

**21 October 2014**

**Community 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 fund has £50,300 available in total in the current financial year, and grants of up to £3,500 are available for applicants. The funding was open from 1st April until 1st September 2014. A total of 24 applications were received requesting a total of £60,778.65 of funding.

**2. Recommendation**

- 2.1 That Members agree to fund those projects highlighted in green as outlined in Appendix B out of the Community Fund.**
- 2.2 Any unspent budget from the Community Fund is allocated to the ward budget allocation for 2014/15.**

**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 £50,300 allocated for localism projects. Grants of up to £3,500 are available. The funding was open to applications from 1st April 2014 to 1st September 2014 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 that officers have used to score each of the applications.

- 3.3 The Community Fund 2014/15 includes £24,000 of unspent funding from Brentwood Local Strategic Partnership, £18,000 from Localism Projects and £8,300 savings identified from Members allowances. Therefore the total amount available for 2014/15 was £50,300.
- 3.4 In total Brentwood Borough Council received 24 applications looking for total funding of £60,778.65
- 3.5 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 Committee prior to the meeting.
- 3.6 No additional feedback from Members has been received at the time of writing this report.

#### **4. Issue, Options and Analysis of Options**

- 4.1 It is proposed to continue to offer one round of funding for 2015/16 to be launched in April 2015 (subject to budget setting arrangements) and close this to applicants at the beginning of September 2015.
- 4.2 NOTE: 2015/16 budget will be the last year to draw down from the LSP allocation of £24k per year.
- 4.3 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 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 applicants to the Community Fund are 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 Grant Net 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:** Jo-Anne Ireland, Acting Chief Executive

**Tel & Email** 01277 312712 / jo-anne.ireland@brentwood.gov.uk

- 8.1 The financial implications are set out in the report, and are funded from existing budgets as detailed below:

Description of funding (2014/15)	Amount £
Community Fund-	
- Local Strategic Partnership unspent funding (72k over 3 years – now in year 2)	24,000
Localism Projects	18,000
Members Allowances	8,300
<b>TOTAL</b>	<b>50,300</b>

### Legal Implications

**Name & Title:** Christopher Potter, Monitoring Officer and Head of Support Services

**Tel & Email:** 01277 312860/Christopher.potter@brentwood.gov.uk

- 8.2 There are no additional legal implications.

**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

- Information and guidance notes for the Community Fund – Appendix A

- Officer recommendations – Appendix B
- Criteria, guidance, scoring and application process – Appendix C

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