

To: City Executive Board

Date: 3 July 2014

Report of: Head of Leisure Parks & Communities

Title of Report: Social Inclusion Fund Process

Summary and Recommendations

Purpose of report: Approve the Social Inclusion Fund process and decision making

Key decision: No

Executive lead member: Councillor Simm, Board Member for Culture and Communities

Policy Framework: Oxford City Council Corporate Plan
Oxford's Sustainable Community Strategy

Recommendations: That the City Executive Board;

1. Approve the criteria and process for the application and award of the Social Inclusion grants as outlined in the report.

2. Delegate authority to the Head of Leisure Parks & Communities to approve grants within the approved criteria in liaison with the City Executive Board Members for Youth & Communities and Education, Crime & Community Safety.

Appendices

Appendix 1 – Risk Register

Appendix 2 – Social Inclusion Fund Criteria

Appendix 3 – Social Inclusion Fund Application

Introduction

1. Oxford City Council's Social Inclusion programme was launched in June 2013 after being approved by City Executive Board on 19th December 2012 as a new investment in the Budget Consultation Process.
2. In 2013/14 16 organisations received grants totalling £74,684. This included £9,575 towards a Young Leaders Programme in Barton by Innovista - Thrive and £10,000 to Oxford Community & Voluntary Action to design and deliver English for Speakers of Other Languages courses.
3. Council has approved a Social Inclusion grant fund of £60,000 for this financial year (2014/15). This report contains the proposed process on reviewing applications and the decision making process for allocation of the funding.
4. The new process has been developed to give projects the maximum amount of time to run and make all decisions on funding as transparent as possible.

Criteria

5. Social inclusion is the process of increasing the participation in work, education and society generally of people marginalised by lack of economic opportunity, educational achievement or other barriers.
6. In Oxford City Council's Corporate Plan the promotion of social inclusion falls primarily within the councils' priority of Strong, Active Communities.
7. Socially excluded people experience multiple disadvantages which can reinforce each other. These disadvantages combine to hinder their ability to participate fully in society.
8. It is proposed that the social exclusion grant priorities be:
 - Educational attainment for all ages
 - Supports "positive future" projects for young people
 - Reducing child poverty
 - Tackling exclusion amongst minority groups
 - Supporting vulnerable older people
9. Full criteria can be found in appendix 2.

Grant application process

10. Groups can apply for up to £7,000 and projects need to be completed by March 31st 2015. The application window for the Social Inclusion fund opened in May 2014 and the closing date for applications is the 11th July 2014

11. Following a review of last year's Social Inclusion Fund, this year applications can be made directly by community and voluntary groups. They can apply for a grant to support work where there is clear evidence of a beneficial impact on people's lives who are excluded or disadvantaged through low income or social isolation, age, disability, race, sexuality or gender.
12. Applications will be assessed by a panel of Oxford City Council Officers who will produce a report of recommendations. City Executive Board representatives for Youth & Communities and Education, Crime & Community Safety will be invited to meet with members of the panel to discuss the recommendations.
13. Once the recommendations have been agreed with the City Executive Board representatives they will be sent to the Head of Service for approval, projects will then commence as of August 2014.
14. If this process for the Social Inclusion Fund is not approved by City Executive Board, Officers will collate all recommendations in a report for the September City Executive Board Meeting for approval. This however would reduce the time available for projects to run as agreements could not be established until October 2014.
15. **Level of risk** - The level of risk is low. If the new process is not agree then the council risks a delay in time available for projects to run as agreements could not be established until October 2015.
16. **Climate change / environmental impact** – No climate impacts from this report.
17. **Equalities impact** - Grant funding awarded to community and voluntary organisations has a significant and positive impact on equalities and promotes community cohesion. In particular, the Social Inclusion Fund actively supports the achievement of equality by otherwise marginalised groups or socially isolated individuals.
18. **Financial implications** – The budget for the Social Inclusion Fund 2014/15 is confirmed as £60,000
19. **Legal Implications** – There are no direct legal implications resulting from this report.

Name and contact details of author:-

Name: Luke Nipen
Job title: Community Specialist Officer
Service Area / Department: Leisure Parks and Communities
Tel: 01865 252179 e-mail: lnipen@oxford.gov.uk

Appendix 2: The Social Inclusion Fund Criteria

1. Introduction

Oxford City Council has allocated a budget of £60,000 that targets social inclusion priorities.

Social inclusion is the process of increasing the participation in work, education and society generally of people marginalised by lack of economic opportunity, educational achievement or other barriers.

In Oxford City Council's Corporate Plan the promotion of social inclusion falls within the council's priority of Strong, Active, Communities, where social inclusion and community cohesion are key goals for the Council.

Social exclusion is usually defined as:

A shorthand term for what can happen when people or areas suffer from a combination of linked problems such as unemployment, discrimination, poor skills, low income, poor housing, high crime, bad health and family breakdown.

(Social Exclusion Unit, 2004)

Social exclusion is therefore about more than income poverty. Socially excluded people experience multiple disadvantages which can mutually reinforce each other. These disadvantages combine to hinder their ability to participate fully in society.

It is proposed that the social exclusion grant priorities be:

- Educational attainment for all ages
- Supports "positive future" projects for young people
- Reducing child poverty
- Tackling exclusion amongst minority groups*
- Supporting vulnerable older people

*excluded or disadvantaged through low income or social isolation, age, disability, race, sexuality or gender.

2. What we want to support

Oxford City Council is looking to support community projects that help people of all ages feel more included in their community, builds their skills and increases their sense of achievement. The grant must be used to support work where there is clear evidence of a beneficial impact on people's lives who are excluded or disadvantaged through low income or social isolation, age, disability, race, sexuality or gender.

Priority will be given to small, locally based constituted groups that have a clear understanding of the needs of their community and are undertaking actions as a means of addressing them.

Activities, events or projects delivered in Oxford City Council's regeneration areas: Barton, Northway, Littlemore, Rose Hill, The Leys, Cutteslowe and Wood Farm.

Priority will be given to those projects that can match fund a minimum of 50% of the funding they apply for and show clear exit routes to similar or alternative sustainable activities for those involved in the project to improve their inclusion in the future.

3. We will fund projects that:

Generally target the priorities listed above in terms of social inclusion and generally support the corporate plan priorities of the Council and specifically:

- Link to area / Community Plans in key areas of deprivation: Barton, Wood Farm, Northway, Rose Hill, The Leys, Littlemore and Cutteslowe
- Proactively encourage communication and partnership across multiple diverse communities by building links with community projects, community centres and schools to increase levels of social contact between people from different backgrounds and generations
- Promote and support access to internet/social networks to benefit communities and reduce isolation.
- Create opportunities for people to access skills/training development and increase employability
- Capacity building initiatives to develop skills, confidence to enable residents to engage more effectively within communities and in decision making
- Support broader [Corporate plan](#)
- Priority will be given to those projects that can match fund a minimum of 50% of the funding they apply for.
- Applications must be from constituted community and voluntary groups
- Funded projects need to be completed before 31.03.15
- Applications should be for a minimum of £1,000 and a maximum of £7,000.

4. For clarity the social inclusion budget will NOT fund:

- Activities which promote a political, or religious viewpoint
- Retrospective funding for project costs that have already occurred or commenced.
- Individuals
- Projects where there is a commercial gain
- Capital items or tangible “things”, such as goods or equipment above 20% of total funding bid
- Projects that do not primarily benefit Oxford City residents

5. How to apply

To apply for a social inclusion grant you need to complete a form which you can download from Oxford City Council's web site www.oxford.gov.uk/grants.

The closing date for considering applications is 11/07/2014

APPLICATIONS MUST BE RECEIVED ON OR BEFORE THE CLOSING DATE AS LATE APPLICATIONS WILL NOT BE ACCEPTED.

Social Inclusion Fund

Application for funding

(Up to and including £7,000)

The closing date for applications is 11th July 2014, please read the **criteria** before you complete this application form.

Completion of all information required on this form is mandatory.

1. Your details

Name of Organisation

Project name
(if different from above)

Address of organisation

Contact name
(person with overall
responsibility for this application)

Position held

Contact tel no. (day)

Contact email address

Project address
(if different from organisation address)

Name of person who will be
responsible for the project spend.

Position held

Where will the project take
place?

What is the total cost of
your project?

How much grant is
being requested from
Oxford City Council?

2. Organisation details

What type of organisation are you? (please tick)

(give registration number & date of registration)

Registered Charity

--	--

Unregistered Group

--	--

Other (please state)

--	--

If other please tell us what type of organisation you are (e.g. social enterprise, community action group)

How many people are involved in running your group?

Management Committee
& when were they
elected?

--

Volunteer (s)

--

Paid Staff

--

Please enclose a copy of your Constitution / Aims and Objectives if you are applying for the first time.

3. About the project or activities you are planning

Please describe what it is that you want to do with the grant.

(please keep your response to a maximum of 250 words)

--

How do you know that there is a local need for your project or activity? (please read the guidance notes to help with what we mean when we say 'local need')

(Please keep your response to a maximum of 250 words)

--

Where will your project be delivered and who will benefit from your project or activity?

(please keep your response to a maximum of 250 words)

--

How many people will benefit?

--

What are the expected outcomes you hope to achieve?

(please keep your response to a maximum of 250 words)

--

4. Meeting the aims of the Council

Please choose **ONE** of the themes that relates to the City Councils priority of **Strong and Active Communities** from the list below to indicate which of the themes your application is being submitted under.

(please tick box)

<input type="checkbox"/>	Young people and adult education attainment	<input type="checkbox"/>	Exclusion among minority groups*
<input type="checkbox"/>	Child poverty	<input type="checkbox"/>	Vulnerable older people

* excluded or disadvantaged through low income or social isolation, age, disability, race, sexuality or gender.

Tell us (in a maximum of 250 words) how the grant will help you achieve, all or part, of the theme you have selected. It is important that your application clearly links to **ONE** of the themes or it will not progress any further.

NB: The activities you wish to provide must be activities that are not currently provided by other agencies and /or is not replacing or duplicating other organisations responsibilities.

5 . Monitoring and evaluation

When will you know your project and the activities have been a success?

(please keep your response to a maximum of 250 words)

What information will you collect to evidence that?

Who will you report this information to?
(e.g management committee, funders)

6. Financial details of your organisation

Please tell us if you have received any funding or subsidy from Oxford City Council within:- (please tick box)

a) the last 3 years

Yes		No	
-----	--	----	--

If yes, please give details

b) expecting to receive during 2013/14

Yes		No	
-----	--	----	--

If yes, please give details

Please provide the following details from your most recent annual accounts:
Please input data below, DO NOT refer to any attached documents

Account year ending (Day / Month / Year)	
Total (gross) income	
Total expenditure	
Balance at year end	

Does your organisation have any reserves? If you have a reserves policy please send a copy with your application.

Financial reserves can be one of three types. General Reserves can be used to pay for any activity that furthers your organisations aims and objectives. Restricted Reserves are monies that must only be spent on a specific activity e.g. funding awarded for an event. Designated Reserves are made when your organisation decides to put money aside for a later purpose e.g to replace equipment.

General Reserves	£.....
Designated Reserves	£.....
Restricted Reserves	£.....
Total money currently at bank	£.....

If your reserves are more than your annual income, what are they for?	
---	--

7. Financial details of the project

NB: If you are awarded a grant the funding must be spent on project expenditure taking place during the financial year of 2014/15, which commences from 01.04.14 and ends on 31.03.15.

Amount of grant sought from City Council

£

Oxford City Council will look more favourably on your application if you have 50% match funding (eg other funding) towards the cost of your project.

Income sources for your project

Income / Funding source	Application submitted Yes / No	Date when you expect a decision	2014/15 £
Oxford City Council (applied for)	This application		
Total			

Details of Costs for your project

Please list expenditure items for your project (e.g. volunteer training, hire charges, fees). Your costs should add up & total the same as your income mentioned above. NB: Oxford City Council will <u>NOT</u> fund retrospective expenditure that has already occurred or commenced.	2014/15 £
Total	

Reason for ant deficit or high level of surplus? (if applicable)

How do you purpose to fund the deficit? (if applicable)

8. Value for money

Would the grant (if agreed) lever in funds or support from other sources?

If yes, how much and from where?

How will you ensure that the project / activity / event is sustainable in the future?

(please keep your response to a maximum of 250 words)

9. Declaration

I declare on behalf of the organisation that the information in this form is correct.

Signed*

Name in block capitals

Position held

Date (day/month/year)

* If you are sending this form by e-mail you will need to print off this page, sign it and post it to the Grants Officer.

Checklist of enclosures

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Constitution or Aims and Objectives |
| <input type="checkbox"/> | The last year's signed annual accounts |
| <input type="checkbox"/> | A recent bank statement |
| <input type="checkbox"/> | Equal Opportunities statement (if needed, contact OCVA for guidance and samples) |
| <input type="checkbox"/> | Reserves policy (if applicable) |

10. Permissions

You supply this information on the basis that it may be shared with other grant giving and other relevant bodies.

Please tick box to show you understand and agree to this.

11. Contact details

If you have any queries about the application form or grants process, please contact:

**Grants Officer,
Leisure, Parks & Communities
Oxford City Council,
Horspath Road,
Oxford. OX4 2RH**

Tel: **01865 252685**

or email any queries to grants@oxford.gov.uk

12. Translations

If you need a copy
of this document in
larger print or
another format,
please call
T: 01865 252735

Translations are also available

অনুবাদের ব্যবস্থা আছে
提供有翻譯本
तरजमे उपलब्ध हैं
उरजमे मिल सकते हन
ترجمہ دستیاب ہے