer), S. Hughes (Committee Services Officer) and J. Lloyd (Committee Services Officer).

Also in attendance:

N. Jones (Gwent Police Funding and Partnership Manager).

RECORDING ARRANGEMENTS

The Chair reminded those present that the meeting was being recorded and would be made available to view via the Council's website, except for discussions involving confidential or exempt items. [Click Here to View.](#)

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors J. Bevan, D. C. Harse, A. G. Higgs, Mrs T. Parry, Mrs D. Price, Mrs E. Stenner, Mrs J. Stone and W. Williams, together with representatives from Homestart Cymru, SSAFA Gwent, Natural Resources Wales and South Wales Fire and Rescue Services.

2. DECLARATIONS OF INTEREST

There were no declarations of interest received at the commencement or during the course of the meeting.

3. MINUTES – 2ND DECEMBER 2021

It was moved and seconded that the minutes of the Voluntary Sector Liaison Committee meeting held on 2nd December 2021 be approved as a correct record. By a show of hands this was agreed by the majority present.

RESOLVED that the minutes of the Voluntary Sector Liaison Committee held on 2nd December 2021 (minute nos. 1 – 8) be approved as a correct record.

The Chair considered matters arising from the minutes of the Voluntary Sector Liaison Committee held on 2nd December 2021. Clarification and further information were provided on a number of items.

In response to a request from a representative of the Voluntary Sector the Policy Officer provided an update on the Community Empowerment Fund. The Committee was informed that the closing date for the second round of the grant scheme closed on 18th February 2022 and the applicants will be informed of the outcome in the next couple of weeks. The Committee was further informed that the total funding allocated from across the two rounds in this current year was around £98,000 across the county borough. It was noted that the Community Empowerment Fund is ward allocated, however in calculating the allocations the funding is divided by the number of elected representatives with the Caerphilly borough. The involvement of local ward Members, as one of the key contact points in local communities, to work with and support local community groups to develop project ideas that meet identified needs on a ward basis was highlighted. The Committee was advised that any underspend in the current year will be ring-fenced and carried forward to next year.

During the course of the update, it was noted that there had been no applications received in either round from a number of wards. In response to a request from the GAVO Regional Strategic Lead for Caerphilly, the Policy Officer agreed to provide a list of those wards in order for GAVO to identify the reasons why no applications have been submitted and to support local community groups to develop project ideas. The Policy Officer emphasised that all applications for funding must have support, in writing, from their local elected ward Member prior to submission.

The Chair sought clarification as to how the Community Empowerment Fund is promoted to the Voluntary Sector. The Policy Officer informed the Committee that the marketing of the scheme is with ward Members and not directly communicated to the Voluntary Sector. She explained that the idea of scheme is to empower groups within the community to bring forward projects and highlighted how Members have an important role to play in this. It was noted that detailed information regarding the [Community Empowerment Fund](#) is available on the Council's website.

A Member referred to the grants to the Voluntary Sector and a formal request was made for a report to be brought to the next Voluntary Sector Liaison Committee meeting encompassing the criteria, eligibility, publicity, application process and the amount remaining in the budget. It was further requested that the report included an action plan and timescales and also information on consultation and engagement. Following on from previous discussions the Member also requested that a report on the Community Empowerment Fund to be brought to the next meeting of the Voluntary Sector Liaison Committee, to include how many ward allocations have not been used and the reasons why and an update on the funding allocated to individual wards. The Policy Officer clarified a number of points raised by the Member. In terms of a report on the small grants to the Voluntary Sector, the Committee was advised that

the criteria for this is set by the Grants to the Voluntary Sector Panel. The Committee was further advised that the criteria is reviewed on an annual basis and will be considered again following the election period. The Policy Officer also informed the Committee of changes that are going to be made to the website for both the Welsh Church Funds Act and the Community Empowerment Fund. Further to this, the Committee was provided with an update on a meeting held with the Corporate Policy Unit and GAVO to discuss the concerns raised by representatives of the Voluntary Sector. At that meeting it was agreed the Corporate Policy Manager would meet with representatives of the Voluntary Sector, on date to be arranged, to discuss some of the issues around grants to the Voluntary Sector and how promotion of the scheme can be supported. In conclusion, it was agreed that the request for the two reports will be discussed at the meeting with the Corporate Policy Manager and, if appropriate, the reports will be scheduled for a future meeting.

4. MINUTES – 27TH JANUARY 2022

It was moved and seconded that the minutes of the special meeting of the Voluntary Sector Liaison Committee held on 27th January 2022 be approved as a correct record. By a show of hands this was agreed by the majority present.

RESOLVED that the minutes of the Voluntary Sector Liaison Committee held on 27th January 2022 (minute nos. 1 – 4) be approved as a correct record.

5. WELL-BEING ASSESSMENT UPDATE

The Senior Policy Officer provided a verbal update on the Well-being Assessment. It was noted that the consultation period for the Draft Well-being Assessment has now ended and the document has been updated in light of the responses received. The Voluntary Sector Liaison Committee was informed that the revised version was formally approved at the Gwent Public Services Board (PSB) meeting on 10th March 2022 and is due to be published by 5th May 2022. The Well-being Assessment will then be used to develop the Gwent Well-being plan by May 2023.

The Senior Policy Officer explained to the Committee that the next stage is called ‘response analysis’, which is a more detailed investigation into some of the key themes emerging from the Assessment and how they interact with each other. This detailed analysis will provide the PSB with the information they need to determine their priorities, which will be their new Well-being Objectives. The Committee was informed that the Well-being Assessment identified around 120 issues across Gwent which were reviewed by the PSB and the Senior Policy Officer provided an outline on the areas identified for response analysis, including which organisations would take the lead for each area. The completion date for the response analysis of 30th June 2022 was noted.

The Senior Policy Officer responded to a Member’s query regarding the implications of the current conflict in Ukraine. The Committee was advised that, due to the timescale of events, the impact it will have on the objectives of the plan have not been identified in the Well-being Assessment. It was explained that the situation could be considered under the areas identified for response analysis, in term of how it affects the objectives going forward. It was noted that there was a separate item on the agenda at the PSB meeting to discuss the current situation with regards to Ukraine. The Committee was made aware that, at this point in time, it was unclear whether the implications of the current conflict in Ukraine will be formally considered as part of the Well-being Plan or in collaboration between the PSB and other organisations.

A representative of GAVO referred to the current Well-being Plan and highlighted the importance of the support from the Voluntary Sector in relation to the development of the Gwent Well-being Plan. In response to a query, the Senior Policy Officer provided a summary

of further opportunities for individuals, communities, businesses and other stakeholders involvement.

The Chair raised concerns on behalf of the Voluntary Sector regarding deprivation data and clarification was requested in terms of the provision of the data for each individual county. The Policy Officer explained that deprivation data is published at a very small geographical level and it was not appropriate to include that level of detail in the overall Gwent Well-being Assessment. However, it was further explained that there are five local Well-being Assessments within Caerphilly and the development deprivation data has been included in those documents, which does form part of the Gwent Well-being Assessment.

Following the discussion, the Voluntary Sector Liaison Committee noted the update on the Gwent Well-being Assessment.

6. COMMUNITY BUILDING SURVEY UPDATE

The Development Officer for GAVO provided a verbal update on the Community Building Survey. The Voluntary Sector Liaison Committee was provided with a summary of the preliminary data.

In order to provide more context, the Deputy Chief Executive Officer for GAVO explained that representatives of the Voluntary Sector started looking at a Community Building Survey, before the Covid-19 pandemic, to investigate and demonstrate that there are opportunities for services to be provided out of community buildings and to look at how third sector organisations with buildings could collaborate and support their sustainability through potential rental of rooms to other organisations. The Committee was informed that the survey will be circulated to local Ward Members for them to use their local knowledge to encourage organisations across the county borough, that have their own buildings, to complete the survey. The opportunity for the third sector to promote their organisations and activities was emphasised.

The Chair thanked the Development Officer for GAVO for his work on the Community Building Survey and looked forward to receiving a further update when more surveys have been completed. The Voluntary Sector Liaison Committee noted the update on the Community Building Survey.

7. PRESENTATION FROM NATASHA JONES ON HER NEW ROLE AS GWENT POLICE LIAISON OFFICER

The Voluntary Sector Liaison Committee received a presentation from Natasha Jones and a point of correction was noted in that her new role is Gwent Police Funding and Partnership Manager. The Committee was provided with an overview of her role, as the point of contact to co-ordinate funding applications and income generation opportunities.

In response to a Member's query regarding what funding is available to the Voluntary Sector and other agencies from the Police and Crime Commissioner, the Committee was advised that full details including the criteria and application process are available on the Gwent Police and Crime Commissioner website. In addition, Members were informed that the Police and Crime Commissioner has provided the two Local Policing Areas with £10,000 each for the Positive Impact Fund and the application process for this was outlined. The Committee was invited to contact the Gwent Police Funding and Partnership Manager for any further information and assistance regarding funding applications.

Following the discussion, the Chair thanked the Gwent Police Funding and Partnership Manager for attending the meeting. The Voluntary Sector Liaison Committee noted the presentation.

8. ITEMS OF INTEREST CONCERNING THE VOLUNTARY SECTOR FROM COMPACT PARTNERS

There were no items of interest concerning the Voluntary Sector from Compact Partners.

The meeting closed at 11.35 am.

Approved as a correct record and subject to any amendments or corrections agreed and recorded in the minutes of the meeting held on 23rd June 2022, they were signed by the Chair.

CHAIR

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VOLUNTARY SECTOR LIAISON COMMITTEE – 23RD JUNE 2022

BRIEFING NOTE: MATTERS RAISED BY THE VOLUNTARY SECTOR LIAISON COMMITTEE

1. UPDATE REPORT ON GRANTS TO THE VOLUNTARY SECTOR, WELSH CHURCH ACTS FUND, COMMUNITY EMPOWERMENT FUND AND TECHNICAL ASSISTANCE FUND GRANT SCHEMES

- 1.1 The purpose of this report is to provide an update in relation to a formal request at the VSLC meeting of 17th March 2022 for a report encompassing the criteria, eligibility, publicity, application process and the amount remaining in the various budgets in relation to grant schemes operated by the Policy & Partnerships Team within the Council. The following provides the requested information for each of the different grant schemes.
- 1.2 In recent months a range of changes have been made to application forms, application criteria and webpages, and consistency across the various documents has been improved, in order to make the application process more straightforward and to provide more clarity for potential applicants on the various grant schemes. We do not make application forms available online as we prefer to have an initial conversation with potential applicants, so we can understand what their proposed project entails and so we can check that it meets the appropriate application criteria. Application forms for the Grants to the Voluntary Sector Fund, the Welsh Church Acts Fund and the Technical Assistance Fund can be requested by emailing communitygrants@caerphilly.gov.uk, and applications forms for the Community Empowerment Fund can be requested by emailing cef@caerphilly.gov.uk. Alternatively, application forms can be requested by calling 01443 866391.

2. Grants to the Voluntary Sector Fund

- 2.1 This grant scheme offers very small grants to voluntary sector organisations and are a contribution towards the running costs of the organisation. Applications for a grant are made via a short application form which is sent to potential applicants via email or by post, and payment is made to successful organisations/individuals on approval. There are no formal grant criteria and instead funding is allocated according to which category a voluntary sector organisation fits into from a set of 'General Criteria' as detailed below:

Category	Criteria	£
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

Category	Criteria	Value
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

- 2.2 If the applicant organisation does not fit into one of the General Criteria categories, the application is referred to the Grants to the Voluntary Sector (GTVS) Panel for consideration, which is made up of Elected Members. They then make a recommendation in relation to whether the support the application and if so, the amount of grant to be awarded.
- 2.3 The annual grant budget for 2022/23 is £195,686. However, the budget is also used to fund applications for Discretionary Rate Relief for community/voluntary organisations, and the estimate of these costs for 2022/23 is £187,367, which leaves an in-year balance of £8,319. There is a brought forward balance of £110,882.67 from previous years, giving a combined total of £119,201.67 to be used to fund applications in 2022/23.
- 2.4 In 2019 a number of suggestions were made on behalf of the voluntary sector which related to the historical underspends on this budget, improving publicity of the grant scheme, making the application process simpler and reducing the number of General Criteria categories. The GTVS Panel considered these suggestions at their meeting on 19th December 2019 and recommended maintaining the current application process and General Criteria categories. They did however recommend that the current level of awards (which had remained unchanged since 2015) be increased by 10% from 1st April 2020 and in subsequent years to review annually in line with inflation.
- 2.5 However, subsequent to this meeting it was agreed by Cabinet (as part of the Team Caerphilly Transformation Programme) to undertake a wider review of the funding that the Council gives to the voluntary sector, and therefore these increases were put on hold until the outcomes of this review were available. Due to the pressures of the Covid-19 pandemic this review has seen limited progress to date.
- 2.6 The governance for the GTVS grants is that where applications can be approved under the General Criteria, these awards are made automatically and are signed off under delegated powers by the Head of Financial Services & S151 Officer and then reported to the next available GTVS Panel meeting for information only.

- 2.7 Where applications fall under the 'Other' category, applications are reported to the GTVS Panel as described above for a recommendation, which is then signed off under delegated powers by the Head of Financial Services & S151 Officer. All reports to the GTVS Panel are published on the Council website and can be accessed here [Browse meetings - Grants to the Voluntary Sector Panel \(caerphilly.gov.uk\)](#).
- 2.8 Following the recent Council elections, when the GTVS Panel next meets (14th July 2022) Members will be given a presentation on the existing criteria and the opportunity to make recommendations on any changes they see fit. Any changes will need Cabinet approval before they can be implemented.
- 2.9 Information on this grant scheme is available on the Council website [Caerphilly - Caerphilly County Borough](#). The information on the webpage has recently been updated to include the grant criteria, to make it clearer for applicants in relation to the grant amount they are likely to receive when making an application under the General Criteria.

3. Welsh Church Acts Fund

- 3.1 The Welsh Church Acts Fund (WCAF) is available to churches, chapels, places of public worship, community organisations and charities operating in Caerphilly county borough. It provides support to these organisations in the form of capital grants for the repair or refurbishment of buildings and the purchase of equipment to support the aims of the organisation and meet the identified needs of the local community. It is intended that projects supported will have a lasting effect on the communities in which these organisations and buildings are located. In addition, limited support may be provided for 'exceptional' individuals in relation to the advancement of education.
- 3.2 The WCAF was established from the proceeds and assets of the disestablishment of the Church in Wales. These assets were distributed evenly amongst the former county councils in Wales, and then divided between the Welsh Unitary Authorities when they were formed in 1996. The WCAF is an independent charitable trust which is managed by Monmouthshire County Council (MCC).
- 3.3 There are a number of 'Charitable Purposes' for which the fund may be applied, and each Unitary Authority has the flexibility and discretion to decide on how the fund is managed and allocated locally according to needs and circumstances, providing it is in line with the Charitable Purposes (see Appendix 1).
- 3.4 Within Caerphilly county borough, the Council's Cabinet has approved local application criteria for the grant scheme (see Appendix 2), and in line with this criteria the following types of projects can be supported:
- (i) The restoration or maintenance of any place of public worship and community or village halls
 - (ii) Organisations working to address disadvantage for people on low incomes or those who are sick or disabled
 - (iii) The provision of services or facilities by organisations promoting the welfare of elderly persons
 - (iv) The provision of facilities for recreation or other leisure time occupation which are available to members of the public at large, with a view to improving the lives of individuals. This can include the provision of playing fields, sporting facilities, parks, open spaces and centres/halls for meetings, lectures, classes or training
 - (v) The advancement of the education and public benefit of residents by promoting their interest in aesthetic, architectural, historical or scientific matters relating to Wales

- 3.5 Applicant organisations are required to evidence the need for their project or activity and the lasting benefits it will provide for the local community. Applications must be made on a formal application form, which is sent to potential applicants via email or by post. Payment is made in arrears on the submission of invoices and bank statements to evidence spend, and payments are usually processed within 7-10 days. Staged payments can be made if required, and this will be agreed on a case-by-case basis.
- 3.6 Within Caerphilly county borough the maximum WCAF grant available to any organisation is £5,000. Approved projects where the total cost is less than £5,000 can be awarded a grant of up to 100% of the project costs. Larger projects (costing over £5,000) can receive a grant of up to the maximum amount, with match funding being provided from the organisations' own funds or other match funding sources.
- 3.7 For projects which involve the refurbishment, development, extension, or construction of land and/or buildings, applicants should be the owner of the land and/or buildings or have a formal agreement in place with the landlord that the work can be undertaken. In addition, where the landlord is Caerphilly County Borough Council and a private contractor will be undertaking the work, a lease or license will be required within a minimum of six years left to run when the application is submitted.
- 3.8 The Council receives an annual allocation from MCC of around £60,000, depending on the prevailing investment conditions. For 2022/23 this figure is £57,760, and in addition there is a brought forward balance of £105,175 from previous years, resulting in a total available budget of £162,935 for 2022/23.
- 3.9 The governance for the WCAF grants is that where applications meet the application criteria they are recommended for approval by officers and signed off under delegated powers by the Head of Financial Services & S151 Officer. Awards are then reported to the GTVS Panel meeting for information only.
- 3.10 Significant changes have been made to the application form recently, in order to make it easier to apply. In addition, the webpage on the Council website has been updated and the Charitable Purposes and Caerphilly county borough specific application criteria have been added to make it easier for potential applicants to ascertain whether their proposed project meets the criteria. The webpage can be found here [Caerphilly - Caerphilly County Borough](#).
4. Community Empowerment Fund
- 4.1 The Community Empowerment Fund (CEF) was created in 2021/22 to enable communities to develop and deliver projects aimed at meeting the needs of their residents. Key to this is the involvement and sponsorship of local Ward Members as one of the key contact points in local communities, who will work with and support local community groups to develop project ideas that meet identified need on a ward basis.
- 4.2 The Council's 2021 residents' survey 'The Caerphilly Conversation' sought views on what the CEF could be spent on, with seven priority areas emerging from the feedback. Therefore, these seven priority areas have formed the basis of the application criteria for projects:
- Environmental projects, including awareness of biodiversity and increasing community activity
 - Projects that support greater community cohesion
 - Projects that aim to tackle isolation and loneliness across the community
 - Digital inclusion projects
 - Projects to encourage greater physical and mental well-being
 - Activities for young people/educational activities (non-statutory)
 - Initiatives that promote and encourage community safety
 - Supporting community groups to establish
- 4.3 Applicant organisations are required to evidence the need for their project or activity and the lasting benefits it will provide for the local community, and applications must be made on a formal application form.

- 4.4 For capital projects which involve the refurbishment, development, extension or construction of land and/or buildings, applicants should be the owner of the land and/or buildings or have a formal agreement in place with the landlord that the work can be undertaken. In addition, where the landlord is Caerphilly County Borough Council and a private contractor will be undertaking the work, a lease or licence will be required within a minimum of six years left to run when the application is submitted.
- 4.5 The Council's annual budget setting in 2022/23 includes a £341,120 funding allocation for the grant scheme, to support community-led initiatives that complement and support those provided through public services. It should be noted that the CEF allocation of £341,120 for Caerphilly county borough is allocated to wards and not directly to local Ward Members. The allocation equates to an amount of £4,940 per Ward Member.
- 4.6 Applications must be made on a formal application form, which is sent to potential applicants via email or by post. If an application is successful, 50% of the grant awarded is paid on project approval. Organisations then have to provide evidence that this has been spent (by providing copies of invoices and bank statements) before the remaining 50% grant is released.
- 4.7 The maximum amount available to any organisation/community group is £4,940. Approved projects where the total cost is less than £4,940 can be awarded a grant of up to 100% of the project costs. Larger projects costing over £4,940 can receive a grant of up to the maximum amount, with match funding being provided from the organisations' own funds or other match funding sources.
- 4.8 Due to each Ward Member having an allocation of £4,940, organisations may be offered less than the maximum amount if there are multiple applications in individual wards in a single application round. Should this be the case, Ward Members in the relevant ward will be involved in discussions around prioritising which projects should be supported. Ward Members can also choose to merge their ward pots with other Members. There is no requirement for them to do this and will need to be discussed with the relevant Ward Members on a project by project basis as required.
- 4.9 Applications should be for a minimum amount of £1,000, and this can be made up of a number of different items in order to reach this minimum amount. Applications for less than £1,000 will not be considered. There are set application rounds for the CEF grant scheme and closing dates will be communicated via Ward Members. For information on the Ward Members for each ward, please visit this webpage [Your Councillors \(caerphilly.gov.uk\)](http://YourCouncillors.caerphilly.gov.uk).
- 4.10 In addition to the £341,120 detailed above there was an underspend of £229,484 in the CEF budget in 2021/22 due to the grant scheme going live later in the year. Discussions are ongoing with Corporate Management Team (CMT) and the Council's Cabinet in terms of how this underspend will be allocated among the new electoral wards.
- 4.11 The governance for CEF grants is that a small panel of officers meets to discuss the applications received and makes recommendations for approval and the amount of funding to be awarded. These recommendations are then signed off under delegated powers by the Head of Financial Services & S151 Officer. A summary of awards made are reported to Cabinet on a six monthly basis.
- 4.12 Some changes have been made to the application form recently, in order to make it easier to apply. In addition, the webpage on the Council website has been updated and the criteria for the grant scheme added, to make it easier for potential applicants to ascertain whether their proposed project meets the criteria. The webpage can be found here [Caerphilly - Caerphilly County Borough](#).

5. Technical Assistance Fund

- 5.1 The Technical Assistance Fund (TAF) is designed to help voluntary organisations and community groups in Caerphilly county borough to meet the costs of pre-application professional fees, leases and technical or legal costs, in relation to capital projects connected to land and/or buildings. Awards are made on the basis that the organisation will make their best endeavours to obtain funding for the project if a TAF grant is approved. Applications must be made on the appropriate grant application form.
- 5.2 The criteria for the grant scheme are as follows:
- the application for professional fees must relate to a capital project
 - applications must show clear evidence that the project will result in wider community benefit
 - applicants must provide proof that the owner of the land and/or property affected by the project has agreed to the project
 - any known constraints on the development
- 5.3 For 2022/23 the budget for this grant scheme is £11,619. The maximum grant available is up to £4,000 plus VAT (at 20%), a maximum amount of £4,800, although applications for lesser amounts will be viewed more favourably. The Council's Property Division/Legal Service will normally carry out the work unless there is a strong case for employing other professionals.
- 5.4 Applications must be made on a formal application form, which is sent to potential applicants via email or by post. Payment is made in arrears on the submission of invoices and bank statements to evidence spend, and payments are usually processed within 7-10 days. Staged payments can be made if required, and this will be agreed on a case-by-case basis.
- 5.5 The governance for TAF grants is that a small panel of officers meets to discuss the applications received and makes recommendations for approval and the amount of funding to be awarded. These recommendations are then signed off under delegated powers by the Head of Financial Services & S151 Officer.
- 5.6 Information on this grant scheme is available on the Council website [Caerphilly - Caerphilly County Borough](#). The information on the webpage includes the application criteria for the grant scheme.

6. Publicity

- 6.1 Each of the above grant schemes has a separate webpage on the Council's website [Caerphilly - Caerphilly County Borough](#), along with a number of other grant schemes available to the voluntary sector, although not all of them are operated by the Council. Each of the webpages have been updated recently to include relevant information and the appropriate grant criteria, as this is different for each of the individual grant schemes. Potential applicants can view the criteria to ensure that their proposed project meets the relevant criteria, before requesting an application form. Council officers will work with potential applicants to ensure that the application process is as straightforward and simple as possible.
- 6.2 GAVO is aware of all the Council grant schemes available for the voluntary sector and can provide advice and assistance to organisations in terms of applying for a grant. Assistance is also available from the Council's Caerphilly Cares team (01443 811490 or caerphillycares@caerphilly.gov.uk).
- 6.3 In addition, the following are suggested as ways in which the Council and its partners can improve the publicity of and increase awareness of these grant schemes:
- Use of volunteering platforms (GAVO etc.) using their contact/distribution list
 - Direct contact with groups we've built relationships with over the years.

- Links with our Communications Teams to help promote (they also have links with community groups that have Facebook pages etc. to get the information posted on their individual pages)
- Sharing on voluntary sector groups and local community social media sites
- Discussion with current groups/individuals who have accessed grants in the past to find out how they found out about them to build on this
- Discussion with groups to find out where they normally look for grants – find out if there are sites, places that they use, and whether or not we are promoting on these
- Leaflets, posters (not date specific but general so they don't go out of date too soon), social media activity to promote grants – are there particular cycles of when funding becomes available that there could be targeted campaigns?
- Our own website – again is there a particular time of the year that the information could be highlighted on the front page?
- Visits to community centres and places where groups meet to promote the grants
- Presentations, online sessions advertised - inviting people to attend sessions to find out about grants and availability
- Produce a promotional video or animation – this could be emailed out to contacts and used on social media feeds
- Briefing sessions to Councillors about grants available for them to promote in their surgeries/sessions they have with residents
- Internal promotion to staff – they may be part of a voluntary sector group and could promote the grants to these group(s)
- Work with schools to send messages out on their social platforms – schools have various ways of contacting parents and may be willing to send out information on grants
- Leaflets in libraires, other Council connections (housing, Social Services etc.) – if people are out and about in the community, they may be aware of groups that they could promote the information to and may also be aware of social media groups
- Leaflets at places where people go socially – cafes, theatres etc.
- Use Dewis to advertise online

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