

AGENDA ITEM NO.

Board/Committee:	Grants Sub Board
Date of Meeting:	9 March 2023
Title:	Community Fund
Author:	Manager of Planning Policy
Status:	For Recommendation

PURPOSE

To advise Members of the process of the Community Fund and summarise the applications received in order that Members can decide whether to provide funding for each proposal as set out in the Report.

RECOMMENDATION

That this Board:

- Notes the process set out in Appendix 1
- Consider the applications outlined in the Report

1 Background

- 1.1 Members will recall at the Policy and Organisation Board of 30th November 2022 that the Council agreed to set up a new Community Fund to offer grants to local community projects for up to £20,000.
- 1.2 The Community Fund has four funding priorities, listed below:
- a) Enhancing community places and spaces;
 - b) Bringing people together and building stronger communities;
 - c) Improving sustainability and tackling climate change;
 - d) Tackling poverty, deprivation and isolation.
- 1.3 The total funding for this round is £100,190 which is derived from two sources which has implications on how much funding is available for different types of projects. For this round of funding there is £42,990 available from the Community Infrastructure Levy neighbourhood proportion. This is funding that is derived from developer contributions and the funding can be used for community-based infrastructure-led projects. Further funds will be available through the year based on the scale of development achieved. The other source of funding amounting to £57,200 has been identified as part of the Council's budget setting process.
- 1.4 The process note for the Community Fund is included in Appendix 1. The Deputy Chief Executive was given delegated authority to work this process up with other officers at the P&O Board (30/11/22). As this is a new scheme it is accepted that there may need to be adjustments to the

process as unforeseen matters arise.

- 1.5 The application forms and guidance notes (as included in Appendix 2 and 3 respectively) have been included on-line as part of a dedicated grants webpage www.gosport.gov.uk/gbcgrants. This round of applications is very much seen as a pilot with lessons learnt being incorporated into later funding rounds. The table below sets out all the relevant submission dates for the forthcoming Sub-Board meetings.

Grants Sub-Board - Key Dates for 2023-24

Submission date for Community Fund and Heritage Fund bids	Sub-Board Meeting
Wednesday 22 February 2023 (noon)	Thursday 9 March 2023
Friday 12 May 2023 (end of day)	Thursday 29 June 2023
Friday 11 August 2023 (end of day)	Thursday 28 September 2023
Friday 20 October 2023 (end of day)	Thursday 7 December 2023
Friday 19 January 2024 (end of day)	Thursday 7 March 2024

- 1.6 The Community Grant scheme was promoted via a press release, which has led to various social media postings relating to the scheme.

2 Applications Process Overview

- 2.1 The Council set a closing date of 22nd February (noon) in order that the applications can be considered for the Sub Board. In future rounds the gap between the closing date for submission dates and the Sub Board meeting will be increased to allow officers to contact applicants if they have not submitted all the relevant information or clarify proposals where necessary.
- 2.2 Consequently the period that organisations have been able to submit bids this round has been limited and it is clear that many applications have not provided all the relevant details required. In this instance it is proposed to Members that grants could be offered to applicants on a provisional basis based on the satisfactory receipt of all the relevant information in addition to the normal requirement that the applicant sign a 'grant agreement'. This sets out the terms and conditions of the grant and that the project will be completed as described in the application and that the organisation agrees to complete an end of project form so that the Council can be satisfied that the project has been carried out in the way it was described in the application.
- 2.3 In future rounds there will be more time for organisations to complete applications and an extended period between submission and the Grants Sub Board which will enable officers to work with the applicants to ensure all the relevant information is provided and that in most cases the only provisional element of awarding the funding will be the 'grant agreement' element.

2.4 For this round of application the Council received 13 applications. These are set out below

3.0 12th Gosport Scout Group

3.1 Based in St Luke's Road, Forton, the 12th Gosport Scout Group actively engages and supports young people in their personal development, empowering them to make a positive contribution to society.

3.2 The roof of their Scout Hut has been leaking for a number of years and is now beyond patch repair. The Hut is leased from the Borough Council, with an expiry date of 2037.

3.3 The group therefore requests a grant of **£7,000** towards the replacement of the Scout Hut's roof, which has an estimated total cost of approximately £14k. This comprises a quote of £10-£12.4k for the works plus £2-4k contingency for structural damage. This represents a grant of approximately 50-70% of the total cost.

3.4 Match funding will be provided from their own resources (clarification will be sought on this matter) and a £2k County Councillor Grant, which is awaiting decision. Only one quote has been submitted, another one was provided verbally, and another one is pending.

3.5 Accounting information will be sought from this organisation.

3.6 For projects of £5k or more, the submission of three quotes is required to ensure value for money. If Members are minded to approve this application the grant can only be issued once the following has been satisfactorily received and accepted:

- Submission of three quotes for the replacement of the roof.
- Confirmation of whether the County Councillor Grant has been secured, the amount of match funding, and how contingency costs would be covered.
- Latest accounting information.
- Signed Grant Agreement form.

4.0 Yellow Edge Gallery

4.1 Located in Stoke Road, Yellow Edge Gallery hosts art exhibitions, workshops and competitions, as well as talks and charity events. The gallery is a Limited Company with two Directors.

4.2 The Gallery is proposing to deliver a series of art courses, demonstrations and talks for local community groups and residents. The courses will include printmaking, collage, textiles, sketch & paint, watercolour, acrylic and drawing classes. Each course will consist of a number of sessions of 4 hours duration, providing sufficient time for participants to produce a piece

of work, which will be exhibited at the Yellow Edge Gallery at the end of the course. The courses will be targeted at local community groups and Gosport-based charities in the following areas: mental health, poverty, sight loss, ASD/ADHD, refugees. Local schools and members of the public will be encouraged to take part.

- 4.3 Yellow Edge is requesting **£13,390** towards a total project cost of £14,729 (an 91% grant).
- 4.4 The Gallery is proposing to put £1,339 of their own resources and £600 in kind. A rate of £1 per day would be charged to participants too. Project costs would cover the running costs of the Gallery, as well as art materials and hiring artist tutors, based on Art Council England approved rates.
- 4.5 Accounting information will be sought from this organisation.
- 4.6 For projects of £5k or more, the submission of three quotes is ordinarily required however as this is an event-based project the Council will require an upfront breakdown of the estimated type of costs required and at the end of the project it will require an itemised breakdown of costs that the funding actually paid for. In addition there needs to be a condition included that the grant cannot be used for food and beverages.
- 4.7 Further information is also sought on the number of art classes proposed and expected number of participants. If Members are minded to approve this application the grant can only be issued once the following has been satisfactorily received and accepted:
 - Detail on the number of art classes and how many people would benefit.
 - Itemised breakdown of the total project costs.
 - Latest accounting information.
 - Signed Grant Agreement form.

5.0 St Matthew's Church

- 5.1 St Matthew's Church in Wych Lane is part of the Church of England parish of Bridgemary, Elson & Rowner, but works with members of the community across Gosport.
- 5.2 St Matthew's is proposing to develop an allotment within the church's extensive grounds. The allotment would include room for flowers and vegetables, as well as a greenhouse and chicken enclosure. The allotment would be for local residents to use as well as there being patches for the neighbouring preschool and school.
- 5.3 The church are applying for a grant of **£4,820** towards their £9,500 project (a 51% grant).
- 5.4 The remainder would be covered by £2,800 of their own resources and

£1,880 of in kind funding. Only one quote has been supplied, which does not include the full costs. No project drawings have been submitted which would be useful in this instance to understand the project.

5.5 Accounting information will be sought from this organisation.

5.6 For projects of £5k or more, the submission of three quotes is required. However in this instance given the nature of the project it may be more appropriate if the Council receives an upfront breakdown of the estimated type of costs required and at the end of the project require an itemised breakdown of costs that the funding has actually been used for. If Members are minded to approve this application the grant can only be issued once the following has been satisfactorily received and accepted:

- Submission of three quotes for the works or alternatively estimated upfront breakdown of the types of costs with itemised breakdown of expenditure at the end of the project.
- Drawings/photographs of the proposed works.
- Latest accounting information.
- Signed Grant Agreement form.

6.0 Friends of Hardway

6.1 Founded in 2019, Friends of Hardway is a volunteer-led local community group. The purpose of the group is to safeguard the environment of Hardway for present and future generations. Cllr Hutchison, the Mayor of Gosport, is the Treasurer of the group.

6.2 The Friends are proposing to provide 7 days of free watersports events during the summer holidays. This will be composed of kayaking and Stand-Up Paddleboarding and will be free for users. They are aiming to provide 4 x 1hr sessions each day, for 7 days and with 12 attendees per session; giving a total attendance of 336. The events will be delivered by Plan B, a local watersports provider, who will ensure all safeguarding and Health and Safety is adhered too. The purpose of the watersports is to help reduce the instances of anti-social behaviour which has been a particular issue for the area over a number of years.

6.3 The Friends of Hardway are applying for a grant of **£4,900**, which represents 100% of the project costs.

6.4 Accounting information will be sought from this organisation.

6.5 For projects under £5k or more, only one quote is required, which has been submitted. If Members are minded to approve this application the grant can only be issued once the following has been satisfactorily received and accepted:

- Latest accounting information.
- Signed Grant Agreement form.

7.0 Repair Café Gosport

7.1 The Repair Café Gosport is a local volunteer group that runs 'repair café' sessions where experts help the community to repair broken items. This reduces waste and alleviates the cost of needing to replace broken things, reducing poverty.

7.2 The Café is requesting **£400** towards purchasing additional tools for volunteers, which is 100% of the project costs. Currently the cafe relies upon volunteers to bring their own tools in, which means that some items, such as bicycles, can be difficult to fix due to a lack of specialist tools.

7.3 Information provided by the applicant state that grants towards subsidising the running costs of the repair café events have recently been awarded by Gosport Community Lottery and Hampshire County Council (totalling £1096) and currently reside within their accounts.

7.4 Accounting information as of 31 January 2023:

Balance:	£2,132
Grants:	£1,096
Remaining balance:	£1,036

7.5 All the required paperwork has been submitted, with the exception of relevant insurance policies, which the applicant says are provided by Make Gosport on their behalf. If Members are minded to approve this application the grant can only be issued once the following has been satisfactorily received and accepted:

- Signed Grant Agreement form.

8.0 Victoria Sheath

8.1 Victoria is a sole trader who previously ran an intergenerational community project called 'The Memories Project'. This project brought together older people and schoolchildren, with the older person reminiscing about their memories, while the young people interview them and create a personalised gift for the older person based on the memories. This helps improve dialogue between the generations, improving teenager's communication skills while reducing loneliness and providing a sense of self-purpose for older persons.

8.2 Victoria is looking to work with the Diving Museum to launch this project in Gosport. No further information has been included in terms of how many interviews would be undertaken and what outputs could be provided.

8.3 A grant of **£2,185** is requested, which represents 100% of the project costs.

8.4 Victoria is currently looking to become HMRC-registered, having let it lapse

during the pandemic. As such, she currently doesn't have any accounts to submit.

8.5 No quotes have been submitted as the applicant states that most of the costings are informed estimations based on previous iterations. Event-based projects will instead require an upfront breakdown of the estimated expected costs, while at the end of the project an itemised breakdown of costs that the funding actually paid for will also be required. If Members are minded to approve this application the grant can only be issued once the following has been satisfactorily received and accepted:

- Submission of informed estimations.
- Condition that a breakdown of costings are provided as part of the End of Project Report.
- Proof of being HMRC registered as a Sole Trader.
- Signed Grant Agreement form.

9.0 C2U Gosport

9.1 C2U Gosport is a community group whose core roles are assisting the homeless, Veterans and vulnerable persons in the Borough. The group operates a unit on the High Street which is now a warm hub and open to the community.

9.2 The group is proposing to host a community street party in the High Street in celebration of the coronation of King Charles III. The party would take place on 6th May 2023 outside the C2U unit and the closed properties either side. The party would be composed of a PA system to broadcast the coronation live, as well as bunting and 30m of tables for people to bring a picnic. Light food will also be provided courtesy of ASDA.

9.3 To support the delivery of this coronation lunch, C2U are requested a grant of **£800**, which would be 66% of the total project costs.

9.4 Accounting information will be sought from this organisation.

9.5 An expected breakdown of event costs have been provided by C2U. If Members are minded to approve this application the grant can only be issued once the following has been satisfactorily received and accepted:

- Submission of at least one quote for the stage and entertainment costs.
- Condition that a breakdown of costings are provided as part of the End of Project Report.
- Latest accounting information.
- Signed Grant Agreement form.

10.0 Friends of Bastion Number One

10.1 This organisation is a Friends Voluntary Group whose purpose is to protect

and improve the ancient monument of Bastion No. 1 in Trinity Green, for the benefit of the local community. Cllr Cully is the Chairman of the Friends and Cllr Durrant is a member of the Friends, while Bastion No. 1 is the property of the Borough Council.

- 10.2 The Friends are proposing a new garden within the bastion to reflect on its past and encourage residents to come and enjoy this special place. Working with GBC officers a plan has been developed which includes new planting, a wild flower meadow and an area of 'rewilding'. In addition, new paths, seating, a 'parterre' formal bed and a labyrinth are proposed, and new interpretation boards, raising awareness of Gosport Defences. The project, which has been approved by Historic England, will enhance the setting of the ancient monument and provide an opportunity for local residents to walk and talk, improving mental health and wellbeing, and deterring anti-social behaviour.
- 10.3 In support of this project, the Friends are requesting **£10,000** towards a total cost of £11,636, which would be an 86% grant. It should be noted that these prices do not include VAT.
- 10.4 Accounting information will be sought from this organisation.
- 10.5 This application has submitted all the required paperwork, including three quotes, with the exception of details of the bank account. If Members are minded to approve this application the grant can only be issued once the following has been satisfactorily received and accepted:
- Latest accounting information.
 - Signed Grant Agreement form.

11.0 Stoke Road Community

- 11.1 Stoke Road Community is a community group focused on bringing people together to feel pride in their local area and create a positive environment for the community in and around Stoke Road and the wider Gosport area.
- 11.2 Following on from the success of the Platinum Jubilee Festival in 2022, the group is proposing to host a community event in Stoke Road composed of free children's activities, arts and crafts workshops, music and entertainment. The event would be an opportunity for shopkeepers and stallholders to tell their story about their passion, what it's like to set up a small business and hopefully inspire a new generation of creatives and small business owners in Gosport.
- 11.3 Stoke Road Community is therefore requesting **£12,700** towards hosting an event, which is 81% of the projected total of £15,700.
- 11.4 A Temporary Traffic Regulation Order with a Traffic Management Plan and an Event Management Plan will be required to supplement this application. These are currently in draft form. A breakdown of project costs have not

been submitted, nor evidence of the proposed £3000 in-kind funding. Event-based projects will instead require an upfront breakdown of the estimated expected costs, while at the end of the project an itemised breakdown of costs that the funding actually paid for will also be required. If Members are minded to approve this application the grant can only be issued once the following has been satisfactorily received and accepted:

- Submission of informed estimations.
- Condition that a breakdown of costings are provided as part of the End of Project Report.
- Condition that a Temporary Traffic Regulation Order with a Traffic Management Plan and an Event Management Plan be submitted in due course.
- Signed Grant Agreement form.

12.0 Gosport Community Cinema

- 12.1 A recently-formed and unincorporated Volunteer Organisation, Gosport Community Cinema (GCC) intends to show films at local community venues. Having secured £300 start-up funding from Cinema For All (BFI/National Lottery Funds), the group are now looking to host initial screenings at Thorngate Theatre, Nimrod Community Centre and other similar venues. In partnership with GVA, and with engagement from Gosport Older Persons Forum and Community Lunch Clubs, the first screenings will bring together mostly older persons in warm, social venues.
- 12.2 Currently screenings are charged at £3-5 per person, but with GBC support it is proposed to offer screenings free of charge to appropriate groups, with the primary targets being the deprived and socially isolated.
- 12.3 GCC is therefore requesting a grant of **£532** towards a project of £3,785 (14% of total).
- 12.4 Given that this is a start-up and the first screenings are scheduled for March 2023, it is assumed that this organisation does not have any accounts to submit.
- 12.5 All the required paperwork has been submitted, with the exception of Public Liability Insurance, which is in progress. The applicant has provided a breakdown of estimated costs. At the end of the project an itemised breakdown of costs that the funding actually paid for will also be required. If Members are minded to approve this application the grant can only be issued once the following has been satisfactorily received and accepted:
- Condition that a breakdown of costings are provided as part of the End of Project Report.
 - Signed Grant Agreement form.

13.0 Montserrat Events

- 13.1 Montserrat Events is a Community Interest Company whose purpose is to host community events in Gosport with the aim of raising money for various charities and developing young talented musicians. The CIC have a team of 30 volunteers and events they have hosted include Summer Sounds, Christmas in Lee and Lee Victory Festival.
- 13.2 The CIC have purchased a truck to use as a stage for musical events. There is a desire to improve this truck by installing a sound system and a waterproof stage cover. This will make the stage more useable and reduce ongoing running costs associated with hiring a sound system, allowing more money to go to charity.
- 13.3 Montserrat Events have requested funding of **£4,000** towards a total project of £4,652, representing an 86% grant.
- 13.4 Accounting information will be sought from this organisation.
- 13.5 This application has submitted all the required paperwork, including suitable quotes. If Members are minded to approve this application the grant can only be issued once the following has been satisfactorily received and accepted:
- Latest accounting information.
 - Signed Grant Agreement form.

14.0 Portsmouth Harbour Marine

- 14.1 A Community Interest Company, Portsmouth Harbour Marine's role is to stimulate and support marine business growth in Gosport, raise the profile of Gosport as a yachting destination and service centre, and promote careers and employment within the marine sector. Cllr Beavis has previously been an advisor to Portsmouth Harbour Marine.
- 14.2 Portsmouth Harbour Marine are proposing to host the Gosport Marine Festival 2023. The event will showcase water opportunities in the peninsula, allow people to experience these activities, while celebrating Gosport as the home of ocean racing and sail training. The festival will also highlight learning and career opportunities for young people in the marine industry. The event will be supported by local marine businesses, charity organisations, disabled sailing, scouting, sea cadets and all local schools.
- 14.3 The CIC is requesting **£2,000** towards the next Gosport Marine Festival, which has a project cost of £12,400, representing 16% of the total. £1,200 would be provided through the CICs own resources and £9,200 through other grants.
- 14.4 Accounting information will be sought from this organisation.
- 14.5 The applicant states that the project costs are a mixture of quotes and estimates based on prior events, however no quotes have been submitted.

For projects of £5k or more the submission of three quotes is normally required, however as this is an event-based project the Council will instead require an upfront breakdown of the estimated type of costs expected, and at the end of the project it will require an itemised breakdown of costs that the funding actually paid for. In addition there needs to be a condition included that the grant cannot be used for food and beverages (the application does state that food and beverages will be available for sale).

14.6 If Members are minded to approve this application the grant can only be issued once the following has been satisfactorily received and accepted:

- Submission of at least one quote for the works or alternatively estimated upfront breakdown of the types of costs with itemised breakdown of expenditure at the end of the project
- Latest accounting information
- Signed Grant Agreement form.

15.0 **Gosportarians**

15.1 Gosportarians is a not for profit community group which runs a variety of community services for the whole of Gosport including a weekly blind club, a weekly minibus service, prostate testing and school events, such as Pudsey.

15.2 The group's minibus, which provides a weekly free service to other organisations, is in need of replacement.

15.3 Gosportarians therefore request a grant of **£5,000** towards a total estimated cost of £10-15k for a new minibus. This represents a grant of 33-50% towards the total cost of the minibus.

15.4 Match funding will be provided through £3,000 of their own resources, £1,000 from other grants and £1,500 from in kind contributions. No quotes have been provided or evidence of this proposed match funding, nor is it clear how a shortfall of £4,500 would be met should a new minibus cost £15k.

15.5 Accounting information will be sought from this organisation.

15.6 For projects of £5k or more, the submission of three quotes is required to ensure value for money. If Members are minded to approve this application the grant can only be issued once the following has been satisfactorily received and accepted:

- Submission of three quotes for the replacement minibus.
- Evidence of match funding, including how a shortfall would be financed.
- Latest accounting information.
- Signed Grant Agreement form.

16 Next stages

- 16.1 Subject to Members' decisions on each of the applications, officers will advise the applicant accordingly and where necessary ask for the outstanding information and upon satisfactory receipt ensure the applicant signs the Grant Agreement which will include the relevant checks to ensure that the organisation has a bona fida bank account.
- 16.2 Applicants should be aware that as this is the pilot stage of the grant awarding process that there will be a delay in issuing the grant for this round of applications to ensure all relevant checks have been undertaken to minimise the risk to the Council.
- 16.3 Members will be advised at the next Board the outcome of this process and which grants have been issued and whether any matters have arisen as part of this checking process.
- 16.4 If Members are minded to agree all the grants presented at this sub board, there will be a total of £32,463 available going forward (£21,820 from CIL Neighbourhood element and £10,643 from GBC main budget). The CIL portion may increase upon the receipt of any further developer contributions.

17 Risk Assessment

- 17.1 There will always be an element of a risk when issuing grants to a third party organisation. The Council have financial and legal due diligence measures in place to ensure that the risks are minimised and will not issue any grants until the Council is satisfied that these have been complied with. The Grant Agreement forms will be part of the measures to ensure the money is used for the purposes set out in the application and agreed by the Sub-Board.

Financial Services comments:	To be confirmed once applicants have provided sufficient financial information.
Legal Services comments:	Please note legal comments will be sought once the Grants Agreement stage has been reached.
Equality and Diversity:	The application forms have been agreed with the Council's Corporate Policy and Community Safety Officer
Climate Change:	Measures to improve sustainability and address climate change are one of the priorities of the Community Grant Fund -see individual applications summarised in the report
Crime and Disorder	Projects can contribute towards reducing crime and disorder through a variety of community projects-see individual applications summarised in the report
Council Plan:	Each application can contribute to the five strategic priorities particularly in this case empowering our residents

Risk Assessment:	See Section 17
Background papers:	None
Appendices	Appendix 1: Process Note Appendix 2: Application Form (blank) Appendix 3: Guidance to Applicants
Report author/ Lead Officer:	Jayson Grygiel, Manager of Planning Policy & Owen Devine Senior Planning Officer