

**LONDON BOROUGH OF BRENT**

**EXECUTIVE MEETING**

**14.06.04**

FROM THE DIRECTOR OF EDUCATION, ARTS & LIBRARIES

NAME OF WARD(S)  
ALL

**REPORT TITLE: MAIN GRANTS PROGRAMME FUNDING 2004/05**

FP EAL-04/05-0049

**1.0 SUMMARY**

- 1.1 This report provides an overview of the Main Grants Programme, July 2004 – March 2005. It seeks decisions from Members on the allocation of this budget.

**2.0 RECOMMENDATIONS**

That Members:-

- 2.1 Note and make decisions on the allocation of the Main Grants Programme for July 2004 to March 2005 as summarised in Appendices A1 and A2 and detailed in the individual reports attached at Appendices B1 and B2 subject to the standard grant conditions (Appendix F) and other relevant additional conditions contained in paragraph 5 and 8 of the reports in Appendix B.
- 2.2 Agree that the Hindu Council Brent shall be allowed to administer the 2004/05 Navratri and Dashera festivals subject to the conditions set out in paragraph 8 of this report and paragraph 5 of the Hindu Council Report in Appendix B1

**3.0 FINANCIAL IMPLICATIONS**

- 3.1 Full Council agreed a budget of £1,139k for Main Programme Grants in 2004/2005. This was to be utilised within the new financial framework agreed for Voluntary Sector Grants by the Executive on 12<sup>th</sup> November 2003.
- 3.2 For the period 1<sup>st</sup> April to 30<sup>th</sup> June 2004/2005 £263k was allocated.

- 3.3 Members will wish to know that:
- i. 49 currently funded organisation applied for the Main Programme Grant (July 04 – March 05) at a total of £1,558.096.
  - ii. 7 organisations with total Grant Aid of £20,250 in 2003/2004 did not wish to apply for the Main Programme Grant in 2004/05
  - iii. 41 new groups applied for the Main Programme Grant at a total of £1,109.725
- 3.4 Members have indicated that they wish to provide support amounting to £1,109k to organisations funded in 2003/2004 over the whole year. This is set out in detail in Appendix A1. No organisation will receive more than it did in 2003/2004.
- 3.5 Similarly for new organisations, £44k has been recommended to be allocated in 2004/5.
- 3.6 The total recommended funding amounts to £1,153k, compared with an available budget of £1,139k, which represents a shortfall of £14k compared with the agreed budget. However, there is another report on this agenda to be considered by Members on the 2004/2005 budget, which recommends increasing the Main Grants Programme budget by £14k to allow Members to agree the recommendations in this report.

#### **4.0 STAFFING IMPLICATIONS**

- 4.1 No staffing implications arise directly from this report.

#### **5.0 LEGAL IMPLICATIONS**

- 5.1 Responsibility for making decisions on the allocation of funding from the Main Programme currently rests with the Executive of the Council.
- 5.2 Officers in the Council's Legal Services Unit have considered the individual reports on the grant applications and consider that the Council has the power to make the grants recommended.

## **6.0 DIVERSITY IMPLICATIONS**

- 6.1 A review of the unit criteria, procedures, application and monitoring form was undertaken, and a conference and number of consultations with the voluntary/community sector were largely attended.
- 6.2 The new arrangements means that a wider range of voluntary sector organisations, including those that work with under-represented or hard to reach groups, were given the chance to apply for funding and an Equalities Impact Assessment is now included in the appraisal report of each organisation's application (Appendices B1 and B2). The new arrangement has therefore the potential to benefit a more diverse range of residents than has been the case hitherto.
- 6.3 Projects or services that benefit specific target groups are prioritised under some of the broad criteria. These are in line with priorities already identified in the Corporate Strategy. This does not, however, necessarily mean that these groups are the only beneficiaries of Council grants.

## **7.0 DETAIL**

- 7.1 A number of appendices are attached to this report these are:
- (i) Appendix A: clearly shows the financial position of the organisations in terms of the amount received in 2003/04, the first instalment of this first quarter of this year as agreed by the Executive on Nov 2003, the amount requested for 2004/05, the recommended figure for 9 months (July 04 – Mar 05) and the total amount that is recommended for each organisation in 2004/2005
  - (ii) Appendix B1: Individual reports on currently funded organisations
  - (iii) Appendix B2: Individual reports on new organisations
  - (iv) Appendix C: Spreadsheet setting out the reasons for recommendations on the new applications.
  - (v) Appendix D: Criteria of grants that were agreed by the Executive in November 2003
  - (vi) Appendix E: Areas for funding. These are the Brent Council Corporate Priorities that were agreed by the Executive in November 2003
  - (vii) Appendix F: Grant Conditions
- 7.2 The Council has a long tradition of supporting the local voluntary sector and many organisations within the current grant programme have been funded for a

considerable period of time. However, after the advertisement of the grant, a substantial number of **new** organisations submitted applications (See 3.3 – iii).

- 7.3 The grants recommended in this report for July 2004 – March 05 are the first to be evaluated and recommended to Members following the review of the Council's grant programme. As part of this review the Executive agreed on 12 November 2003 to:
- (i) Award those organisations that were funded in 2003/2004, and that have met the current grant conditions, 3 months grant to 30<sup>th</sup> June 2004 at the same level as in 2003/2004, in order to deliver the previously agreed objectives.
  - (ii) Advertise for new grant applications to commence on 1<sup>st</sup> July 2004 for the period until 31<sup>st</sup> March 2005 (i.e. 9 months). These applications would be assessed against the revised criteria.
  - (iii) Those organisations currently funded, that were unsuccessful in their applications, would receive funding protection up until 31<sup>st</sup> March 2005, as originally envisaged. This would be to a maximum of 75% of the funding they would have received for the period July 2004 – March 2005, assuming the same level of grant as in 2003/4. They would also have around 9 months (July to March) to make contingency arrangements.
- 7.4 In order to implement this decision by the Executive, those organisations that were funded in 2003/2004 were awarded 3 months grant to 30<sup>th</sup> June 2004 at the same level as in 2003/2004 but they had to meet the current grant conditions before payments were released.
- 7.5 7 Organisations that were funded in 2003/2004, but did not wish to apply for the grant in 2004/2005, were not awarded the first quarter payments as explained in (7.3)
- 7.6 The Grant application process was advertised in the local press, namely the Willesden and Brent Chronicle and the Wembley Observer. The advertisement clearly invited organisations to apply, with a specified deadline for submission. A separate press release on the funding process was also placed on the Brent Council website and in the local press.
- 7.7 Organisations that expressed an interest in applying for a grant were sent an application form along with the Grant Criteria, Grant Conditions, Areas for Funding and Guidance notes.
- 7.8 The advertisements clearly indicated that the closing date for the Grant application process was the 19<sup>th</sup> March 2004 and that grants would be awarded for 9 months only for the period of July 2004 – March 2005.
- 7.9 In assessing the grant applications, officers ensured that every application was treated fairly and according to the grant criteria, grant conditions and area for funding criteria. Officers particularly checked whether or not organisations had specified that they were looking to deliver outputs/outcomes. Individual reports on each grant application were written by grants officers and a finance officer, and then recommendations were made by a team comprising of the Head of Youth and

Voluntary Sector Service, the Team Leader of the Voluntary Sector Support Team and the grant and finance officers.

- 7.10 Though this is a transitional year, all organisations have to satisfy officers that they will meet the new Standard Conditions of Grant Aid (Appendix F) before the further release of payments from July 2004.
- 7.11 Where existing organisations did not fully meet the new Main Grants Programme Assessment Criteria (Appendix D), officers took into consideration the fact that they will be delivering specific outcomes that are linked to the Council's Corporate priorities. Payment of the final quarter's grant will be dependent on an officer assessment to check that outcomes as specified will be fully met within the agreed timescale.
- 7.12 Where incomplete account information was submitted by organisations which have already received grant funding in the interim period April 2004-June 2004, officers recommend that, in principle, these organisations be funded to deliver their specific agreed outcomes, subject to fulfilling the conditions specified in their individual reports ie full submission of account information. This means that no further monies will be paid until satisfactory accounts have been submitted.
- 7.13 In terms of the 2003/2004 funded organisations, these were all recommended for continued funding with the exception of the Sea Urchins. This organisation, according to their accounts, did not spend the 2003/2004 grant funding and was therefore recommended to be awarded 75% of the 9 months funding in 2004/5.
- 7.14 In assessing the grant applications from new organisations, officers ensured that a stringent approach was adopted by looking specifically at service delivery and how it fits with the Council objectives. Though some organisations indicated in their applications that they could deliver a number of services, officers had to specifically appraise the projects and choose those with realistic outcomes that the Council could fund. Therefore officers were not able to recommend the requested amount in all cases but agreed a figure that was based on their budget, to deliver those specific outcomes.

## **8.0 Navratri and Dashera Festival 2004/05**

- 8.1 Every year, the Navratri and Dashera Festival are celebrated throughout Brent and the London Borough of Brent has always financially supported the festivals. The Hindu Council (Brent) was successful in administering the 2003/04 festivals, and Members are asked to agree that the Hindu Council (Brent) should administer the 2004/05 Navratri and Dashera festivals subject to the following recommendations.
- 8.2 Hindu Council (Brent) will make all the arrangements, and pay the rent or hire charge, for the venues.
- 8.3 The Hindu Council (Brent) will be responsible for sending out applications to organisations that express an interest in participating in the festival. These applications must have a clear closing date, which must be notified to the Voluntary Sector Unit. No late applications should be accepted.

- 8.4 The Hindu Council (Brent) will develop a set of criteria against which applications will be considered and will submit those criteria to the Voluntary Sector Support Team for approval prior to assessing the applications.
- 8.5 Each application received from those organisations that are interested in being part of the festival must include £400 refundable deposit (cheques made payable to Hindu Council (Brent)). The £400 deposit is to secure the space in the schools used.
- 8.6 Hindu Council (Brent) to make all decisions on hall allocations and notify organisations accordingly.
- 8.7 Users and participants must pay a £2.00 entrance fees to the venues
- 8.8 Hindu Council (Brent) must provide full details of all rent/hire charge allocations (including deposit) to the Voluntary Sector Support Team.
- 8.9 Hindu Council (Brent) must ensure that all expenditure is within the amount allocated (i.e. £67,750), of which £5,000 is for the Hindu Council (Brent) to administer the Navratri and Dashera festivals.
- 8.10 Each organisation that celebrates the festival must submit its accounts at the end of the festival to the Hindu Council (Brent). Any organisation failing to submit the forms with invoices / receipts will be disqualified from taking part in future festivals.

### **Background Information**

- a) Grant applications and budget papers held on file in the Voluntary Sector Support Team
- b) From Patronage to Partnership – building a new relationship with the voluntary and community sector. A consultation paper produced by Brent Council, July 2003.
- c) Report 003/03, “Consultation on the Voluntary Sector Support Review”, from the Director of Education, Arts and Libraries to the Executive, 21<sup>st</sup> July 2003
- d) Report 021/03, “Voluntary Sector Support Review: Consultation and Next Steps”, from the Director of Education, Arts and Libraries to the Executive, 12<sup>th</sup> November 2003

Any person wishing to inspect the above papers should contact Jamal Ettetuani – Youth and Voluntary Sector Support Service, new Bridge Park Complex, 1<sup>st</sup> Floor, Brentfield, Harrow Road, London NW10 0RG

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