

Agenda Item No:

Report to: Charity Committee

Date of Meeting: 7 September 2011

Report Title: Grants Criteria and Process

Report By: Jayne Butters
Borough Solicitor

Purpose of Report

To present the recommendations of the Grant Advisory Panel for adoption by the Committee.

Recommendation(s)

- 1. That Committee considers the recommendations of the Grant Advisory Panel;**
- 2. That the draft Grants Criteria as shown in Appendix A are adopted.**
- 3. That the grants process with supporting documentation shown in Appendix B is adopted subject to detailed finalisation of this and other documentation described in the report which is delegated to the Chief Executive or his nominee in consultation with the Chair.**

Reasons for Recommendations

The Charity Commission Scheme requires that the Council, as Trustee, has regard to the recommendations of the Grants Advisory Panel when reaching decisions concerning grant criteria, processes and awards of grants.

Introduction

The Charity Commission Scheme

1. The 2011 Charity Commission Scheme which returned the Trusteeship to the Council also expanded the objects of the Hastings and St Leonards Foreshore Charitable Trust (the Foreshore Trust) to include "such charitable purposes within the area of the Borough of Hastings as the trustee thinks fit."
2. The Scheme then provides that there is to be input into this through the Grant Advisory Panel (GAP), a panel of 4- 8 persons who are independent of the Council and who have knowledge and experience of the voluntary and charitable sector, particularly in the Borough.
3. The Panel was appointed at the Committee's March meeting and since then they have been engaged in work on this important new area of the Charity's operation.
4. The Council has provided officer assistance to the GAP both in relation to the grant process and the administration of meetings.

Grant Criteria and Process

5. The Panel had made recommendations to amend the draft grant criteria at an early stage in their work and the Chair of the Panel has confirmed that no further recommendations regarding the grant criteria are made by the Panel. The draft criteria with the GAP's recommended amendments is at Appendix A and is recommended for approval.
6. The minutes of the GAP meeting on 24 August set out the recommendations for the grant process for the first round of distribution as follows:-

9 September 2011 – advertisement inviting grant applications in the local newspaper

28 October 2011 – closing date for grant applications. Applications to be circulated to Panel members by Monday 14 November for consideration

22 November .2011 – the Panel meets to discuss applications

30 November 2011 – the Panel meets again to continue discussion of applications

12 December 2011 – Charity Committee meets to consider the recommendations of the GAP and makes decisions on the applications considered.

16 December 2011 - notification of outcome of grant applications advised to applicants by this date.

7. The draft application forms and guidance to applicants are set out in Appendix B. It is recommended that these be agreed but that authority be delegated to the Chief

Executive or his nominee to agree final documents in consultation with the Chair. Work is in progress concerning grant conditions and monitoring processes and it is recommended that approval of these is delegated to officers in the same way.

Publicity for the Grant Process

8. It will be seen from paragraph 6 above that it is proposed to start the process with an advertisement in the press on 9 September inviting applications. This will also be published on the Foreshore Trust page of the website at the same time. The GAP has recommended that the Council issue a press release in the previous week to bring the grant scheme to the attention of potential applicants before the process begins. The Head of Marketing and Communications has agreed to do this.

Allocation of Surplus for Grant distribution

9. Members will recall that at their meeting on 7 June the Committee received a financial report including advice on the appropriate level of grant for distribution and decided to allocate £50,000 in this financial year.
10. The minutes of the GAP meeting on 24 August 2011 are included in Appendix C.

Wards Affected

None

Area(s) Affected

None

Policy Implications

Please identify if this report contains any implications for the following:

Equalities and Community Cohesiveness	No
Crime and Fear of Crime (Section 17)	No
Risk Management	No
Environmental Issues	No
Economic/Financial Implications	No
Human Rights Act	No
Organisational Consequences	No

Background Information

Appendix A - draft Grant Criteria
Appendix B - draft application forms and guidance.
Appendix C - minutes of GAP meeting on 24 August 2011.

Officer to Contact

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Appendices A and B could not be published on the Council's website. Copies may be obtained from Elaine Wood, Principal Committee Administrator, tel. 01424 451717 or email ewood@hastings.gov.uk.