

## POLICY REVIEW AND DEVELOPMENT PANEL REPORT

REPORT TO:	Environment and Community Panel		
DATE:	13 February 2018		
TITLE:	Financial Assistance Scheme – Themed Revenue Fund		
TYPE OF REPORT:	Update		
PORTFOLIO(S):	Culture, Heritage and Health		
REPORT AUTHOR:	Lorraine Gore		
OPEN/EXEMPT		WILL BE SUBJECT TO A FUTURE CABINET REPORT:	Yes/No

### **REPORT SUMMARY/COVER PAGE**

#### **PURPOSE OF REPORT/SUMMARY:**

The Borough Council operates a Financial Assistance Scheme to support local community groups. The budget allocated for 2018/2019 is £68,200. This includes:

Capital projects £50,000  
Revenue projects £14,200  
Special 'themed' annual fund £4,000

The Financial Assistance Scheme is administered on the Council's behalf by the Norfolk Community Foundation with grant awards decided by the Portfolio Holder for Health, Culture and the Community, in consultation with the Executive Director – Finance. Local community groups must apply for funds and demonstrate that they meet pre-set criteria. The grants allocated are published after each award process as a Member Delegated Decision.

The theme of annual £4,000 fund is decided on an annual basis.

This report requests Members to consider the use of this themed fund in 2018/19.

#### **KEY ISSUES:**

The Financial Assistance Scheme is a popular choice for local voluntary and community groups, for both revenue and capital funding, and it has helped numerous projects over the years.

Some of the most recent themes that the fund has been used for are:

- Launch of local lottery
- Queen's 90<sup>th</sup> birthday celebrations
- Commemoration of the start of World War 1
- Queen's Diamond Jubilee and the Olympics

As Members will be aware, 2018 will be the 100<sup>th</sup> anniversary of the end of the First World War and it is proposed that the £4,000 'themed' fund be allocated to enable communities to mark this occasion in a suitable manner.

OPTIONS CONSIDERED:

**1. Allocate the £4,000 to commemorating the 100<sup>th</sup> anniversary of the end of the First World War in accordance with the set of criteria detailed below.**

Any non-profit group is able to apply, including constituted voluntary and community groups, Parish and Town Councils, charities, churches, social enterprises/ Community Interest Companies and schools.

The Fund is able to consider a wide range of projects, which may include:

- Community events and projects
- Educational activities
- New memorials
- Refurbishment of existing memorials

The fund will not support:

- Trips and visits of any kind

The Fund is able to support both capital and revenue costs, and a maximum award of £250 will be offered.

Priority will be given to projects that are able to evidence match funding.

Applicants seeking support for capital projects, such as new memorials etc, should ensure that all necessary permissions have been secured prior to making an application. Proposals should be realistic, and show evidence of project costs.

Projects do not need to complete within 12 months, though a timescale for delivery/ completion should be stated in the application. All those who receive a grant will be requested to add the Borough Council logo with the words 'supported by' added to any publicity.

**2. The Panel to propose an alternative theme for 2018/2019.**

**3. No theme allocated for 2018/2019 and the funds returned as a cost saving or added to the revenue projects budget to be allocated subject to the usual revenue fund criteria.**

RECOMMENDATIONS:

Panel are recommended to agree the use of the themed fund in 2018/19 towards the commemoration of the end of World War 1 as detailed in the report.

REASONS FOR RECOMMENDATIONS:

So that the themed fund can be distributed.