



DERBY CITY COUNCIL

MINORITY ETHNIC COMMUNITIES ADVISORY COMMITTEE 3 FEBRUARY 2005

Report of the Director of Policy

Council Funding Arrangements for Community Organisations

RECOMMENDATION

1. To note the process of application and approval for the Council's Community Grants Budget – CGB – for the financial year 2005/6.

SUPPORTING INFORMATION

- 2.1 The Council's Community Grants Budget – CGB – provides funding for voluntary and community organisations in the city. The CGB themes, which grant applicants need to address, are to:
 - support the voluntary and community sector infrastructure
 - make communities powerful
 - deliver services relating to social inclusion or social cohesion
 - test out and deliver innovative approaches.
- 2.2 Grants are awarded on a three-year or a one-year basis. Organisations applying for grants for three years have to satisfy one of the following criteria:
 - supporting the voluntary and community sector infrastructure, city-wide
 - delivering city-wide services which support the Council's strategic objectives.
- 2.3 Any voluntary or community sector organisation in Derby can apply for CGB funding, although the budget is limited and is always over-bid. The attached Appendix 2 describes the process and timetable for applications for CGB funding for the year 2005/06. Appendix 3 is a copy of the CGB Appraisal Form. This year we will be reviewing the criteria and the process, so this will change for applicants for funding for 2006/07.

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Background papers: Information of grants given under CGB on file in the Policy Directorate

List of appendices: Appendix 1 – Implications

Appendix 2 – Community Grants Budget Application and Approval process

Appendix 3 – Community Grants Budget Appraisal form

IMPLICATIONS

Financial

1. The Community Grants Budget 2005/6 budget is £846,323.

Legal

2. All organisations funded under CGB have to enter a legal Funding Agreement with the Council.

Personnel

3. None directly arising.

Equalities impact

4. The Community Grants Budget supports organisations working with minority communities and equalities target groups. All organisations are required to have an equal opportunities policy to qualify for CGB funding.

Corporate objectives and priorities for change

- 5.1 The proposal comes under the Council's objective of **strong and positive neighbourhoods**.
- 5.2 The proposal furthers the priority of **enhancing our community leadership role through partnership working and listening to, and communicating with, the public**.

COMMUNITY GRANTS BUDGET APPLICATION AND APPROVAL PROCESS, 2005/6

Application process

- 1.1 Publicity for the Community Grants Budget is sent out. Publicity in 2004 went out through the following routes:

- Derby CVS
- Derby Millennium Network
- Community Network.

It is proposed that in 2005 the range of publicity methods will be widened further.

The publicity gave a deadline for requests for applications.

- 1.2 All application forms are then sent out together. This involves a covering letter that gives the deadline for completed applications; a corporate application form; a CGB appraisal form; guidance notes for completing the form.
- 1.3 The information sent out provides information on contacting the Voluntary Sector Support Officers in the Area and Neighbourhood Unit if assistance is required in completion of the forms.
- 1.4 Timetable for applications in 2004 was as follows:

Mid June 04	Publicity sent out with closing date for requests of 5 July
5 July 04	CGB Application pack sent out with deadline for receipt of 16 August
16 August 04	Deadline for receipt of applications

Appraisal

- 2.1 Received applications are checked. Information is collated and copied for appraisal panel meetings.
- 2.2 Appraisal panels meet to appraise applications – these normally take place over a period of about a week. There are approximately five or six different panels covering different theme areas. Two core appraisal panel members attend all the panel meetings, ensuring consistency. Each appraisal panel then also has two additional officers drawn from relevant departments to the theme in question. The meetings are supported and chaired by the Area and

Neighbourhood Unit. Area and Neighbourhood Unit staff are not part of the decision making process.

- 2.3 Appraisal panels make recommendations on each of the applications against the criteria.

Approval

- 3.1 Recommendations are forwarded to the Cabinet member for Community Regeneration. Any issues regarding deficits between total amounts recommended and overall available budget are highlighted.
- 3.2 A report is then prepared and submitted for Council Cabinet.
- 3.3 Council Cabinet meets to discuss and approve the report. There is normally verbal notification to organisations after this.
- 3.4 Organisations are then formally notified of their grant following the meeting of full Council in March, once Council budget has been confirmed.



COMMUNITY GRANTS BUDGET – CGB – APPRAISAL FORM

2005 - 2008

If hand written, please write clearly in black ink. Ask if you would like an electronic copy.

Please read the questions carefully and complete as fully as possible.

If you require any assistance, please contact us on 01332 258503/ 258419
Minicom: 01332 258427

Community Grants Budget is available for grants of £2,000 and above

Derby City Council is a public body for the purposes of the Freedom of Information Act 2000 - FOI Act - and information may be disclosed by it in accordance with the provisions of that Act or its statutory Publication Scheme.

If you consider that any information you are supplying to the Council should be maintained as confidential, please clearly identify:

- the specific information that is confidential
- the reason for such confidentiality
- the period during which confidentiality should be maintained.

The Council reserves the right to reject a request for confidentiality where it considers that such confidentiality cannot be justified under the FOI Act.

Please see attached guidance notes to help you to complete the application form.

Applications will be scored as follows:	Ref no:
1 – Not met	
2 – Partially met	Voluntary Sector Support Officer:
3 – Met	
4 – Exceptional	

Organisation name:	
Contact:	
Address:	
Post code:	
E-mail:	
Telephone:	

			1	2	3	4
1.	About the organisation					
1.1a	What are the aims of the organisation/group/service/activity?					
1.1b	What are the objectives of the organisation /group/ service/ activity?					
1.2	Describe the service or activity you wish to deliver through this funding					

			1	2	3	4
1.3	Explain the need for this service or activity					
1.4	Describe the aims and objectives of this service or activity – if different from the organisation/group described above					
1.5	What is the target group that will benefit from the service/activity described above?					

				1	2	3	4
2.2	Please indicate whether you are applying for 1-year or 3-year funding						
	1-year funding Go to question 6			<input type="checkbox"/>			
	3-year funding Go to question 3			<input type="checkbox"/>			
3.	Three year funding criteria You must meet one of the criteria below to be eligible for 3-year funding. Please tick the criterion which applies to your organisation/group/service/activity and give as much detail as possible as to why you meet it.						
	We are concerned with supporting the voluntary and community sector infrastructure, city-wide. For example, 'are you providing development support for voluntary or community groups?'			<input type="checkbox"/>			
	We play a strategic role in partnership with the Council in supporting its service areas on a city-wide basis.			<input type="checkbox"/>			
	How?						
4.	Amount of CGB grant requested. CGB is available for grants of £2,000 and above. If you are a one-year applicant, you should only complete the first year.						
	2005/06	£					
	2006/07	£					
	2007/08	£					

				1	2	3	4
5.	Proposed outputs – Minimum score required is 2						
	Output	Number expected during the year	How will you monitor this?				
6.	Proposed outcomes – Minimum score required is 2						
	This is the impact the service you provide will have on beneficiaries and the wider community. Please list						
	•						
	•						
	•						
	•						
	•						
	•						
7.	Project monitoring - Minimum score required is 8						
7.1	Timetable for key activities for the financial year 2005/06						
	Key Date	Achievements and Activities					
7.2	What evidence is there that the organisation/ service/ group/ activity has been consulting potential beneficiaries?						

		1	2	3	4
7.3	Does your organisation/service/group/service/activity work in partnership with others, or is the organisation represented at any forums?				
	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Please explain who and the nature of the partnership/forum		
8.	Quality standards <i>You MUST meet the relevant quality standard required if you are an advice giving organisation, in order to qualify for CGB</i>				The organisation meets the required Quality Standard Yes No N/A
8.1	We need to make sure that all organisations will deliver quality services. Please detail any specific measures that are used to ensure quality standards.				
8.2	Does this organisation provide information and advice?				
	Yes <input type="checkbox"/>		No <input type="checkbox"/>		
8.3	If yes, please indicate level of CLS Quality Mark held. Please attach a copy of your certificate.				
	Self-help information <input type="checkbox"/>	General help <input type="checkbox"/>			
	Assisted information <input type="checkbox"/>	General help with casework <input type="checkbox"/>			
	Specialist <input type="checkbox"/>				

		1	2	3	4
	All information and advice giving organisations applying to Derby City Council CGB must have the relevant CLS Quality Mark. If you are not sure, please phone the Voluntary Sector Support Officers on 258419 or 258503 for further advice. Minicom: 01332 258427				
9.	Management - Minimum score required is 12				
9.1	What is the management structure of the organisation/ group/ service/ activity? Please explain and provide details. Please also provide a copy of the management structure.				
9.2	Please supply details of the make up of the Management Committee				
	Male members		Aged 18-25		
	Female members		Aged 26 – 60		
	Disabled members		Aged 60 and above		
	Ethnicity of members – please provide an ethnic breakdown of the Committee.				
	Bangladeshi		Other Black background		
	Indian		Dual Heritage - White and Asian		
	Pakistani		Dual Heritage – White and Black African		
	Chinese		Dual Heritage – White and Black Caribbean		
	Other Asian background		Other Dual Heritage background		
	African		White British		
	Caribbean		Irish		
	Other white background				

		1	2	3	4	
9.3	How do you develop the management committee and support developing the balance and makeup of the management group?					
9.4	How often are management group meetings held?					
9.5	Date of Annual General Meeting					
9.6	How many people are involved in your organisation/ group /service/activity					
	Management Committee Members					
	Trustees					
	Paid employees					
	Volunteers					
9.7	Are the people who benefit also involved in running or developing the organisation/group/service/activity?					
	Yes <input type="checkbox"/>		No <input type="checkbox"/>			

	If yes, how are they involved?			
10.	Financial Management - Minimum score required is 6			
10.1	How many signatures are required for individual cheques to be drawn?			
10.2	Please list all the people who can sign cheques:			
	•			
	•			
	•			
	•			
	•			
	•			
10.3	How are financial decisions made within your organisation? Please detail or attach financial procedure.			

			1	2	3	4
11	Documents					
	Have you submitted the following documents with the appraisal form?					
	Health and Safety procedures	<input type="checkbox"/>				
	Complaints procedures	<input type="checkbox"/>				
	Equality procedures	<input type="checkbox"/>				
12	Equality in organisation/service/group/service/activity					
12.1	How will you make sure that the organisation/service/ group/ service/activity provided is accessible to all those eligible?					
12.2	New projects will not be penalised. Please indicate, in each category, the number of people who have benefited from your service in the last financial year – 2004/05, and predicted for 2005/06.					
	How old are they?					
		2004/05	2005/06			
	All ages					
	Children under 8					
	Children 8 – 12					
	Young people 13 – 17					
	Young people 18 – 25					
	Adults 25 – 59					
	Adults 60 and over					

			1	2	3	4
Are they?						
	2004/05	2005/06				
Older people						
People with learning difficulties						
People living with long-term illness						
People with mental health problems						
Unemployed people						
Carers						
Lone parents						
Homeless people						
People on low income						
Disabled people						
As a group are they?						
	2004/05	2005/06				
Female						
Male						
Both						
Asian or Asian British						
	2004/05	2005/06				
Bangladeshi						
Indian						
Pakistani						
Chinese						
Other Asian background						
Black or Black British						
	2004/05	2005/06				
African						
Caribbean						
Other black background						

