	<p style="text-align: center;">Executive 20 August 2012</p> <p style="text-align: center;">Report from the Director of Children and Families</p>
<p style="text-align: right;">Wards Affected: None</p>	
<p>Stonebridge Adventure Playground Grant 2012-2014</p>	

1.0 Summary

- 1.1 This report seeks agreement to grant fund a voluntary / community organisation, for one year and seven months, subject to performance, to enable the continued running of Stonebridge Adventure Playground, and delivery of holiday activities during summer, Christmas, Easter, and the half-term breaks.

2.0 Recommendations

Members are asked to:

- 2.1 note the Grant Criteria and Standard Conditions of Grant Aid set out in Appendix 1.
- 2.2 agree the voluntary sector organisation as Brent Play Association, to continue running Stonebridge Adventure Playground, and delivery of holiday activities during summer, Christmas, Easter, and the half-term breaks.
- 2.3 note that in the case the grant funding is withdrawn for performance reasons, that the decision to reallocate the fund is delegated to the Director of Children and Families.

3.0 Background

- 3.1 As detailed in previous reports concerning the Play Service (see Background Papers) some years ago BPA received grant funding from the Council for the provision of play services. A review of the Play Service subsequently recommended a move to contracting. As an initial step and pending a competitive procurement process being undertaken, BPA was awarded an interim contract. Subsequent attempts to procure a contract competitively have failed for the reasons detailed in previous reports. During this time contractual arrangements with BPA have continued on an interim basis.

- 3.2 In recent years the Play Service has contracted and spend has reduced. During the most recent procurement exercise, a limited number of providers showed interest in tendering. This was due to a number of factors including: the limited contract value; the limited duration of the contract resulting from uncertainty over the long term future of the Play Service; and concerns about the commercial viability of the contract, particularly given the possible application of the Transfer of Undertakings (Protection of Employment) Regulations 2006 to staff employed by BPA. As a result, Officers now consider that a grant rather than procurement of a contract is the most appropriate approach for securing the delivery of Play Services.
- 3.3 The Council secured Big Lottery Funding in 2008 to support the upgrade and development of the Stonebridge Adventure Playground, into a high quality Adventure Playground with indoor and outdoor facilities to enhance provision of after-school and holiday play activities. The project enabled children and young people to take part in a wider range of high quality, inclusive and accessible play experiences, in an area with limited access to suitable play spaces.
- 3.4 The Council entered into a Deed of Dedication for 10 years, on 22 July 2008 with the Big Lottery Fund to receive £223,373 funds for the Stonebridge Adventure Playground project. This included requirements that the site only be used for the purposes of the project and not to dispose of the site without the consent of the Fund. There are in addition standard terms and conditions applicable to all funded projects. The standard terms and conditions provide that the Fund can withdraw / require repayment of funds at its discretion if the recipient does not comply with any term.
- 3.5 Officers have explored the option of ceasing support for the Stonebridge Adventure Playground, and paying the funding back to the Big Lottery. However there are a number of risks associated with this option:
- (a) the building and grounds would remain the responsibility of the Council and would therefore need to be maintained, or disposed of;
 - (b) the adventure play ground is the only provision of its kind in the borough and is located in one of the most deprived wards in the borough, and nationally, and there is already limited access to suitable play spaces in the area;
 - (c) the adventure playground is widely valued by the local community, and closure of the playground would be unpopular and controversial.
- 3.6 As detailed at paragraph 3.2, officers having considered a number of options felt it was appropriate that a grant be offered to meet the Council's aims of:
- managing and maintaining the open access of the Stonebridge Adventure Playground;
 - delivering after-school, and Saturday activities at the Playground, during term-time;
 - delivering holiday activities at the Playground during summer, Christmas, Easter, and the three half-term breaks.

running of Stonebridge Adventure Playground, and continued delivery of holiday activities during summer, Christmas, Easter, and the half-term breaks.

4.0 Detailed Considerations

Grant Assessment

- 4.1 Details of the grant appeared on the Councils website, and organisations could download the application form, grant criteria, links to key strategies and standard conditions of grant aid, or have it sent to them on request. The closing date for receiving applications was Friday, 29 June 2012. The Council received one application seeking a total of £187,000 over the one year, seven month period.
- 4.2 Applications were assessed in line with the grant criteria and standard terms and conditions as set out in Appendix 1. These are based on the Voluntary Sector Initiative Fund grant criteria and standard terms and conditions agreed at the Executive Meeting in January 2012.
- 4.3 The assessment of the organisation considered the structure, management, track record where funded before, commitment to equality and diversity and engagement of users in the management and development of projects. All organisations were required to submit references to verify their experience and ability to deliver activities relevant to an Adventure Playground.
- 4.4 All applications were assessed by a management accountant to ascertain the financial viability of the organisation. This process was carried out in accordance with guidance from the Council's contract standing orders. The assessment included detailed financial analysis for each organisation.
- 4.5 The assessment of applications looked at partnerships with other organisations in the borough, and at a regional and national level, any other match funding proposed, the quality of the proposal including how success would be measured, and the exit strategy. Officers noted the activities to be provided, links with existing services, and the outcomes and outputs to be achieved.
- 4.6 One application was received, a copy is included in appendix 1 detailing how the organisation is to meet the Councils aims, and which meets the funding criteria, offers value for money and aligns with the Council's priorities and associated service provision in the borough. Officers recommend that the grant be awarded to Brent Play Association (BPA).

Organisations	Amount requested first 7 months (£)	Amount requested 2 nd year (£)	Total amount requested (£)
Brent Play Association	69,000	118,000	187,000

- 4.7 The Stonebridge Adventure Playground opened in 1976, and BPA have been managing and maintaining the Playground for the last 21 years. During this period BPA have successfully delivered against project objectives, which have changed significantly over the years, and they are viewed as a low risk in their capacity to deliver the current project.

- 4.8 If members agree to the recommendation in this report, BPA will be issued with a written agreement clearly stating the activities to be provided, the outputs to be achieved, and any special conditions will be included in this.
- 4.9 Officers in the Children & Families, Early Years and Integrated Services Team will monitor BPA's performance against the output and outcomes set out in their funding agreement. As part of this process the team will have regular meetings with BPA, and will carry out planned and unannounced inspections.

5.0 Conclusion

- 5.1 Members are asked to note and approve that the grant to support the continued running of Stonebridge Adventure Playground, including provision for holiday activities, be awarded to BPA, which will run between 1 September 2012 and 31 March 2014, subject to performance.

6.0 Financial Implications

- 6.1 The Stonebridge Adventure Playground Grant is £187k over one year and seven months.
- 6.2 The recommendation made in this report can be implemented within the available budget.
- 6.3 As set out in paragraph 3.4 of this report, failure to provide this grant would introduce a risk of claw-back of the original Big Lottery Fund grant of £223,373. There would be other risks for the Council in doing this which are explained in paragraph 3.5 of this report.
- 6.4 The table below outlines the funding awarded to BPA over the last 3 financial years, which also included an amount for delivering after-school clubs for children and young people with Special Educational Needs (SEN) and Disabilities at Manor and The Village Schools.

2009/10	2010/11	2011/12
£150k	£150k	£150k

7.0 Legal Implications

- 7.1 The Council has powers under s137 Local Government Act 1972 and s2 Local Government Act 2000 to make grants to voluntary organisations.
- 7.2 The decision to award a grant is discretionary. The Council's discretion must not be fettered by previous commitments they may have given and it should make its decision in the light of present circumstances.

- 7.3 The Council is bound to act reasonably and must take into account relevant considerations and to ignore irrelevant considerations, and should consider its fiduciary duty towards local taxpayers.
- 7.4 Under section 3(1) of the Local Government Act 1999, Brent Council, as a “best value authority” is under general duty of best value to “make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness”. Under the duty of best value, the Council should consider overall value, including environmental and social value, when reviewing service provision.
- 7.5 Before deciding how to fulfil their best value duty, local authorities are required to consult a wide range of local persons, including voluntary and community sector organisations and businesses as set out in section 3(2) of the Local Government Act 1999.
- 7.6 In April 2011, the Government circulated draft Best Value Statutory Guidance (“the Guidance”) for consultation. According to that Guidance, local authorities should be sensitive to the benefits and needs of voluntary and community sector organisations and should seek to avoid passing on disproportionate cuts. The Guidance also advises that a local authority intending to reduce or end grant funding or other support to a voluntary or community organisation that will materially threaten the viability of the organisation or service it provides should give at least three months’ notice to both the organisation involved and the public/service users. The Guidance also advises that a local authority should actively engage the organisation as early as possible on the future of the service, any knock-on effect on assets used to provide this service and the wider impact both on service users and the local community. The Guidance also advises that where appropriate, local authorities should make provision for an affected organisation or wider community to put forward options on how to reshape the service or project and local authorities should assist this by making available all appropriate information.
- 7.7 As a public authority the Council is subject to a specific duty in relation to the Equality Act 2010: ‘Meeting the general equality duty requires ‘a deliberate approach and a conscious state of mind’. R (Brown) v Secretary of State for Work & Pensions [2008] EWHC 3158 (Admin). Members must know and understand the legal duties in relation to the public sector equality duty and consciously apply the law to the facts when considering and reaching decisions where equality issues arise.
- 7.8 The Equality Act 2010 introduces a new public sector equality duty which came into force on 6th April 2011. The duty placed upon the council is similar to that provided in earlier discrimination legislation but those persons in relation to whom the duty applies have been extended.
- 7.9 The new public sector equality duty is set out at Section 149 of the Equality Act 2010. It requires the Council, when exercising its functions, to have ‘due regard’ to the need to eliminate discrimination, harassment and victimization and other conduct prohibited under the Act, and to advance equality of opportunity and foster good relations between those who share a ‘protected characteristic’ and those who do not

share that protected characteristic. A 'protected characteristic' is defined in the Act as:

- age;
- disability;
- gender reassignment;
- pregnancy and maternity;
- race;(including ethnic or national origins, colour or nationality)
- religion or belief;
- sex;
- sexual orientation.

Marriage and civil partnership are also a protected characteristic for the purposes of the duty to eliminate discrimination.

7.10 The previous public sector equalities duties only covered race, disability and gender.

7.11 Having due regard to the need to 'advance equality of opportunity' between those who share a protected characteristic and those who do not includes having due regard to the need to remove or minimize disadvantages suffered by them. Due regard must also be had to the need to take steps to meet the needs of such persons where those needs are different from persons who do not have that characteristic, and encourage those who have a protected characteristic to participate in public life. The steps involved in meeting the needs of disabled persons include steps to take account of the persons' disabilities. Having due regard to 'fostering good relations' involves having due regard to the need to tackle prejudice and promote understanding. Complying with the duty may involve treating some people better than others, as far as that is allowed by the discrimination law.

7.12 In addition to the Equality Act, the Council is required to comply with any statutory Code of Practice issued by the Equality and Human Rights Commission. New Codes of Practice under the new Act have yet to be published. However, Codes of Practice issued under the previous legislation remain relevant and the Equality and Human Rights Commission has also published guidance on the new public sector equality duty. The advice set out to members in this report is consistent with the previous Codes and published guidance.

7.13 There is no prescribed manner in which the equality duty must be exercised. However, the Council must have an adequate evidence base for its decision making. This can be achieved by means including engagement with the public and interest groups and by gathering relevant details.

7.14 Members should be aware that the duty is not to achieve the objectives or take the steps set out in section 149 of the Equalities Act 2010. Rather, the duty on public authorities is to bring these important objectives relating to discrimination into consideration when carrying out its public functions, which includes grant funding. "Due regard" means the regard that is appropriate in all the particular circumstances in which the authority is carrying out its functions. There must also be a proper regard for the goals set out in s.149. At the same time, Members must also pay regard to any countervailing factors, which it is proper and reasonable to consider, which include budgetary pressures, economics and practical factors. The weight of these

countervailing factors in the decision making process is for Members in the first instance.

8.0 Diversity Implications

- 8.1 This grant funds the provision of a vital service in one of the most deprived and diverse areas of the borough. We are satisfied that BPA are able to provide a service that meets the needs of this community and will monitor this through on-going equality and diversity monitoring reports which are a condition of the award..

9.0 Background Papers

- Report to the Executive 12 February 2007 Review of Play Services Ref: C&F-06/07-019
- Ofsted Registration of childcare providers from September 2008
- Report to the Executive 17 November 2008 Authority to Extend the Existing Contract and Award a New Contract for the Delivery of Play Services in Brent Ref: C&F08/09-008
- Report to the Executive 16 March 2009 Authority to Extend the Existing Contract for the Delivery of Big Lottery Funded Play Services in Brent Ref: C&F08/09-021
- Report to the Executive 14 July 2009 Authority to extend the existing contract and invite tenders for the delivery of play services in Brent. Ref: C&F-09/10-002
- Report to the Executive 11 August 2010 Authority to extend the existing contract.
- Report to the Executive 23 May 2011 Authority to award a contract for the delivery of services at Stonebridge Adventure Playground and Special Needs Afterschool Clubs in Brent.

Contact Officers

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9 Park Lane, Wembley Middlesex HA9 7RW.
Tel: 020 8937 4091. Graham.genoni@brent.gov.uk

Sue Gates, Head of Integrated and Extended Services, 3rd Floor Chesterfield House
9 Park Lane, Wembley Middlesex HA9 7RW.
Tel: 020 8937 2710. Fax: 020 8937 3125. Email: sue.gates@brent.gov.uk

KRUTIKA PAU
DIRECTOR OF CHILDREN & FAMILIES



Stonebridge Adventure Playground Grant Fund September 2012- March 2014

Application pack

Brent Council Stonebridge Adventure Playground (SAP) grant fund 2012-2014

Click on the link below to take you directly to the section.

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Deadline for applications is midday on the Friday 29 June 2012.

To apply, please complete and return this form by email to simon.topping@brent.gov.uk.

If you have any questions please contact the Partnership Officer (Simon Topping) on 0208 937 3295 who will be pleased to help you.

Brent Council SAP grant funding 2012-2014

Introduction and summary guidance notes

What is the Stonebridge Adventure Playground Grant Fund?

At Brent Council, we know that harnessing the expertise of the voluntary and community sector in Brent is crucial for engaging local communities and achieving better outcomes for the Borough.

The SAP grant fund helps the voluntary and community sector in Brent to deliver work to support the [Council's Borough Plan](#) which aims to reduce poverty and inequality, and ensure that local people live in a safe, sustainable and well maintained environment, and are enabled to fulfil their potential and improve their quality of life.

How do I apply for the SAP Grant Funding 2012 – 2014?

Applications will be assessed strictly on the basis of information provided in this application pack. It is important that you include all the information required on this application form otherwise your application may not be considered.

If you have any queries please contact the Partnership Officer (Simon Topping) on 0208 937 3295 who will be pleased to help you.

Deadline for applications is midday on the Friday 29 June 2012.

To apply, please complete and return this application pack by email to simon.topping@brent.gov.uk

LATE APPLICATIONS WILL NOT BE CONSIDERED

What project is the Council looking to fund?

We are seeking to fund a project from September 2012 - March 2014 (for 1 year and 7 months), which will:

- manage and maintain the open access of the SAP;
- deliver after-school, and Saturday activities at the SAP, during term-time;
- deliver holiday activities during summer, Christmas, Easter, and during the three half-term breaks

How much grant funding can I apply for?

Organisations can apply for funding of up to £118k for the first year, and up to £69k for the next 7 months. The maximum amount of funding available over the 1 year and 7 months is £187k.

How will the grant be paid?

Projects in this round will be funded from 1 September 2012, with grant paid in quarterly instalments (dependant on performance).

Is my organisation eligible to apply for the SAP grant fund?

This funding is available to organisations which:

- Are non-profit making or a social enterprise
- Have been in operation for at least 12 months
- Run projects which benefit Brent residents and support the aims of the [Council's Borough Plan](#)
- Have a good organisational structure, and an effective management committee (minimum 6 people)
- Have effective financial management
- Comply with the Council's standard terms and conditions of grant aid (see page 24)
- Can evidence commitment to equality and diversity in staffing, management and project delivery
- Involve users in management, and development of projects
- Have a constitution or set of rules and a bank account with a minimum of two signatories
- Have a track record of delivering high quality, after-school and holiday activities
- Experience of providing open access and maintaining an Adventure Playground

What criteria will be used to assess applications?

Applications for funding will need to meet the following criteria:

1. Experience of managing and maintaining an Adventure Playground.
2. Experience of delivering high quality after-school, and holiday activities to Children and Young People.
3. Project goals support the [Council's Borough Plan](#) priorities and align with statutory service provision in the borough.
4. Funding is not to support religious or political purposes or individuals.
5. Funding is not being given retrospectively for projects already completed or partially completed.
6. Organisation has other sources of revenue funding and a good track record of delivery. The council will not be an organisation's largest single revenue funder.
7. Organisation will provide completed progress reports and documentation agreed upon in a schedule on a quarterly basis to enable monitoring of services, including equality monitoring.
8. Organisation will monitor and report equality and diversity data to the Council to enable an assessment of how grants benefit residents in relation to protected characteristics under the Equality Act.
9. The organisation has a Child Protection Policy, Safeguarding Adults Policy and CRB checks.
10. Organisation will cooperate with site visits from Council officers to meet staff, users and members of your management committee.

Alongside meeting the criteria, the following factors will be used to assess which bids are successful:

- best alignment with Borough Plan priorities and associated statutory service provision.
- partnership, networking and liaising with statutory and voluntary bodies within the Borough.
- local, regional and national partnerships in which the organisation is involved.
- other sources of funding that will contribute to the project.
- the track record of your organisation with the Council, if we have worked with you previously.

What should I make sure I include in the application?

1. Explain the current relationship of your organisation with the children and young people you intend to work with, and how you will target this group as part of the project.
2. Explain how the project will impact on children and young people.

3. Provide clear details of how the funding will be used over the funding period, explaining what outputs (activities or products) you will deliver, what impact you hope to achieve as a result of these, and how you will monitor if you are achieving these changes in the course of the project.
4. Set out clear project governance, including performance and financial management arrangements.
5. Show how you will ensure quality remains high during the course of the project.
6. Outline an Exit Strategy which explains potential plans for the project after the funding has ceased, including how changes achieved will maybe sustainable beyond this.
7. Include all documentation requested in section 6.

Brent Council SAP grant funding September 2012-March 2014

Section 1: General

1.1 Please confirm your project will? (see p4 for explanations of themes)

Manage and maintain the open access of SAP	yes <input type="checkbox"/>
Deliver after-school, and Saturday activities at the SAP, during term-time	yes <input type="checkbox"/>
Deliver holiday activities during:	
Summer	yes <input type="checkbox"/>
Christmas	yes <input type="checkbox"/>
Easter	yes <input type="checkbox"/>
Half-term breaks (x3)	yes <input type="checkbox"/>
For office use only: Meets mandatory requirements?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Comments:	

1.2 What amount of grant funding are you applying for?

In 2012 - 2013 (7 months)	£ 69k
In 2013 - 2014 (12 months)	£118k
For office use only: Meets mandatory requirements?	
Yes <input type="checkbox"/> No <input type="checkbox"/>	
Comments:	

1.2 You can apply for funding up to £69k in the first 7 months and up to £118k in 2013 -2014.

A max of £187k is available

1.3 Is your organisation currently receiving three year grant funding from the Council's Voluntary Sector Initiative Fund?

No <input type="checkbox"/> X

1.4 What is the name of the project you want to deliver?

Stonebridge Adventure Playground

Proposed start date

Sept 2012

Proposed end date

March 2014

1.4 Projects will be funded from 1 September 2012

Section 2: About your organisation

2.1 Organisation contact details

The name of your organisation (as it appears on your Constitution/Memorandum and Articles of Association):

Brent Play Association

Correspondence address (including postcode):

Ground Floor,

Peppermint Heights,

Northwick Road,

Alperton,

Middlesex,

HA01LG

Is this your *(please tick as appropriate)*:

a) Main office for your organisation?

YES ☒x

b) Registered office? ☐

c) The address of the main contact? ☐

Phone: 0208 810 9126 0208 998 9986 07710179697

Fax: 0208 810 9986

Email: info@brentplay.org

Website: www.brentplay.org

2.2 Application contact person

Name of contact (the contact person should either be a member of the management committee or a senior employee of the organisation. They must have the authority to complete the application on behalf of the organisation).

Douglas Lee

Position: Manager

Phone: 0208 810 9126 07710179697

Fax: 0208 998 9986

Email: doug@brentplay.org

2.3 What is the legal status of your organisation?

Registered charity	yes
Registration number:	1085110
Company limited by guarantee	yes
Registration number:	3875532
An unregistered organisation	<input type="checkbox"/> no
Part of a regional/national organisation	<input type="checkbox"/> no

2.3 If your organisation is a registered charity as well as a company limited by guarantee, you should tick both boxes and provide the registration numbers. If your organisation is neither but has a written constitution your organisation is considered to be an unregistered organisation.

As evidence please submit a copy of your constitution/Memorandum and Articles of Association. Only voluntary and community organisations that have a constitution or set of rules and a bank account with a minimum of 2 signatories are eligible to apply. The project you are applying to deliver must match your constitutional aims.

Originally established in 1980 as the Stonebridge Adventure Centre Association, which later evolved into the Borough-wide Brent Play Association

2.4 When was your organisation constituted

Month: 11th November Year 1999

For office use only: Meets mandatory requirements?

Yes ☐ No ☐

Comments:

2.4 Organisations that have been established for less than 12 months will not be eligible for funding.

2.5 What are the main aims of your organisation?

To provide and support a variety of high quality children's out of school play facilities; before and after school clubs, homework clubs, integrated childcare and education schemes, saturday clubs, holiday play schemes, and facilities for children who have special needs.

2.5 What is your organisation trying to achieve? You may want to provide evidence of your activities eg. by submitting copies of brochures or leaflets.

For office use only: Meets requirements?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
Comments:	

2.6 Please describe the current/main activities of your organisation?

Promoting and providing play facilities for children

Ascertaining and meeting the needs of local communities with particular regard to play provision.

Providing training, quality assurance, and development initiatives for the particular benefit of children and young people

Working with a range of other organisations and groups to promote opportunities for children and young people in a variety of out of school settings.

Organising activities, play opportunities and special events including:

Sports, Arts, Crafts, Music , Go-Karting, Inflatables, off-site trips and much more, for the particular benefit of children and young people from a wide range of backgrounds.

Do you provide activities outside of Brent? Yes ☒ No ☐

For office use only: Meets requirements?

Yes ☐ No ☐

Comments:

2.6 Describe any activities your organisation offers or organises, events that it coordinates or is involved in supporting.

Please tell us if you provide activities outside of Brent.

The purpose of the grant is

2.7. Your staff

How many full-time or equivalent paid staff are there in your organization?

2.7 The Council requires organisations to have a minimum of six members on the management committee

7 full time permanent staff Additional staff are employed on a seasonal basis.
How many volunteers are there in your organisation (not including management committee members)?
This varies from approx 6 to 15

How many members are there on the trustee board/management committee?
Total: 8 Please specify the names of any of your management committee who are: a) Brent Councillors none b) Brent Council Officers: Princess Omega Gibbs is employed as a Senior practitioner within the Children and Families dept.
For office use only: Meets requirements? Yes <input type="checkbox"/> No <input type="checkbox"/> Comments:

2.8 Diversity of your management committee. How many are...		Numbers
Male		3
Female		5
Disabled		
Lesbian, gay, bisexual & transsexual (LGBT)		
Older people (60+)		
Younger people (under 25)		Youth sub committee (25)
Black and Minority	Afro caribbean	3

2.8 This information is needed for the Council's Equality and Diversity monitoring

Ethnic (BME) (write which communities in next column along and numbers to the far right)	Black British	3
	Indian	1
	White	1

2.9 Which organisations (including statutory bodies) do you work in partnership with?

Brent Council : Children with disabilities team, Children and families dept., Youth Service

Network Stadium Housing,

Brent Mencap, Resources for Autism, Gateway

City & Guilds

The John Lyon's Charity

Local Schools

Groundworks

Community Boats Association

We also have representation within Play England

2.9 If applicable. This is any organisation you work with to deliver services/activities and may include organisations you provide/receive referrals to/from.

Please include if you are a member of local or national partnerships and/or council forums or working groups.

For office use only: Meets requirements?

Yes ☐ No ☐

Comments:

2.10 Do you currently receive any funding from Brent Council or our key partners ? If yes, please state the type and level of funding.

Existing contract to run Stonebridge Adventure Playground, after school clubs and holiday play schemes for children with special needs

Holiday Play schemes for children with special needs

Funding varies.

For office use only: Meets mandatory requirements?

Yes ☐ No ☐

Comments:

2.10 We will want to check track records if we already fund your organisation. Include details of any funding already received from Brent Council (including use of resources, office space, etc).

Applications for themed grant funding may not be eligible if it means there is an over reliance on the Council for funding your organisation as a whole.

2.11 References

Please provide the contact details of an individual from two organisations that you currently provide services to, work with or receive funding from that we can contact for a reference.

	Referee 1	Referee 2
Name of Organisation:	Brent Council:	Erik Mesel John Lyon's Charity
Address:	George Riley (Children with disabilities team) Recently left Brent.	e.mesel@johnlyonscharity.org.uk
	George.riley@hotmail.com	0207 591 3502
	Angela Chiswell (Youth Service)	

Phone Number:	Angela.chiswell@brent.gov.uk	
Email:		
Name of Contact Person:		
Your connection with this organisation:	We have always worked closely with various departments of Brent Council.	We administer grant funding on their behalf, have developed the John Lyon's Narrow boat and Community leadership awards with their help.

2.11 Your referees should be someone who has worked with your organisation, has knowledge services and who can comment on the quality of your service. They should be independent to your organisation. Please do not include personal acquaintances.

A reference form is included in this pack which you should forward to you referees so that they can complete the form and return it via email to simon.topping@brent.gov.uk by midday on Friday 29 June 2012 with the subject title 'SAP Grant funding for <your organisation's name>'.

Section 3: About the project

3.1 Describe clearly the activities / equipment the project will fund, and where applicable delivery times?

Indoor: Arts, Crafts, Video room, ball pond, kitchen (cooking activities)

Table-football, drama, dance, yoga, music, pool, films, free play e.g home corner playhouse etc. Computers, play station, wii , board games such as chess, draughts

Outdoor Adventure structures, aerial runway, sand and water play, inflatable bouncy castles and obstacle course, sports pitch, gardening

3.1 What is the ultimate impact you would like to achieve through your project?

The aim should be realistic given the level of funding and the size of your organisation.

Off-site trips to places of interest.

We aim to provide sufficient stimulating and creative activities for the wide age-range of users. The activities on offer are designed to meet the developmental needs of children from 5-17 years of age.

We also aim to maximise the face to face 'contact-time' with children and young people, by extending wherever possible the opening times of the adventure Playground, and the opportunities for weekend trips etc.

We do all this in order to assist children in developing themselves through social integration, and confidence building. We also help them to develop a wide range of new skills and interests and express their creative and constructive abilities.

Through a strong staff team which is part of, and therefore can relate to the local community we offer the children and young people good role models with whom they can build trusting relationships and thereby counter some of the more negative influences of peer pressure and gang culture.

For office use only: Meets requirements?		
Yes <input type="checkbox"/>	No <input type="checkbox"/>	TBD <input type="checkbox"/>
Comments:	<input type="text"/>	

3.2 How will you ensure the SAP is maintained to an appropriate level to meet all Health & Safety requirements, including Adventure Playground equipment standards

Since we have run SAP we have always ensured that it meets the criteria required by Health and Safety legislation.

This includes:

Three full playground inspections per year, where each piece of equipment is examined and given a rating by a professional.

Regular daily and weekly safety checks and risk assessments by staff

Pat testing electrical equipment inside the premises

Daily checks of equipment

Accident and emergency procedures

A clean and hygienic environment

A healthy eating policy regarding food prep

Staff who are trained in First Aid, Fire safety, Safeguarding, Risk assessment, and the theory and practice of Play and Play work.

All insurance policies are appropriate and current

For office use only: Meets requirements?		
Yes <input type="checkbox"/>	No <input type="checkbox"/>	TBD <input type="checkbox"/>
Comments: <input type="text"/>		

3.3 What is the present need and how will you ensure children and young people are consulted about the project?

The current need is for a safe but stimulating play environment where children of all ages can socialise, participate in creative activities, and develop their knowledge, and skills. This is particularly important in a high-density housing area such as Stonebridge.

The Youth Sub-committee was first set up in the 1980's and children and young people attended meetings on a voluntary basis to provide feedback on the development of the Adventure Centre. The original group fed into the main Stonebridge management committee, and was instrumental in helping to secure funding for the redevelopment of the original centre from a one roomed building into the Centre it now is. In 2008 a similar young people's group represented the Centre users on the BLF project planning and delivery, effectively overseeing the redevelopment of the Adventure Playground into what it is today.

The children are always asked to contribute to Play scheme planning and give their views on activities and events.

For office use only: Meets requirements?

Yes ☐ No ☐ TBD ☐

Comments:

3.3 Explain how you know there is a need for the project and how you will consult children and young people

3.4 What actions will the project undertake in order to achieve its aim, how will these actions be delivered and what is the intended outcome of each action?

Outputs/action	How this will be delivered	Outcome
<i>E.g. Weekly homework club sessions for children aged 7-15</i>	<i>E.g. dates, frequency, location, who will deliver it etc</i>	<i>E.g. Improvement in literacy skills</i>

First 7 Months		
Play schemes	A range of indoor and outdoor activities as listed in 3.1	Children and young people's development assisted through greater socialisation, physical activities building stamina strength and flexibility, learning new skills, acquiring knowledge, and expressing themselves creatively and emotionally.
After school		As above
Weekends		As above
In Year 2		
Playschemes each holiday		
After school	A range of indoor and outdoor activities	
Weekends		
For office use only: Meets requirements? Yes <input type="checkbox"/> No <input type="checkbox"/> TBD <input type="checkbox"/> Comments:		

3.4 This section should provide a detailed description of the key activities that will be delivered over the duration of your project. You should indicate exactly which ones this grant money will fund.

Outputs – the activities or products you intend to deliver, who this is intended to benefit, and the number you intend to deliver if applicable.

How this will be delivered – include details such as dates, frequency, location, and key partners that will help to deliver.

Outcomes – the change/ benefits that will take place due to the action/activity. These should relate the overall aim of the project, forming steps to achieving the overall aim, and need to be things which the organisation can reasonably control.

3.5 Will other organisations work with you to deliver this project (including statutory bodies)? If so, please state their name and the role they will have in the project.

Brent Council (various departments)

Local schools and nurseries use the centre daily during term time

RFA

For office use only: Meets requirements?

Yes ☐

No ☐

TBD ☐

Comments:

3.6 What evidence will you record in order to show you are achieving your intended outcomes, and how will you collect this?

Outcome (as stated in 3.4)

E.g. Improvement in literacy skills

Outcome evidence and how this will be collected?

E.g. improved grades at school in arts subjects known by asking participants for feedback on grades received at start and end of programme

First 7 months

Records of meetings with staff, children and members of the local community in Stonebridge

Examples of work carried out

Plans, rotas, and programme reports

Health and safety checks

	Feedback from other organisations
In Year 2	
	As above
	Surveys and questionnaires
	Inspection reports
	Developed / reviewed policies and procedures
	Benchmarking against similar organisations
For office use only: Meets requirements? Yes <input type="checkbox"/> No <input type="checkbox"/> TBD <input type="checkbox"/> Comments	

3.5 This information will be used to monitor your project on a regular basis. You should think about how you can collect evidence on a regular basis to show that your services are being delivered, and the extent to which outcomes are being achieved. This data could include pictures of events you have held, records of the number of people attending sessions, collecting testimonials/ feedback from those attending. Funding in subsequent years is not automatic as the project will be subject to regular monitoring processes and a self-assessment each year.

3.7 How would you ensure equal access to your project?

Because the Centre has free open-access no child need feel excluded. It is adapted for children who have special needs e.g. it has a wheelchair ramp access, and a disabled toilet. The activities on offer are suitable for all.

We celebrate cultural diversity in the form of acknowledging the many and varied groups who use the centre.

3.8 How many people do you expect to benefit from your project?

Of these, how many are/have... **Staff/Volunteers** **Service users**

Total		
Brent residents		
Residents from outside Brent		
Age		
0-4 Accompanied by parents or carer's		30
5-14 Core group		90
15-24 By agreement with staff on-site		20
25-44 parents foster carers and grandparents		20
45-60 parents foster carers and grandparents		
60-75 parents foster carers and grandparents		
75-85 parents foster carers and grandparents		
85+ parents foster carers and grandparents		
Gender:		
Male		80

3.8 Please fill this out where the protected characteristics are appropriate to the project you are applying for funding for.

Include approximate numbers. If you do not have this data please indicate which groups you expect your project to benefit by placing a 'Y' in the relevant box. You will be expected to monitor this and provide numbers for each relevant protected characteristic based on a methodology agreed with the council as part of the project reporting.

Female		80
Disability:		
Physical impairment		Y
Sensory impairment		Y
Mental health condition		Y
Learning disability		Y
Longstanding illness or health condition		Y
Other (such as disfigurement) Please specify:		Y
Race:		
White British		5%
White Irish		2%
Other White background (please specify)		10% Polish and eastern European
Mixed		
White and Black Caribbean		5%
White and Black African		2%
White and Asian		2%
Other mixed background (please specify)		
Asian or Asian British		
Indian		4%
Pakistani		2%
Bangladeshi		
Asian British (Afghan and Iranian)		2%
Other Asian background (please specify)		
Black or Black British		
Caribbean		7%

African (including Horn of Africa)		18%
Black British		40%
Other Black background (please specify)		
Chinese or other ethnic group		
Chinese		
Chinese British		1%
Chinese other (please specify)		
Any other (please specify)		
Faith		
Christian		40%
Muslim		30%
Jewish		1%
Buddhist		1%
Sikh		1%
Jain		1%
Hindu		3%
Baha'i		
No religion		5%
Prefer not to say		18%
Please include figures relating to other protected characteristics where these are applicable to the proposed project		
Sexuality		
Pregnancy	NOT APPLICABLE	
Gender Reassignment		
Other		
Data for project <input type="checkbox"/>	OR Data for whole organisation <input type="checkbox"/>	

3.9 What would you expect your exit strategy to be at the end of the funding period?

To ensure that the Stonebridge Adventure Playground remains open, and its activities continue for the benefit of children and young people in particular, and the community of Stonebridge and surrounding area. We will be in receipt of income from our new premises at Peppermint Heights, and will continue our fund-raising activities with a view to continuous development and improvement of the Centre.

3.9 As part of the project monitoring you will need to provide evidence of how you are working to achieve the strategy outlined here.

For office use only: Meets requirements?

Yes ☐

No ☐

TBD ☐

Comments:

Section 4: Financial Information

4.1 Project Costs

Summary of total project costs	Year 1	Year 2
	Brent Council	Brent Council
	£ 69,000	£ 118,000
	Other sources	Other sources
	Total funding £ 69,000	Total funding £ 118,000

Breakdown of project costs:

Expenditure item	Grant Contribution Year 1, £	Grant Contribution Year 2, £	Grant Contribution Total, £	Other sources Year 1, £	Other sources Year 2, £	Other sources Year 2, £
Salaries/ Wages	47278	81048	128326			
N.I Contr Employer	6038	10064	16102			
Training & Recruitment	980	1680	2660			
Fundraising costs	Met by BPA	Met by BPA	Met by BPA			
Other – Administration Costs	1633	2800	4433			
Total direct costs	55929	95592	151521			
Rent & Rates	Peppercorn					
Insurance	2150	3685	5835			
Maintenance	1867	3200	5067			
Electricity/Gas/ Water	1905	3265	5170			
Printing & Stationery	554	950	1504			
Telephone & Fax	224	384	608			
Accountancy & Audit	758	1300	2058			
Cleaning & Sundries	1722	2952	4674			
Bank Interest & Charges	379	650	1029			
Subscriptions/Publications	Met by BPA	Met by BPA	Met by BPA			

Advertising & Publicity	Met by BPA	Met by BPA	Met by BPA			
Travel/Vehicle Expenses-3 Mini Buses	Met by BPA	Met by BPA	Met by BPA			
Equipment, TV Licence, playground Inspections, volunteer expenses	3513	6022	9535			
Other – please state						
Use of Peppermint Heights after school holidays and weekends	Met by BPA	Met by BPA	Met by BPA			
Narrow Boat-Trips & residentials	Met by BPA	Met by BPA	Met by BPA			
Total indirect costs	13071	22408	35479			
Total, £	69000	118000	187000			

4.1 It is important you complete this table as fully and accurately as possible.

Please note this funding is intended to allow delivery of a specific project, not as a contribution towards core funding for your organisation. Suggested costs are indicated in the table. The number of rows in this table is just for guidance. Please continue on an additional sheet if you need to.

Have you applied to other organisations for funding for this project?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you intend to undertake other fundraising activity to contribute to the costs of this project?	X <input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please give details below:		
Funder/ Fundraising activity	Amount	Confirmed (Y/N)
John Lyon's Charity	£140,000	Y
This funding is for 'added value' to cover the costs as stated 'met by BPA' in the above table.		
BPA has ring fenced £25,000 of reserves as contingency funding		
Capital Radio grant for art equipment	£850	Y

For office use only: Meets requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> TBD Comments:		

4.2 Please give details of organisations which you have applied to for contributions to the project. Priority will be given to organisations that have secured other sources of funding. Please also detail any fund raising activities that you intend to undertake to cover part of the project costs if applicable.

The assessment of your bid will include a financial assessment. The council will look at accounts submitted and consider levels of working capital and the balance of reserves, value for money of proposed project costs and associated other sources of funding.

Accurate financial records with specified levels of detail will be required as part of project monitoring. The Council may withhold funding payments if it is not felt that the financial management of the project is sufficient. Also, in relation to fraud:

- In cases where the council suffers a financial loss, we will always seek recovery.
- Where an organisation is involved in the fraud, the council will also make referrals to the relevant governing body, i.e. Charities Commission, Registrar of Companies.

Section 5: Any additional information

If you wish to make any additional comments as part of your application, please do so below:

Quality and Value added:

BPA occupies a unique position within Brent.

Having established excellent links within the local community at Stonebridge during the early development of the Adventure Centre, we have successfully raised funds to :

extend the premises

redevelop the adventure playground

add new outdoor equipment such as the aerial runway and giant swings

purchase new equipment through the 3 year BLF projects such as the go karts, gazebos and bouncy castles

purchase 3 vehicles

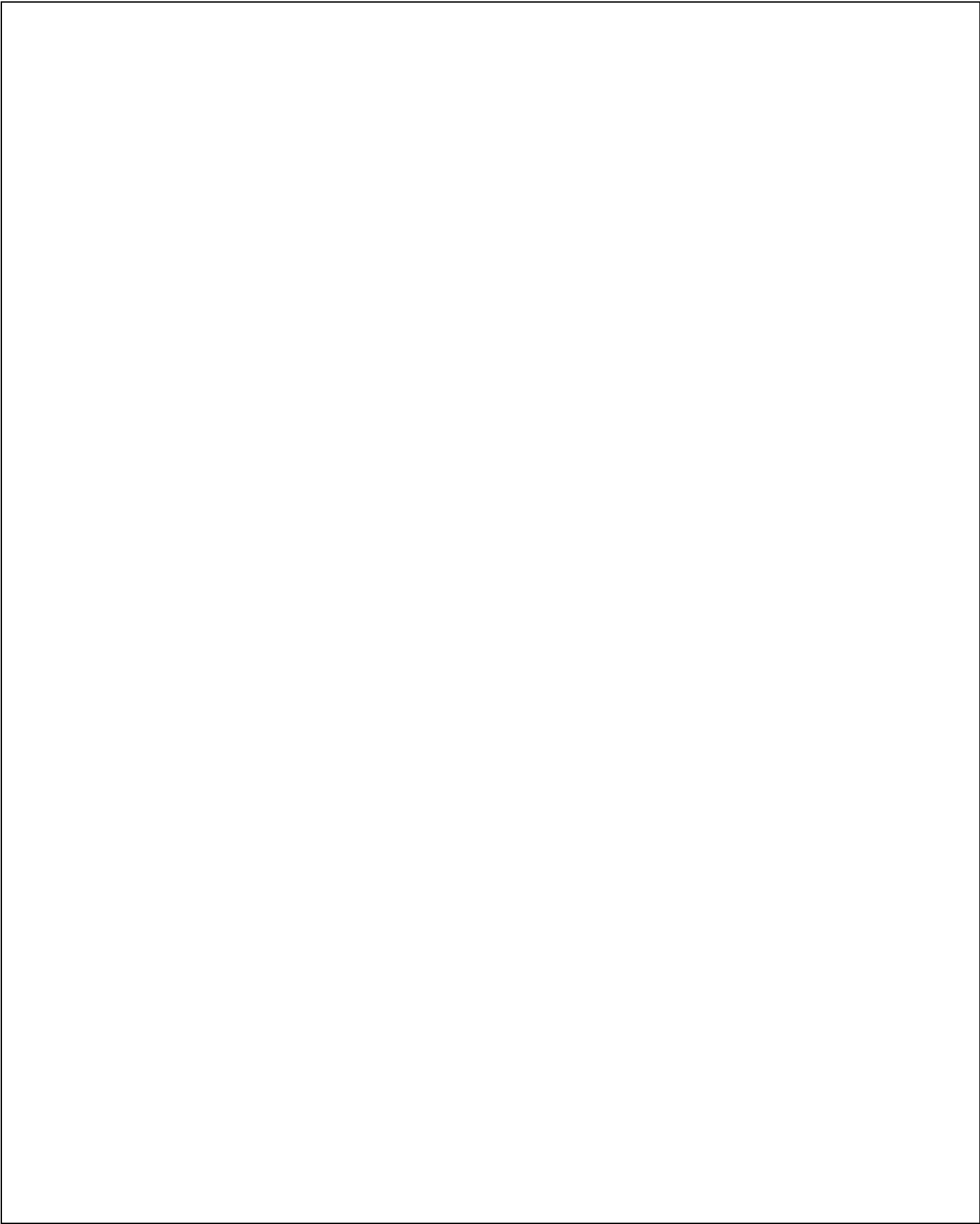
offer free use of the John Lyon Narrow boat project

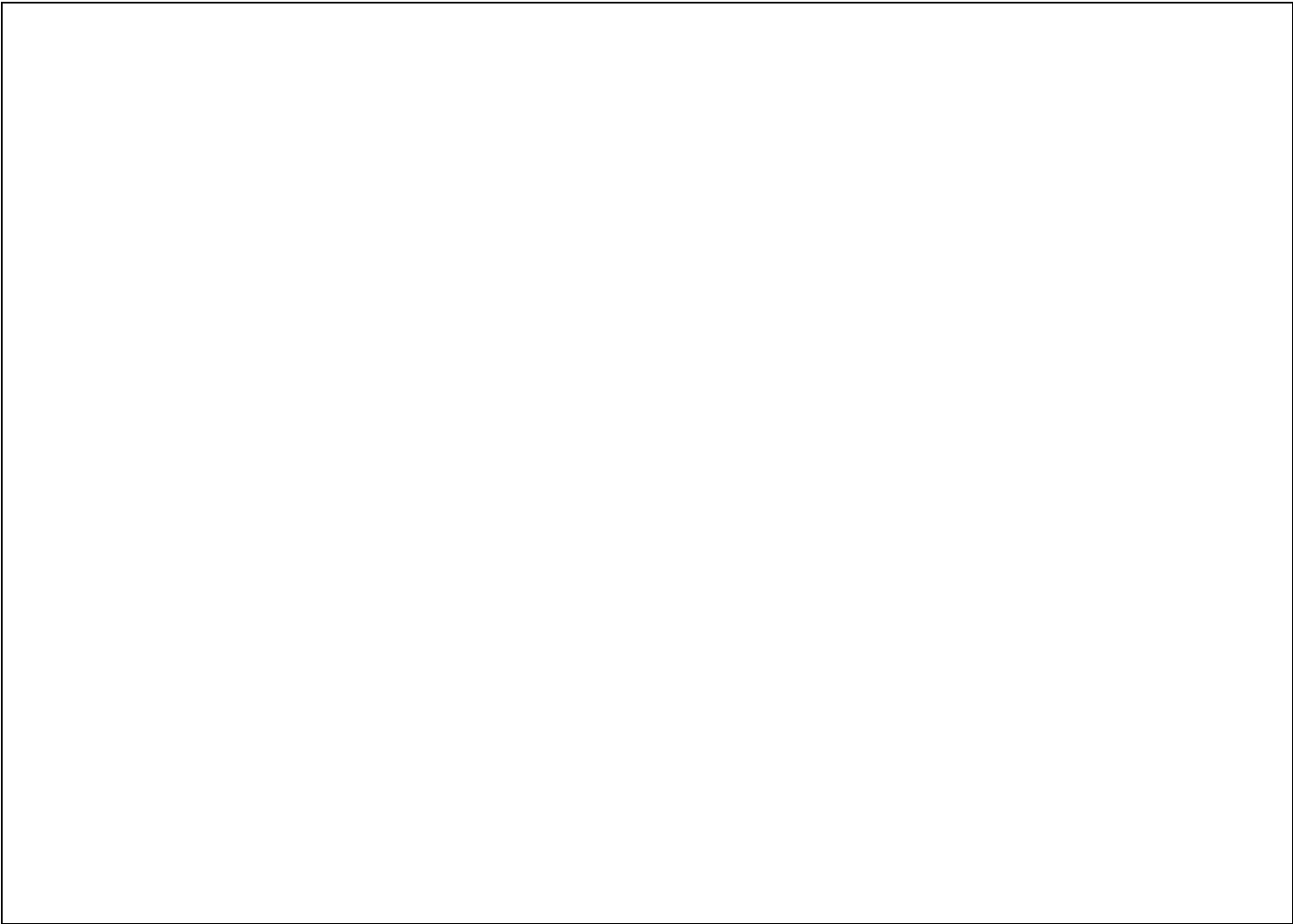
offer free use of the new centre at Peppermint Heights

BPA has also trained and qualified its staff in all the required areas

We have also been managing the campaign to 'Keep Stonebridge Adventure Playground Open' see www.brent.org where Audley Harrison initiated a PR exercise to raise the profile of the last remaining Adventure Playground in the Borough.

We have therefore been involved with Stonebridge Adventure Playground since its inception in 1975, and have sought to continually improve it as a community facility, and our current and long-term strategy is to continue to do this





Section 6: Declaration

We encourage applications to be sent electronically. Therefore, please complete the declaration below either by inserting an electronic signature, or by including a scanned version of this page once signed as an additional document with your application.

Name of organisation: Brent Play Association

On behalf of the organisation, we the undersigned confirm that the information contained in the application is correct and complete to the best of our knowledge and acknowledge that if the Council agrees to make a grant, this will be used exclusively for the purposes described.

To be signed by two members of the organisation including the Chair

Print Name: MOSES

Signed: *Moses*

Position in Organisation: Chair

Date: June 27th 2012

Print Name: Douglas Lee

Signed: *Douglas Lee*

Position in Organisation: Manager

Date: 27.06.2012

If you include a scanned version of a signed hard copy, ensure you keep a copy of the original document.

Section 7: Additional information required and application checklist

7.1 Please ensure you have submitted the following additional documentation with your application

(applications will only be assessed on the basis of documents submitted – no chasing of outstanding documents will be undertaken):

	Included?
Constitution / Memorandum & Article of Association/Trust Deed <i>(You must include this. Only organisations that have a constitution or set of rules and a bank account with a minimum of two signatories are eligible to apply).</i>	yes
Equal Opportunities Policy	yes
Health and Safety Policy	yes
Public Liability Insurance document <i>(You must have this if your application is successful)</i>	yes
Child Protection Policy	yes
CRB disclosure numbers with names of staff/volunteers	Available on request
Safeguarding Vulnerable adults policy	N/A
Most recent Annual Report	Yes with accounts
Minutes of your last two AGM meetings	yes
Your organisation's latest independently audited/ certified annual accounts <i>(These should be produced no later than 6 months after the end of the financial year. The council is seeking assurance of good financial management and will look for independent auditing/certification, working capital and the balance of reserves).</i>	yes
The names and addresses of your management committee members <i>(You must include a minimum of 6 members)</i>	yes

7.2 Application checklist

Before submitting your application ensure you have:

Checked your organisation is eligible to apply (see criteria on page 5)	yes
Checked you have met the terms and conditions of the grant funding (see summary on page 5-6)	yes

Completed all questions on the application form	yes
Included all applicable additional information requested in section 7.1	yes
Sent reference requests to your two referees (deadline for receipt of references is midday on Friday 29 June 2012)	yes
Signed the declaration section of the application form	yes

Section 8: Reference request form

Double click on the document icon below to access the relevant reference form. References should be returned to **simon.topping@brent.gov.uk** no later than midday on the Friday 29 June 2012 with the subject title 'SAP Grant Reference for *<your organisation's name>*'.



SAP reference
template.doc

Standard terms & conditions of grant aid to voluntary organisations

Introduction

These conditions of grant aid have been written as a guide for all organisations receiving grant aid from Brent Council. It also forms the legal basis for all Brent grant aid to the voluntary sector. All voluntary sector organisations and community groups (referred to as 'organisation(s)' that receive grant aid from Brent Council (referred to as 'The Council'), by signing the attached agreement form, commit to complying with these conditions. The conditions will further incorporate any additional service remits agreed by the Team/Unit, which administers the grant on behalf of the Council.

DEFINITIONS

- 1.1 Organisation means the person or the voluntary organisation to which Grant Aid is awarded by the London Borough of Brent.
- 1.2 Grant Aid means such sum and/or part of sums as may be approved for payment by the London Borough of Brent to the Organisation.
- 1.3 The Council means the Council of the London Borough of Brent.
- 1.4 Management Committee means any member of the Organisations management committee who holds the position of Chair, Secretary or Treasurer of that Committee.
- 1.5 Executive Report means the report to the Executive of the Council recommending the approval of Grant Aid to the Organisation.
- 1.6 Guidance Note means the Guidance Notes on Standard Conditions of Grant Aid for Voluntary Organisations for the time being in force.

GENERAL CONDITIONS

1. Written Undertaking and Agreement

- 1.1. All Organisations receiving grant aid from the Council shall:
 - 1.1.1. Sign and return the attached agreement form, confirming that they have read, understood and undertake to abide by the details of the Council's conditions of grant aid and by any additional conditions that will be set by the Council
 - 1.1.2. Complete and submit separately a signed agreement outlining details of the project, targets and outputs from this contract. The two documents must be signed by two members of the management committee, one of whom must be the treasurer of the organisation.
 - 1.1.3. Undertake to use the grant allocation wholly and specifically for the purpose specified in the agreement, and solely for the benefit of Brent residents. Any

variation of this agreement must be requested and approved in writing in advance with the Council.

- 1.1.4. All organisations receiving grant aid from the Council should note that the Council's agreement to give financial assistance is limited to the amount, the period and projects specified in the grant agreement. It does not imply any commitment or agreement to fund the organisation for more than the specified amount and period.
- 1.1.5. Where the grant awarded is a contribution towards the full cost of the agreed activities, the organisation shall take all reasonable steps to seek and obtain from all contributing sources, the balance of funding pledged to the project.

2. FINANCE

2.1. Grant Payment System

- 2.1.1. The Grant will be paid out in four quarterly instalments subject to performance and submission of documents identified in the schedule of grant payments.
- 2.1.2. The grant period shall be based on the Council's financial year and be paid in quarters from 1st April to 31st March each year. First quarter payment will be paid between 1st April – 30th June, the second quarter will be paid from 1st July to 30th September, third quarter from 1st October to 31st December, and final quarter from 1st January to 15th March the following year. However organisations that receive less than £500 will be paid in two half-yearly instalments.
- 2.1.3. Payment will be made by BACS through the Council's Oracle payment system on submission of an invoice that shows service details and purchase order and invoice numbers.
- 2.1.4. All organisations are required to submit an invoice (with a purchase number) details together with documentation specified in the schedule of payments to the Finance Section for settlement. The use of this system to issue grant funding in no way constitutes grant funded organisations as goods or service providers to the council.
- 2.1.5. Where grants are allocated for multiple years, payment will be made at the beginning of each quarter on a year-to-year basis.
- 2.1.6. The Council reserves the right to recommend grant payment or withdrawal to organisations based on compliance with these grant terms and conditions and/or the result of monitoring visits carried out by officers, results of performance and a review of projects.

2.2. Budget Sheet

- 2.2.1. At the beginning of the financial year all organisations receiving grant aid must submit a signed agreement form and a budget sheet (supplied by the Council), that itemise all planned expenditure and income for the year of the grant.
- 2.2.2. A revised budget sheet showing the actual expenditure to date and projected spending for the rest of the year shall be submitted after six months after the grant is awarded usually in October. This will form part of required documentation for payment of the third quarter instalment.

2.3. Certified/audited Accounts

2.3.1. All organisations receiving grant aid from the Council must keep adequate records of all income and expenditure they receive and submit annual audited/certified accounts as follows:

- 2.3.1.1. At the beginning of the financial year a full set of audited/certified accounts for the previous financial year signed by two officers of their management committee, one of whom should be the treasurer. This condition does not apply to organisations that have already supplied copies with initial or previous applications within the same financial year.
- 2.3.1.2. Organisations whose gross income is **less than** £20,000 (twenty thousand pounds) per annum must submit a certified statement of accounts, as soon as possible, and not later than six months into the financial year of the grant. The accounts must be certified and signed by an independent examiner and also two members of the management committee, one of whom should be the treasurer.
- 2.3.1.3. Organisations whose gross income is **more than** £20,000, shall submit, as soon as possible and no later than six months into the financial year, an externally and independently audited statement of accounts. The accounts must be certified by professional auditors, and must be duly signed and counter-signed by the chair and treasurer. The accounts should provide information on the organisation's activities for the year of the report.
- 2.3.1.4. Ensure that no person involved in the preparation, certification or auditing of accounts has any business or personal relationship to another person involved in the day-to-day operation of the organisation.

2.3.2. Financial Monitoring

- 2.3.2.1. The organisation must have a separate bank account in its own name to receive grant payment
- 2.3.2.2. Have a minimum of two out of three signatories for signing cheques, at least one of whom must be the treasurer and a member of the management committee, who can approve cheques of more than £500
- 2.3.2.3. Maintain a proper system for disbursing petty cash
- 2.3.2.4. Maintain an appropriate system for tax payments, national insurance, corporation tax and any other taxes
- 2.3.2.5. Have an accounting system to properly monitor and report on financial matters
- 2.3.2.6. Produce annual accounts as described in 2.3 above.

2.3.3. Records Keeping

- 2.3.3.1. Organisations must keep proper and up-to-date records that provide a full report on its activities, in particular, in respect of the purpose of the grant, relevance, statistics on users and any other information that maybe required by the Council.

3. GOVERNANCE

3.1. Management Committee

- 3.1.1. Organisations are required to have a properly constituted management committee that meets regularly, at least four times in a calendar year. The management committee shall have a minimum of six members and a maximum of 12.

- 3.1.2. The organisation must hold an annual general meeting of members at least once a year and inform the Council in writing of any changes that take place. Copies of the minutes and other discussions should be deposited with the Council.
- 3.1.3. The organisation should notify the Council, in writing, and within ten days of holding an AGM, with the names and addresses of the elected Chair, Secretary, Treasurer and other members of the management committee.
- 3.1.4. No member of the Management Committee shall take up paid employment with the organisation within one year of their resignation from the management committee.

3.2. Capability

- 3.2.1. Organisations shall satisfy the Council, as advised by their legal services, that the service for which approval has been given falls within the remit of their constitution.

3.3. Constitution, policies and other documents

- 3.3.1. All funded organisations must submit an adopted and signed constitution and/or articles of association depending on the type of organisation. Organisations must inform the Council of any future changes to these documents.
- 3.3.2. Organisations registered with the Charity Commission are required to submit their charity registration numbers and other details.
- 3.3.3. Organisations are further required to submit to the Council annual accounts, annual reports and insurance documents as advised by Council
- 3.3.4. Organisations must further submit an equal opportunities and non-discriminatory policy, that is acceptable to the Council
- 3.3.5. Where relevant an organisation must submit a child protection and protection of vulnerable people's policies to safeguard the safety of children and of vulnerable adults and provide evidence of CRB disclosures

3.4. Employment and Equalities

- 3.4.1. Organisations must pay particular attention to equality in the recruitment and selection process of any post funded by the Council and provision of relevant Employment Protection Acts and have a policy outlining contravention procedures.
- 3.4.2. Organisations must demonstrate a commitment to and support for the Council's Equal opportunities policy in their recruitment of members, users and volunteers

4. MONITORING

4.1. Regular Performance Monitoring

- 4.1.1 Funded organisations receiving will be required to provide quarterly updates on progress

4.2. Annual Review

- 4.2.1. The Council will review its system of grant award on an annual basis and reserves the right to withdraw Grant Aid in the second or subsequent years irrespective of the recommendations accepted by the Council Executive.

- 4.2.2. Organisations receiving grant aid from the Council will be required to complete a self assessment form six months into the financial year which will be used as the basis for the annual monitoring visit.
- 4.2.3. Information on the self assessment form will include:
 - (i) Progress made towards achieving outcomes identified in the signed agreement (see 1.1.2 above)
 - (ii) Evidence of progress made towards achieving outputs set out in the signed agreement
 - (iii) Evidence of how services have reached target users
 - (iv) Evidence of how services have been promoted and where appropriate progress has been made
 - (v) Other information about how the services have been run

4.3. Self assessment

- 4.3.1. Self assessments should provide the following information:
 - (i) Information about service users recorded in accordance with protected characteristics under the Equality Act
 - (ii) Identify a process for collecting feedback
 - (iii) Information about all the organisation's activities particularly the ones funded by the Council's grants

4.4 Audit

- 4.4.1 Organisations are required to be available for site visits from officers to meet staff, users and members of your management committee to support any performance monitoring as per Schedule of Requirements in Appendix A or audit process

5. EQUIPMENT, FURNITURE, VEHICLES, COMPUTERS, TRAINING AND PREMISES COSTS

5.1. Receipts

- 5.1.1. Organisations whose grant aid is a contribution towards the purchase of equipment, furniture, computers or vehicles shall produce receipted invoices for the full cost before grant aid payment is made. Where an organisation has insufficient funds the Council may make payments directly to suppliers as its portion of the agreed cost.

5.2. Asset inventory, purchase and sales

- 5.2.1. The organisation shall submit and maintain an inventory of all assets purchased with Council funds, which should include:
 - (i) a brief description of the asset
 - (ii) serial number
 - (iii) date of purchase
 - (iv) sale of item and date, and
 - (v) income received from such sales.
- 5.2.2. The organisation shall not dispose of any item of equipment or furniture, etc., bought from Council funds without the Council's prior written consent, within the first five years of purchase
- 5.2.3. Where items are disposed of in accordance with condition 5.2.2, above the organisation shall refund to the Council on demand, such part of the grant aid, as may be determined. Such sums will not exceed the level which the Council considers to be equivalent to the market value of items of the time of disposal.

5.3. Insurance

- 5.3.1. All organisations shall take out insurance policies for all risks specifically including:
- (i) public and employer's liability
 - (ii) fire and other risks to the property
 - (iii) risk arising from the use of vehicles, and
 - (iv) theft or damage to property and contents and produce evidence of insurance on request

5.4. Limitation

- 5.4.1. The Council will accept no liability whatsoever to any organisation or third party for any costs, claims, damages or losses however incurred during the funding period. The organisation shall not be or be deemed to be, an agent of the Council and shall not present itself as such to any third party.

6. ACKNOWLEDGEMENTS

6.1. Publicity

- 6.1.1. Organisations that receive grant aid from the Council shall, wherever possible, publicise Council support on all public literature, buildings and vehicles. The provision of Grant Aid shall be acknowledged within its annual report and accounts.
- 6.1.2. A Council logo is available for this purpose is available from the Council on request.

7. WARNING

7.1. Non-Delivery

- 7.1.1. The Council reserves the right to recover all or part of grant aid awarded should an organisation fail to deliver any of the outcomes specified in the report or uses the Grant Aid for unauthorised purposes.
- 7.1.2. The organisation shall keep the Council informed of all matters relating the use of the Grant Aid and in particular, submit all relevant information/documentation in respect of the grant. They must notify the Council in writing of any changes to the factors that formed the basis on which grant aid was approved.

7.2. Political/Religious activity

- 7.2.1. The organisation shall not promote or oppose any political party or party political causes and shall not use any part of the grant aid to engage in party political activity or further or propagate a religious faith.

8. DISSOLUTION

- 8.1. The chair of the management committee of any organisation that is dissolved or, being a limited liability company goes into liquidation, shall immediately notify the Council in writing to this effect.
- 8.2. In the event that an organisation is dissolved or goes into liquidation, any of its assets that have been bought with Grant Aid monies and/or any unexpended grant aid monies shall be returned to the Council. Unless agreed otherwise such agreements shall be on terms decided by the Council.
- 8.3. No further grant aid will be paid to the Organisation with effect from the date of the dissolution notice.