Report to: Executive Board 27th September 2002

GRANTS TO VOLUNTARY & COMMUNITY ORGANISATIONS FUTURE CRITERIA.

Report of:	*Neighbourhood Renewal Business Unit.*	*WARDS AFFECTED* *All*
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Lead Member Responsible:	*Councillor Maureen Christian*	
Overview and Scrutiny Committee responsibility:	*Finance & Performance Management*	
Key decision:	Yes	

SUMMARY AND RECOMMENDATIONS

This report sets out draft grant funding themes and criteria for awarding grants to voluntary & community organisations, and updates on the timetable for the next funding cycle for the 2003 / 2004 financial year.

Executive Board are asked to:
a) **Approve the grant themes set out in Appendix 1**
b) **Approve the basic requirements eligibility set out in Appendix 2**
c) **Approve the further criteria to be met by organisations requesting partnership grant funding set out in Appendix 3**
d) **Approve the grant funding themes criteria drawn up by business units in Appendix 4**

THIS REPORT HAS BEEN SEEN AND APPROVED BY:

Neighbourhood Renewal Manager

1. Background

Following the review of grants to voluntary & community groups by the Finance & Performance Monitoring overview & scrutiny committee, Executive Board on 19th August requested a report setting out future grant funding themes and criteria for awarding grants.

2. Grant Funding Themes

Draft grant funding themes are attached as Appendix 1. The suggested themes are based on the objectives contained in the revised Council Vision that is currently being consulted on. It is anticipated that when the Executive Board are advised on the level of requests received for 2003 / 2004, and are deciding the grants budget in December, the objectives will have been ranked in priority order. Grant priorities will follow in line with these, allowing resources to be targeted to the highest ranking themes.

3. Basic Requirements

Appendix 2 sets out a list of basic requirements which, it is proposed, community and voluntary organisations must meet to be eligible for grant funding from the City Council.

4. Partnership grants criteria

Appendix 3 contains further criteria that an organisation must meet if requesting a partnership agreement grant which would allocate funding for a 3-year period.

5. Funding Themes Criteria

Finally, Appendix 4 contains draft funding themes criteria, which have been drawn up by Business Units, which would also form part of the assessment process and ensure that funding is targeted to those organisations which assist the council to deliver its objectives.

6. Timetable for grants process 2003 / 2004.

A revised application form is currently being developed along with clear guidelines and an assessment matrix for officers to score applications. The application form will be available on request from 4th October, and will also be sent to all organisations that received a grant last year. In order to meet the deadlines of the new grants process the closing date for applications will be 29th November.

	GRANT FUNDING THEMES & PRIORITIES 2003 – 2006	Grants Development Officer Neighbourhood Renewal 109 – 113 St Aldates St Aldates Chambers OXFORD OX1 1DF
OXFORD CITY COUNCIL		

[DRAFT]

Oxford City Council Vision

The City Council aims to make Oxford a city that all of its people can be proud of, regardless of their background or the area in which they live.

Grants are targeted at applications that show how they can help us achieve these objectives and the following strategic aims:

➤ Tackling poverty through advice & information giving

➤ Promoting social inclusion and equality

➤ Tackling Homelessness

➤ Promoting Community safety and health & well being

➤ Community sector support
e.g. neighbourhood projects, playschemes, youth & community activities, Twinning.

➤ Supporting Arts, Culture and leisure pursuits.

➤ Improving our local environments

➤ Creating local prosperity and employment.

The Council will prioritise these strategic aims and target grant aid to those projects that can help us deliver them most effectively.

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	BASIC REQUIREMENTS FOR GRANT AID	Grants Development Officer Neighbourhood Renewal 109 – 113 St Aldates St Aldates Chambers OXFORD OX1 1DF

OXFORD CITY COUNCIL

[DRAFT]

Community and Voluntary groups who wish to apply for a grant from Oxford City Council must meet the following basic requirements:

1. Be a voluntary or community group run by a committee, and have a constitution or appropriate rules laying out aims & objectives and stating how the group will operate.

2. The grant will be of direct benefit primarily to Oxford Residents.

3. The organisation has a bank or building society account & can provide an up to date bank statement.

4. Have proper accounting procedures and can provide copies of the previous year's accounts (which may have to be audited or independently examined depending on how much you are requesting / annual turnover). If a new organisation please provide a financial plan and income and expenditure details to date.

5. Organisations must have an equal opportunities statement and be actively committed to develop and implement practices that tackle discrimination.

6. If organisations are requesting funds to employ staff then they should ensure that employees are paid at least the minimum wage.

7. Organisations will be required to sign an appropriate agreement that will set out the conditions attached to any grant awarded.

8. Organisations are expected to co-operate with City Council monitoring procedures to verify how grant moneys have been spent.

9. Organisations applying for grants do not have to be registered charities. However, applicants should be aware that charities with incomes of over £1000 are required to register with the Charity Commission. Oxford City Council is aware that many community and smaller voluntary groups have yet to register as charities. Applicants for grant aid are expected to look in to their responsibilities with the Charities Commission. Details can be obtained from the Charities Commission, Taunton Tel. 0870 333 0123.

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OXFORD CITY COUNCIL	**PARTNERSHIP GRANTS CRITERIA**	Grants Development Officer Neighbourhood Renewal 109 – 113 St Aldates St Aldates Chambers OXFORD OX1 1DF

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In addition to meeting the 'Basic requirements for Grant Aid' to qualify for a partnership grant the application will:

1. Request a sum of over £10,000.

2. Application demonstrates how project to be funded will assist Council meet its strategic aims and list clear outcomes which will improve the well being of Oxford City residents.

3. Project can demonstrate how it will cover more than one of council's objectives – cross cutting, and provide evidence of the projects primary aim and additional aims.

4. Application clearly demonstrates the need for the project providing evidence and need for City Council funding. Will clearly list consequences to Oxford City if project not funded by Oxford City Council. Will indicate how City Councils funding enables project to lever in other funds. Application will provide evidence that other funders have been approached.

5. Organisation will provide a business plan to cover whole period requesting funding for (3 years) which will include projected income and expenditure.

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Grant Themes Criteria

objectives OCC	grant criteria - we will support	
Tackling Poverty through advice and information giving	- projects that provide advice and information that increase people's incomes e.g. through advice on benefits, tax credits and employment or training opportunities - these should reflect areas of need in the current Community Legal Service Partnership Strategic Plan - projects that use information technology to provide advice and information to excluded groups	areas of need in the plan are identified as services for : - children - people with mental health problems - older people - asylum seekers - those unable to access services in the City Centre - black and ethnic minority groups
Promoting social inclusion and equality	- projects that provide reduced charges for those on low incomes - projects that increase access to services for excluded groups such as outreach services or those that are neighbourhood based - projects that help develop the capacity of excluded and under represented groups to become involved in decision making processes with statutory agencies	
Promoting community safety and health and well being *1. Community safety*	projects that support the delivery of the Crime and Disorder Strategy 2002-05 by: - reducing auto-crime - reducing burglary of people's homes - reducing violent crime and street crime - reducing anti-social behaviour, rough sleeping, aggressive begging and street drinking	tackles the common elements of crime including - those with drug and alcohol misuse, - victims of crime, - offenders behaviour - improving housing, education and training opportunities for offenders or those vulnerable to offending.

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objectives OCC	grant criteria - we will support	
2. Health	Health grants: • project reflects national and local health priorities (e.g. Saving lives: Our healthier Nation and local Health improvement and modernisation plans). • And / or address related objectives to achieving targets in these areas e.g. diabetes, healthier eating, smoking cessation • If it does not specifically reflect these priorities, it should fulfil an unmet local need. Organisations should seek to work in partnership or to network and share good practice. • The project should be run by and for local people • The project should seek to address issues of social exclusion and inequality	Priorities are: • cancer • coronary heart disease and stroke • accidents • mental health • sexual health • alcohol / drugs
Creating local prosperity and employment	• projects that target helping those in areas or groups with high unemployment access work through training and advice	these would be :- • those located in the old South, BBL and St Clements wards those in African Caribbean and Bangladeshi and Pakistani Communities
Community sector support 1. *Community / Youth / Council Tenants*	Groups or projects which: • are run by and for local people and improve local community life • provide innovative community based activities or opportunities • provide activities that meet the needs of target groups • empower local communities to enable them to participate in decision making • provide a service, which helps reduce poverty or inequality or develop employment opportunities.	
2. *Play*	Groups or projects which: • serve an area of need • make opportunities available to all children in	• geographic area of high need • target groups including

objectives OCC	grant criteria - we will support	
	the area • take positive steps to ensure that children from target groups are included • provide a quality service in terms of programming, staffing, use of resources, working in partnership with other community groups. • Participate in appropriate training opportunities	minority communities, children with disabilities, travellers, children of families living on restricted incomes
3. Twinning	• Enable local people especially marginalised groups to participate in international exchanges / events / visits primarily to Oxfords twin towns • To help marginalised local groups host exchanges from their partner groups from Oxfords twin towns • Support initiatives co-ordinated by the oxford international links committee • To promote access for new groups engaging in international activities and to extend the range of activities carried on • To raise public awareness of extent and added value of oxfords international links	
Supporting arts, culture & leisure pursuits 1. Sport	• Projects which develop the range or availability of provision within existing clubs e.g. setting up a new youth team, a 'third age' group. • Assistance with setting up a new club or activity in a sport or for people from a minority group • Priority will be given to target groups and focus sports. • Schemes which will improve facilities for users by raising the quality or increasing the	e.g.

objectives OCC	grant criteria - we will support	
	range of what is available • Schemes which strengthen or stabilise the club e.g. coaching programmes, equipment purchase	
2. *Arts*	• Extends the range of artistic provision in a community, or for the city as a whole. • Offers quality, artistic excellence, innovation and good practice in the presentation of the arts, which will enhance the reputation of the city. • Helps foster a sustainable local community of artists, performers and practitioners, or assists in increasing the range of accessible, usable venues. • Encourages people to participate in or experience arts from which they might otherwise feel excluded (e.g. ticket subsidy schemes, artist talks and workshops). • Offers local people, particularly those who would not consider themselves artists, the opportunity to use the arts to address issues of daily life (e.g. community plays, youth arts projects).	
Improving our local environments	• Projects which meet national or local environmental priorities / obligations (e.g. Oxford local Biodiversity Action Plan) • More than one of the strategic aims set by the Council vision statement are met by the project brief • Projects which are run by local communities which endeavour to improve the	

objectives OCC	grant criteria - we will support	
	environments where they work and live by establishing partnerships with other organisations • Projects which preserve or regenerate our green spaces so that they can be enjoyed by the community • Projects which educate and raise awareness of environmental issues	
Tackling homelessness	• of benefit to people in housing need relating to housing or homelessness • in line with the agreed priorities in the Local Housing Strategy, Single Homeless Strategy or any other current Oxford City Council housing-related strategy • project viable and in keeping with current need and policies if ongoing (e.g. hostel) • safety of service users, staff and the general public taken into account • other sources of funding not available or Council support will attract further funding	