



## Major Grants Prospectus

### INTRODUCTION

Eastbourne Borough Council recognises the immense value of voluntary and community activity and its contribution to residents' well-being, the local economy and the sustainability of a wide range of services which benefit people living and working in the town and visitors.

To support this activity, the Council has allocated £203,000 a year for each of the three years from 1<sup>st</sup> April 2016 to 31<sup>st</sup> March 2019 to be distributed as Major Grants of £10,000 or more and a further £56,500 to be distributed as Housing Grants to deliver the following priority services:

- Advice and Financial Inclusion services
- Youth engagement services and activities
- Services to homeless people, those at risk of homelessness and vulnerable people with a history of homelessness
- Services which promote voluntary and community activities and organisations through the provision of comprehensive information, advice, training and other support services to the full range of not-for profit organisations.

Applications must be made on the forms provided and supported by:

- A copy of the organisation's governing document
- A copy of the most recent year's accounts and bank statement covering each bank or building society account
- A copy of the organisation's current policies on equality and inclusion
- Those additional documents required for the relevant priority as set out on the pages below.

### **Please note:**

The Council will not fund:

- Major capital works or projects
- Any project that duplicates services already provided and funded elsewhere
- More than one service or project per organisation. Those in receipt of a Major Grant or Housing Grant will not be eligible to apply for a Small Grant.

Initial **Expressions of Interest** must be submitted on the form provided with this pack to reach us by no later than **5pm on Friday 28<sup>th</sup> August 2015** along with the documents listed above.

We will use your form and documents to assess:

- Whether or not you are eligible for a Grant under the terms of our Community and Housing Grants Policy included in this pack
- Whether the project or service you have described addresses one of the priorities for a Major or Housing Grant.

We will notify you of the outcome of this initial assessment by **5pm on Friday 11<sup>th</sup> September**.

**If you meet our eligibility criteria and your application addresses the priorities we have set, we will invite you to complete and submit a full application form by Friday 9<sup>th</sup> October.**

Grants will be awarded for spending in the three years period from 1<sup>st</sup> April 2016 to 31<sup>st</sup> March 2019 and will be subject to grant conditions and quarterly monitoring. Standard terms are set out on a separate document which we ask applicants to sign when submitting their application to confirm their agreement to these general conditions. We will not award any grant without this written confirmation.

Given current constraints on all Council budgets, the Council will not make any allowance for inflation, but will instead set the grant level at the same amount for the three year period.

The following pages set out the minimum standards we require of any organisation applying for a Major Grant, additional expectations and the outcomes we are seeking to support with this funding.

## **MINIMUM REQUIREMENTS**

We actively encourage applications from consortia and partnerships subject to a lead organisation taking responsibility for delivery and providing evidence and supporting documents of their eligibility as set out below, and inclusion of a partnership agreement signed by those organisations involved in delivery of the service.

Grants will only be awarded to organisations or partnerships which can demonstrate that they:

- Have a need for grant funding. We will not give grants to any organisation with significant uncommitted funds or which itself makes grants to other organisations
- Have sound governance arrangements
- Have sound financial management and plans
- Can demonstrate good value for money and demonstrate a significant use of volunteers in the delivery of their services
- Have clear policies on equality and inclusion covering service users, volunteers and staff and encompassing all those groups protected under the Equalities Act 2010. Organisations must demonstrate that they have designed activities and services which are easily accessed by everyone and address the needs of people on low incomes.
- Have delivered the services and outcomes for which they have been previously allocated funding and provided the management and monitoring information requested.

Applications are welcomed from organisations based outside Eastbourne where the service will be delivered in Eastbourne and for the direct benefit of Eastbourne and the beneficiaries will be Eastbourne residents.

Grants may be awarded to groups which are branches of regional or national organisations, subject to the provision of monitoring information, including financial information, in a form to be agreed with the Council that clearly demonstrates how the funding has been used in Eastbourne.

## **ADDITIONAL EXPECTATIONS**

The Council wishes Eastbourne residents to benefit from services that help build local social capital. Examples include projects that make the most of local knowledge and experience, networks, volunteers and community access points.

We are also keen to see how organisations are making use of digital technology to improve access to services, reduce costs and support their customers to access the information they need through the internet.

In awarding grants, and in order to secure the maximum benefit to the local community from these grants, we will consider

- organisations' track record of service delivery and the outcomes which have been delivered through any previous funding (whether from the Council or other sources)
- the level of engagement in partnership work with other relevant organisations and agencies
- the efforts organisations have made to access funding and income from other sources and the availability of other potential sources of funding for the services and activities being considered

- evidence of any training and quality assurance.

## **ASSESSMENT**

Eligible applications will be assessed against the following criteria:

- Identified need and strategic relevance – 40%
- Quality – 20%
- Impact – 20%
- Value for Money – 20%

### **Identified need and strategic relevance**

Applications must demonstrate the need for the particular service that they are applying for funding for and provide evidence to support this.

We will only award points for projects and services which clearly relate to the priority under which the application is made and have been designed to meet the needs described and outcomes required in an effective way.

Organisations should also ensure they describe the impact of the services they have delivered to date.

### **Quality**

Organisations should give evidence of strong performance management with high quality management and clear monitoring methods and systems covering outputs and outcomes which inform the development of their services. Any evidence of high quality service delivery to date should be included, such as customer satisfaction ratings and outturns against Service Standards. We are also keen to know about any proposed Service Standards and how these will be monitored; about any quality assurance work undertaken to date; and about how staff and volunteers are trained to ensure a high standard of service relevant to their particular work.

Applicants should also describe clearly how they address the needs of groups at risk of exclusion including those groups protected under the Equality Act and others who might be excluded by virtue of low incomes or other barriers. We are also looking for evidence that organisations are committed to all aspect of work force development including volunteers.

We are also looking for evidence that any services or projects have been developed in discussion and through other forms of consultation with service users wherever possible, and that this has informed the design of services and activities.

Similarly, we will assess the extent to which projects and services have been designed and developed in discussion with other voluntary organisations, statutory and other relevant agencies, and other stakeholders to ensure they address relevant service needs and do not overlap. We are also interested to know the contribution made to relevant partnership working and networking.

## **Impact**

In assessing impact we will consider which groups or areas are benefiting from a particular service or activity as well as the number of people benefiting. To ensure that funding is awarded on the basis of need we are keen to know the profile of those likely to benefit. We are particularly keen to support those neighbourhoods and/or residents most at risk of exclusion.

We will also consider the likely impact of particular activities or services on the Council's own services and on those of other public sector services.

## **Value for money**

We are asking organisations to set out the full costs of delivering the service or activity they are applying for. This includes the relevant proportion of back-office, supervision, management and governance costs as well as salary costs.

We are interested in how organisations link up with other service providers to ensure they deliver their services and activities in an efficient and cost-effective way, drawing on available expertise, contacts and resources.

We are very keen to see evidence of any work that has been done to secure funding from other sources and will take into account the opportunities available to different types of project to generate additional income or secure grants from external funding programmes and Trusts. We will also consider the potential for using grant to secure match funding and, where organisations have previously received a grant from the Council, how well this has been used to lever in additional funding from external sources.

We will also consider the cost of the services to be provided and whether these are reasonable. We are interested in any discounts or free services / benefits which the organisation has secured. The amount and value of volunteer time will also be considered.

## **Priorities and objectives**

### **Priority 1**

#### **Advice and Financial Inclusion services**

Grants will be awarded for a range of information and advice services to residents experiencing ongoing difficulties and complex legal advice and representation. We wish to fund services delivered by a range of methods from on-line or by a single contact through to regular support and which demonstrate the best use of resources by ensuring those able to 'self-serve' are supported to do so, and others needing more support are provided with the practical help they need.

£56,500 is reserved for the delivery of housing advice services designed to prevent homelessness or help homeless households secure appropriate accommodation.

We will only fund those services which are provided free of charge or where any necessary costs (e.g. court costs) are kept to the minimum. We are keen to fund a mixture of on-line, telephone and face to face advice and information as well as services offered both in central locations and in other geographical locations.

We are interested in applications which address some or all of the following objectives:

- Residents have access to the advice services they need through a range of access methods which are designed to meet their needs
- Residents are supported to access on-line information and support wherever possible
- Residents receive the help they need to claim and receive the welfare benefits to which they are entitled
- Residents are supported to access appropriate budgeting advice, access affordable loans and money saving options
- Households in debt are supported to reduce and manage their debts reducing their risks of homelessness and/or legal action
- Homeless households and single-person households at risk of homelessness are supported to stay in their home or secure and maintain appropriate private sector housing
- Residents have/ are helped to access to appropriate high quality legal advice

- Tenants and landlords have access to legal advice and are supported to resolve any disputes
- Employees and employers are given high quality legal advice and are supported to resolve any disputes.

We will not fund:

- services to households / individuals who are able to access information and advice without support
- services to households / individuals who have the financial resources to pay for professional legal advice or secure their own housing without support
- services restricted to users of particular services – e.g. people with a particular health condition
- services which only sign-post to other agencies.

## **Priority 2 - Youth engagement services and activities**

Funding is available for organisations to deliver effective, joined up services and activities for young people aged 11 to 19.

We will allocate grants to deliver the following objectives:

- consultation with young people to identify those activities most likely to appeal to them and meet their needs and aspirations
- delivery of a programme of regular activities in the following neighbourhoods - Shinewater, Willingdon Trees, Hampden Park, Langney, Old Town and Devonshire - with a particular focus on:
  - helping young people to stay healthy with an emphasis on weight management and physical activities
  - helping young people to stay safe, particularly around sexual abuse and bullying
  - supporting the emotional health and wellbeing of young people
- delivery of a social media project and other promotional activities to publicise the availability of activities, events and services for young people in Eastbourne
- coordination of an annual Youth Fair promoting the activities, events and services to young people in Eastbourne
- delivery of a minimum of two other events annually aimed at young people during the summer holiday period, one each targeted at the two age groups 11 – 14 and 15 plus

- coordination and delivery of an annual Youth Network event to share information and resources between statutory, voluntary and community groups working with young people
- support for an Eastbourne Youth Forum.

All services, events and activities should take account of the needs and interests of different young people including those aged 11-14 and those aged 14+, young women, disabled young people and other protected groups.

We will only fund those services which are provided free of charge or where any necessary costs are kept to a minimum.

### **Priority 3 - Services to homeless people, those at risk of homelessness and vulnerable people with a history of homelessness**

Grants will be awarded to an organisation or organisations providing a range of essential practical services to this group covering:

- meals, clothing, bedding and laundry
- day services including access to computers, advice, training and volunteering opportunities
- drop-in services covering a range of health and other personal needs
- support to access and stay in suitable housing
- practical support including support to attend appointments.

We will only fund those services which are provided at a minimal cost or free of charge.

### **Priority 4 - Services which promote voluntary and community activities and organisations through the provision of information, advice, training and other support services to the full range of not-for profit organisations**

Grants will be awarded to support the development of the voluntary and community sector in Eastbourne and help individual groups and organisations to establish themselves on a sound, sustainable footing.

We will fund only those organisations which address some or all of the following objectives:

- organisations receive the information, advice and guidance they need to establish appropriate governance, attract new members, volunteers and Trustees, and plan their development



- volunteers and staff of voluntary organisations have access to the training they need to ensure they work safely, effectively, in compliance with the law
- organisations have access to effective information, support and training to generate income and secure grants to support their work.

We will only fund those services which are provided free of charge or where any necessary costs are kept to a minimum.

### **Procedure for awarding grants**

Grant applications will be assessed by Officers and presented to Councillor Members of the Grants Task Group for consideration. The Grants Task Group will then make recommendations to the Cabinet meeting on 9<sup>th</sup> December and organisations will be notified of the outcome by Friday 18<sup>th</sup> December. Cabinet decisions at this stage will be subject to final confirmation of the overall Grants Budget in February 2016.

### **Grant conditions**

All grants must be fully spent within the year for which they are allocated and used for the costs and activities set out in the grant application.

Very minor changes may be agreed from time to time subject to the funding being used in line with the original application. Any such changes must be applied for to the Council and agreed in writing.

The Council will nominate an elected member to sit on the Board of Trustees of any Major Grant recipient as an observer and an officer of the Council will also attend meetings of the Board of Trustees as an observer from time to time. The purpose of the Council's nominated observers is to ensure that the organisation is reporting information that can be used to ensure the Council is receiving best value for the funding input. The nominated observers may challenge the information provided to the Board of Trustees in order to ensure that this is accurate and relevant.

For audit purposes, records must be kept showing how the grant has been spent, along with any relevant receipts or invoices.

Spending on Major Grants must be accounted for separately and open to audit by the Council's auditors.

Monitoring and management information must be provided to the Council at the end of each year or quarter (by the end of the following month),

depending on the size of the grant, to an agreed format, as evidence that the organisation is delivering the project or services for which grant has been provided and is on track to deliver the agreed outputs. This information is required as part of the Council's auditing process. Any organisation which does not comply with these conditions may be asked to repay the grant money.

Grant will only be paid when monitoring information has been provided in writing for the previous agreed period - annually for small grants and quarterly on invoice for major grants.

An officer of the Council may visit the grant recipient from time to time to audit the information sources. The Council may also request a review if it wishes to discuss the project or service development and delivery.

Any grant no longer needed (e.g. where a project is no longer viable or alternative funding has been secured which is adequate to deliver the project or service) must be offered back to the Council. The Grants Task Group will decide how any such funds are re-allocated.

**Note:** Organisations applying for funding are asked to confirm their agreement to these conditions by signing the relevant page of the application. No applications will be considered which are not supported by this signature. Any questions or concerns relating to any of these conditions must be raised with the Strategy and Commissioning Lead for Community and Partnerships and resolved **before** the application is submitted.

## **ENQUIRIES**

Enquiries regarding this prospectus should be directed to:

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