

Details of proposed new Community Chest scheme

As a result of the consultation the council is proposing to re-launch the Community Chest scheme in early September 2013, with the next round closing on 15 November 2013. This document contains details of:

- **Outline details of the scheme**
- **Standard Grants Criteria**
- **Community Chest Criteria**
- **Community Chest process flowchart**

Outline details of the scheme

- The scheme will continue to be administered by the council.
- Grant recommendations will be made by a panel comprised of community representatives (sitting on the panel for a maximum of 2 years), council officers and a community and voluntary sector representative.
- The grant decisions will continue to be made by the Communities and Improvement Manager, in consultation with the Cabinet Member for Resources, following recommendations from the panel.
- The Community Chest grant criteria have been revised. Criteria have been re-worded to make them clearer and a maximum annual turnover (income) limit has been set to ensure the scheme is protected for small volunteer-led community groups.
- The grant guidance is being revised to ensure what the scheme will or will not fund is clear.
- The scheme will continue to have two rounds a year, 6 months apart, with the next round closing on 15 November 2013.
- The scheme will continue to award grants for 1 calendar year only.
- The maximum grant will be £2,500.
- Whilst applicants will be encouraged to complete and submit applications electronically, hand written and paper copies of applications will still be accepted to ensure the grant scheme is accessible to all members of the local community.

Standard Grants Criteria

Southampton City Council is keen to support the local voluntary and community sector by awarding grants to organisations and groups that meet the following criteria.

Please note: some of the council's standard grant criteria are not applicable to small grants and have not been included in this list.

Applications will normally only be considered from voluntary groups and organisations that:

Are properly constituted and can demonstrate that their practices and structures are representative of all relevant interests and are clearly accountable to users, beneficiaries and members.

Can demonstrate the proper conduct of their officers both general and financial and that they keep proper books of accounts together with full written records indicating how any grant monies are used.

Adhere to all equalities legislation and work in line with Southampton City Council's Equality Policy.

Are not wholly reliant on Southampton City Council grants and can demonstrate that they receive or are seeking funding from other sources.

Can demonstrate the involvement of volunteers in their activities.

Where appropriate a national or regional organisation can demonstrate that there is a specific benefit to Southampton which is not being offered by a local organisation.

Applications will normally only be considered towards projects and activities that:

Meet one of the following council priorities

1. More jobs for local people

e.g. better job opportunities and higher levels of employment for people in the area.

2. More local people who are well educated and skilled

e.g. providing the opportunity to gain a better education and develop skills, helping more young people access education, delivering employment or training opportunities and supporting higher levels of employment to benefit the economy.

3. A better and safer place in which to live and invest

e.g. reducing crime and Anti Social Behaviour and improving the public view of services. Providing housing and transport that meets the city's needs, providing a clean and safe environment by reducing problems such as litter and vandalism and meeting the city's commitment to reduce carbon.

4. Better protection for children and young people

e.g. better life chances for children in care and care leavers, safeguarding children and families, support for vulnerable people and encouraging them to become independent.

5. Support for the most vulnerable people and families

e.g. safeguarding children and families, providing support for vulnerable people and promoting long term independence.

6. Reducing health inequalities

e.g. supporting better health for everybody in the city, encouraging people to be active, supporting volunteering and community action and supporting higher levels of employment.

(Please note: the council's priorities are currently being updated)

Are of direct benefit to the residents of Southampton. Groups whose activities extend beyond the boundaries of the City or who provide services to people who are not resident in Southampton will be expected to seek contributions from funding sources in those areas that benefit from their work.

Complement and support and do not duplicate City Council and other services, strategies and plans including commissioning strategies.

Religious organisations are welcome to apply towards the costs of **community** projects.

Applications will not normally be considered:-

Towards religious or political activities, i.e. activities where the key purpose is to promote a religious or political doctrine, mission or another form of proselytising.

For work or events that have already taken place or for equipment that has already been purchased or building works which have been completed.

For core funding from groups and organisations whose activities fall within the responsibility of another public body e.g. Health. However, contributions to jointly funded projects may be considered.

From organisations with sufficient free reserves not held for a specific purpose to cover 12 months running costs. (Free reserves are funds controlled by the organisation and do not include restricted funds provided for a certain purpose).

Towards vehicles unless they are part of a community transport scheme or mobile resource centre. Applications will only be considered for individual organisations if they cannot access community or shared transport. Applicants will need to demonstrate that any vehicle funded by Southampton City Council will be properly maintained and insured and used often and regularly.

From recently formed organisations for large grants.

Towards projects that have unsuccessfully tendered for a contracted service (either to the council or anyone else)

To subsidise contracts (whether with the council or anyone else).

For large capital projects

As a general rule the Council will not fund:

- individuals
- trips
- holidays and expeditions

Community Chest Criteria

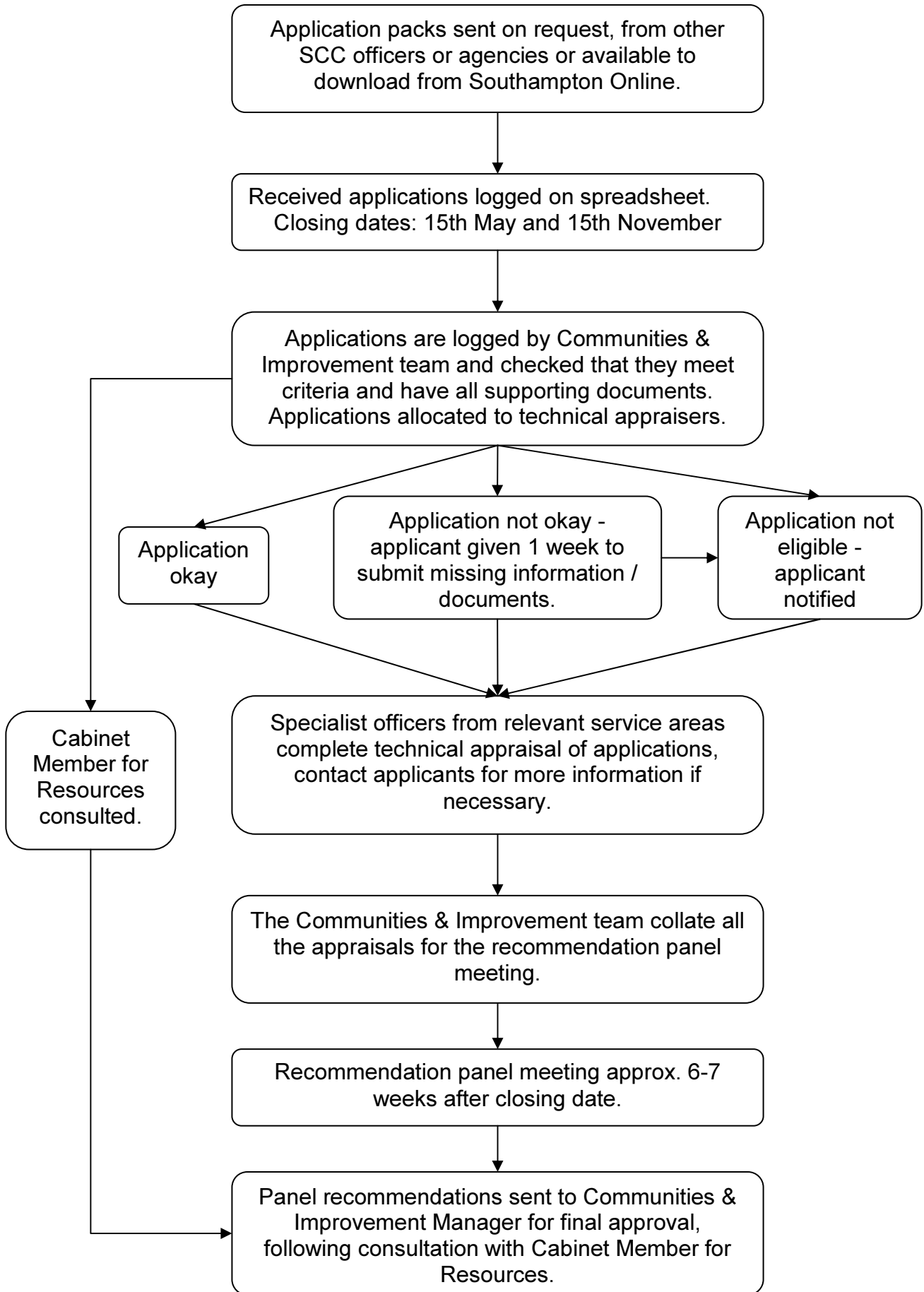
(revised or new criteria are indicated on the right)

Community Chest also has some additional criteria which are listed below, along with explanations and examples:

- Priority is given to small, unfunded, volunteer-led community groups.
- Groups who have an annual turnover (income) of over £250,000 are not eligible for Community Chest funding. **NEW**
- Groups who have an annual turnover (income) of between £50,000 and £250,000 will be treated as a lower priority. **NEW**
 - This means that your application will be considered last, once all the applications in that round from groups with an annual turnover (income) of less than £50,000 have been considered
- Groups who receive funding from the council's Commissioned Grants Programme in the previous financial year or the current financial year will only be considered for a grant in exceptional circumstances **REVISED**
 - Examples of the kind of exceptional circumstances the council would consider are fire, flood or theft, if the group was unable to continue without support.
- Groups who received funding from Community Chest in the previous financial year will only be considered for a grant in exceptional circumstances **REVISED**
 - i.e. if you received a grant between 1 April 2012 and 31 March 2013 you are not eligible for a grant between 1 April 2013 and 31 March 2014
 - Examples of the kind of exceptional circumstances the council would consider are fire, flood or theft, if the group was unable to continue without support.
- Applications are not accepted from schools, further and higher education establishments, regardless of how they are funded (LEA, trusts, privately funded, etc).
- Applications are not accepted from statutory agencies, such as the police, health, other local authorities or other Southampton City Council departments. **NEW**
- Community Chest does not fund or make contributions towards trips. This includes: **NEW**
 - Coaches/transport
 - Entry costs
 - Day trips
 - Residential trips, such as camping or outward bound holidays
- Community Chest does not fund salaries for staff employed by the applicant or to allow applicants to employ staff. **NEW**
 - Groups may buy services for a specific project which include salary costs within the fees. For example, a professional artist for a few days to help with a community art project, crèche services, speakers/entertainers for community events and social clubs or trainers/tutors for one-off courses/events.

- Applicants must demonstrate that members/attendees make contributions towards the group/project unless there are exceptional circumstances not to do so.
 - Examples of contributions include, lunch clubs charging £2 per meal, community fun day charging 50p for refreshments, sport taster sessions charging 20p a go or a community group charging an annual membership fee of £1.
 - Groups may make allowances for the financial status of their members/attendees.
 - Making contributions meets the standard grant criteria that groups must not be wholly reliant on Southampton City Council funding.

Community Chest process flowchart



continued on the next page

