

## POLICY REVIEW AND DEVELOPMENT PANEL REPORT

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| REPORT TO:      | Environment and Community Panel             |   |        |
| DATE:           | 16 <sup>th</sup> July 2019                  |   |        |
| TITLE:          | Financial Assistance Scheme – ‘Themed’ Fund |   |        |
| TYPE OF REPORT: | Update                                      |   |        |
| PORTFOLIO(S):   | Culture, Heritage and Health                |   |        |
| REPORT AUTHOR:  | Sarah Dennis                                |   |        |
| 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. This is split into three different elements as follows:

#### **Small Grants Scheme 2019/20:**

Capital projects £50,000  
Revenue projects £13,030  
Special ‘themed’ annual fund £4,000

Total Budget - £67,030

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.

Currently, those eligible to apply to the Small Grants Scheme are:

- Charities
- Constituted voluntary and community groups
- Social Enterprises
- Community Interest Companies

Other statutory organisations, for example schools, and Town and Parish Councils are unable to apply to the revenue or capital fund. Town and Parish Councils are able to raise funds through their precept. They have been able to apply to the themed fund in previous years, however.

The themed fund is not utilised every year, it is only used where there are themes deemed appropriate to which to distribute the funds.

This report requests Members to consider the use of this themed fund in 2019/20.

## KEY ISSUES:

In previous years the themed fund has been used to support schemes as follows:

- Launch of the local lottery – ‘West Norfolk Wins’
- Queen’s 90<sup>th</sup> birthday celebrations
- Commemoration of the start and end of World War 1
- Queen’s Diamond Jubilee and the Olympics

Possibilities for use of the fund in 2019/20 have been put forward as follows:

- Commemorate the 75<sup>th</sup> anniversary of the D-Day landings in 1944
- Provide a small fund for local communities to purchase de-fibrillators for their community. This is based on recent requests from local communities wishing to purchase a defibrillator and to avoid an influx of these types of applications, the themed fund could be used to part fund these items, with no funding provided from the main revenue fund.

Members are requested to put forward other potential ideas for the fund. The fund should be used to support west Norfolk initiatives and should not look to replace core services of the public sector.

## OPTIONS:

- 1. Allocate the £4,000 to commemorate the 75<sup>th</sup> anniversary of the D Day landings, using the criteria set out below**
- 2. Use the £4,000 to part fund defibrillators in local communities, using the criteria set out below**
- 3. No theme allocated for 2019/20 and the funds returned as a cost saving**
- 4. Themed funds to be added to the revenue projects budget to be allocated subject to the usual revenue fund criteria**
- 5. The Panel to propose an alternative theme for 2019/20**
- 6. Any use of the themed fund to include a maximum award of between £250 and £500. The Panel to decide on the maximum award.**

The criteria for any theme should be as follows:

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 should be considered. To maximise use of the fund, this could be between £250 and £500.

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.

**RECOMMENDATIONS:**

Members to consider the options and recommend how the themed fund should be used in 2019/20.

**REASONS FOR RECOMMENDATIONS:**

To distribute the themed fund.