

# Public Document Pack

## NOTICE OF MEETING



# GRANTS PANEL

will meet on

**THURSDAY 16 JUNE 2016**

**At 11.00 am**

in the

**YORK HOUSE CONFERENCE ROOM,**

TO: MEMBERS OF THE GRANTS PANEL

TBC

SUBSTITUTE MEMBERS

TBC

Karen Shepherd - Democratic Services Manager - Issued: 16 May 2016

Members of the Press and Public are welcome to attend Part I of this meeting. The agenda is available on the Council's web site at [www.rbwm.gov.uk](http://www.rbwm.gov.uk) or contact the Panel Administrator **Wendy Binmore** 01628 796 251

**Fire Alarm** - In the event of the fire alarm sounding or other emergency, please leave the building quickly and calmly by the nearest exit. Do not stop to collect personal belongings and do not use the lifts. Congregate in the Town Hall Car Park, Park Street, Maidenhead (immediately adjacent to the Town Hall) and do not re-enter the building until told to do so by a member of staff.

**Recording of Meetings** – The Council allows the filming, recording and photography of public Council meetings. This may be undertaken by the Council itself, or any person attending the meeting. By entering the meeting room you are acknowledging that you may be audio or video recorded and that this recording will be available for public viewing on the RBWM website. If you have any questions regarding the council's policy, please speak to the Democratic Services or Legal representative at the meeting.

## AGENDA

### PART I

<u>ITEM</u>	<u>SUBJECT</u>	<u>PAGE NO</u>
1.	<u>APOLOGIES</u>  To receive any apologies for absence	
2.	<u>DECLARATIONS OF INTEREST</u>  To receive any Declarations of Interest.	5 - 6
3.	<u>MINUTES</u>  To confirm the Part I Minutes of the previous meeting.	7 - 8
4.	<u>GRANTS CRITERIA AND GUIDANCE NOTES</u>  For information only.	9 - 24
5.	<u>LOCAL GOVERNMENT ACT 1972 - EXCLUSION OF THE PUBLIC</u>  To consider passing the following resolution:-  "That under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the remainder of the meeting whilst discussion takes place on items 5, and 6 on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of part I of Schedule 12A of the Act"	

**PART II - PRIVATE MEETING**

<u>ITEM</u>	<u>SUBJECT</u>	<u>PAGE NO</u>
6.	<u>COUNCIL FUNDING FOR LOCAL ORGANISATIONS</u>  To consider the schedule of Grant Applications.  <b><i>(Not for publication by virtue of Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972)</i></b>	25 - 218



## MEMBERS' GUIDANCE NOTE

### DECLARING INTERESTS IN MEETINGS

#### **DISCLOSABLE PECUNIARY INTERESTS (DPIs)**

DPIs include:

- Any employment, office, trade, profession or vocation carried on for profit or gain.
- Any payment or provision of any other financial benefit made in respect of any expenses occurred in carrying out member duties or election expenses.
- Any contract under which goods and services are to be provided/works to be executed which has not been fully discharged.
- Any beneficial interest in land within the area of the relevant authority.
- Any license to occupy land in the area of the relevant authority for a month or longer.
- Any tenancy where the landlord is the relevant authority, and the tenant is a body in which the relevant person has a beneficial interest.
- Any beneficial interest in securities of a body where
  - a) that body has a piece of business or land in the area of the relevant authority, and
  - b) either (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body **or** (ii) the total nominal value of the shares of any one class belonging to the relevant person exceeds one hundredth of the total issued share capital of that class.

#### **PREJUDICIAL INTERESTS**

This is an interest which a reasonable fair minded and informed member of the public would reasonably believe is so significant that it harms or impairs your ability to judge the public interest. That is, your decision making is influenced by your interest that you are not able to impartially consider only relevant issues.

#### **DECLARING INTERESTS**

If you have not disclosed your interest in the register, you **must make** the declaration of interest at the beginning of the meeting, or as soon as you are aware that you have a DPI or Prejudicial Interest. If you have already disclosed the interest in your Register of Interests you are still required to disclose this in the meeting if it relates to the matter being discussed. A member with a DPI or Prejudicial Interest **may make representations at the start of the item but must not take part in discussion or vote at a meeting.** The term 'discussion' has been taken to mean a discussion by the members of the committee or other body determining the issue. You should notify Democratic Services before the meeting of your intention to speak. In order to avoid any accusations of taking part in the discussion or vote, you must move to the public area, having made your representations.

If you have any queries then you should obtain advice from the Legal or Democratic Services Officer before participating in the meeting.

If the interest declared has not been entered on to your Register of Interests, you must notify the Monitoring Officer in writing within the next 28 days following the meeting.

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# Agenda Item 3

## GRANTS PANEL

MONDAY, 22 FEBRUARY 2016

PRESENT: Councillors Jesse Grey (Chairman), Christine Bateson (Vice-Chairman), John Bowden, Clive Bullock and Asghar Majeed

Officers: Wendy Binmore, Nick Davies, Harjit Hunjan, Margaret Kirby and Tracy Wray

### APOLOGIES

Apologies received from Mark Taylor, Head of Libraries, Arts and Heritage Services.

### DECLARATIONS OF INTEREST

**Cllr Bateson** – Declared a personal interest in the application from the Rotary Club, Ascot as their application related to a fundraising event which benefit the Ascot District Day Centre of which Cllr Bateson was a committee member. Cllr Bateson made a brief statement and left the room during the discussion and vote on that application.

**Cllr Bowden** – Declared a personal interest in the application from the Windsor Theatre Guild as he was a member of a competing theatre group based in Datchet and he felt it was not appropriate to comment on the Windsor Theatre Guild's application. Cllr Bowden left the room during the discussion and vote on that application.

### MINUTES

**RESOLVED: That the Part I minutes of the meetings of the Grant Panel held on 12 January 2016 be approved.**

### COUNCIL QUARTERLY FUNDING FOR LOCAL ORGANISATIONS

The Panel considered the award of Council grants to local organisations for the relevant quarter and agreed that they be recorded in Part I.

**RESOLVED UNANIMOUSLY: That:**

**i) the grants as detailed below be approved.**

### Revenue Grants

BUDGET: £13,930

<b>Organisation</b>	<b>£</b>
<b>Family Friends</b>	<b>1,000</b>
<b>Fuhaar Indian Art &amp; Culture Event</b>	<b>1,000</b>
<b>Honeypot Children's Charity</b>	<b>750</b>
<b>Maidenhead &amp; District Stroke Club</b>	<b>780</b>
<b>Norden Farm</b>	<b>1,000</b>
<b>Punjabi Milap Centre</b>	<b>1,000</b>
<b>Rotary Club of Maidenhead Thames</b>	<b>1,000</b>
<b>Windsor Theatre Guild</b>	<b>500</b>
<b>Rotary Club Ascot</b>	<b>1,000</b>

**Capital Grants**

BUDGET: £4,065

<b>Organisation</b>	<b>Description</b>	<b>£</b>
<b>Windsor Festival</b>	For the purchase of the Berkshire Young Musician of the Year Trophy and stage banners for the community stage at the Windsor Festival.	<b>840</b>
<b>The Willows Social Club</b>	To help towards the purchase and installation of a disabled toilet and disabled access to the club house	<b>1,000</b>

**Kidwells Park Trust Grants**

BUDGET: £8,170

<b>Organisation</b>	<b>£</b>
<b>Maidenhead Festival</b>	<b>2,000</b>
<b>Windsor Festival</b>	<b>5,170</b>
<b>Windsor &amp; Maidenhead Symphony Orchestra</b>	<b>1,000</b>

The meeting, which began at 10.00 am, finished at 11.57 am

CHAIRMAN.....

DATE.....

The meeting, which began at 10.00 am, finished at 11.57 am

CHAIRMAN.....

DATE.....



## APPLYING TO RBWM FOR GRANT FUNDING – A GUIDE FOR APPLICANTS



<b>Contact Officer</b> Grants Administrator:	<b>Tel:</b> (01628) 796251 <b>Email:</b> <a href="mailto:democratic.services@rbwm.gov.uk">democratic.services@rbwm.gov.uk</a>
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Please read the following carefully **before** completing the relevant application form (A or B).

The Royal Borough of Windsor and Maidenhead provides support to local organisations through its Grants Funding Scheme. To be successful, grant applications will be required to clearly outline the expected benefits for residents and local communities against the Council's key objects as defined below:

**A. The Borough's Strategic Objectives:**

- Residents First.
- Value for Money.
- Delivering Together.
- Equipping Ourselves for the Future.

**B. Build local capacity:**

- Support the delivery of the Borough's Big Society aspirations around resident involvement and civic participation.
- Help to remove barriers for communities to take action for things that matter to them.
- Building local capacity of residents and communities to engage in civil involvement/volunteering.
- Building the capacity and capability of the local voluntary sector to be less reliant on Council funding.

**C.** That supports the delivery of specific directorate service priorities and objectives. Guidance outlining the service priorities for the area is available on the Council's website..

**D. Criteria for awarding the level of grant funding.**

- The level of funding awarded will be determined by the contribution made to the achievement of specific Council key objectives for the benefit of residents.
- The grants scheme should not be relied upon by applicants as the sole source of funding. Applications should in the main have, or be encouraged to secure, their own independent sources of funding.
- Grants should not be viewed as a contribution towards on going annual operational costs or for funding for specific annual events or activities.
- It remains the discretion of Grants Panel to award funding to organisations; uniformed groups (Scouts etc.) and single faith groups will not be excluded from the scheme.

**E. The framework for awarding funding as detailed below:**

<b>All Quarterly and Annual Grants &lt; £5000.</b>
➤ Applicants should demonstrate how they address at least one of the council's key objectives. These grants are principally awarded for the following reasons:
• Seed funding to help build local capacity for residents and the voluntary and community groups and increase levels of local civic participation/volunteering.
• Address specific issues of need identified by local communities and their residents.
• Encourage new groups to be established - however should be viewed as funding to initiate activity that be will be self sustaining once developed.
➤ A Service Level Agreement will not be required for these awards, unless requested by the Grants Panel. However, subject to the discretion of the Grants Panel, a Service Level Agreement will normally be required for Annual Grants of £5000 and above.
<b>Annual grants £5000 to £20,000.</b>
➤ Applicants should demonstrate how they address at least two or more of the council's key objectives.
➤ Grants would seek to build the local capacity of the Voluntary and Community Sector to facilitate local civic participation and remove barriers to this participation or contribute towards the delivery of key Council service priorities.
➤ A Service Level Agreement (SLA) will normally be required where grant funding of £5000 or more is made.
<b>Annual grants £20,000 and above.</b>
➤ Applicants should demonstrate how they address three or more of the council's key objectives and contribute towards the delivery of specific Council directorate service priorities.
➤ Council directorates will publish the service priorities relevant to their area.

### Two or three year Service Level Agreements.

- Grants made on a two or three year SLA will not be reviewed annually and recipient organisation will not be required to submit an Annual Report of activity to the Grants Panel, unless requested by the Panel or where the SLA has expired and further funding is being requested.
- Service Level Agreements may be offered for one, two or three years. If your application is for an amount in excess of £5,000 it is therefore, essential that you contact the appropriate person named below for further information **before** submitting the application.

The Council offers three categories of grant:

#### A) REVENUE GRANTS – *please complete application form A*

Grant Category	Lead Officer	Contact details
Adult Services	Nick Davies	01628 683614
Youth	Hilary Hall	01628 683893
Community	Harjit Hunjan	01628 796947
Sports and Leisure	Kevin Mist	01628 796443
Arts and Heritage	Mark Taylor	01628 796989

#### B) CAPITAL GRANTS – *please complete application form B*

Grants made towards local capital schemes i.e. the acquisition of land, the acquisition / construction / extension / improvement of buildings and / or the purchase of equipment to provide new or improved facilities. Applications for grant funding of up to £25,000 will be considered Please note the maximum level of projects costs funded is at the discretion of the Grants Panel.

#### C) KIDWELLS PARK TRUST GRANTS – *please complete application form A for revenue funding and application form B for capital funding that meets the Kidwells Park Trust criteria as detailed below.*

Grants are awarded under the Terms of Reference of the Kidwells Park Trust (detailed below), and exclude items that would qualify for assistance under grant funding categories A) and B) above.

Applications can be made at any time during the financial year. There is no minimum level of funding.

Please also note the following:

- (a) The Council is the Trustee of the Kidwells Park Trust.

- (b)** The Terms of the trust permit the Council to assist in providing facilities for recreation and other leisure time occupation for the benefit of the inhabitants of the Royal Borough of Windsor and Maidenhead.
- (c)** Applications should be aimed at increasing cultural activity or the provision of facilities or events that would not be covered by the Council's Revenue Grants Scheme.
- (d)** Applications for events / items of equipment can be made on the basis of estimated figures, but actual evidence of expenditure incurred / to be incurred will be required for any monies to be released.
- (e)** If the application relates to a one-off concert / performance etc. for which income is to be received, please ensure that details of all expected income are included within the application.
- (f)** Any event or piece of equipment to which an application relates must be held or used within the Royal Borough and must be primarily for the benefit of its residents.
- (g)** Wherever possible the Council will seek to purchase items of equipment on behalf of applicant organisations.
- (h)** Organisations will be required to give full acknowledgement to the Kidwells Park Trust for any financial assistance in all publicity material produced.
- (i)** Where the application relates to a grant under category C), Kidwells Park Trust grant aid, this should be claimed before the start of the new financial year. Kidwells grant funding cannot be carried forward into the following financial year, without a written application, which must be submitted by the start of the new financial year.

### **The RBWM / '3' COMMUNITY GRASSROOTS GRANT FUND**

During 2010 the Council was pleased to introduce a new funding opportunity in conjunction with the Berkshire Community Foundation (BCF).

The RBWM / '3' Community Grassroots Grant Fund provides grant funding to small voluntary and community groups and organisations in the Windsor and Maidenhead area, enabling them to continue or expand their work, including advocacy and service provision. This Grant Fund replaces the '3' Fund which had been in place for the last few years.

Applications to BCF can only be made during the annual grants process (forms are available from September to early November each year). Please note that if you apply to the Berkshire Community Foundation during the annual grants round, you cannot apply to the Royal Borough for other revenue funding in the annual grants round. You are however, welcome to apply for revenue funding from the Borough at other times during the year.

Any organisation operating within the Windsor & Maidenhead area and established for charitable purposes can apply, provided there is a formal structure which will allow for monitoring of activity. The Fund is seeking applications primarily from groups working with young people. Examples include homework clubs, skills development, and activities relating

to the prevention of crime, counselling, mentoring or volunteering, youth clubs, arts, culture or the environment.

<b>Organisations should meet the following criteria:</b>
➤ Be a not-for-profit, third sector voluntary or community group, active in their local community for not less than 12 months prior to application
➤ Have an income of less than £30,000 per annum, taken as an average over the last three years
➤ Be volunteer led
➤ Be connected with and/or meeting the needs of the local community
➤ Have a constitution/terms of reference

**How much is available?** £1,000 to a maximum award of £10,000.

Applications to the RBWM / '3' Community Grassroots Grant Fund must be made on the relevant Berkshire Community Foundation form (not RBWM form A or B) which are available from the BCF on 0118 930 3021 or email [info@berkshirecf.org](mailto:info@berkshirecf.org). If you have any queries in relation to which Grant you wish to apply for, or any other query, please don't hesitate to contact the Grants Administrator on 01628 796310 or email [democratic.services@rbwm.gov.uk](mailto:democratic.services@rbwm.gov.uk)

## **GENERAL GUIDANCE FOR RBWM APPLICANTS**

Applicants' attention is specifically drawn to the following:-

- 1** The applicant organisation must be a voluntary or 'not for profit' organisation which is local in nature and operates for the benefit of the Royal Borough of Windsor and Maidenhead and its local communities.
- 2** The applicant organisation must be able to demonstrate proper conduct of its affairs, both general and financial and that it keeps appropriate accounts that are audited annually by a financially competent and independent person. Therefore, audited accounts should be made available on request.
- 3** If successful, the applicant organisation will be required to complete an annual return indicating how it has used the Royal Borough's grant awarded, and where necessary to provide periodic reports on its activity and progress, and to advise the Royal Borough immediately of any material changes affecting its finances or activities.
- 4** The applicant organisation must be:-
  - i. A properly constituted body.
  - ii. Able to demonstrate that it is a non-political organisation.
  - iii. Able to demonstrate that every effort is being made to raise funds from other appropriate sources and that voluntary assistance is being maximised.
- 5** In allocating the available resources, priority will be given to the following categories:-
  - i. Project Funding Dependent i.e. an organisation that is dependent upon grant support for

- the project only.
- ii. Seed Funding or Support in Kind i.e. a new organisation that is dependent upon support for a defined period, after which it will not be dependent upon the Royal Borough's grant support.

## **6. Where the application relates to a grant under category B), Capital Grants**

- i. Grant aid will only be awarded to applicant organisations which can provide evidence of previous or future additional fundraising towards the project or scheme;
- ii. Priority will be given to applicant organisations, which have successfully secured additional finance other than from the Royal Borough for the purpose for which they are applying;
- iii. Preference will be given to schemes which demonstrate co-operation between groups, or are for the enhancement of existing facilities to increase the range of activities;
- iv. Applicant organisations are requested to:
  - Submit a detailed specification of the project.
  - Provide the estimated cost of the project (supported by three quotations).
  - Demonstrate the need for the facility to be provided;
- v) Any grant will be assessed on the reasonable cost associated with providing essential facilities and accommodation, including professional fees;
- vi) Retrospective applications will not be considered;
- vii) Funding for Capital Projects, cannot be carried forward into the following financial year, without a written application, which must be submitted before the start of the new financial year.
- viii) Applications for Capital Grants will be dependent upon Capital funding being available.

# Royal Borough of Windsor and Maidenhead

## Adult Services priorities for grant applicants

### Priorities for the Services

- Grants should help organisations or individuals to facilitate one or more of the following:
  1. **Support Supporting a healthy population** - Developing community networks
  2. **Prevention and Early Intervention** -Help to navigate care and support services, Promoting independence and wellbeing.
  3. **Enable Residents to Maximise their Capabilities and Life Chances** - Choice and control Valuing and supporting carers
- Example projects & services:
  1. Social activities/opportunities in the community suitable for older people, people with learning disabilities, physical disabilities and mental health issues. Adapting mainstream activities to ensure they are accessible e.g. autism friendly sports events
  2. Targeted information and advice service for people with current or emerging care and support needs. Falls prevention awareness and strength based exercise programmes. Contribution towards initial cost of hiring coaches to improve team Services that promote healthy and active lifestyles.
  3. Self and community advocacy services and training in peer support for adults with care needs, and informal carers. Services that support participation in work, education, training or recreation Services to identify and support the role of carers

Please note:

*The Care Act places clear duties on local authorities to promote 'wellbeing' and to focus on 'prevention' to help people live the most fulfilling lives they can. Meeting these duties underpins our approach to commissioning; by ensuring that funding available is aligned to identified priorities.*

*The Joint Health and Wellbeing Strategy is a plan that aims to improve the health and wellbeing outcomes for all residents and those who come into the Borough for work or other reasons. It focuses on key areas of local health and wellbeing priorities as identified through a range of difference evidence sources. These priorities have been used as a framework to set out areas of prevention and wellbeing that RBWM aim to support.*

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## Royal Borough of Windsor and Maidenhead

### Children's Services priorities for grant applicants

- Priorities for the Services
  1. **Education** - improving attainment levels for all children and young people in the Royal Borough.
  2. **Prevention** - Ensuring that residents' needs are met as early as possible to prevent escalation to specialist.
  3. **Safeguarding** -. Ensuring timely and appropriate interventions and provision of services for children in need of help or protection and those in care.
  
- Examples projects & services:
  1. Education
    - Activities that support wider educational learning, – e.g. theatrical productions.
    - Activities/services that promote healthy lifestyles which will enhance educational attainment
  2. Prevention
    - Social activities/ opportunities in the community suitable for children and young which promote healthy lifestyles.
    - Parenting services and support for families.
  3. Safeguarding
    - Respite services for children with disabilities.
    - Social activities/ opportunities that support young carers
    - Services focused on providing support and activities for siblings of children with disabilities.
    - Services focused on providing support for young people aged 18+ who are vulnerable but who do not meet the threshold for adult social care.

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# Royal Borough of Windsor and Maidenhead

## Communities priorities for grant applicants

### Priorities for the Services

- Grants should help organisations or individuals to facilitate one or more of the following:
  1. Support the Borough's Big Society aspirations around residents being involved in helping to shape their local communities and taking action on the things that matter to them
  2. Allow more residents to be involved in their communities through volunteering and help to remove the barriers to do so.
  3. Build the capacity of the local voluntary and community sector to support local communities on the issues that matter to them.
  4. Encourage more local employers and their employees to be involved in activities that support local communities through Corporate Social Responsibility.
  
- Example projects & services:
  1. Projects Increase in the number of people able to volunteer in their local communities as and when they wish to do so on the issues that matter to them in their communities.
  2. Setting up new or developing further local groups that address local issues through volunteering
  3. Activities that provide easy-to-access and or volunteering opportunities or projects for people and businesses to help local communities eg through a volunteer matching schemes.
  4. Projects that encourage more local employers to be engaged with and supporting their local community and local voluntary groups

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# Royal Borough of Windsor and Maidenhead

## Arts & Heritage priorities for grant applicants

### Priorities for the Services

- Grants should help organisations or individuals to facilitate one or more of the following:
  1. Increase participation by residents in cultural, arts and heritage activities
  2. Encourage new activity by existing organisations
  3. Support new organisations or events to establish themselves
  4. Aim for sustainability in the medium or longer term
  5. Contribute to the wider well-being of communities and individuals through engagement in arts and heritage related activity
  
- Example projects & services:
  1. Delivery of a one-off or series of cultural, arts or heritage related events in a town or village in the Royal Borough either as a mini-festival or celebrating/commemorating a particular anniversary (Cookham Festival)
  2. Creation of a new display or interpretation of a local or national historical event (Maidenhead Heritage Centre display on WW1)
  3. Establishment of a new resource to be shared by community organisations or residents that encourage increased participation or output in the field of arts and or heritage (Shared community drama group scenery, props and costume workshop and store)
  4. Performance or visual arts workshop activity as therapy (Singing group for adults with learning difficulties)

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## **Royal Borough of Windsor and Maidenhead**

### **Priority for Grant Applications in Sports & Leisure**

#### Priorities for the Services

- Activity based in and providing activities for residents of the Royal Borough of Windsor & Maidenhead
  1. Support for new Sport and Leisure activities providing clear health improvement
  2. One off payments for activities or projects that do not require regular ongoing annual grant funding
  3. Not generally for foreign or regional trips
  
- Examples
  1. Contribution towards new equipment – grass mowing machine, rowing machines, coaching equipment
  2. Contribution toward building improvement – new toilet block, changing rooms
  3. Contribution towards initial cost of hiring coaches to improve team performance – payment of fees for cricket coach to qualify for tournament.

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# Agenda Item 6

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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of the Local Government Act 1972.

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