

AGENDA SUPPLEMENT (1)

Meeting: Chippenham Area Board
Place: Hardenhuish School, Chippenham, Wiltshire
Date: Monday 4 November 2013
Time: 7.00 pm

The Agenda for the above meeting was published on 25 October 2013 and indicated that the report detailed below would follow. This is now available and is attached to this Agenda Supplement.

Please direct any enquiries on this Agenda to Sharon Smith, of Democratic Services, County Hall, Bythesea Road, Trowbridge, direct line 01225 718378 or email sharonl.smith@wiltshire.gov.uk

Press enquiries to Communications on direct lines (01225)713114/713115.

This Agenda and all the documents referred to within it are available on the Council's website at www.wiltshire.gov.uk

7 **Funding applications** (*Pages 1 - 10*)

To consider the attached funding application from Creative Ecology Wiltshire for the Chippenham Now in Then Project.

DATE OF PUBLICATION: 28 October 2013

Report to	Chippenham Area Board
Date of Meeting	4 November 2013
Title of Report	Area Board Funding

Purpose of Report

To ask councillors to consider officer recommendations in respect to:

Revenue project applications

1. Creative Ecology Wiltshire – award £1,000 towards the Chippenham Now in Then: Contemporary Writing from History project, conditional upon the balance of funding being in place.

1. Background

- 1.1. Area Boards have authority to approve area grants under powers delegated to them by the Deputy Leader and Cabinet member for Adult Care, Communities and Housing (5 April 2013). Under the Scheme of Delegation Area Boards must adhere to the Area Board Grants Guidance 2013/2014.
- 1.2. In accordance with the Scheme of Delegation, any decision of an area board that is contrary to the funding criteria and/or the officer's recommendation would need to demonstrate that the application in question has a wider community benefit, and give specific reasons for why this should justify an exception to the criteria.
- 1.3. The Localism agenda supports the ethos of volunteering and community involvement and the nurturing of resilient communities. With this in mind Community Area Grants (CAGs) should be encouraged from and awarded to community and voluntary groups.
- 1.4. The area board may want to link funding to local priorities, including those identified in their Community Plan, Local Area Joint Strategic Assessment and any other community based consultative work.
- 1.5. The Chippenham Area Board has been allocated a 2013/14 capital budget of **£91,204** for community area grants and digital literacy grants, and a separate revenue budget of **£21,385** for community partnership core funding, area board initiatives, community area grants and area board operational funding.
- 1.6. In addition to CAGs and digital literacy grants councillors can submit an area board/councillor-led initiative applications. This enables area boards to tackle sticky community issues and/or community identified priorities. Cabinet have emphasised that they do not wish these to be used to avoid complying with community area grant criteria or for filling gaps where there are council service shortfalls.
- 1.7. In support of the Olympic and Paralympic legacy, in 2013/14 the Chippenham area board invites applications that encourage young people and people with disabilities to become more actively involved in sports, outdoor activities, recreation, arts and volunteering.
- 1.8. Applications of up to and including £500 can be made for a community area grant, which will not require matched funding. Amounts of £501 - £5,000 will be required to find matched funding. The area board will rarely award more than £5,000. Grants of up to £500 are available for digital literacy projects.
- 1.9. New for 2013/14 is a single on-line application process for community area grants (CAGs) and digital literacy grants, introduced to provide an easy step by step application process. The application process and funding criteria can be found [here](#).
- 1.10. Area boards will not consider CAG applications from town and parish councils

for purposes that relate to their statutory duties or powers that should be funded from the local town/parish precept. However this does not preclude bids from town/parish councils, encouraging community projects that provide new opportunities for local people or those functions that are not the sole responsibility of the town/parish council.

- 1.11. Officers are required to provide recommendations in their funding reports (except in the case of area board/councillor-led initiatives), although the decision to support applications is made by Wiltshire councillors on the area board.
- 1.12. Funding applications will be considered at every area board meeting whilst there is money available.
- 1.13. All recipients of area board funding are expected to complete an evaluation form as soon as the project has been completed and provide receipts if requested. Groups are encouraged to up-load information and photographs about their project on to their area board [blog-site](#). Failure to evaluate projects will preclude applicants/organisations being considered for future funding.

Background documents used in the preparation of this report	<p><u>Area Board Grant Criteria and Guidance 2013/14 as approved by delegated decision</u></p> <p><u>Chippenham Community Area Plan</u></p> <p><u>Local Area Joint Strategic Assessment for Chippenham 2011</u></p>
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2. Main Considerations

- 2.1. Chippenham Area Board has been allocated a 2013/2014 budget of **£112,590** made up of a capital budget and revenue budget (see para 1.5) that may be allocated through community area grants, digital literacy grants, area board/councillor-led projects and other local initiatives.
- 2.2. Councillors will need to ensure that the distribution of funding is in accordance with the Scheme of Delegation outlined in Section 1 of this report.
- 2.3. Councillors will need to be satisfied that grants awarded in 2013/2014 are made to projects that can realistically proceed within a year of the award being made.
- 2.4. There are now 3 funding rounds remaining during 2013/14. Deadlines for receipt of funding applications are as follows:
 - Monday 23 September 2013 to be considered at the Chippenham Area Board meeting on 4 November 2013

- Monday 25 November 2013 to be considered at the Chippenham Area Board meeting on 6 January 2014
 - Monday 20 January 2014 to be considered at the Chippenham Area Board meeting on 3 March 2014
- 2.5. On 30 April 2012, Chippenham Area Board took the decision to delegate responsibility to the Community Area Manager, in consultation with the Area Board Chairman and/or Vice Chairman, to approve expenditure of up to £1,000 between Area Board meetings.
- 2.6. The delegated power is only intended to be used for matters of urgency which cannot wait until the next meeting of the area board and would not be used as a matter of routine. The majority of decisions will continue to be taken at a public meeting.

3. Environmental & Community Implications

- 3.1. Area board grants contribute to the continuance and/or improvement of cultural, social and community activity and wellbeing in the community area, the extent and specifics of which will be dependent upon the individual project.

4. Financial Implications

- 4.1. Awards must fall within the area board's budget allocated to the Chippenham Area Board.
- 4.2. At the additional area board meeting on 7 October 2013, the Chippenham area board awarded the Chippenham and Villages Area Partnership (ChAP) **£2191.46** from the revenue budget.
- 4.3. If grants are awarded in accordance with officer recommendations Chippenham Area Board will have a balance of **£92,442**.

5. Legal Implications

- 5.1. There are no specific legal implications related to this report.

6. HR Implications

- 6.1. There are no specific HR implications related to this report.

7. Equality and Inclusion Implications

- 7.1. Community Area Grants and Small Grants will give local community and voluntary groups, town and parish council's equal opportunity to receive funding towards community based projects and schemes, where they meet the funding criteria.
- 7.2. Implications relating to individual grant applications will be outlined in section

8, 'Officer Recommendations' of the funding report.

8. Officer Recommendations

Ref	Applicant	Project proposal	Funding requested
8.1.	Creative Ecology Wiltshire	Chippenham Now in Then: Contemporary Writing from History	£1,000

- 8.1.1. Officers recommend that £1,000 is awarded towards the Chippenham Now in Then: Contemporary Writing from History project, conditional on the balance of funding being in place.
- 8.1.2. This application meets grant criteria 2013/14 and has been classified as a **revenue** project.
- 8.1.3. This application meets the aspirations of the Community Area Plan: 2.5 lack of library/learning facilities in Monkton Park and 8.3 leisure and arts development.
- 8.1.4. This application meets the aspirations of the Local Area Agreement – 'building resilient communities': Help young people to succeed at school and take part in positive activities; and, 'lives not services': enable people to improve their long term health and well being.
- 8.1.5. This application meets the aspirations of the Joint Strategic Assessment for Chippenham - 'resilient communities: Chippenham Community Area is below the average when it comes to the percentage of people who say they feel they belong to their immediate neighbourhood and who say they can influence decisions in their area. It was also below the Wiltshire average for volunteering.
- 8.1.6. This project has been developed in response to community pressure to make better use of our assets and to develop cultural programmes that engage the local community.
- 8.1.7. Comments from the Team Leader of Arts and Heritage, Wiltshire Council include 'This project has the potential to develop a vibrant creative writing offer that extends over a protracted period of time and engages the community through a number of avenues, such as the educational route and community group and most importantly it has the potential to connect up with the regional offer and to attract additional resources. So, I believe this project does offer a substantial value to the local community.'
- 8.1.8. The History Centre is able to offer its facilities free of charge and to provide substantial value added support (archivist support, networking to other projects, partnership with literature works south west, linkages to publishers

and literature festivals, connection to schools and education projects) to ensure that the core project – as described in the application – is pushed forward.

- 8.1.9. This project sits outside of the area of operation of the History Centre and is focused upon providing a supportive and specialist framework for the many individuals who are interested in creative writing.
- 8.1.10. There does not appear to be a creative writing group in Chippenham but there are many people who are interested in historical fiction – this project aims to engage with those people to create a writing group, to foster the creation of a wider literature offer within the town and to provide the structure required to enable ‘unaffiliated researcher’ and the general public to make use of the History Centre resources for creative means.
- 8.1.11. Creative Ecology Wiltshire has delivered a number of similar projects in the past with great success. The recent evaluation reports from their participatory arts work have been very good, they have engaged local artists at the right level of practice to deliver high quality work and they have made sure that they always work closely with local community groups to get maximum impact for the community.
- 8.1.12. Creative Ecology Wiltshire has good networks to writers and dramatists and sound connections with the local creative community. The intention is to reach beyond those who would call themselves ‘writer’ and to work with the wider community who have an interest in creative writing, be that for a hobby or just to try something out.

Appendices	Appendix 1 – Creative Ecology Wiltshire
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No unpublished documents have been relied upon in the preparation of this report other than those requested in the funding criteria e.g. estimates.

Report Author	Julia Densham, Community Area Manager Tel: 01249 706496 Mobile: 07766 603962 E-mail: julia.densham@wiltshire.gov.uk
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ID	Grant Type	Project Title	Applicant	Amount Required
243	Community Area Grant	Chippenham Now in Then: Contemporary Writing from History	Creative Ecology Wiltshire	£1000

1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£501 - £5000

3. Are you applying on behalf of a Parish Council?

No

4. If yes, please state why this project cannot be funded from the Parish Precept

5. Project title?

Chippenham Now in Then: Contemporary Writing from History

6. Project summary:

In response to a growing interest by Chippenham residents in recording local history, a writing project will support residents to draw on the rich archives of the Wiltshire and Swindon History Centre. The project includes: an adult bi-monthly writers' group led by an experienced writer, a writer in residence at the centre, public lectures by published writers, workshops for young journalists and the production of a guide on how to use the archives for creative writing (area board funding sought). The writing will be featured on local radio, websites and in two professional performances (area board funding sought) which will inspire local audiences.

7. Which Area Board are you applying to?

Chippenham

Electoral Division

Chippenham Monkton

8. What is the Post Code of where the project is taking place?

SN15 3QN

9. Please tell us which theme(s) your project supports:

Children & Young People

Arts, crafts and culture

Heritage, history and architecture

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

03/2012

Total Income:

£70341

Total Expenditure:

£67270

Surplus/Deficit for the year:

£3071

Free reserves currently held:

(money not committed to other projects/operating costs)

£0

Why can't you fund this project from your reserves:

We have no reserves.

We are a small community group and do not have annual accounts or it is our first year:

10b. Project Finance:

Total Project cost £22560

Total required from Area Board £1000

Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Preparation and delivery of a year\'s worth of bi-monthly writing workshops	10400	Arts Council England		14935
Writers in residence, guest tutors, public lectures	4600	Old Possums Practical Trust		4950
Schools and youth outreach	750	Skinner's Company Lady Neville Trust		1000
Local performances (actors, directors)	1900	Writers group fee		450
Production of how to use archives guide	1950	Public lecture fee		225

Project co-ordination	2250	
Communication costs	200	
Travel	135	
Evaluation	375	
Total	£22560	£21560

11. Have you or do you intend to apply for a grant from another area board within this financial year?

No

12. If so, which Area Boards?

13. Please tell us WHO will benefit and HOW they will benefit from your project benefit your local community?

We calculate that over 10,000 people will benefit - 95 as active participants (budding writers and people interested in history) and an audience of over 10,000 locals whether through attending a performance or hearing extracts on radio or on websites. WW1 will be a strong, relevant theme. The project will actively connect young people with local history. Many of the participants are expected to be older people whose health and well being will be boosted by participation in a regular supported group.

14. How will you monitor this?

Tutors will be asked to report regularly on participants' feedback and achievements. The project co-ordinator will regularly attend the group for monitoring. Evaluations will be held (through a written questionnaire and an open discussion) two weeks into each term, plus at the end. Markers of success will be: numbers recruited, numbers retained, participants' learning, participants' satisfaction and enjoyment.

15. If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?

There is a clear plan for the essential activities of the project to become self-sustainable. The project aims to mentor a writing group participant to take over from the professional tutor at the end of year 1. The writers will then pay a token amount for continuation of the group. Links with local radio, websites and other groups will continue to be harnessed to disseminate material. Schools and youth journalists involved will be involved in outreach by the Wiltshire and Swindon History Centre.

16. Is there anything else you think we should know about the project?

No. PLEASE NOTE THAT NONE OF THE AREA BOARD BID WILL BE USED FOR CEW RUNNING COSTS. INSTEAD IT WILL BE EARMARKED FOR TWO THINGS: THE PRODUCTION OF A GUIDE FOR LOCALS ON HOW TO USE THE ARCHIVES; AND A PERFORMANCE IN CHIPPENHAM OF LOCALS' WRITING.

17. DECLARATION

Supporting information - Please confirm that the following documents will be available to inspect upon request:

Quotes:

yes I will make available on request 1 quote for individual project costs over £500 & 2 quotes for project costs over £1000 (Individual project costs are listed in the expenditure section above)

Accounts:

yes I will make available on request the organisation's **latest accounts**

Constitution:

yes I will make available on request the organisation's Constitution/Terms of Reference etc.

Policies and procedures:

yes I will make available on request the necessary and relevant policies and procedures such as Child Protection, Safeguarding Adults, Public Liability Insurance, Access audit, Health & Safety and Environmental assessments.

Other supporting information (Tick where appropriate, for some project these will not be applicable):

And finally...

yes The information on this form is correct, that any award received will be spent on the activities specified.