

WELWYN HATFIELD BOROUGH COUNCIL
GRANTS COMMITTEE – 12 MARCH 2018
REPORT OF THE EXECUTIVE DIRECTOR, HOUSING AND COMMUNITIES'

CHANGES TO COMMUNITY GRANTS

1 **Executive Summary**

- 1.1 The Grants Board appointed a Task and Finish group to review the current Annual and Small Grant criteria and application forms.
- 1.2 The task and finish group requested that the new application forms needed to align closer with the Council's priorities.
- 1.3 The task and finish group reviewed the frequency of meetings and the timing of those meetings.

2 **Recommendation(s)**

- 2.1 That the new Annual Grant application and associated criteria as set out in appendix one is formally adopted.
- 2.2 That the new Small Community Grant application and associated criteria as set out in appendix two is formally adopted.
- 2.3 That the Grants Board meeting only three times a year, one in August for small community grants, once in October for annual grants and once in January for small community grants and jubilee awards.

3 **Explanation**

- 3.1 The task and finish group was set up in order to review the application process that was in place for both community and annual grants.
- 3.2 Members of the task and finish group agreed that the criteria for both grants needed to be clearer and linked closer to the Council's priorities.
- 3.3 Members of the task and finish group felt that having three small grant round per year was not required. As such has recommend that only meeting twice a year would be sufficient.
- 3.4 Most of the criteria that is being proposed is not new however it has been reworded and made clearer.
- 3.5 The organisations applying for funding must still be committed to Equal Opportunities and have an Equalities Policy/statement in place. However, organisations may target some or all of its activities at specific groups, where the intention is to address discrimination or disadvantage.
- 3.6 The organisations applying for funding must still be committed to safeguarding our vulnerable residents and have a safeguarding Policy/statement in place.

- 3.7 Organisations must be sustainable and able to show budgetary information.
- 3.8 Organisations must highlight how they are linking their project or activity to one or more of the Council's priorities.
- 3.9 The project/event for which funding is requested must be planned for the future as funding will not be given for events/projects that have already taken place at the time when the application form is received by Welwyn Hatfield Borough Council.
- 3.10 Detail costs for the project will be required and it should be noted the Council will not normally totally fund a project as applicants are expected to raise some of the costs themselves.

Implications

4 Legal Implication(s)

- 4.1 There are no legal implications connected with this report.

5 Financial Implication(s)

- 5.1 There are no financial implications to this report

6 Risk Management Implications

- 6.1 The no risks related to this report

7 Security & Terrorism Implication(s)

- 7.1 The thorough screening of grant applications, set criteria, application form and scoring matrix help to ensure that grants are provided for appropriate activities and services, linked to the council's Corporate Objectives, and will not be used by any group who is supporting or promoting terrorist activity

8 Procurement Implication(s)

- 8.1 There are no procurement implications

9 Climate Change Implication(s)

- 9.1 There are no climate change implications

10 Link to Corporate Priorities

- 10.1 The aim of the new criteria and application forms is to encourage organisations to link with and work with us to deliver the borough councils key priorities.

11 Equality and Diversity

- 11.1 The EqIA found that there is the potential for negative impacts because the Grant Board does not wish to fund the promotion of religious beliefs. However, it is considered these impacts are justified on the grounds that the Council should be deemed a neutral on matters of religion.
- 11.2 The EqIA identified that there is the potential for negative impacts on disabled groups, in particular individuals who are unable to use a computer here because

information with regards to grants is online and applications forms are required to be completed online. Actions have been agreed to mitigate these impacts. These actions include: allowing handwritten submissions as long as this is agreed by the chair of the board prior to the meeting and we also will endeavour to assist where possible to any organisation wanting to apply for funds and it is considered that with these mitigating actions in place, it would be appropriate to recommend the proposals in this report.

Name of author	Matthew Rayner
Title	<i>Community Partnership Manager</i>
Date	<i>19 February 2018</i>

Appendices to be listed

Appendix 1 – Annual Grants Application Form

Appendix 2 – Community Small Grants Application Form