

HAMPSHIRE COUNTY COUNCIL

Decision Report

Decision Maker:	Leader and Executive Member for Hampshire 2050 and Corporate Services
Date:	13 July 2023
Title:	The Leader's Community Grant Fund
Report From:	Director of Hampshire 2050

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Purpose of this Report

1. The report considers two applications for a grant from the Leader's Community Grant Fund 2023/24. The report also considers changes to the grant criteria and delegated authority for minor administrative decisions.

Recommendations

2. That the Leader and Executive Member for Hampshire 2050 and Corporate Services approves the revised Guidance and Criteria for the Leader's Community Grant Fund, as set out in Appendix 2.
3. That, in respect of the Leader's Community Grant Fund, the Director of Hampshire 2050 and Assistant Chief Executive be given delegated authority to approve minor administrative changes to previously approved grant conditions, in consultation with the Leader and Executive Member for Hampshire 2050 and Corporate Services, where the overall outcomes of the project or scheme remain unchanged.
4. That, in respect of the Leader's Community Grant Fund, the Director of Hampshire 2050 and Assistant Chief Executive be given delegated authority to approve grant awards under £5,000, in consultation with the Leader and Executive Member for Hampshire 2050 and Corporate Services, where the applications meet the grant criteria.
5. That the Leader and Executive Member for Hampshire 2050 and Corporate Services approves two grants totalling £26,650 from the Leader's Community Grant Fund 2023/24 to cultural and community organisations in Hampshire, as outlined in Appendix 3.

Executive Summary

6. The Guidance and Criteria for the Leader's Community Grant Fund have been reviewed to ensure that there is greater clarity for applicants, and to ensure that all grants which are approved deliver clear impact and benefit.
7. Under the current constitution and scheme of delegation, minor amendments to grant awards are required to be determined by the Executive Member. It is proposed that authority for these minor changes to previously approved grant conditions is delegated to the relevant Chief Officer. In addition, delegated authority is sought for the determination of applications for grants under £5,000, in consultation with the Leader and Executive Member for Hampshire 2050 and Corporate Services.
8. Two organisations have applied for a grant through the Leader's Community Grant Fund 2023/24 and the funds requested total £26,645. The report considers the applications using the previous grant criteria (as set out in Appendix 1) and recommends the awards totalling £26,650. The recommended award can be met from within existing budget provision.

Contextual Information

9. The purpose of this grant stream is to fund projects which provide community benefit and help local communities thrive and/or to help local organisations become financially self-supporting and not reliant on public sector funding.
10. Full details of the existing criteria, including what the County Council can and cannot fund, are set out in Appendix 1. These criteria have been reviewed and amendments have been proposed to:
 - clarify the overall wording of the criteria and provide greater direction on what is and isn't acceptable, including the types of organisations and the nature of projects which may be funded;
 - define expectations around match funding, including guidelines about the difference between the Leader's Community Fund and County Councillor Grants; and
 - set expectations where the proposal is for funding towards something which is properly the responsibility of another public authority.
11. The proposed revised criteria are set out in Appendix 2. Key changes and additions are highlighted.

Delegations

12. Grants are awarded on condition that they are claimed within a year of acceptance of the grant. For a variety of reasons, projects can be delayed, and organisations have to formally request for an extension of time to claim their grant. In addition, organisations have been known to ask to vary their grant conditions, primarily whether the award is claimed as a lump sum or staged payments.

13. To make this process easier and more efficient, it is proposed that officers be given delegated authority to agree requests to extend the claim period and also to make minor variations to payment schedules and conditions, where appropriate and in consultation with the relevant Executive Member. Decisions under delegated authority will only be approved where the overall outcomes of the project remain unchanged. Consideration will be given to the specific circumstances relating to requests for extended timeframes for claiming grants to ensure that there continues to be assurance that the scheme will proceed within a reasonable timeframe.
14. A small proportion of grant applications that are submitted are for under £5,000. Under the constitution and relevant scheme of delegation, these decisions remain with the Executive Member. In accordance with other grant schemes, these smaller requests can be processed more efficiently if authority were delegated to an appropriate Chief Officer in consultation with the Executive Member.

Applications for consideration

15. Two applications have been submitted for consideration under the original grant criteria (as set out in Appendix 1). Details are set out in Appendix 3.

Finance

16. The recommended awards can be met from within existing budget provision.

Consultation and Equalities

17. A high-level Equalities Impact Assessment has been undertaken. The grants are intended to have a positive impact and advance equality.
18. The corporate terms and condition of grant require that any organisation in receipt of funding shall ensure that at all times it complies with the Equality Act 2010 if applicable and shall ensure that it does not discriminate against any person or persons on the basis of protected characteristics.

Climate Change Impact Assessment

19. Hampshire County Council utilises two decision-making tools to assess the carbon emissions and resilience of its projects and decisions. These tools provide a clear, robust, and transparent way of assessing how projects, policies and initiatives contribute towards the County Council's climate change targets of being carbon neutral and resilient to the impacts of a 2°C temperature rise by 2050. This process ensures that climate change considerations are built into everything the Authority does.
20. The carbon mitigation tool decision tree indicates it is not suitable for the assessment of a programme. The decisions in this report are financial decisions in relation to a programme of one-off grant opportunities. Therefore, the tool is not suitable for this Climate Change Impact Assessment and has not been used.

Other Key Issues

21. Legal Implications: Section 1 (1) of the Localism Act gives the County Council the power to do anything that individuals may generally do. This includes the power to make grants.

REQUIRED CORPORATE AND LEGAL INFORMATION:

Links to the Strategic Plan

Hampshire maintains strong and sustainable economic growth and prosperity:	no
People in Hampshire live safe, healthy and independent lives:	yes
People in Hampshire enjoy a rich and diverse environment:	yes
People in Hampshire enjoy being part of strong, inclusive communities:	yes

Other Significant Links

Links to previous Member decisions:	
<u>Title</u>	<u>Date</u>
Leader's Community Grants – Revised Criteria and Management	8 July 2021

Section 100 D - Local Government Act 1972 - background documents

The following documents discuss facts or matters on which this report, or an important part of it, is based and have been relied upon to a material extent in the preparation of this report. (NB: the list excludes published works and any documents which disclose exempt or confidential information as defined in the Act.)

Document

Location

None

EQUALITIES IMPACT ASSESSMENT:

1. Equality Duty

The County Council has a duty under Section 149 of the Equality Act 2010 ('the Act') to have due regard in the exercise of its functions to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited by or under the Act with regard to the protected characteristics as set out in section 4 of the Act (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation);
- Advance equality of opportunity between persons who share a relevant protected characteristic within section 149(7) of the Act (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation) and those who do not share it;
- Foster good relations between persons who share a relevant protected characteristic within section 149(7) of the Act (see above) and persons who do not share it.

Due regard in this context involves having due regard in particular to:

- The need to remove or minimise disadvantages suffered by persons sharing a relevant protected characteristic that are connected to that characteristic;
- Take steps to meet the needs of persons sharing a relevant protected characteristic that are different from the needs of persons who do not share it;
- Encourage persons sharing a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

2. Equalities Impact Assessment:

- A high-level Equalities Impact Assessment has been undertaken. The grants are intended to have a positive impact and advance equality.

Appendix 1

Leader's Community Grants – Existing Criteria

What is funded?

The purpose of the scheme is to fund one-off, time limited projects which:

- provide community benefit and help local communities thrive; and
- help local organisations become financially self-supporting and not reliant on public sector funding.

Proposals will be particularly welcomed where they can demonstrate how they:

- respond to the [Climate Emergency](#), as declared by the Council in June 2019; and
- reduce demand for Council services.

Proposals must support the priorities and outcomes of Hampshire County Council's [Serving Hampshire - Strategic Plan for 2021 - 2025](#). It forms the cornerstone of all strategies and plans across departments and service areas. It features four key aims:

- Hampshire maintains strong and sustainable economic growth and prosperity;
- people in Hampshire live safe, healthy and independent lives;
- people in Hampshire enjoy a rich and diverse environment; and
- people in Hampshire enjoy being part of strong, inclusive communities.

Applications can be made for over £1,000 to a maximum of £25,000 and may be for activity costs and/or capital costs. Applications in excess of £25,000 will occasionally be considered in exceptional circumstances.

Secured match funding or clear evidence of seeking match funding is highly desirable. Organisations should have also applied to local District or Parish Councils where local funding opportunities exist.

Supporting documentation will be required for all applications.

Who can apply?

Organisations wishing to apply must be properly constituted with clear and effective governance and management structures. They must be delivering activities or services that benefit Hampshire residents. Organisations will not normally be eligible for grants where they hold unallocated reserves in excess of one year's running costs. Where it is judged that unallocated reserves are unreasonably in excess of what is required or not allocated for legitimate purposes, those organisations may receive a reduced grant. All organisations are expected to have an agreed reserves policy that addresses their financial risk.

The following organisations are not normally funded under this scheme:

- individuals;
- services provided solely within the unitary authority areas of Portsmouth City Council and/or Southampton City Council;

- other local authorities, including District, Parish and Town Councils;
- commercial/profit making organisations;
- schools, including pre-schools and colleges;
- large, national organisations or 'household name charities', including local branches;
- political parties or groups affiliated with a political party or from lobbying/campaigning organisations;
- applications will only be considered from faith groups who can demonstrate their facilities are open and used by the local community other than for church related activities and then only for works in relation to the Disability Discrimination Act;
- requests may be considered from County wide groups (e.g., Guides, Scouts, Hampshire County Youth Orchestra) for specific trips e.g., for an international jamboree or cultural tour. Individual requests will not usually be considered; and
- self-help by organisations is encouraged, and therefore grants are normally only a percentage of the sum required to complete a project.

When to apply

Applications are welcomed at any time and will be dealt with on a 'first come, first served' basis. Recommendations for awards will be taken to the next available Executive Member Decision Day. This may be up to three months after the application is received, in line with meeting schedules.

Projects should be well developed, with match-funding secured, and any supported projects will normally be expected to commence within six-months of the decision date. All applicants for building works will be expected to evidence freehold or to have obtained permission from the landlord. If required, applicants will also be expected to have obtained (or engaged in the process of) planning permission and/or listed buildings consent (if appropriate) to carry out the works before applying.

What is not funded?

The following projects are not funded under this scheme:

- the purchase of land;
- capital works that have already been carried out - we cannot retrospectively fund projects; grants are awarded for works to be carried out in the future;
- general running costs of organisations - these grants are not intended to replace shortfalls in service delivery budgets or replace funding for other support you may be able to obtain, or that you have obtained from us in the past;
- ongoing staff costs - we may fund a fixed-term member of staff or consultant to carry out a time-limited piece of work;
- repeat applications to cover previously funded activities/annual applications for the same activities;
- profit-making or fund-raising activities, or onward distribution of funds;

- projects which meet the aims of other Hampshire County Council grant schemes - where relevant, applications may be transferred to more appropriate schemes; and
- applications for £1,000 or less - where relevant, these should be directed to the Members' Devolved Grants Scheme.

Organisations will not be awarded more than one grant per financial year and previously funded projects must be completed before a new application is made. Previous levels of Council funding will be taken into account when assessing applications.

Appendix 2

Table of Amendments (highlighted in yellow)	
Paragraph Number	Change
2	Added point to reflect the increase in the use of digital engagement and ensuring, where possible, this is accessible to all.
4	Additional wording to strengthen the need for applications to demonstrate value for money and directly relating to the Council's Strategic Priorities listed in Paragraph 3.
5	Further emphasising the need for applications to have match funding and to have approached local councils where appropriate.
6	This is not entirely new, but for emphasis the wording has been brought together into the one paragraph, with the addition that any combination of grant funding from the County Council in total will not exceed 50% of the project costs.
8	<p>Providing clarity on which organisations are not eligible to apply and signposting to other available grant funding where appropriate.</p> <p>Also removing the reference to the County-wide groups as applications for specific trips are directed to the County Councillor Grants Scheme, where they meet the criteria.</p>
9	Additional words to advise that there is a limited budget for grant funding.
10	<p>Adding clarity on what projects/works are not funded, in particular: where ownership or responsibility is held by another local authority, where the activities and projects of an organisation is their main purpose and also for expected building maintenance and IT infrastructure costs which should be built into the running costs of an organisation.</p> <p>Also signposting to other available grant funding where appropriate.</p>
11	Emphasising the requirement for the submission of an evaluation post-project/activity.

Leaders Community Grants - Revised Guidance and Criteria

What is funded?

- The purpose of the scheme is to fund **one-off, time limited projects** which:
 - provide community benefit and help local communities thrive; and
 - help local organisations become financially self-supporting and not reliant on public sector funding.
- Proposals will be particularly welcomed where they can demonstrate how they:

- respond to the [Climate Emergency](#), as declared by the Council in June 2019;
 - provide or enhance digital engagement for the benefit of a whole community; and
 - reduce demand for Council services.
3. Proposals must support the priorities and outcomes of Hampshire County Council's [Serving Hampshire - Strategic Plan for 2021 - 2025](#). It forms the cornerstone of all strategies and plans across directorates and service areas. It features four key aims:
- **Hampshire maintains strong and sustainable economic growth and prosperity;**
 - **people in Hampshire live safe, healthy and independent lives;**
 - **people in Hampshire enjoy a rich and diverse environment; and**
 - **people in Hampshire enjoy being part of strong, inclusive communities.**
4. Applications can be made for over £1,000 up to a maximum of £25,000 and may be for activity costs, a specific project and/or capital costs. Applications in excess of £25,000 will occasionally be considered in exceptional circumstances. Applications must demonstrate the value for money that will be delivered with the requested funding, in relation to the proposed outcomes and the Council's strategic objectives. Supporting evidence should be provided, where possible.
5. Applications with secured match funding, or that show clear evidence of having sought match funding, are more likely to be more successful. Secured match funding or clear evidence of seeking match funding is highly desirable. Organisations are expected to have also applied to local District or Parish Councils where local funding opportunities exist.
6. Self-help by organisations is encouraged, and therefore grants are normally up to 50% of the sum required to complete a project. If other County Council funding is contributed to the same project, e.g. through a County Councillor grant, this will be taken into account and the total sum given will not exceed 50%.

Supporting documentation will be required for all applications.

7. **Who can apply?**
- Organisations wishing to apply must be properly constituted with clear and effective governance and management structures.
 - They must be delivering activities or services that benefit Hampshire residents.
 - Organisations will not normally be eligible for grants where they hold unallocated reserves in excess of one year's running costs. Where it is judged that unallocated reserves are unreasonably in excess of what is

required or not allocated for legitimate purposes, those organisations may receive a reduced grant.

- All organisations are expected to have an agreed reserves policy that addresses their financial risk.

8. The following organisations **are not normally funded** under this scheme:

- individuals;
- services provided solely within the unitary authority areas of Portsmouth City Council and/or Southampton City Council;
- other local authorities, including District, Parish and Town Councils (**Parish and Town Councils may be able to apply for grant funding from the [Parish and Town Council Investment Fund](#)**);
- commercial/profit making organisations;
- schools, including pre-schools and colleges;
- large, national organisations or 'household name charities', including local branches;
- political parties or groups affiliated with a political party or from lobbying/campaigning organisations;
- applications will only be considered from faith groups who can demonstrate their facilities are open and used by the local community other than for church-worship-related activities and then only for works in relation to the Disability Discrimination Act;
- ~~requests may not be considered from County wide groups (e.g. Guides, Scouts, Hampshire County Youth Orchestra) for specific trips e.g. for an international jamboree or cultural tour. Individual requests will not usually be considered:~~

9. **When to apply**

- Applications are welcomed at any time and will be dealt with on a 'first come, first served' basis **from within the allocated budget**.
- Recommendations for awards will be taken to the next available Executive Member Decision Day. This may be up to three months after the application is received, in line with meeting schedules. Projects should be well developed, with match-funding secured, and any supported projects will normally be expected to commence within six-months of the decision date.
- All applicants for building works will be expected to evidence freehold or to have obtained permission from the landlord.
- If required, applicants will also be expected to have obtained (or engaged in the process of) planning permission and/or listed buildings consent (if appropriate) to carry out the works before applying.

10. **What is not funded?**

The following projects are **not** funded under this scheme:

- **applications for £1,000 or less - where relevant, these should be directed to the [County Councillors Grants Scheme](#)**
- the purchase of land;
- ~~capital works that have already been carried out -~~ **retrospective projects; grants are awarded for works to be carried out in the future;**

- maintenance, repair or improvements of building, facilities or land for which functional responsibility is held by another local authority (including a local District, Borough or Parish Council)
- general running costs of organisations - these grants are not intended to replace shortfalls in service delivery budgets or replace funding for other support you may be able to obtain, or that you have obtained from us in the past;
- activities that form the core provision of the organisation
- ongoing/predictable building maintenance or IT infrastructure costs – organisations are expected to have made provision for such costs
- ongoing staff costs - we may fund a fixed-term member of staff or consultant to carry out a time-limited piece of work;
- repeat applications to cover previously funded activities/annual applications for the same activities;
- profit-making or fund-raising activities, or onward distribution of funds;
- projects which are better suited to other Hampshire County Council grant schemes - where relevant, applications may be transferred to more appropriate schemes;

11. All organisations in receipt of a grant will be expected to complete and submit an evaluation, demonstrating the value that the grant has added to the community through the funded activity/project/capital work.
12. Organisations will not be awarded more than one grant per financial year and previous levels of Council funding will be taken into account when assessing any new applications.

Appendix 3 - Grant Funding to Culture and Community Organisations - 2023/24

Organisation <i>(District / Division)</i>	Proposal	Amount Requested	Amount Recommended
The Winchester Beacon (Winchester Churches Nightshelter <div style="text-align: right;"><i>(Winchester/Winchester Eastgate)</i></div>			
<i>Application summary</i>	<p>Improve existing facilities at the main site in Jewry Street. Currently, male residents share an outdated communal bathroom with showers, basins and toilets. There is no privacy in this space for residents which can make them feel vulnerable and unsafe and, for some, has been a barrier to using the facilities and maintaining their own personal hygiene. Phase 1 of the project is to provide a fully accessible shower unit for wheelchair access and those with disabilities to use and enlarging one of the smaller bedrooms which needs to be extended to meet HMO Officer specifications otherwise it has to be taken out of use. Phase 2 is provision of 8 individual lockable shower units. The renovation is also important to ensure that the needs of all residents are being met, especially with increasing numbers of transgender residents.</p> <p>The Winchester Beacon (formerly known as Winchester Churches Nightshelter) has provided a safe and caring temporary home to those experiencing homelessness since 1988. Open 365 days of the year, there are ten bedrooms on-site at the Jewry Street premises and an additional twelve beds at the three four-bedroom off site properties in the local area. Residents stay until more permanent accommodation is found to match their needs. Residents not only access secure and comfortable accommodation and nutritious food, they also benefit from a wide-ranging programme of practical and emotional support to help them break the cycle of homelessness and rebuild their lives.</p> <p>Costs have increased significantly since the initial scoping of the works due to inflation costs and recalculation to meet Mechanical, Engineering and Public Health specifications.</p>	£25,000	£25,000
<i>Reach</i>	2000		
<i>Funding (inc. match)</i>	<p>Total project cost is in the region of £169, 950. Phase 1- £25,364 (tender accepted); Phase 2 – (in the region of) £133,504 (out to tender currently); £40,000 funding from CRASH; £73,064 from Dept. for Levelling Up, Housing and Communities; £2,000+ pro bono architect, civil engineering team project managers from CRASH and Aecom. Shortfall approx. £31,950. (Note: 2022/23 Councillor grant of £1,000 towards upgrading the ladies bathroom facilities;)</p>		

Organisation <i>(District / Division)</i>	Proposal	Amount Requested	Amount Recommended
<i>Local Member Comments</i>	Cllr Hiscock is fully supportive of the application.		
<i>Recommendation/ conditions</i>	£25,000		

Organisation <i>(District / Division)</i>	Proposal	Amount Requested	Amount Recommended
Hampshire History Trust			
		<i>(Winchester/Winchester Eastgate)</i>	
<i>Application summary</i>	<p>Winchester Heritage Open Days (HODs), part of the national Heritage Open Days programme, is an annual festival celebrating Winchester and Hampshire's culture, heritage and history. HODs takes place every September in Winchester and the surrounding towns and villages and involves hundreds of volunteers and thousands of visitors. All activities are provided free of charge, so no opportunity to put earned income towards costs.</p> <p>This year's Festival takes place between 8-17 September 2023 and the theme is 'Creativity Unwrapped'. It will promote Hampshire's unique heritage & character through accessible talks, exhibitions & activities.</p> <p>This application is to cover the cost of the use of the Great Hall, the Former Grand Jury Room and the Council Chamber on 16 September.</p>	£1645	£1650
<i>Reach</i>	Approx. 1,000 people are expected		
<i>Funding (inc. match)</i>	Not for this particular aspect of the Festival. (Note: 2022/23 Councillor grant of £500 towards marketing costs for the 2023 Festival; 2021/22 Councillor grant of £500 towards extending the Edible England Exhibition to online to enhance accessibility)		
<i>Local Member Comments</i>	Cllr Hiscock has been contacted for comment.		
<i>Recommendation/ conditions</i>	£1650		

TOTALS		£26,645	£26,650
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