

4 December 2017

Community, Health and Housing Committee

Brentwood Community Fund

Report of: *Kim Anderson, Partnership, Leisure and Funding Manager*

Wards Affected: *All wards*

This report is: *Public*

1. Executive Summary

1.1 The Brentwood Community Fund was set up to give Brentwood's communities the opportunity to provide local initiatives to improve the quality of life for local people living in the borough. The Community Fund of £16,300 is currently allocated within an existing 2017/18 budget, and grants of up to £2,000 are available for applicants. The funding was open from 3 April until 29 September 2017. A summary of the applications and the officers scoring sheet is attached in Appendix B.

2. Recommendation

2.1 That Members agree to fund those projects highlighted in green as outlined in Appendix B out of the Community Fund.

3. Introduction and Background

3.1 The Brentwood Community Fund has been set up to give Brentwood's communities the opportunity to promote local initiatives to improve the quality of life of people living in the local area. The fund has £16,300 allocated for localism projects. Grants of up to £2,000 are available. The funding was open to applications from 3 April until 29 September 2017 and the recommendations are now being considered before members.

3.2 The criteria that applicants need to meet for applications for the Brentwood Community Fund were provided in the information and guidance notes which were available to applicants and are attached in Appendix A of this report. This also includes the scoring matrix (Appendix C) that officers have used to score each of the applications.

- 3.3 The total number of applications to the Community Fund was 24, requesting a total of £42,993.
- 3.4 A summary spreadsheet of officer recommendations and a copy of all of the application forms have been available to all Members, in each of the member rooms and Members have had the opportunity to provide comments on the applications to the Chair of Community, Health and Leisure Committee prior to the meeting.

4. Issue, Options and Analysis of Options

- 4.1 The criteria and expected outcomes have been simplified in order to encourage applications and to broaden the accessibility of funding as set out in Appendix A of this report.

5. Reasons for Recommendation

- 5.1 Each application has been subject to a robust, independent and transparent scoring process to ensure fairness in the allocation of funding (Appendix C). Once received the applications were scored by a panel of officers looking at the following key priorities:
- Evidence that the bid meets the criteria, the Council's priorities and expected outcomes
 - Evidence that the community has been involved in the development and implementation of the project
 - Evidence that the bid supports the promotion of volunteering and community participation
 - Evidence that the applicant has sought additional external funding or in-kind value (such as the use of volunteers) for the project
 - Evidence that the project is sustainable once the Council's contribution has ceased.
- 5.2 Once the applications were individually scored they were ranked by their score. The recommendations by officers of the projects that met the key priorities and the amount of funding that is recommended is attached in Appendix B of this report.
- 5.3 Those applications marked green are recommended to receive funding.
- 5.4 Notifications will be made to all those applicants that applied. Successful applicants will also have to agree to any terms stipulated within the conditions

of the grant being awarded. Successful applicants will also need to complete a self-monitoring report once their project has been completed.

- 5.5 Any unsuccessful applicants to the Community Fund will be offered the following support: Face to face meeting with the Partnership, Leisure and Funding Manager to review their prospective application; offered a funding training session via Brentwood Council for Voluntary Services which includes tips on submitting a good funding application. Members will also be encouraged to assist in this process; Organisations will also be signposted to the Open 4 Community on the Council's website to look at other sources of external funding to support their project if applicable.

6. Consultation

- 6.1 Consultation has been undertaken with previous applicants and as a result we have revised and simplified the application process and simplified the application form and supporting guidance notes. It was recognised that some organisations or individuals may have had difficulty understanding some terminology in respect of completing the funding application, and the requirements for information and match funding should be proportionate to amount of money being awarded.
- 6.2 Part of the monitoring form that is sent out to all successful candidates, also asks the organisation about the whole process and areas than can improved.

7. References to Corporate Plan

- 7.1 The Community Fund supports a number of priorities and sub priorities within the Corporate Plan. The criteria and expected outcomes from the Community Fund applications are outlined in Appendix A.

8. Implications

Financial Implications

**Name & Title: Jacqueline Van Mellaerts, Finance Services
Manager/Deputy 151 Officer**

Tel & Email 01277 312829 / jacquelinevanmellaerts@brentwood.gov.uk

- 8.1 The Community Fund of £16,300 is currently allocated within an existing budget.

Legal Implications

Name & Title: Daniel Toohey, Head of Legal Services and Monitoring Officer

Tel & Email: 01277 312860/daniel.toohey@brentwood.gov.uk

- 8.2 The attached documentation and guidance will assist funding applicants, and the Council in taking fair and equitable decisions in relation to the allocation of available funding. All relevant permissions and licences need to be supplied as part of the applicant's paperwork.

Other Implications (where significant) – i.e. Health and Safety, Asset Management, Equality and Diversity, Risk Management, Section 17 – Crime & Disorder, Sustainability, ICT.

- 8.3 Asset – The granting of any funding is dependent on permissions being granted by the owner of the asset.
- 8.4 Equality and Diversity Implications – The Community Fund will support voluntary and community organisations that best support the Brentwood Community regardless of age, disability, gender, gender reassignment, pregnancy and maternity, race, religion and sexual orientation.

9. Appendices to this report

Appendix A – Information and guidance notes for the Community Fund
Appendix B – Officer Recommendations for funding
Appendix C – Scoring matrix

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