



**Prosperous Communities**

**Tuesday, 2 November 2021**

**Subject: West Lindsey Platinum Jubilee Community Fund**

Report by:

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Purpose / Summary:

To approve the launch of the West Lindsey Platinum Jubilee Community Fund.

**RECOMMENDATION(S):**

**1. Committee approve the use of £20k of the Communities Grant Fund, under delegated powers, to deliver the West Lindsey Platinum Jubilee Community Fund.**

## IMPLICATIONS

### **Legal:**

Grant funding agreements used for any awards made meet legal requirements and have been approved for use by Legal Services. The scheme will comply with necessary legal regulations and same requirements will be placed on projects and organisations funded.

**(N.B.) Where there are legal implications the report MUST be seen by the MO**

### **Financial : FIN/94/22/SL/PC**

£500k was approved for the Community Grant Scheme for the 5 year period from 2018/2019 to 2022/2023. This fund was delegated to the Prosperous Communities Committee to approve appropriate grant schemes and expenditure.

As at 1<sup>st</sup> October 2021 there is a balance remaining of £201k on the Community Grants fund.

Of this balance, it is proposed to allocate £20k (the balance remaining will therefore be £181k) to the West Lindsey Platinum Jubilee Community Fund, which will launch immediately after all committee approvals have been made and run until June 2022.

Spend against this allocation will be monitored to ensure the approved amount is not exceeded.

### **Staffing :**

Grant scheme management will be delivered using existing staff resources within the Councils Communities Team. Grant funding processes and mechanisms are already fully established so the impact on staffing is expected to be manageable for the period that this fund will operate.

**(N.B.) Where there are staffing implications the report MUST have a HR Ref**

### **Equality and Diversity including Human Rights :**

Grant funding activity will be delivered in accordance with Councils equality and diversity policies. Organisations receiving funding will be required to meet the same standards and protections are included within grant funding agreements.

**Data Protection Implications :**

Grant funding activity will comply with all necessary data protection requirements. Data collected for grant awards will be stored securely including financial information for grant payments.

**Climate Related Risks and Opportunities :**

The delivery of this scheme will utilise a digital first approach with application forms and guidance documents available online and via e-mail helping to reduce the need for printed materials.

The projects funded through this scheme may have a direct impact on carbon reduction. The guidance notes will highlight and encourage the importance of supporting projects that have a positive impact on climate and environment.

**Section 17 Crime and Disorder Considerations :**

There are no considerations for this report however some projects funded may have a direct or in-direct impact on helping to reduce the risk of crime and disorder.

**Health Implications:**

The provision of this scheme will provide direct funding to enable a range of projects across West Lindsey. The guidance notes will highlight and encourage the importance of health and wellbeing outcomes as a result of community projects delivered.

It is anticipated that projects funded through this scheme will have either direct or in-direct health and wellbeing impacts. The application process will try to identify planned health outcomes and post-project evaluation work will explore this further and capture outcomes achieved.

**Title and Location of any Background Papers used in the preparation of this report:****Risk Assessment :**

For every individual grant awarded officers attribute a risk grading. This approach is used to support the assessment of grant awards and take additional measures as appropriate before awarding funds to protect the Council and public.

**Call in and Urgency:**

**Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?**

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

**Yes**

**No**

**X**

**Key Decision:**

A matter which affects two or more wards, or has significant financial implications

**Yes**

**X**

**No**

## **1 Introduction**

- 1.1 At the Prosperous Communities Committee meeting on Tuesday 14<sup>th</sup> September 2021, Members approved a number of recommendations following meetings of the Jubilee Events Planning Group.

The following recommendation was approved:

“Approve, in principle, the creation of a Platinum Jubilee Community Fund, and request a further report providing details of the specifics of any such Scheme”.

- 1.2 This report presents for approval the launch of the West Lindsey Platinum Jubilee Fund. This will be a time limited grant funding scheme to provide small grants to community projects linked to the Queen’s Platinum Jubilee celebrations and associated national campaigns.
- 1.3 The fund will be established using an allocation of budget from the Council’s existing Community Grants Programme and managed using existing staff resources within the Communities Team.

## **2. Operation of the fund**

- 2.1 The fund will have an operating budget allocated from the Community Grants Programme of £20,000. The fund will launch immediately after all committee approvals have been made and run until June 2022.
- 2.2 For the duration of this fund we will not accept grant applications for projects linked to the Queen’s Platinum Jubilee or associated national campaigns under other schemes within the Council’s Community Grants Programme. This includes the Councillor Initiative Fund and Match Funding Grant.

### **2.2 Closing Dates for applications**

There will be a minimum of 3 funding rounds between launch and the end of May 2022. An additional round may be added if demand is present and remaining budget allows. The fund may close sooner if all fund budget is awarded.

### **2.3 Applying to the fund**

An application form process will be used and made available to download from the Council’s website. The form can also be e-mailed to applicants. Where required printed copies can be made available on request.

Officers from the Communities Team will provide on-going guidance and support to applicants completing the application form.

### **2.4 Grant amount available**

The maximum grant available will be £700. The minimum grant available will be £70.

Match funding will not be a requirement however will be encouraged including in-kind match through donation of equipment/supplies or volunteer time.

## 2.5 **Key criteria**

The following are the key criteria for this fund:

- The project must be for wider community benefit
- Applicants must be able to secure all required funding to receive a grant (e.g. match funding to meet total project costs)
- All grants will be a one-off grant with no on-going funding support
- Projects must not contravene any Council policies, procedures or strategies
- Project must be delivered within the district of West Lindsey
- Applicants can only apply to this fund once

## 2.6 **Project Impact**

The application form will capture information from applicants to help understand and demonstrate the intended impact of the project. The guidance on the form will direct applicants to detail the positive impacts which will link to the aims of supporting the Platinum Jubilee celebrations and our Corporate Plan priorities.

## 2.7 **Organisational requirements**

Organisations receiving a grant from this fund must have the following:

- Constitution or similar governing document (excluding Parish/Town Councils)
- Bank account in the same name as the organisation
- Relevant policies/safeguards if the project involves working with children, young people or vulnerable adults

In the event of a small un-constituted group wishing to apply for funding we can award funding to a trusted body to administer the funds such as a Parish Council. In instances where this is not possible officers will explore options to pay for project spend directly using any awarded funds.

## 2.8 **What the grant funding can be spent on**

Grants from this fund can be spent on the following:

- Equipment hire or purchase
- Capital works or expenditure
- Training or capacity building
- Improvements to community facilities
- Environmental improvements
- Revenue costs of delivering a project

## 2.9 **What the grant cannot be spent on**

Grants from this fund cannot be spent on the following:

- Anything illegal
- Support to lobbying or campaign groups
- Anything that will bring the Council into disrepute
- Anything party political, including supporting political organisations
- Anything contrary to the Council's financial regulations, policies, procedures or strategies
- Anything that an organisation or local authority has a statutory obligation to deliver
- Anything that has already been spent or committed before receiving a grant (known as retrospective funding)

## 2.10 **Eligible organisations**

The following organisations will be eligible to apply to this fund:

- Registered charities
- Constituted community groups
- Parish Councils
- Parish Meetings
- Town Councils
- Social Enterprises (e.g. CIC's)
- Schools or Academies \*
- Faith or Belief groups/organisations \*

\* Projects delivered by these organisations must be for the wider community benefit and not to support normal school activity or to promote any faith or religion.

## 2.11 **Documents and information**

Full details of the fund will be available on a dedicated page on the Council's website. On this page applicants will be able to download the following key documents:

- Guidance Notes for the fund
- Application Form for the fund
- Grant Funding Agreement template

These documents will align with other Council community grant activity and will be kept up to date by officers to ensure they meet the operational and legal requirements of delivering the fund.

## 3. **Monitoring and evaluation**

- 3.1 Officers will conduct routine monitoring of projects during the delivery of this fund. This will include regular contact with organisations and various checks during the application process to ensure funding criteria is being met.

3.2 An evaluation process will take place at the end of the fund to measure impact. This will include requesting all applicants to complete evaluation surveys to capture key information about their project such as community benefits, reach of impact, volunteer numbers/hours and other outcomes realised.

3.3 Any evaluation data captured will be reported back to Members through established communication channels.

#### **4. Funding decisions**

4.1 All applications to this fund will go through the following review and decision making process:

- **Phase A – Initial Checklist**  
Officers work with applicant and check application is fully completed and meets all funding criteria
- **Phase B – Panel Review**  
Community Grants Panel review funding application and any supporting information to make a final decision

4.2 Local Ward Members will be notified via e-mail of applications for projects in their ward areas.

#### **5. Finance**

5.1 As of 1<sup>st</sup> October 2021 the Council's Community Grants Programme has an unallocated budget of £200,998.50. To launch this new fund £20,000 will be allocated from this budget.

5.2 With the launch of this new fund there would be £180,998.50 remaining in the Community Grants Programme budget.

5.3 The impact of re-allocating £20k from the existing Community Grants Programme budget for this new fund will be limited. The Council's existing community grant scheme would have been open to Platinum Jubilee related projects without the launch of this dedicated fund. The creation of this new fund ensures that any Council grant spend is targeted proportionately.

5.4 Any budget remaining at the end of the funds operation in June 2022 will be returned to the Community Grants Programme budget.



## **6. Communication and publicity**

- 6.1 The Council will maintain an overall Communications Plan for the Platinum Jubilee Celebrations and this fund will feature within this plan. This will be overseen by the Jubilee Events Planning Group.
- 6.2 The fund will be promoted directly to organisations eligible to apply via e-mail, newsletters, social media and officer contacts. Branded promotional materials such as flyers and posters will be distributed digitally and made available to Members for local distribution.
- 6.3 As the fund begins making grant awards these will be publicised to help further promote the fund and the types of projects being delivered. Promotion of the funds support to projects will continue during its delivery with follow up promotion after the celebrations come to a close in June 2022.
- 6.4 A full directory of projects supported by the fund will be maintained on the Council's website for easy viewing.

## **7. Recommendations**

- 7.1 Committee approve the use of £20k of the Communities Grant Fund, under delegated powers, to deliver the West Lindsey Platinum Jubilee Community Fund.