

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

POLICY DEVELOPMENT GROUP - WEDNESDAY, 20 SEPTEMBER 2017

Report Title	COMMUNITY FOCUS GRANTS
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Purpose of report	Inform members of the grants administered by Community Focus from April 2016 to March 2017.
Council priorities	<p>Value for Money</p> <p>Homes and Communities</p> <p>Green Footprints</p>
Implications:	
Financial/Staff	Part time staff review grant applications and monitor the projects to completion. Grant funding is allocated annually.
Link to relevant CAT	The green Footprints CAT sponsor Green Shoots and Green Grant scheme.
Risk Management	Risk is managed by a robust assessment and monitoring process
Equalities Impact Screening	None
Human Rights	None
Transformational Government	N/A
Comments of Head of Paid Service	Report is satisfactory
Comments of Deputy 151 Officer	Report is satisfactory
Comments of Monitoring Officer	Report is satisfactory

Consultees	None
Background papers	None
Recommendations	TO NOTE THE APPROVAL PROCESSES AND THE NUMBER OF GRANTS AWARDED SUPPORTING THE COMMUNITY

1.0 INTRODUCTION

- 1.1 Community Focus was asked to provide an explanation of the processes and a summary of the grants awarded.
- 1.2 Community Focus team administer; Small Grants Scheme, Green Grants, Coalville Special Expenses community chest grant fund and Green Shoots. In this report it will explain what the grants are for, the procedure for the grants, the grants we have received and supported 2016/17. (See Appendix E for the NWLDC website information)

2.0 NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL GRANTS

2.1 Small Grant Scheme

The grant scheme allows organisations to apply for up to £500 which needs to be 50% match funded. Appendix A provides details of the applications and awards in 2016/17.

Grants are available for one off pieces of expenditure for projects, equipment and other items or simply just to try something different. The small grant scheme aims to make grants easily available to local community and voluntary groups. The application process is open all year to organisations.

The small grant scheme can really make a difference in helping communities get schemes and projects started. The organisation applying for the grants need to be a not-for-profit voluntary organisation, community group or a registered charity. Consideration will be given to applicants that can demonstrate the benefits of a new and innovative project for the local community and residents of North West Leicestershire. There were 16 applications during 2016/17. 87.5% were approved and 12.5% were rejected (2 applications) as they did not meet the grant criteria. The total spend from the small grant budget was £5623 with an under spend of £6677. The total value of the projects reached £20,579.73. The Small Grant Scheme changed from the one off Grant in 2014 and is a rolling program year on year, the 2017/18 budget has been set at £10.800.

2.2 Green Grant Scheme

Through the Green Footprints, the Green Grants scheme supports environmentally-focussed community projects across the district of North West Leicestershire since 2015. The grant is open to all organisations so long as they are constituted. Organisations can apply for £500 but match funding is required; this needs to be cash as opposed to in-kind funding, therefore the project should have a minimum value of £1000.

The project needs to fit around the Corporate Green Footprints themes of:

- Community orchard
- Hedgeplanting
- Native bulb planting
- Wildflower meadow
- General environmental improvements
- Litter
- Flytipping
- Dog fouling
- Recycling
- Composting
- Energy efficiency
- Transport issues
- Cycling/walking

Appendix B provides details of the 10 applications and awards in 2016/17. 100% of these grants were approved, creating gardens clearing neglected footpaths and assisting to upgrade lighting in Moira Village hall. Details of the other projects can be found in the Appendix B. The total spends for the green grant scheme was £5,000 with a total value of the projects reaching just over £45,000 (this includes match funding).

2.3 **Green Shoot Scheme**

The Green Shoots grants to help communities brighten up community areas in spring. Organisations applying for this grant indicate the location of the planting and decide which bulbs are most suited from the following selection.

- Narcissi
- Daffodils
- Crocus
- English bluebells

The Green Shoots application is made via a simple application form. The grant must be match funded and since the minimum order for each variety of bulb is 1000, the applicant must order a minimum of 2000 bulbs to qualify for the grant. The locations of the 14 applications and awards are detailed in Appendix C. 100% of the applications were considered and awarded the funding from Green Footprints a total of £1,900 (total including the match funding £3,800) and distributed 38,000 bulbs.

2.4 **Coalville Special Expenses Community Chest grant**

The Coalville Special Expenses Community Chest is a grants programme to support and encourage a range of community activities, initiatives and events that meet the needs of residents within the wards that are close to Coalville who do not have a Parish Council, these are; **Coalville, Bardon, Snibston, Thringstone and Greenhill.**

North West Leicestershire District Council will particularly look at supporting activities that build the strength of community groups and organisations to support themselves.

The grant scheme allows organisations to apply for up to £250 with no match funding required. Appendix D provides details of the 9 applications and awards that were awarded in 2016/17. 100% of the applications were found to fit the criteria and were awarded the funding up to £250. The Coalville Special Expenses community chest grants have been granted for approximately 10 years and in 2016/17 the was set at £3,000. The total spends for the Coalville Special Expenses community chest grant £2,246 with an under spend of £754.

3.0 PROCESS FOR EACH OF OUR GRANTS

Each Grant has a robust monitoring and evaluation process, the Community Focus team receive and check each application form ensuring the supporting material has been enclosed. Any outstanding information or documentation is followed up and recorded. When all appropriate information has been checked and approved the application is submitted to the next stage.

Each grant application follows a different process which is detailed in Appendix E. When the grant has been awarded and completed it is visited and followed up for advertising and auditing purposes.

4.0 GRANTS FOR 2017/18

- 4.1 Small Grant Scheme, 2017/18 budget has been set as £10,300 and new plans to spend the allocated funds are in place, such as a workshop on applying for a small grant, promotion with local community groups and at events (i.e. district days). We will also be doing some targeted work in communities where there were no applications.
- 4.2 Green Grants, there is no set budget for green grants 2017/18, funding is allocated from the existing EMR. There is a desire to increase the number of green grant applications and new plans are in place, such as workshop on applying for a green grant, promotion with local community groups, parish/town councils and at events (i.e. district days). We will also be doing some targeted work in communities where there were no applications.
- 4.3 Coalville Special Expenses community chest, 2017/18 budget will be £3,000. Community Focus will promotion with local community groups and at local events (i.e. Picnic in the Park and market days).
- 4.4 Green Shoots, 2017/18 is being supported by the existing Green Footprints budget.

Appendix A

The Small Grant projects we received in 2016/17.

	Name of applicant	Project name	Amount applied for	Total value of project	Successful or unsuccessful
1.	Agar Nook Community Association	BEST Young people's life coaching sessions	£424	£848	Successful
2.	Ashby Baptist Church	New partitioning	£500	£3500	Successful
3.	Ashby de la Zouch Museum	Digitalisation of collections	£500	£3271.44	Successful
4.	Castle Donington and District Branch of the Royal British Legion	New Standard	£500	£1134	Successful
5.	Castle Donington Street Party Committee	Queens 90 th birthday street party	£500	£3000	Successful
6.	Coleorton & New Lount Volunteer Group	Training for two volunteers	£416	£832	Successful
7.	Design Redefined	Hepatitis C support for Northwest Leicestershire	£500	£1250	Unsuccessful
8.	Diseworth Heritage Trust	Pull up banners	£468.60	£937.21	Successful
9.	Donisthorpe Community Fund	Party in the park for the Queens 90 th birthday	£327.80	£1092.68	Successful
10.	Hermitage FM	Branded gazebo	£500	£1199	Successful
11.	Ibstock Christmas Festival Committee	New signage for event	£500	£1303.20	Successful
12.	Kegworth Community Library	Kegworth – Arts and Crafts in the Community	£240	£480	Successful
13.	Kegworth Plan Group	One Kegworth Food Festival	£500	£480	Successful
14.	Moirs Village Hall	New table	£246.60	£493.20	Successful
15.	OK4U	A healthy relationships group	£500	No cost provided	Unsuccessful
16.	Party in the Park	Band and public liability insurance	£500	£2009	Successful
Total requested			£7,123	Total projects value (excluding the unsuccessful) : £20,579.73	
Total spend 2016/17			£6,123		

Appendix B

The Green Grant projects we received in 2016/17.

	Applicant	Project details	Amount of application	Amount of project	Successful or unsuccessful
1.	Castle Rock High School	To create a community garden and allotment	£500	£1,000	Successful
2.	Friends of Ashby Bath Grounds	To enhance a neglected footpath	£500	£8,000	Successful
3.	Kegworth Parish Council	The creation of a garden and wild flower area for use by the whole community	£500	£2,100	Successful
4.	Kegworth Parish Council	Funding to facilitate and provide equipment to volunteers to carry out community litter picks	£500	£2200	Successful
5.	Long Whatton and Diseworth Parish Council	Enhance area at The Cross in Diseworth with tidying, replanting and painting railings	£500	£1,340	Successful
6.	Measham Parish Council	To regenerate and invigorate Red Bank Corner	£500	£1,140	Successful
7.	Moirs Village Hall	Replacement of old fluorescent light fittings with new LED down lighters.	£500	£8,841.20	Successful
8.	New Lount Bowling Club	To replace rotting single glazed wooden windows with energy efficient upvc double glazed units	£500	£4,390	Successful
9.	Sweepstone Church Hall	Replacement of rotten windows	£500	£4,500	Successful
10.	Trent Rivers Trust	Enhancement of Gilwiskaw Brook near Hood Park Ashby	£500	£11,800	Successful
Total project request			£5,000	Total projects value: £45,311.20	
Total project spends			£5,000		

Appendix C

The Green Shoots projects we received in 2016/17.

	Applicant	Funding request	Match funding	In kind funding	Total bulbs
1	Agar Nook Community Association	£100	£100	450	2000
2	Ashby de la Zouch Town Council	£100	£100		2000
3	Breedon Parish Council	£100	£100	300	2000
4	Castle Donington Parish Council	£150	£150		3000
5	Donisthorpe Community Fund	£250	£250		5000
6	Friends of Thringstone	£100	£100		2000
7	Hugglescote and Donington le Heath Parish Council	£150	£150		3000
8	Ibstock in Bloom	£100	£100		2000
9	Kegworth Parish Council	£100	£100	500	2000
10	Measham Parish Council	£100	£100		2000
11	Moirs Village Hall	£150	£150		3000
12	Packington Parish Council	£200	£200	1000	4000
13	Rotary Club of Ashby Castle	£100	£100	100	2000
14	Sweepstone Parish Council	£200	£200		4000
Total		£1,900	£1,900	Total bulbs given out: 38000	

Appendix D

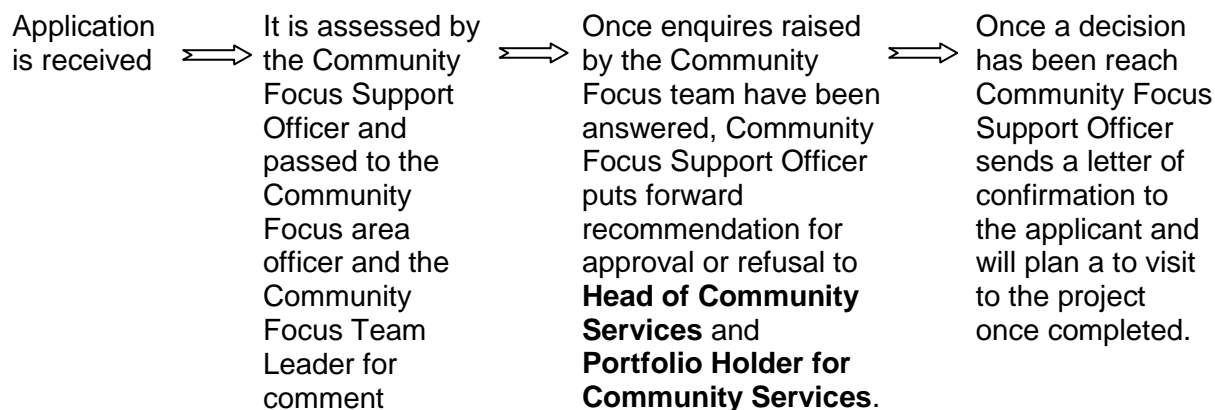
The Coalville special expenses community chest projects we received in 2016/17.

	Applicant	Amount of application	Successful or unsuccessful
1.	Agar Nook Community Association	£246	Successful
2.	Chorus Theatre	£250	Successful
3.	Civil Service Retirement Fellowship Coalville	£250	Successful
4.	Ebenezer Baptist Church	£250	Successful
5.	Network for Change	£250	Successful
6.	Thringstone & District Disabled Activities Club (TADDAC)	£250	Successful
7.	Thringstone House Community Centre	£250	Successful
8.	Thringstone Retired People's Fellowship	£250	Successful
9.	Without Wall Christian Fellowship	£250	Successful
Total project request		£2,246	
Total project spends		£2,246	

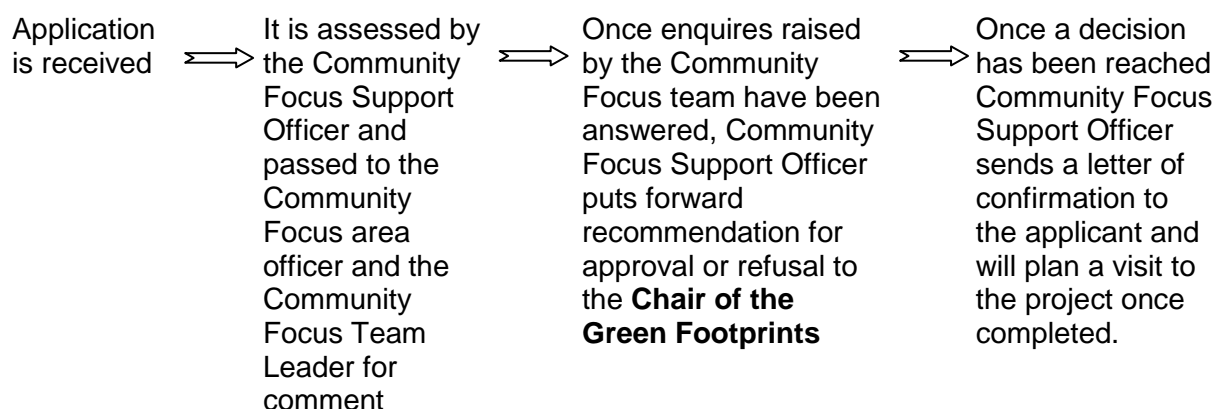
Appendix E

North West Leicestershire Grant Processes

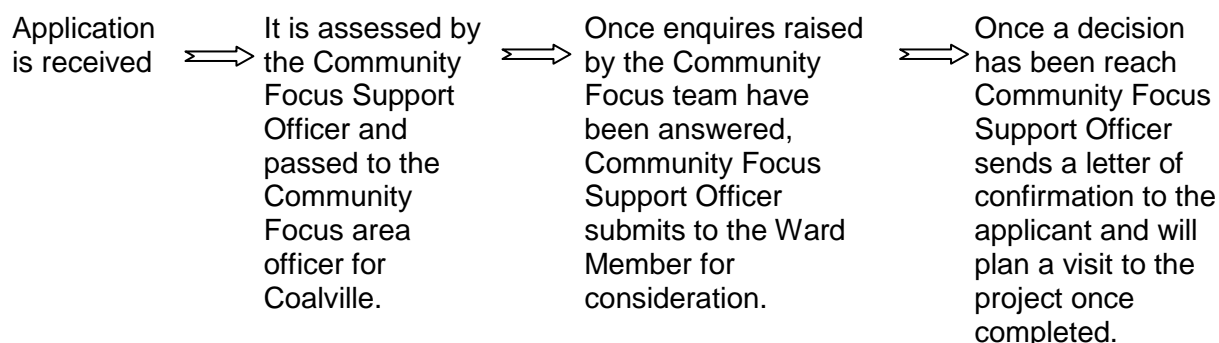
Small Grant Scheme



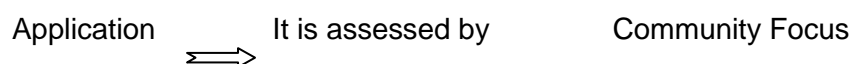
Green Grants Scheme



Coalville Special Expenses community chest grant



Green Shoots Scheme



is received	the Community Focus Support Officer and shared with the Community Focus area officer for information.	⇒	Support Officer arranges publicity with groups for photo opportunity in the spring.
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NWLDC website pages for the Grants

Small Grant Scheme

Grants are available for one off pieces of expenditure for projects, equipment and other items or simply just to try something different.

You can apply up to £500 which amount you will need to match fund.

The small grant scheme aims to make grants easily available to local community and voluntary groups. There are no deadlines for applications.

Small grant scheme application form

Small grant scheme guidance notes

Coalville Special Expenses community chest grant fund

The maximum amount of funding for the Coalville Special Expenses Community Chest Grant is £250. There are no deadlines for applications

The Coalville Special Expenses Community Chest is a grants programme to support and encourage a range of community activities, initiatives and events that meet the needs of residents in these wards: Coalville, Bardon, Snibston, Thringstone and Greenhill.

Coalville spec expenses community chest grant scheme 2017

Green Grants

As part of the Green Footprints Challenge, we are offering Green Grants of £500 each for environmentally-focussed community projects across the district of North West Leicestershire. These are simple projects that make a big impact and are open to groups and organisations, including parish councils. Match funding of £500 is required; this needs to be cash as opposed to in-kind funding. Therefore your project should have a minimum value of £1000.

Application forms can be found at **Green grants**

Green Shoots Scheme

As part of the Green Footprints Challenge, we are offering Green Shoots grants to help communities brighten up their areas in spring. We have the following bulb selections on offer but will do our best to accommodate any other suggestions you may have.

Application forms can be found here **Green shoots grants**

An example of a completed the application form can be found here, **Green shoots example form**.

The deadline for ordering these bulbs will be **Friday 11 August 2017**.

Where are you thinking of planting?	Suggested bulb type
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Grassy areas	Naturalising mix of narcissi and/or daffodils
Short mown areas	Crocus
Woodland areas	English bluebells

How many bulbs can we select?

Bulbs are provided in bundles of approximately 1000 bulbs. We are working on a cost of 1000 bulbs at approximately £100. You need to order at least 2000 bulbs, eg. this could be a combination of 1000 daffodils and 1000 bluebells.

Number of bulbs requested	NWLDC pays	You pay
2000	£100	£100
3000	£150	£150
4000	£200	£200
5000	£250	£250
etc		

Who will order the bulbs?

The district council's grounds maintenance team will buy the bulbs in bulk, which will enable us to get the bulbs at the cheapest rate possible. The district Council's Community Focus Officers will then deliver the bulbs to each of the groups.

Who will plant the bulbs?

You will then mobilise your volunteers and arrange your own planting days in autumn.

How do we pay?

Once you have received confirmation that your grant request has been successful, please send a cheque for the appropriate amount made payable to North West Leicestershire District Council (NWLDC). Cheques should be sent to the Community Focus Team, c/o NWLDC offices, Whitwick Road, Coalville, Leicestershire, LE67 3FJ.

Do we need to get permission for planting?

Where your group/organisation is not the landowner, you will need to demonstrate that you are the long-term lease holder or have secured agreement with the owner for developing the project. If you intend planting on the public highway you will need to contact Leicestershire County Council to gain permission. Email: customer.services@leics.gov.uk

Who is responsible for Health & Safety and Public Liability Insurance?

Your group will be entirely responsible for any Health & Safety requirements when planting your bulbs, particularly if you are intending to plant on the public highway. Your group/organisation will need to have its own public liability insurance in place or approach your local parish/town council to operate under their insurance.