

1. **Financial Assistance Small Grants Scheme 2018-19** (Pages 1 - 8)

## CABINET MEMBERS DELEGATED DECISION

<b>Open/Exempt</b>		Would any decisions proposed :		
<b>Any especially affected Wards</b>	Mandatory/	Be entirely within Cabinet's powers to decide	YES/NO	
	Discretionary /	Need to be recommendations to Council	<del>YES/NO</del>	
	Operational	Is it a Key Decision	<del>YES/NO</del>	
Lead Member: E-mail: <a href="mailto:cllr.elizabeth.nockolds@west-norfolk.gov.uk">cllr.elizabeth.nockolds@west-norfolk.gov.uk</a>		Other Cabinet Members consulted: None		
		Other Members consulted: None		
Lead Officer: Lorraine Gore E-mail: <a href="mailto:Lorraine.gore@west-norfolk.gov.uk">Lorraine.gore@west-norfolk.gov.uk</a> Direct Dial (01553 616432)		Other Officers consulted: Sarah Dennis		
Financial Implications YES/NO	Policy/Personnel Implications <del>YES/NO</del>	Statutory Implications <del>YES/NO</del>	Equal Impact Assessment <del>YES/NO</del> If YES: Pre-screening/ Full Assessment	Risk Management Implications <del>YES/NO</del>
If not for publication, the paragraph(s) of Schedule 12A of the 1972 Local Government Act considered to justify that is (are) paragraph(s)				
Date meeting advertised: 16 <sup>th</sup> July 2018		Date of meeting decision to be taken: 23 <sup>rd</sup> July 2018		
Deadline for Call-In: 30 <sup>th</sup> July 2018				

### Financial Assistance Small Grants Scheme

#### Summary

This report details the decisions made in relation to the first round of capital and revenue grant awards for 2018-19.

#### Recommendation

To approve the decisions set out below.

#### Reason for Decision

Determination of applications under the Small Grants Scheme.

A grants panel meeting was held on 10 July to assess applications for capital and revenue grants which fall within the Culture, Heritage and Health Portfolio. This report details the recommendations made at this meeting by the Portfolio Holder.

The recommendations featured in this report are subject to the 'call in' procedure. When the grant decision becomes official the applicants will be notified in writing by the Norfolk Community Foundation on behalf of the Borough Council. All terms and conditions of the grants will be stated in the official offer letter.

## Revenue applications:

### Themed funding – Commemorating WW1 Fund

Applicant	Summary of request	Decision
All Saints Church, Ashwicken PCC	Towards an inspection to preserve a war memorial.	£200.00
Barton Bendish Parish Council	To support the cost of a village get together.	£150.00
Dersingham VA Primary School	To hold a celebration event on 9th November for the community.	£250.00
Downham Market & District Heritage Society	To organise a week of activities leading up to November 11th	£200.00
Gayton P.C.	To organise an event to be held on 11th November to commemorate the end of WW1.	£200.00
Grimston P.C.	To inscribe Sargent Hunter's name on the war memorial, refurbish all damaged lead lettering on the memorial and to host a service of remembrance.	£200.00
Heacham P.C.	To support the cost of an indoor street party.	£200.00
Methwold Community Action Group	To celebrate the end of WWI with a community event on 11th November culminating in the 'lighting of the beacon'.	£250.00
Norfolk Symphony Orchestra	Towards a concert to mark the centenary of Armistice Day.	£200.00
Sandringham P.C.	To provide a WWI commemorative event.	£200.00
Shouldham Parish Council	To support the cost of a commemorative exhibition.	£250.00
St Faith's Church LEP	To fund a centenary exhibition at St Faith's Church from October 8th to November 11th 2018.	£200.00
The Bridge For Heroes	To run an event commemorating WWI with displays and activities at the Kings Lynn Bridge for Heroes centre.	£200.00
The North End Trust	To support the Scars of War project.	£200.00
Upwell Parish Council	To create a lasting centennial memorial to commemorate the 1918 armistice.	£200.00
Wereham Village Hall	To hold a weekend of events to commemorate the end of WWI.	£200.00
West Norfolk Befriending	To contribute towards hall hire, catering and transport for a WW1 themed event.	£225.00
West Norfolk Deaf Association	To organise an afternoon tea party with entertainment and refreshments that reflect the war time.	£225.00
West Winch Parish Council	To clean West Winch War Memorial.	£100.00
Wimbotsham P.C.	To fund fuel for the commemorative beacon.	£100.00
<b>TOTAL AWARDED</b>		<b>£3,950.00</b>

**Applications declined/ deferred:**

None.

**Small Grants Scheme – Revenue grants**

Awards under £5,000:

<b>Applicant</b>	<b>Summary of request</b>	<b>Decision</b>
ADD Norfolk	To set up a new 'ADHD Support and Advice Group' in King's Lynn.	£2,405.00
King's Lynn Men's Shed	Towards the set up and running costs for the King's Lynn Men's Shed's new workshop benches.	£1,488.00
West Norfolk Branch of the NAS (National Autistic Society)	To run Lego Therapy sessions.	£2,000.00
West Norfolk Carers Association	To deliver a series of one-off wellbeing workshops in King's Lynn, Downham Market, Swaffham and Hunstanton for unpaid family carers.	£1,000.00
<b>TOTAL AWARDED</b>		<b>£6,893.00</b>

**Applications declined/ deferred:**

<b>Applicant</b>	<b>Summary of request</b>	<b>Decision</b>
Cloth of Kindness	To run additional sewing session to create a 'Cloth of Kindness' with people at the Big C Community Centre in King's Lynn	Declined – group will be advised on governance issues before re-applying.

**Revenue applications:**

Awards over £5,000: None

**Small Grants Scheme – Capital grants**

Awards under £5,000:

<b>Applicant</b>	<b>Summary of request</b>	<b>Decision</b>
Allotment for Labouring Poor	To support the cost of creating a memorial orchard garden to commemorate fallen soldiers of WWI and II who lived locally.	£3,000.00
Runton Holme Parish Hall	To perform electrical work and replace heaters in the Village Hall.	£2,140.00
<b>TOTAL AWARDED</b>		<b>£5,140.00</b>

### **Applications declined/ deferred:**

None.

### **Capital applications:**

Awards over £5,000:

#### **Westacre Arts Foundation**

Westacre Theatre offers creative arts opportunities from its base in rural West Norfolk.

Westacre has gone through a major capital development, the first phase of which was completed in 2013. Phase 1 added to the present studio theatre a kitchen, café, bar, foyer, loggia extension, creative arts space, gallery, meeting room and office. The setting was also enhanced by creating a new landscaped meadowland with a nature lagoon linked to woodland walks along the River Nar and Nar Valley Way. The second phase of planned development to build a new 150 seat auditorium has been affected by the repercussions of austerity and has not been realised. This is now said to be impacting on the theatre's sustainability and longer term development.

This application requests funds to implement an upgrade of the existing studio in order to retain existing patrons and attract new ones. This will give Westacre transitional breathing space to progress towards the goal of completing the full development as originally envisaged in 2012. The requested grant will be used towards installing retractable cinema grade seating which will offer greater comfort and flexibility and will increase the studio venue capacity to 100. The second aspect of this request is to upgrade the stage lighting which will enhance performances and improving lighting efficiency.

A £10,000 grant is requested towards these improvements which are budgeted at £46,500.

**Decision: The Borough Council's policy is to exclude organisations from receiving funding from the Financial Assistance Scheme if they are already in receipt of a Service Level Agreement (SLA) with the Council. The panel have recommended that in this case an award of £10,000.00 is released when the project has secured the overall required funding and is in a position to proceed. The award is conditional upon the organisation waiving its SLA for the year in which this funding is released.**

### **Policy Implications**

None.

## Financial Implications

The total Financial Assistance budget is as follows:

<b>2018/19 – Commemorating WW1 Fund</b>	<b>£</b>
Budget 2017/18 – Funds Available	<b>4,000</b>
This report	<b>3,950</b>
<b>Balance of funds available 2018/19</b>	<b>50</b>

<b>2018/19 – Revenue Fund</b>	<b>£</b>
Budget 2018/19 – Funds Available	<b>14,200</b>
Grant returned – Hanseatic Union (grant no longer required)	<b>910</b>
This report	<b>6,893</b>
<b>Balance of Funds Available 2018/19</b>	<b>8,217</b>

<b>2018/19 – Capital Fund</b>	<b>£</b>
Budget 2018/19 – Funds available	<b>50,000</b>
This report	<b>15,140</b>
<b>Balance of Funds Available 2018/19</b>	<b>34,860</b>

There is sufficient budget provision to cover both revenue and capital recommendations in this report.

The balance of the funds will be used for the next round of grant applications which is due to open at the beginning of September 2018.

## Personnel Implications

None.

**Statutory Considerations**

None.

**Equality Impact Assessment (EIA)**

None.

**Risk Management Implications**

None.

**Declarations of Interest / Dispensations Granted**

None.

**Background Papers**

Original application forms.

Signed:.....

Cabinet Member for:.....

Date:.....

# Pre-Screening Equality Impact Assessment

**Borough Council of  
King's Lynn &  
West Norfolk**



Name of policy/service/function	Financial Assistance – Small Grants Scheme				
Is this a new or existing policy/ service/function?	New / Existing (delete as appropriate)				
Brief summary/description of the main aims of the policy/service/function being screened. Please state if this policy/service rigidly constrained by statutory obligations	A small budget is available for local community and voluntary groups to apply for funding, under the guidance of set criteria, to improve community facilities. The Scheme is administered by Norfolk Community Foundation, with grant award decisions made by Borough Council Officers and Members. It is not a statutory function.				
<b>Question</b>	<b>Answer</b>				
<p>1. Is there any reason to believe that the policy/service/function could have a specific impact on people from one or more of the following groups <b>according to their different protected characteristic</b>, for example, because they have particular needs, experiences, issues or priorities or in terms of ability to access the service?</p> <p>Please tick the relevant box for each group.</p> <p>NB. Equality neutral means no negative impact on any group.</p>		Positive	Negative	Neutral	Unsure
	Age			X	
	Disability			X	
	Gender			X	
	Gender Re-assignment			X	
	Marriage/civil partnership			X	
	Pregnancy & maternity			X	
	Race			X	
	Religion or belief			X	
	Sexual orientation			X	
Other (eg low income)			X		
<b>Question</b>	<b>Answer</b>	<b>Comments</b>			
2. Is the proposed policy/service likely to affect relations between certain equality communities or to damage relations between the equality communities and the Council, for example because it is seen as favouring a particular community or denying opportunities to another?	Yes / No	<b>No- any constituted group can apply for funding. Providing the function for which they are applying for benefits the community, and meets the Scheme criteria, then any group can apply.</b>			
3. Could this policy/service be perceived as impacting on communities differently?	Yes-/ No	<b>Every application has to demonstrate a clear benefit to the community so grants will only ever improve a community and its facilities.</b>			
4. Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?	Yes-/ No	<b>Some projects will do this through their activities, but this is not a specific requirement of the Scheme.</b>			
<p>5. Are any impacts identified above minor and if so, can these be eliminated or reduced by minor actions? If yes, please agree actions with a member of the Corporate Equalities Working Group and list agreed actions in the comments section</p>	Yes-/ No	<b>Actions:</b>			
		<b>Actions agreed by EWG member:</b> .....			
<b>Assessment completed by: Name SARAH DENNIS</b>					
<b>Job title: PARTNERSHIPS &amp; FUNDING OFFICER</b>	<b>Date: 11<sup>th</sup> July 2018</b>				



**Please Note: If there are any positive or negative impacts identified in question 1, or there any 'yes' responses to questions 2 – 4 a full impact assessment will be required.**