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OFFICER DECISION MAKING

Wednesday, 26th June, 2013
at 3.30 pm

PLEASE NOTE TIME OF MEETING

OFFICE OF THE INTERIM DIRECTOR OF ENVIRONMENT AND ECONOMY

This meeting is not open to the public

Decision Maker

Interim Director of Environment and Economy

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AGENDA

Agendas and papers are available via the Council's website

1 **ALTERNATIVE OPTIONS FOR ADMINISTERING THE SMALL GRANTS SCHEME**

Report of the Project Officer for Grants setting out options for administering the Small Grants Scheme, attached.

Tuesday, 18 June 2013

HEAD OF LEGAL, HR AND DEMOCRATIC SERVICES

Agenda Item 1

DECISION-MAKER:	INTERIM DIRECTOR OF ENVIRONMENT AND ECONOMY		
SUBJECT:	ALTERNATIVE OPTIONS FOR ADMINISTERING THE SMALL GRANTS SCHEME		
DATE OF DECISION:	26 JUNE 2013		
REPORT OF:	PROJECT OFFICER, COMMUNITIES AND IMPROVEMENT TEAM, COMMUNITIES, CHANGE AND PARTNERSHIP		
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STATEMENT OF CONFIDENTIALITY

None

BRIEF SUMMARY

In August 2012 Cabinet approved delegated authority to the Director of Environment and Economy, following consultation with the Cabinet Member for Efficiency and Improvement (now Cabinet Member for Resources), to make changes to the council's small grants scheme following consultation with community groups.

Consultation was carried out between 25 February and 19 May 2013. Following analysis of that feedback, this report makes recommendations about the administration of the small grants scheme from July 2013.

RECOMMENDATIONS:

- (i) To approve that the council continues to administer the Community Chest small grants scheme.
- (ii) To approve the revised process for awarding grants from the Community Chest small grants scheme, including amended criteria and community representatives joining the recommendation panel

REASONS FOR REPORT RECOMMENDATIONS

1. Nearly two-thirds of the consultation respondents thought the council should continue to administer the small grants scheme and over 80% thought people from the local community should be more involved in making the grant recommendations. Feedback was also received on the type of groups and projects the small grants could fund. The revised Community Chest small grants scheme has been developed as a result of this feedback.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

2. Continuing the small grants scheme as in its current form was considered and rejected. The scheme is an essential lifeline for many small community groups in the city and needs to be reviewed regularly to ensure it is meeting their needs as well as contributing to the council's priorities.
3. Outsourcing administration of the small grants scheme was considered and rejected as it was clear from the consultation feedback that respondents wanted the council to continue to administer the scheme.

DETAIL (Including consultation carried out)

4. Southampton City Council has run a Community Chest small grants scheme for more than 25 years. During previous consultation with voluntary organisations and via the Big Society Scrutiny Inquiry, feedback was given that Community Chest could be managed differently, perhaps by a voluntary organisation. This, combined with the need to respond to new policy initiatives such as the 'localism' agenda, made the time right to review the administration of the Community Chest small grants scheme.
5. The Community Chest small grants scheme primarily supported small, unfunded, volunteer led community groups across the city, for example, community fun days, health and wellbeing projects, environmental projects, sports clubs, residents associations etc and promoted volunteering and getting involved with the local community. Applications were assessed by a Panel consisting of specialist officers across the council and a representative of Southampton Voluntary Services. The Panel made recommendations to the Communities and Improvement Manager who had delegated authority to decide the grant awards, following consultation with the lead Cabinet Member.
6. Between 25 February and 19 May 2013 consultation was carried out on alternative options for the administration of the small grants scheme. The consultation was open to the general public and advertised widely. It was also specifically targeted at community groups, as potential beneficiaries of the scheme, and voluntary organisations and social enterprises, as potential administrators of the scheme.
7. The key findings of the consultation are:
 - Nearly two thirds of respondents (65%) thought the council should continue to administer the small grants scheme. The main reasons for this were the council's impartiality and overview of the city and the cost of the administration fees being taken from the budget.
 - Over 80% of respondents thought people from the local community should be more involved in making the grant decisions. Around 65% of respondents felt this could be achieved by having community representatives on the recommendation panel.
 - More than 85% of respondents thought the small grants scheme should have at least two rounds per year.

- Respondents were divided over whether to pool separate budgets, for example from the council or health. Just under 50% agreed this was a good idea, but 35% disagreed and 16% were unsure.
 - Overall, respondents thought the existing grant scheme criteria and funding priorities are right.
8. Although the council was initially considering outsourcing it, following the clear feedback received during the consultation, the Interim Director of Environment and Economy is requested to approve the recommendation that the council continues to administer the Community Chest small grants scheme.
 9. Concern was raised that including information that the administration costs of the scheme would be taken from the budget if the scheme was outsourced (meaning fewer grants would be made) biased the consultation responses. The council concedes that this could be the case for some responses. However, not including this information would have meant the responses were not based on the full facts about the costs of such a service and therefore would also have been biased. From the feedback received the biggest concern about outsourcing was not the costs but that other organisations would not have the council's overview and wide knowledge of the city.
 10. The Interim Director of Environment and Economy is requested to approve the revised process for awarding grants from the Community Chest small grants scheme, including amended criteria and community representatives joining the recommendation panel. The changes from the old Community Chest scheme are detailed in paragraphs 11 to 23 below.
 11. Community Chest grants are awarded against the council's standard grant criteria and some additional criteria specific to the small grants. This is supplemented by guidance on what the grant will and will not fund. In response to the type of applications received the guidance has been revised over the years to ensure applications stay within the spirit of the scheme – to fund small, volunteer-led community groups in the city, promoting volunteering and getting involved in the local community. As funding has become tighter in other areas the council has seen an increasing number of applications that fall outside this. It is proposed to strengthen the Community Chest criteria by re-wording some criteria and adding new criteria based on what already happens in practice. This will reduce the number of unsuitable applications, reducing the amount of resources needed to administer the scheme and allowing the council to focus on the small community groups the scheme is designed for.
 12. It is proposed to strengthen the existing criteria of giving priority to small underfunded community groups by adding the following:
 - Groups who have an annual turnover (income) of over £250,000 are not eligible for Community Chest funding.
 - Groups who have an annual turnover (income) of between £50,000 and £250,000 will be treated as a lower priority.
 - 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.

13. Analysis of the 2012/13 applications showed that 12 of the 95 applicants had an annual turnover (income) of more than £250,000. Only one of these applications received funding. Of the 7 applicants with an annual turnover of between £50,000 and £250,000 only 3 received funding. The remaining 52 grants awarded in 2012/13 were for groups with an annual income of less than £50,000. Therefore the criteria to exclude applicants with annual incomes over £250,000 and treat applicants with annual incomes between £50,000 and £250,000 as a lower priority is formalising what already happens in practice. It will ensure organisations do not waste time submitting applications that have little chance of success.

14. Applications from organisations currently in receipt of the Council's commissioned grants programme funding and its predecessors have always been treated as a lower priority. Despite this the council receives quite a few Community Chest enquiries and some applications from these organisations. The wording of the criteria has been strengthened to actively discourage applications from these organisations, whilst giving a small amount for flexibility for exceptional circumstances.

15. Until now the Community Chest small grants scheme gave priority to applicants "that have not received a Community Chest grant in the past 2 years". Despite this, the council regularly received speculative applications from groups who had recently had a grant. There have also been many enquiries about what the council means by '2 years'. These repeat applications were not funded and wasted the applicant's time, therefore the criteria has been re-worded to discourage repeat applications from successful applicants in the following year:

- Groups who received funding from Community Chest in the previous financial year will only be considered for a grant in exceptional circumstances

The guidance will also be updated to make it clearer for groups to determine if they are eligible that year.

16. Though the council's standard grant criteria states that the council will not fund work that is the responsibility of another statutory agency the council still receives many enquiries from other statutory agencies and even from other Southampton City Council departments. To ensure it is clear that the council will not fund this work from Community Chest the following criteria is proposed:

- Applications are not accepted from statutory agencies, such as the police, health, other local authorities or other Southampton City Council departments.

17. The council's standard grant criteria also states that it does not fund trips, but Community Chest still receives many applications for these. To ensure it is clear that Community Chest will not fund any kind of trips the following criteria is proposed:

- Community Chest does not fund or make contribution towards trips. This includes:
 - Coaches/transport

- Entry costs
 - Day trips
 - Residential trips, such as camping or outward bound holidays
18. Over the past few years there have been an increasing number of applications for contributions towards salaries. As a one-off, one year grant scheme Community Chest is not designed for funding the salaries of directly employed staff. However, as it was only guidance and not criteria it has been difficult to turn down these applications. Therefore the following criteria is proposed to ensure applications are kept within the spirit of the scheme:
- Community Chest does not fund salaries for staff employed by the applicant or to allow applicants to employ staff.
19. The Community Chest small grants scheme requests applicants to detail how their members/attendees contributed towards the group/project. Contributions demonstrate value for money and even nominal contributions ensure that members/attendees value the group/project. Previously this has only been covered by the guidance; in order to formalise it the following criteria is proposed:
- Applicants must demonstrate that members/attendees make contributions towards the group/project unless there are exceptional circumstances not to do so.
- In applying this criterion it is accepted that applicants may need to make allowances for the financial circumstances of their members/attendees.
20. The full and current Community Chest criteria that have not been revised, are attached at Appendix 2. Also attached at Appendix 2 are the council's standard grant criteria. These are set by Cabinet and no amendments are proposed at this time; however, the council priorities are currently being revised and the standard grant criteria will be updated once the new priorities are agreed.
21. It is proposed to invite community representatives to join the recommendation panel. Over 80% of the consultation respondents thought that people from the local community should be involved in making grant recommendations. The majority (around 65%) thought that the best way to achieve this was with community representatives on the recommendation panel. To avoid a conflict of interest, groups with representatives on the recommendation panel will be ineligible to apply to Community Chest. Community Chest grant recipients from the past year will be invited to nominate a representative from their group, serving for a maximum of two years. As these groups are ineligible for a Community Chest grant under the revised criteria detailed in paragraph 15, panel members not being eligible to apply will not be a disincentive to join the Panel.

22. The community representatives on the recommendation panel will be given training and will be supported by council officers. It is also proposed that a local voluntary sector infrastructure organisation is invited to have one representative on the panel to provide an independent overview of the community and voluntary sector. It is proposed that the panel will comprise of:
- Between 3 and 5 community representatives. The minimum will be 3, with the aim to attract up to 5 people.
 - 3 council officers, one of whom will chair the meeting
 - 1 representative from the community and voluntary sector
23. While there was overall support for the above changes the proposal to merge Community Chest with another small grants scheme divided respondents, with half supporting the idea but the other half either against it or unsure. As currently there is no other suitable small grants scheme to merge with the Community Chest small grants scheme it is a moot point. It is proposed to revisit the proposal of merging schemes if/when it becomes relevant.
24. The Cabinet Member for Resources was consulted on 05 June 2013 and agreed with the proposals of the council continuing to administer the Community Chest small grants scheme and inviting community representatives to join the recommendation panel.
25. The Community Chest budget for 2013/14 is £50,000. Approximately £25,000 of this will be awarded in July 2013 under the final round of the old Community Chest scheme, currently in progress. It is proposed, subject to the recommendations in this report being approved, to re-launch Community Chest in early September 2013, with the next round closing on 15 November 2013 and using the remainder of the 2013/14 budget. The re-launch will be combined with promotion of recently awarded Community Chest grants to publicise the contribution community groups make to the city and how the council supports them.

RESOURCE IMPLICATIONS

Capital/Revenue

26. The Community Chest budget for 2013/14 is £50,000, as agreed by Cabinet in February 2013. Cabinet has also agreed an indicative budget of £50,000 per year for 2014/15 and 2015/16, subject to future budget setting decisions. This report does not propose any changes to that budget.
27. The recommendation is for the revised scheme to continue to be run in house. As a result there will be no additional financial impact for the Council

Property/Other

28. If, through the development of a grant supported initiative, a property issue is generated it will be subject to detailed consultation in the usual way.

LEGAL IMPLICATIONS

Statutory power to undertake proposals in the report:

29. Section 1 of the Localism Act 2011 permits a Council to do anything that an

individual may do whether or not normally undertaken by a local authority (the General Power of Competence). The power is subject to any pre or post commencement restrictions on the use of the power (none of which apply in this case).

Other Legal Implications:

30. The council recognises its equalities duties and in making decisions will pay due regard to the need to eliminate discrimination and promote equality. No equality and safety impacts have been identified as a result of the council continuing to administer the small grants scheme or the amendment of the criteria. As the changes will not impact on protected characteristics more than any other group a full Equality and Safety Impact Assessment was not considered necessary at this time.

POLICY FRAMEWORK IMPLICATIONS

31. Grant recommendations relate to the relevant Policy Framework plans and the services provided by the grant-aided organisations will assist the council in meeting the overall aims of its policy framework including the objectives set out in the Southampton City Council Plan 2011-14.

KEY DECISION? Yes

WARDS/COMMUNITIES AFFECTED:	All
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SUPPORTING DOCUMENTATION

Appendices

1.	Small Grants Scheme Consultation Feedback
2.	Details of proposed new Community Chest scheme

Documents In Members' Rooms

1.	n/a
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Equality Impact Assessment

Do the implications/subject of the report require an Equality and Safety Impact Assessment (ESIA) to be carried out.	No
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Other Background Documents

Equality Impact Assessment and Other Background documents available for inspection at:

Title of Background Paper(s) Relevant Paragraph of the Access to Information Procedure Rules / Schedule 12A allowing document to be Exempt/Confidential (if applicable)

1.	Process for Awarding Grants to Voluntary Organisations 2013/14 and Beyond – 21 August 2012	
2.	Grants to Voluntary Organisations 2013/14 to 2015/16 – 19 February 2013	

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Agenda Item 1

Appendix 1



Southampton City Council

**Small Grants Scheme
(Community Chest)**

**Consultation Feedback
June 2013**

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Introduction

Southampton City Council has been running a Community Chest small grant scheme for more than 25 years. The scheme primarily supports small, volunteer led community groups in the city.

Following feedback from voluntary organisations and the Big Society Scrutiny Inquiry it was felt the time was right to explore alternative options for administering small grants. Consultation was carried out between 25 February and 19 May 2013.

Respondents were asked who should run the scheme, who should be involved with making recommendations, how often the scheme should be run, what it should fund, whether separate budgets should be pooled to create one scheme and for any other comments they wished to make.

This document presents the feedback received during the consultation.

Key findings

- Nearly two thirds of respondents thought the council should continue to run the small grants scheme. The main reasons for this were the council's impartiality and overview of the city and the cost of the administration fees being taken from the budget.
- Over 80% of respondents thought that people from the local community should be more involved in making the grant recommendations. Around 65% of respondents felt this could be achieved by having community representatives on the recommendation panel.
- More than 85% of respondents thought the small grants should have at least two rounds per year.
- Respondents were divided over whether to pool separate budgets. Just under 50% agreed this was a good idea, but 35% disagreed and 16% were unsure.
- Overall respondents thought the existing grant scheme criteria and funding priorities are right.

Consultation Feedback

Respondents

The consultation survey was available on the council's website to the general public, available for any interested party to take part. However, the promotion and publicity of the consultation was targeted at the following groups:

Community groups – as potential applicants and beneficiaries of the scheme

Voluntary organisations / social enterprises – as potential administrators of the scheme¹

The majority of responses were submitted by representatives of community groups or voluntary organisations (73%). Two-thirds of these were from community groups, which represents 49% of the overall number of respondents. 3% of responses were submitted by representatives of the council or other statutory agencies and the remaining 24% of responses were submitted by individuals.

Who should administer the grant scheme?

The key question of this consultation was who should administer the small grants scheme in the future. The options offered in the survey were:

- A local voluntary organisation or social enterprise
- The council
- A private sector company

Nearly two-thirds of respondents (65%) thought the council should continue to administer the small grants scheme. Reasons given included the council's wide knowledge of the city, impartiality and leaving voluntary organisations free to support potential applicants without a conflict of interest.

The reasons given by the 35% of respondents who thought a local voluntary organisation or social enterprise should administer the scheme included the expertise and experience of the voluntary sector in administering small grant schemes and greater community ownership of the scheme.

No respondents thought a private sector company should administer it.

Community groups and individuals would prefer the council to administer the scheme, with the majority of voluntary organisations preferring a local voluntary organisation or social enterprise.

Respondent type	The council	Voluntary organisation or social enterprise
Community groups	61%	39%
Voluntary organisation	44%	56%
Individual	89%	11%
Council / Statutory agency	100%	0%

¹ For the purposes of this consultation 'community group' has been defined as a small volunteer led not-for-profit group and 'voluntary organisation' has been defined as a not-for-profit group that has at least 1 member of paid staff (excluding sessional staff).

Community involvement in recommendations

The respondents were clear in their desire to involve the local community more in making grant recommendations, with 84% of respondents agreeing this.

How to involve local people caused more debate. The options offered in the survey were:

- Community representatives on the recommendation panel, for a fixed term of 1 or 2 years
- Community representatives on the recommendation panel, permanently (until they choose to leave)
- Public vote on the applications (Participatory Budgeting)

The majority (62%) thought community representatives on the panel for a fixed term was the best option, with an additional 3% suggesting community representatives should be on the panel permanently. It was felt the grant decisions are too important to leave to council officers alone and respondents welcomed the opportunity for community representatives to be included in making recommendations.

Only 11% of respondents wanted to see a public vote on the applications using Participatory Budgeting. Those in support of Participatory Budgeting felt it is an equitable way to allocate the money and would increase the role of the community in delivery. Those against Participatory Budgeting felt it could be open to significant bias with only popular groups (such those working with children) getting funding. Groups which are less popular, but still valuable to the diversity of the city, could lose out.

Some respondents (8%) felt that any of the options would do, as long as the local community were able to participate.

16% of respondents were either unsure if local people should be involved or felt the council should continue to make the recommendations, again because of a concern about bias.

Merging the council's small grant scheme with other small grant schemes

Consideration was given to merging Community Chest with another small grant scheme in the city, but this was postponed due to changes with the funding of that scheme. However the council believes that increasing the available budget for community groups by merging grant schemes is still a good idea in principle. Therefore a question about it was included in the consultation survey.

Respondents were divided on this option. Although 49% felt it was a good idea, 35% disagreed and 16% were unsure.

How often should the scheme run and what should it fund?

The current Community Chest scheme runs twice a year and 86% of respondents felt this should continue, with some respondents suggesting it should be more often (5%).

Respondents were given information on how and what the current scheme funds and offered the opportunity to comment on what they thought the scheme should fund. The

majority of respondents (78%) agreed with or suggested things that were within the existing criteria and funding priorities.

Suggestions of other things that the grant could fund were:

- Projects that bring in match funding
- Helping with a wider range of costs, such as essential building repairs or the costs of maintaining areas of land to the public
- Seedcorn funding for new initiatives that the council believes will help build the sort of city that can be successful and resilient in the future, and that has confident and aspirant communities and people
- One off projects and continuing work. Subsidising short falls in core funding.
- It could be developed to have a clearer focus on:
 - The seed funding to help start up small "For Local – By Local" initiatives that community activists want to deliver
 - Encouraging some risk taking and a sprinkling of innovation – to be the norm in successful bids
 - Projects that lessons can be learnt from to inspire others into action in their communities
 - People having fun in their communities
- Anything not considered mainstream. It's uniqueness lying in it being local.

Additional comments

The consultation offered respondents the opportunity to make any other comments they wished to make about the Community Chest small grant scheme and the proposed changes. The comments have been grouped into common themes and are reproduced as given.

- Concerns raised
 - 1). If this exercise is aimed at cost saving and not effective use then there will be significant losers 2). If a third party takes over not only is there a financial loss to the scheme but external bias will occur. 3), If any "Public Participation" occurs it will be open to significant bias and potential misuse as other such schemes, potentially cost more and automatically rule out many "non-popular" groups that are essential to the diversity of Southampton. 4). As they say.....If it ain't broke don't fix it!
 - It is important that decisions are not left entirely to council officers. Panels of the public and elected members supported by officers are to be preferred
 - Don't agree with reducing the maximum grant to £2,500 for 2 reasons:-
 - (i) It can take groups a lot of effort to put together an application - will they be motivated for £2,500?
 - (ii) Some projects will need £5,000 - and should receive it if their bid is good enough and backed by valid evidence.
I don't support reducing the amount of money below the requested amount to "spread it further". Participatory Budgeting is an equitable way to allocate the money as requested, and also increases the role of the community in seeing what is actually delivered for the money - which is as important as making the decision. It is a method that really holds groups to account.
 - I would not be in favour of public votes. The projects with the most instantly appealing presentation would be more likely to get votes than unpopular or

unfashionable causes. Children and animals are far more likely to get votes than the elderly or homeless, for example.

- Wording the consultation about outsourcing to say that admin costs would come from the grant biases the responses to leave in house - although there are admin costs attached to that which have not been identified.
 - Without further detail of the process criteria for amalgamating other grant pots it is not possible to comment on whether this is likely to be beneficial to the sector or not.
 - Any panel must be independent and non political. A knowledge of sport is essential. Who ever sits on this panel must be able to look at each case on its merits. To make a wrong decision now will cause major problems in future, and in some cases the demise of some long established sports clubs.
 - If there is an element of participatory budgeting then its value needs assessing against the time and cost to organise it. It is a good idea, but if it costs too much and takes too much time then maybe the benefit doesn't warrant the cost.
- General comments in addition to survey responses
 - I think it is a very good idea to get more local people involved
 - The focus on support for volunteering is particularly important in the current climate. The advantage of the Communities Team running the grant process is that they are in touch with many of the organisations in the city and have the best view of their prospective aims, delivery, outcomes etc.
 - [Our] experience of administering the Community Empowerment Grant demonstrated the value of involving local people in decision making as our experience with young peoples panels for the Children's Fund grants and has the recent Big Local initiative - however the full participatory budgeting process for a sum this size is probably not the best option. Administration and decision making about the grant, by and within the sector, helps build capacity within the sector by raising awareness of grant application and funding processes - but there needs to be proper support and training for panel members as part of this process.
 - The local council knows the area best and should therefore keep the community funding. It's impartiality ensures that everyone gets a fair share.
 - I feel that the city council should offer grants to community groups that have interests in and support the city's culture, heritage and natural environment.
 - Support for the existing small grant scheme
 - The scheme is a very good source of funding for small community groups in the city, and SCC should continue to provide this funding.
 - Community Chest is still a beneficial grant scheme especially for smaller local charities who find it difficult to fundraise.
 - Overall Community Chest has been an invaluable help for many community group across the city and even a modest grant can make a massive difference to some groups. It is a very worthwhile scheme which helps foster community cohesion and social inter-action. PLEASE LET IT CONTINUE!

- Suggestions for other changes to the scheme
 - The total amount of funding available could be split into 3 different locations, East West and Central of the city, this would allow projects to gain match funding from other funders who have specific pots of funding available for specific area, i.e. Bitterne Ward Community funding panel, Participatory Budgeting in Thornhill
 - I understand that Community Chest grants are already very well subscribed, but I believe that the grant period should be extended so that a voluntary, community organisation can use its funding over two years. At present, an organisation can have one year funded followed by one year with no funding.
 - More dialogue between the council and applicants on questions/queries about applications in progress would be helpful!
 - The Grant Scheme, instead of just processing applications, could provide added value to applicants and to the city as it could also:
 - Signpost applicants to other grant and funding opportunities
 - Link applicants with other community activists so they may achieve more through collaborative working, peer mentoring and other networking activities
 - Develop good links with local businesses to encourage them to demonstrate their Corporate Social Responsibility by contributing resources and skills support to individual projects; or even to support the wider scheme through funding.
 - I imagine that in future there will be a bigger demand for the grants from services which have had public sector funding reduced or cut. I think you might want to have some policy decision on this
 Also what about ensuring an age, area and type of activity allocation across the whole year. It may be that some parts of the city are better resourced with community work support and so can apply more successfully. Finally I think the community reps should serve for 2 years for continuity purposes but imagine that this may be a problem as presumably those involved in decision making will have to come from groups who are not applying for funding, otherwise there will be a conflict of interest.
 - We think that the council is best placed to run the scheme. This leaves vol/com sector organisations free to support community groups to apply without there being a conflict of interest.
 - I think this scheme is great and anything to better a non-funded organisation is a great help. I personally don't feel the grants should be used to cover the wages or salaries in an organisation
 - I think the scheme should be a rolling programme with people able to apply at any time of year, not restricted to once or twice.

Consultation Methods

The consultation was carried out online and by email, with paper copies available on request. Support was offered via phone or email for any respondents who wanted further information.

The consultation was open to the general public, however, community groups (as potential beneficiaries of the scheme) and voluntary organisations and social enterprises (as potential administrators of the scheme) were especially targeted.

The survey was available in MS Word and PDF format in the grants and funding section of the council's website. It was also linked to the council's main consultation pages. The consultation was promoted in the following ways:

Who	What	When
1750 contacts (internal/ external) on Communities and Improvement contacts database	Emailed direct link to the consultation	25/02/2013 14/04/2013 15/05/2013
Community Chest applicants in past 2 years	Emailed direct link to the consultation	16/04/2013
Attendees at Funding Advice drop-in	Consultation promoted and paper copies of survey available to take away	17/04/2013
Various local voluntary sector orgs / Housing Associations	Emailed direct link to the consultation	25/04/2013
Communities Newsletter and Communities Facebook	Promoted consultation, providing a direct link to the web page	27/03/2013 03/05/2013 17/05/2013
@SouthamptonFund Twitter followers (294)	Promoted consultation, providing a direct link to the web page	Every few days throughout the consultation period

Organisations that provided feedback

Some surveys were completed by individuals and some were completed by people representing more than one organisation. Below is an alphabetical list of all the community groups, voluntary organisations and councils/statutory agencies that responded to the consultation.

- Channel Isles Tenants & Residents Association
- Chrysalis
- City of Southampton Society
- CLEAR
- Coxford Community Association
- Friends of Deep Dene
- Friends of Riverside Park
- Hampshire & IOW Community Foundation
- Herbert Collins Estates Residents Association
- Inner City Boxing Club
- Keeping Pace with Pain
- Lumsden Avenue Residents Association
- Melting Pot
- North Southampton Community Forum
- Plus You Limited
- Positive Action
- Sapphire Acro
- Southampton City Council - City Services
- SEEDS Home Education
- Shirley Quilters
- Sholing Valleys Study Centre
- Solent Youth Action
- Southampton Heritage Federation
- Southampton Voluntary Services
- Sportsmanship First
- St Denys Parochial Church Group
- Stepacross
- Swaythling Junior Netball Club
- THAWN - Thornhill Health and Wellbeing Network
- The 3AC Collaborative Community Hub
- The Millennium Third Age Centre
- TWICS

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

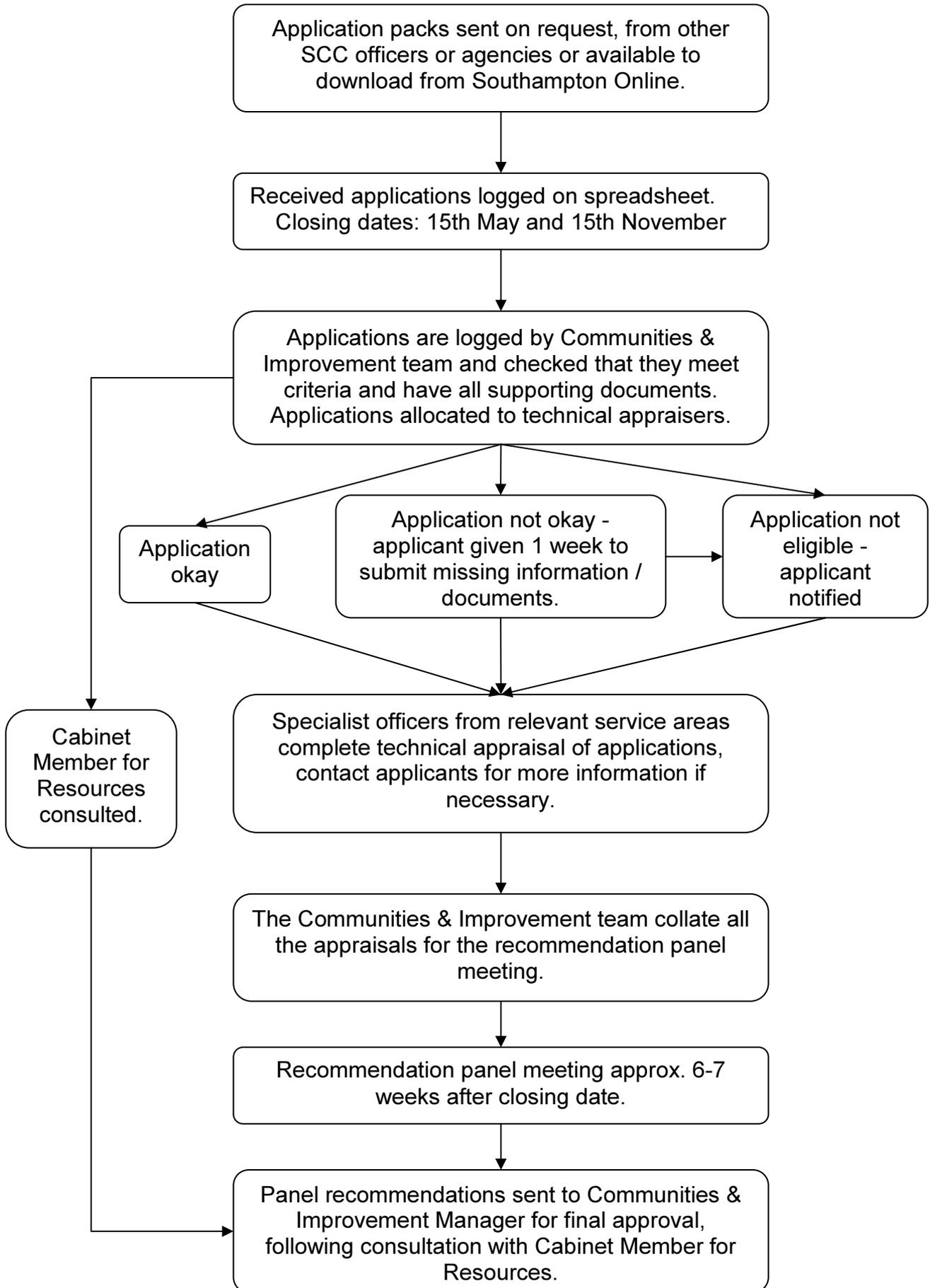
(revised or new criteria are indicated on the right)

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

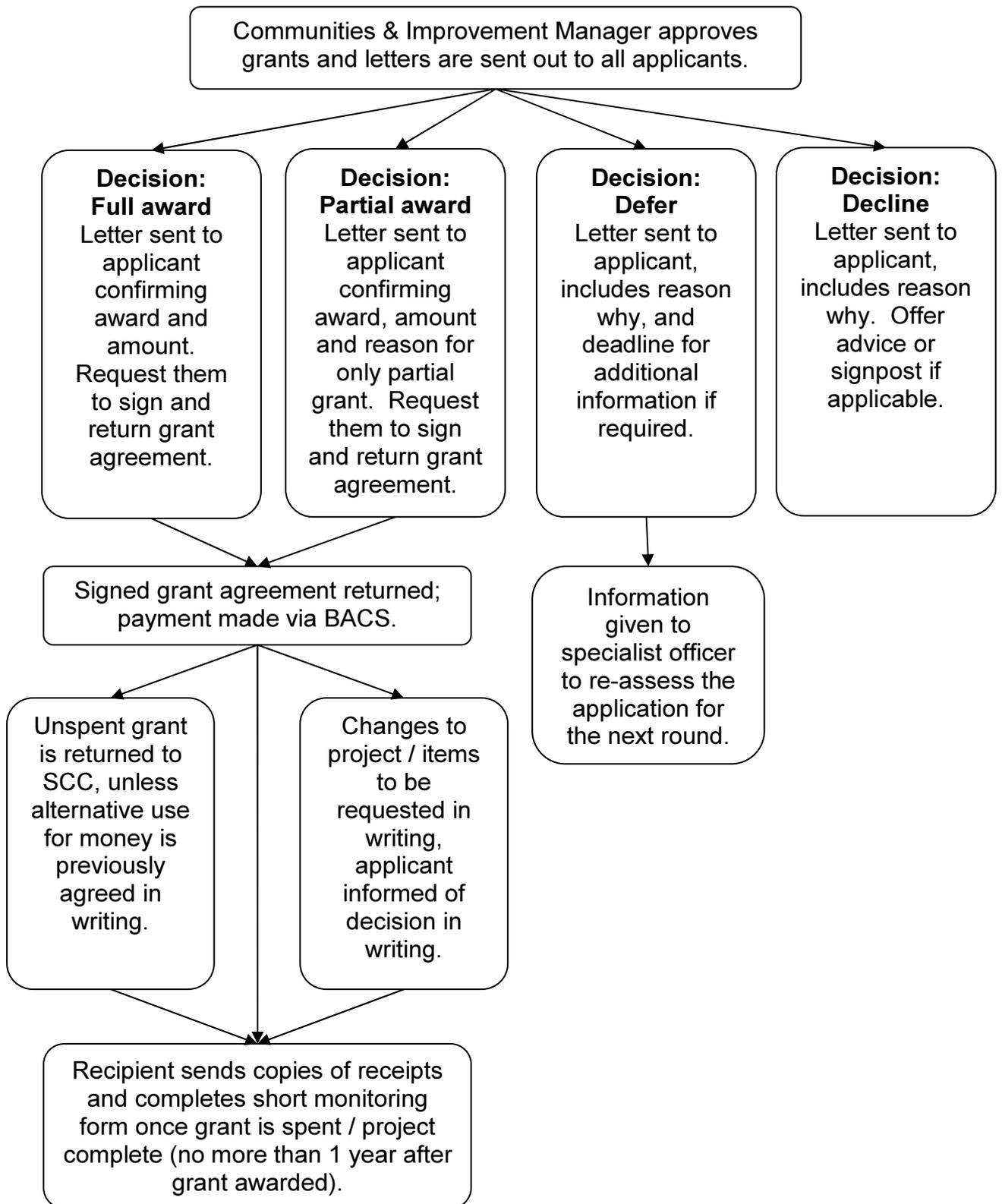
- Priority is given to small, unfunded, volunteer-led community groups.
- Groups who have an annual turnover (income) of over £250,000 are not eligible for Community Chest funding. **NEW**
- Groups who have an annual turnover (income) of between £50,000 and £250,000 will be treated as a lower priority. **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



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