

Board/Committee:	GRANTS SUB BOARD
Date of meeting:	Thursday, 7 March 2024
Title:	Community Grant Fund Applications
Author:	Head of Corporate Policy and Community Safety
Status:	For Recommendation

Purpose

To provide a summary of each application received to the Community Fund in this funding period in order that members can determine if they wish to award grant funding for each proposal as set out in this report. A list of all applications made to date with amounts requested is in Appendix 1

Recommendation

That the Board:

- Consider the 15 applications outlined in the report

1.0 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 and first Grants Sub Board met in March to award grants and make recommendations to applicants.

1.2 Following the September Board, the Community Fund grant guidance and application form were amended to reflect the changes agreed by the Grants Sub Board, notably to reduce the maximum award to £5,000 and to emphasise the desirability of match funding evidence on applications over requests for the full cost amount.

1.3 This report summarises the applications made to the Community Fund since the December Grant Sub Board meeting. All applications received and verified to date are included as part of this report after which any received may be submitted as a late item.

1.4 The Community Fund has the following priorities and applicants are asked to identify which of the following their project will help to address:

- a) Enhancing community places and spaces;
- b) Bringing people together and building stronger communities;
- c) Improving sustainability and tackling climate change;
- d) Developing people, skills and opportunities.

- 1.5** The Community Fund guidance advises that funding awards will be looked on more favourably where applications can demonstrate:
- a) A strong evidence of need;
 - b) The proposed approach is likely to achieve the desired outcomes;
 - c) The application does not contain high revenue costs that cannot be sustained long term;
 - d) A lasting benefit can be achieved;
 - e) It meets more than one of the four funding priorities;
 - f) Match funding is provided;
 - g) It will benefit a significant number of people;
 - h) Public benefit outweighs any private gain.

2.0 Report

2.1 Accounts has confirmed that there is a total of **£58,920** available in the general fund Community Fund for 2024/25. The 2023/24 Community Fund General Fund has all been allocated, with **£9,196** available from the 2023/24 Community Infrastructure Levy (CIL Neighbourhood Fund). The amount of CIL funding available for 2024/25 is not yet confirmed.

2.2 For this round of Community Grant awards the Council received 16 new applications for consideration; however one has been deferred to the June Sub Board meeting for consideration under the new Events Fund.

3.0 Gosport Railway Society

3.1 The voluntary group researches and records the history of the railways on the Gosport peninsula and others nearby and is seeking **£429** or 50% of the total cost of £841.80 to publish books and greeting cards to sell in local shops.

3.2 The society said post pandemic its membership and sales have dropped considerably. It aims to educate and inform the public about local railway history and sells its books in local shops to fund its activities.

3.3 It has provided a cost breakdown for the printing of 135 books under nine different titles as £769.20 and the printing of 60 greeting cards under three designs as £72.60

4.0 Incredible Edible Gosport

4.1 This is a Community Interest Company (CIC) based in Nightingale Road, whose purpose is to build stronger connections between those involved in the local food system.

4.2 It is seeking **£824.86** or 89% of the total cost of £924.86 for its Eating for Health Project, a pilot four-week cookery/nutrition/wellbeing course aimed at people with long-term health issues. The pilot will involve 10 people and will be fully evaluated on what impact changes to diet can make to long-term health conditions such as diabetes and cardiovascular disease.

4.3 The project aims to:

- Explore health and wellbeing with a focus on food and relaxation.
- Strengthen connections and reduce social isolation
- Enhance cooking skills using fresh, healthy ingredients
- Educate 3 participants about nutrition and self-care
- Advise on accessing affordable, healthy food and cutting waste
- Provide an opportunity to relax via guided meditation session
- Link in with partners – Social Prescribers, the Community Pantry, Walking for Health groups also offering support
- Encourage volunteering linked to the local food system – growing, composting, food distribution etc
- Build their confidence and strength to help bring about change.

4.4 The company has provided the following cost breakdown for the project:

Per course:	
Staffing 14 hours @ £16 ph	£ 224
Venue hire 14 hours @ £13 ph	£ 182
Ingredients	£ 160
Publicity	£ 30
Total	£ 596
One off cost: Equipment and materials	
Double induction hob	£128.99
A1 flip chart stand with white board	£ 55.90
A1 paper pad	£ 11.99
2 x printed aprons	£ 31.98
Total:	£228.86
Overall total:	£824.86

4.5 Participants will be asked to pay £1 per session as the company believes that people are more likely to value a course and attend if there's a cost, however small. Refreshments will be served.

4.6 The aim is to make this sustainable by offering the course at a market rate for those who can afford it, using income to cover costs. Local supermarkets will be approached to try to raise income through their fundraising opportunities.

4.7 The project will run from April to December 2024.

5.0 Harbour Cancer Support Centre

5.1 Harbour Cancer Care Support is a registered charity, 1102055, based on Stoke Road and providing practical and emotional support to anyone affected by cancer and is seeking **£2,038** or 100% of the hall hire costs to host its Harbour Coffee Morning/ Support Group in 2024.

5.2 Currently the coffee morning occurs twice a month, but participants have requested that this be weekly. Volunteers are in place, but due to the nature of confidential therapies undertaken at the main support centre the coffee morning needs to run off site; therefore funding is needed to cover the hall hire costs.

5.3 Approximately 15 people attend per session, so over 52 weeks this would create 780 spaces. The sessions offer peer support and signposting to other services and supports. Hall hire costs were submitted at £39 per session x 52 sessions= £2,028.

5.4 The charity has a donation pot onsite; however, donations usually go towards the purchase of the refreshments required.

6.0 Mend & Tend Service- Gosport Voluntary Action

6.1 This is a non- profit service run by Gosport Voluntary Action (GVA), a registered charity,1087177, providing garden and home maintenance services for vulnerable local residents and is seeking **£2,146** or 26% of the total cost of £8,235 to aid continuation of the project for a further year, during the cost of living crisis. The service is currently applying for other grants to help run the service it provides to approximately 300 people.

6.2 Funding received by the Inman Trust for 2023 allowed the service to run during this cost of living crisis without charging administration fees by invoice, reducing the cost to the customer and reducing the running costs. Customers currently pay their self-employed worker directly at £12.00 per hour.

6.3 In order to match fund any successful grants the service said it needs to introduce a small annual subscription fee, from 1st April 2024, to support the continuation of the project, but will continue to apply for other grant funding.

6.4 The service has identified a significant increase in referrals from GBC tenants, 1/3 of referrals in the last 12 months. Feedback shows this is a result of changes to the GBC Repair Responsibility leaflet.

6.5 In the last tax year, the service provided support to 202 local residents. The team provided 3,689 hours of gardening support & 519 hours of repairs/décor support. From April – September 2023 it had 63 new customers, indicating a great need for this service to continue.

6.6 The service offers flexible self- employment opportunities and is recruiting to the service to meet growing demand.

6.7 Mend & Tend submitted the following breakdown of the total costs for the service, covering staff & volunteer administration hours, finance and overheads for 1 year (2024)

Weekly admin includes but is not limited to:

- Recruitment, interviewing & vetting (refs & DBS checks) of workers
- Allocation of customers & monitoring new workers/customer reviews
- Answering new enquiries/request calls/emails
- Data collection/data entry/monitoring

Costs:

- Postage costs where email applications aren't available
- Stationery & printing costs
- Landline phone & mobile phone costs
- Room hire, utilities, building overheads, insurances etc
- Data base
- Staff and volunteer training
- Staff and volunteer hours

Direct cost – £7133.00

Overheads - £1102.00

7.0 The Village Home Football Club

7.1 This Gosport Sunday League men's football club has 30 members from across the Borough, aged 18 to 56 and is seeking £1,000 or 33% of its annual costs to ensure it can continue to provide the exercise, health and wellbeing benefits the club provides to its members.

7.2 The club is contributing £1,600 of its own resources through match subs and is actively pursuing sponsorship opportunities.

8.0 Gosport Borough Youth Football Club

8.1 The club said it organises matches for over 70 teams of children in Gosport and is seeking **£2,500** or 75% of the total cost of £3,024 to supply football kits for its six new teams (72 children) this year. It is supplying £500 from its own resources.

8.2 The cost works out to £42 per kit per person from their usual supplier and it is their wish to keep all of the football kits the same so has not provided any alternative supplier and costs.

8.3 The club said there is no funding available for this from the Hampshire Football Association. It currently leases St Georges playing fields from the Ministry of Defence (MOD).

9.0 TML Football Club

9.1 This football club has three football teams in the Gosport, Fareham and Solent League. Almost all of its players are from the Borough and it is seeking **£2,812.70** or 93% of the total cost of £3,031.69. The club is contributing £68.99 of its own resources and £150 in kind.

9.2 The club formed in 1978 and was managed by the applicant's grandfather until 2004. It reformed in 2010 and the applicant took charge of it in 2017. It has grown into three teams with approximately 100 players. Some of its

original players are still playing.

- 9.3** If successful in receiving funding, the club would use it in three ways:
- to buy some basic training equipment such as bibs cones and balls.
 - cover the cost of training facilities for a 6 month period, requesting the whole site and splitting into three secession to enable individuals to mix with similar abilities to help improvement.
 - host an 6 a side tournament between our players and any others who would like to take part.

- 9.4** The club is particularly keen on helping young coaches gain coaching badges by taking these sessions, enabling players to learn new skills and to help improve mental health and social interactions.

- 9.5** The team has provided a cost breakdown:

Cost	Units	Total
Training		
Bay house whole pitch for 3 teams over 6 months £82.50	26	£2,145.00
Tournament		
Bay house pitch		£ 82.50
Referee x 2 £20	8	£ 160.00
Trophy £150	1	£ 150.00
Laundry £19.99	1	£ 19.99
Water £2.40	10	£ 24.00
First Aid £25.00	1	£ 25.00
Equipment		
Bibs 25 pack £24.00	4	£ 96.00
Cones set £31.00	1	£ 31.00
Mitre footballs £8.45	6	£ 50.70
total		£3,031.69

10.0 Disability Union

- 10.1** This is a community interest company (CIC) supporting families and children before school age with their learning and development and is seeking **£3,270** or 50% of the Sensory Superstars project cost to run for one year from April 2024.
- 10.2** The funding will provide two, one- hour sensory messy play sessions in Gosport Garden Centre and Gosport Art Gallery on a term time basis. Sessions are open to children with or without disabilities and 40-50 families could benefit.
- 10.3** Disability Union has been successful in obtaining a £3,000 grant from the National Royal Chemistry Foundation toward costs and will continue to apply to suitable funders and host fundraising events such as its Open Day at Manor Farm over Easter holiday.

10.4 The breakdown of project costs are:

Staff costs £60 per session x 2 per week x 39	£4,680
Weekly resources £40x 39 weeks	£1,560
Marketing, training and safeguarding checks	£ 300
Total	£6,540

11.0 Nest & Anchor Events

This is a company limited by guarantee, 13881689, based in Fareham that provides and hosts events and bespoke markets and is seeking £4,700 or 100% to provide free public transport to four bespoke markets in the High Street to help regenerate Gosport High Street and the market.

11.1 The company currently has a contract with the Council to operate and manage the weekly High Street market and deliver eight event markets in a 12 - month period. This project aims to provide free public transport via double decker buses to enable Gosport families to attend four monthly bespoke markets between March and June 2024. A similar scheme provided free bus transport to the Gosport Christmas Light Switch On.

11.2 The company estimates 1,000 people will participate per market from two buses operating on a route that will encompass the main populated area of Gosport, including Lee on the Solent.

11.3 The project provides local people with the opportunity to attend bespoke markets, which may inspire them to try a new skill, set up a company or just take part in the free activities on the day while reducing the carbon footprint of vehicular traffic.

11.4 A copy of the invoice from Xelabus for the Christmas transport was received as proof of cost. No other quotes were received. The cost breakdown provided was: 2 x Double decker bus per event - £1190; £1190 x 4 events = £4760.

12.0 St John's Primary School

12.1 Located on Grove Road, the school has a large catchment area. It is seeking £4,365 or 90% of the total cost of £4,850 to turn an unused outbuilding into a community hub for local families and organisations to use. The school will provide 10% of the cost.

12.2 The school wants to provide the space for wellbeing courses, coffee mornings and skill based courses for our most vulnerable families (e.g. cooking/money management) and others in the local community. The spaces would also provide a room to other community services such as Acts of Kindness as a drop in facility.

12.4 The outbuilding is accessible only via the school main building, which means any visitors must sign in and have an escort to the outbuilding to adhere to our safeguarding policies. Under this set up, the school cannot hire the room or let it be used by the local community while the school is open and pupils are on site, as escorting members of the public around the

- building at all times is not achievable safely within staffing levels.
- 12.4** Funding would create a secure entrance to the outbuilding from the school's carpark by moving some fencing to create an access path. The venue would be accessible from the carpark without the need for visitors to sign in through the office or access to the main school building. This would meet safeguarding requirements and allow the outbuilding to be accessible from 8:30am-3pm weekdays.
- 12.5** The space would be available for community outreach programs for training and events. Non-charitable organisations could be charged a fee for its use, creating a funding stream for the school.
- 12.6** Two full quotes were supplied with the application for the work to remove the existing fencing and install the new fence required. The school's preferred company has supplied the lowest quote. If funding is awarded, the work can be completed quite quickly.

13.0 Plan B AP

- 13.1** Plan B AP is a community interest company, 14272810, based in Park Road supporting young people from Gosport and surrounding areas unable to engage with mainstream education by providing vocational and experiential teaching build positive re engagement with family, education and society.
- 13.2** Plan B is seeking **£4,496** or 33% of the total cost of £13,625 for its Proof is in the Pudding project to enable its students, who have learned how to prepare and cook meals for themselves and internal staff and volunteers, to deliver a weekly lunch to an invited external audience from its community supporters to showcase their developing skills. Plan B is contributing £3,183 of its own resources and has £5,946 of in-kind donations.
- 13.3** The project will involve 50 students and staff and 450 invited guests (10 each lunch) over 45 weeks. Students will also take home a healthy meal pack and menu, to prepare and cook at home to further encourage healthier food choices at home.
- 13.4** The project notes it gets some ingredients donated by waste food provider UKHarvest, (Charity 1171916), but has submitted a project breakdown for the remaining costs:

Professional chef support additional hours: 45 x 4hr @ £13	£ 2,340
Food cost 500 @ £6	£ 3,000
Premises heat electricity, estimated	£ 675
Management and outcome measurement 45 hrs @ £15	£ 675
Printing of Meal nutritional information and menu instructions, estimated	£ 350
Weekly Take home meal bags 38 x 39 x 0.20,	

estimated	£ 297
Weekly Take home food bag ingredients 38 x 39 x £4	£ 5,928
Total	£13,265

13.5 If successful in obtaining the funding, the project will run from April 2024 to April 2025.

14.0 Gosport Marine Festival

14.1 Portsmouth Harbour Marine, a community interest company, 08478820, is seeking **£4,500** or 26% of the total cost of £16,700 to fund the festival on 20 May 2024.

14.2 It has committed £1,000 towards funding and £5,000 in kind from volunteer hours and Haslar Marina pontoon usage. The company aims to stimulate and support marine business growth in Gosport, raise the Borough's profile as a yachting destination and service centre and to promote careers and employment in the marine sector.

14.3 Gosport Marine Festival is a free community event, show casing on-water opportunities available on the Gosport peninsula and allowing people of all ages and abilities to experience these activities. It highlights learning, personal development and career opportunities.

14.4 The organisers are seeking funds help to cover the foundational costs of this long running festival to secure its future and bring back a parade through Gosport High Street. It claims this fundamental support will be exceeded by fundraising and activities that give back to the local community.

14.5 A cost breakdown has been provided based on past festival costs and current quotes for this year's event:

Festival Expenses (Under this Grant)	
Use of land	£ 1,500
Waste Collection	£ 500
Public Liability Insurance	£ 1,000
Traffic Management (to deliver a parade through Gosport High Street / Town Hall)	£ 1,500
Grant Request Total	£4,500
Other Expenses (Funded Elsewhere)	
Staging, Lighting & PA systems	£ 3,000
Marketing Management Costs	£ 1,500
Promotional Material	£ 2,000
First Aid	£ 750
Site Security	£ 300
Photography	£ 150
Funfair Zone	£ 1,450

Cost of third-party street performers	£ 1,131
Volunteer Welfare	£ 500
Contingency	£ 750
PC Sum to be paid as donations post event	£1,000.
Total Festival Expenses	£ 16,731

15.0 Citizens Advice

15.1 The registered charity, 279057, based in Martin Snape House, is seeking **£4,711** or 59% of the total cost of £8,011 for its How to Handle your Money project to empower more than 700 secondary school students with financial literacy skills.

15.2 The project aims to reach Year 7 students in two secondary schools to help them understand issues around debt and borrowing and learn money management skills. Citizens Advice has secured £3,300 in other grants toward this project.

15.3 Financial capability is included in the national curriculum mainly through maths and numeracy and covering some aspects of budgeting, but this project will be more practical and delivered by trained money experts, providing students with practical skills and tools to manage their finances effectively.

15.4 Feedback from Gosport Family Matters and a local pilot study involving 700 year 9 children evidenced the need for the project. A financial capability session could help students develop the confidence and knowledge they need to make informed financial decisions throughout their lives and will complement the national curriculum by providing a more comprehensive and practical understanding of personal finance.

15.5 Citizens Advice has provide a cost breakdown for the project:

Trainer Costs - Travelling time/expenses and teaching the sessions (two staff)	£ 3,750
Course Design	£ 1,000
Printing	£ 100
Evaluation and reporting	£ 1,200
Laptop	£ 800
Overheads 15%	£ 1,161
Total	£ 8,011

15.6 The project plans delivery from April to July 2024.

16.0 Gosport Pantry

16.1 Gosport Pantry (part of GBFC Holdings Limited) is a limited company, 11191771, based in Privett Park and set up to support families with good quality food at affordable prices and reduce food waste. GBFC Holdings Ltd is a Council leasehold property with a lease until 31 January 2046. The Gosport Pantry is seeking **£5,000** or 25% of the estimated £20,000 cost for a community restaurant located in the Boro Bar at the football club.

Further details of the proposed venue hire arrangement have been requested.

- 16.2** The Gosport Community Restaurant aims to provide healthy, affordable weekly meal to bring people together, improve health and provide volunteering opportunities, recipes, cookery tips and advice. An estimated 50 people would benefit each week.
- 16.3** The Community Pantry set up in 2021, providing groceries and toiletries for a small fee, organising activities, offering support services and opportunities for social interaction and helping to cut food waste. It now has 579 members.
- 16.4** The Pantry works with local partners, among them a local vegetarian chef, Incredible Edible Gosport and the Gosport Community Gardeners.
- 16.5** The Pantry has committed £5,000 of its own funds to the project, applied for other grants of £5,000 and has contributed £5,000 in kind.
- 16.6** Meals will be charged at £3.50 per adult and £2 per child as the company said customers do not want a 'hand out' The fee will be discretionary depending on individual circumstances.

- 16.7** A cost breakdown of the Gosport Community Restaurant was provided:

Chefs hours 6@£15 per week	£ 4,680
Coordinator 4@£12 per week	£ 2,496
Food £200 per week	£10,400
Venue Hire £40 per week(Boro Bar)	£ 2,080
Equipment	£ 500
Total	£20,156

- 16.8** The restaurant will run from April 2024 to April 2025.

17.0 Elson Community Library & Hub

- 17.1** This is a registered charity, 1192590, located on Chantry Road offering a community library service and a community hub for events, activities and learning and is seeking £4,000 or 75% of the total cost of £5,308 for its Safe Place project.
- 17.2** The project will renew the outdated fire detection system that is 20 years old and bring it to the current standard required. It will also include the installation of four additional fire detectors in areas of risk. The Community Library & Hub is undertaking the project within the terms of its lease with the Council for the property that is in place until 2031.
- 17.3** Planning permission for the proposed works is not required as this is a renewal of an existing system. Property services confirms it would need to see the intended plan of the alarm renewal and evidence of completion certificates along with subsequent testing regimes.
- 17.4** Two quotes were obtained, but not wholly comparable. One quote did not include the four additional detectors and included WiFi controls. The

project prefers the quote that will provide the number of detectors needed, provide separate cabling to recognise faults in the system and have a battery back up system. The library and hub will contribute £1,308 of its own resources.

17.5 The library and hub has over 1,800 members and provides a venue for other local organisations. Making the fire system improvements now will avoid potential closure if the old system fails and urgent repairs are required.

17.6 If successful, the project would take place between May and June 2024.

18.0 Next Steps

18.1 Subject to Members' decisions on each of the applications, the grants officer will advise the applicant accordingly and where necessary ask for any outstanding information.

18.2 Upon satisfactory receipt of all information required, the Grants Officer will ensure the applicant signs the Grant Agreement that will include the relevant checks to ensure that the organisation has a bona fide bank account.

18.3 Members are 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.

19.0 Risk Assessment

19.1 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 measures have been satisfied.

19.2 The Grant Agreement forms are part of the measures to ensure the money is used for the purposes set out in the application and agreed by the Sub-Board.

20.0 Conclusion

20.1 This report summarises the 15 applications made to the Council's Community Grants Fund for the Grant Sub Board's consideration at the March meeting.

Financial Services comments:	Contained within this report
Legal Services comments:	There are no legal implications with respect to the process. The applications are solely to be judged by the relevant Sub-Board within the existing policy framework.
Equality and Diversity:	Community Fund application form template and guidance was reviewed by the Council's

	Equality & Diversity Lead Officer
Climate Change implications:	Not applicable
Crime and Disorder:	Not Applicable
Corporate Plan:	Grant applications empower residents to help contribute to the six strategic priorities
Risk Assessment:	Contained within the report
Background Papers:	Community Fund Guidance
Appendices:	Appendix 1 Table of Applications received to date
Report Author/Lead Officer:	Mandy Baggaley, GBC Grants Officer, Corporate Policy and Community Safety : mandy.baggaley@gosport.gov.uk or 02393 545695