

<b>REPORT TO THE EXECUTIVE</b>		Report No. 16
<b>Date of Meeting</b>	7 <sup>th</sup> February 2008	
<b>Title of Report</b>	Community Area Awards Criteria 2008/09	
<b>Portfolio</b>	Partnerships	
Link to Corporate Priorities	Partnership Working	
Key Decision	Yes	
Executive Workplan Ref	B379	
Public Report	Yes	

### Summary of Report

The report outlines the amendments to the Community Area Awards criteria recommended by the Joint Community Area Funding Advisory Body (Task Group).

It seeks approval for the revised criteria for the 'Community Area Awards', to be adopted for use by all five Area Committees in 2008/09.

### Officer Recommendations:

#### That the Executive:

1. **Approve the funding criteria for 2008/09 as set out in Appendix 2 to the report.**
2. **Request that Officers take a report outlining the new funding criteria to each of the Area Committees.**
3. **Request that Officers contact successful applicants from previous funding years who have not yet requested release of their award, to inform them of the March 2009 deadline.**

Other than those implications agreed with the relevant Officers and referred to below, there are no other implications associated with this report.

Financial Implications	Legal Implications	Community & Environmental Implications	Human Resources Implications	Equality & Diversity Implications
Yes	Yes	Yes	None	Yes

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## **1. Introduction**

- 1.1. This report outlines improvements to the current funding criteria and application process for Community Area Awards, which will form the policy for 2008/09.
- 1.2. Community Area Awards enable local community groups to apply for Council funding via the Area Committees, to enable them to address community priorities, most especially those identified in the Community Plans

## **2. Options and Options Appraisal**

### **2.1. Option One – The Executive approve the following recommendations:**

- **Approve the funding criteria for 2008/09 as set out in Appendix 2;**
- **Request that officers take a report outlining the new funding criteria to each of the Area Committees; and**
- **Request that officers contact successful applicants from previous funding years who have not yet requested release of their award, to inform them of the March 2009 deadline.**

### **2.2. Option Two – not to approve the recommendations set out above.**

## **3. Background Information**

- 3.1. The Council has for a number of years been successful in making Community Area Awards to groups and organisations to enable them to realise projects that benefit the community.
- 3.2. Community Area Awards are made by each of the five Area Committees towards area specific projects, the majority of which are linked to the delivery of the Community Plans.
- 3.3. Since 2004/5 an annual Member Task Group, made up from representatives from each Area Committee has met to review the funding criteria and application pack. The process also takes into account the Council's commitment to the Compact and its responsibilities in respect to the Funding and Procurement Code of Practice.

## **4. Criteria for 2008/09**

- 4.1. The Joint Community Area Funding Advisory Body (Task Group) met on 28 January 2008. The following Members made up the Task Group:

Area 1 – Cllr I Henderson  
Area 2 – Cllr G Greenaway  
Area 3 – Cllrs D Allen & A Phillips  
Area 4 – Cllrs E Marston & H Jones  
Area 5 – Cllrs C Crisp & C Boase  
Cllrs A Bucknell & R Tonge

- 4.2. It was agreed that a single and simple application process should be adopted for funding applicants to use. Appendix 1 illustrates the Community Grants process. Officers will determine the appropriate funding route, be it to Area Committee or the Executive.

- 4.3. Funding applications will be considered at every Area Committee meeting until January 31<sup>st</sup> 2009. This will provide five funding opportunities at each Area Committee. Decisions about Executive funding will be made by the Executive.
- 4.4. Appendix 2 contains the essential criteria, although simplified for the 2008/09 year many of the criteria remain unchanged. Changes for 2008/09 are highlighted below:
- The matched funding threshold has changed. During 2008/09 funding awards of up to £2500 may not require match funding and may be made for the total project cost.
  - For awards over £2,500, Area Committees will not normally award more than 60% of the total project cost.
  - Applications received after 19<sup>th</sup> December 2009 will not be considered for funding as there will be insufficient time to process them before the final award give at the January Area Committee Meetings.
  - Members will need to be satisfied that awards granted in the 2008/09 year are made to projects that can realistically proceed before March 31 2009. All funding must be drawn down by 31st March 2009.

## **5. Timescale and Promotion**

- 5.1. Members will consider the 2008/09 budget at Council on February 26. If approved the 2008/09 awards scheme can then be promoted.
- 5.2. As in previous years there will be a strong presence on the Council's own website informing community groups of the funding available and how to apply. Awareness raising will also be supported through the production of an information leaflet and display materials. Involvement and support of the local media will be key.
- 5.3. In their role as community leaders Members will be an integral part of sharing information and encouraging community group to apply. To support Members in this role officers will organise an information seminar for Members to take place in March.
- 5.4. The District Council will continue to act as a signpost for other sources of funding that are available to community groups outside of the Council's own budgets. Similarly officer will work with partner organisations such as the CVS and the Charities Information Bureau to encourage levels of interest in the Community Awards.

## **6. Financial Implications**

- 6.1. Members will consider the 2008/09 budget at Council on February 26. If approved the budget make provision for each Area Committee to have a budget of £40,000 capital and £12,000 revenue.
- 6.2. Members will need to be satisfied that awards granted in the 2008/09 year are made to projects that can realistically proceed before March 31 2009. The last date that applications must be received by is December 19 2008. This Council will not be in a position to guarantee the availability of funding after that time. With this in mind the award criteria (point 4) clearly states that;

*Funding can be drawn down by successful applicants when all award criteria have been met (e.g. match funding is in place) and on confirmation that the project which funding has been awarded to will proceed in the next 3 months. All funding awards must be **paid to or invoiced by** the recipient prior to **31st March 2009** - it is the recipients responsibility to ensure this condition is met. Failure to do so will result in the award being withdrawn.*

- 6.3. With Members approval officers will contact successful applicants from previous funding years who have not yet requested release of their awarded funding. These organisations will be informed that the Council cannot guarantee their funding will be available after March 31 2009.

## **7. Legal Implications**

- 7.1. Members of the Area Committee will not be able to make an award to an applicant that exceeds the sum requested on the formal application form. Should Members wish to award a greater sum, the item would need to be deferred until the next funding round and the applicant requested to submit a revised application.

## **8. Community and Environmental Implications**

- 8.1. This scheme is an excellent example of the Council helping to support community projects and activities. Awards made by both Area Committees will enable applicants to contribute to the continuance and/or the improvement of cultural, social and community activity and well being throughout North Wiltshire, the extent and specifics of which are dependent on the individual project.

## **9. Equality and Diversity Implications**

- 9.1. Community Area Awards give local community and voluntary groups, Town and Parish Councils an opportunity to receive funding towards community based projects and schemes.
- 9.2. An Equality Impact Assessment for the Community Area Awards has been undertaken and copies are available on the Council's website.

## **10. Risk Analysis**

- 10.1. Failure to agree a comprehensive and clear funding process would cause a moderate negative impact on both applicants and Members.

<b>Appendices:</b>	<b>Appendix 1 - NWDC Community Grants Funding Process Appendix 2 - Community Area Award Funding Criteria 2008/09</b>
<b>Background Documents Used in the Preparation of this Report:</b>	<ul style="list-style-type: none"> <li><b>Community Area Award Application Pack 2007.08</b></li> </ul>