

Public Document Pack

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A meeting of **Grants and Concessions Panel** will be held in The Assembly Room - The Council House (Chichester City Council), North Street, Chichester on **Thursday 14 July 2016** at **9.30 am**

MEMBERS: Mrs E Lintill (Chairman), Mrs C Apel, Mr I Curbishley, Mr J F Elliott, Mr J W Elliott, Mrs N Graves, Mrs P Plant and Mrs P Tull

AGENDA

The public, including the press, should be excluded from the meeting on the grounds of exemption under Paragraph 3 of Part I of Schedule 12A of the Local Government Act 1972, as indicated against the item and because, in all the circumstances of the case, the public interest in maintaining the exemption of that information outweighs the public interest in disclosing the information.

- 1 **Apologies for Absence**
Any apologies for absence that have been received will be noted at this point.
- 2 **Approval of the Minutes** (Pages 1 - 7)
To approve as a correct record the minutes of the Grants and Concessions Panel meeting on 24 March 2016.
- 3 **Matters Arising from the Minutes**
Any matters arising as a result of the previous minutes.
- 4 **Declarations of Interest**
Members and officers are reminded to make any declarations of disclosable pecuniary, personal and/or prejudicial interests they may have in respect of matters on the agenda for this meeting.
- 5 **New Procedures and Guidance** (Pages 8 - 32)
This is the first meeting of the Grants and Concessions Panel under the new programme. To support decision making and for ease of reference the key 2016 guidance documentation (already approved) is supplied in the agenda pack:
 - What and who is eligible for grants?
 - Grants and Concessions Policy
 - What are Chichester District Council's Priorities and Principles for Funding?

There are also five guidance documents that need to be considered:

- Format of a grant application Summary Sheet
- Format of a Grant Agreement (to be agreed with each successful applicant)
- Guidance on the "Determination of Bids"

- Guidance on “How Funding Advisers Assess Applications”
- Guidance for Member Involvement

- 6 **Fast Track Panel membership and funding allocation**
To agree the membership of the Fast Track Panel and its funding allocation for 2016/17.
- 7 **Organisations in dispute with Chichester District Council - Requests for variation** (Pages 33 - 35)
For discussion.
- 8 **New Homes Bonus (Parish Allocations) - Requests for variation** (Pages 36 - 39)
For decision.
- 9 **Discretionary Rate Relief Application** (Pages 40 - 42)
For decision.
- 10 **Grants and Concessions Financial Summary** (Pages 43 - 45)
To note the financial information, fast track grants approved since the last meeting and any grants nearing the three year cut off.

APPLICATIONS ARE MADE IN ORDER OF THE COUNCIL'S PRIORITIES AND PRINCIPLES FOR FUNDING

- 11 **Grant Application - Improving Living Spaces and Places 1** (Pages 46 - 47)
For decision.
- 12 **Grant Application - Improving Living Spaces and Places 2** (Pages 48 - 50)
For decision.
- 13 **Grant Application - Improving Living Spaces and Places 3** (Pages 51 - 53)
For decision.
- 14 **Grant Application - Improving Living Spaces and Places 4** (Pages 54 - 55)
For decision.
- 15 **Grant Application - Targeted Projects** (Pages 56 - 57)
For decision.
- 16 **Next Meeting**
To note the dates of the next two meetings:
- New Homes Bonus applications - 22 September 2016 at 2.30pm
 - Grant applications - 20 October 2016 at 2.30pm



Minutes of the meeting of the **Grants and Concessions Panel** held in Committee Room 2, East Pallant House on Thursday 24 March 2016 at 2.30 pm

Members Present: Mrs E Lintill (Chairman), Mrs C Apel, Mr I Curbishley, Mr J F Elliott, Mrs N Graves, Mrs P Plant and Mrs P Tull

Members not present: Mrs D Knightley

Officers present: Mr I Baker (Sport and Leisure Officer), Mrs C Christie (Revenues and Performance Manager), Mr D Cooper (Group Accountant), Miss L Higenbottam (Member Services Assistant), Mrs K Pellett (Economic Development Officer) and Miss C Williams (Community Liason Officer)

The public are likely to be excluded from any discussion at which this report is considered on the grounds that it is likely that there would be a disclosure to the public of "exempt information" of the description specified in Paragraph 3 (Information relating to the financial or business affairs of any particular person (including the authority holding that information) of Part I of Schedule 12A to the Local Government Act 1972 and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

110 **Apologies for Absence**

Apologies for absence were received by Mr Hyland and Mrs Knightley.

111 **Approval of the Minutes**

RESOLVED

That the minutes of the Panel meeting held on Thursday 21 January 2016 be approved and signed as a correct record.

112 **Matters Arising from the Minutes**

From last meeting Chichester Runners page 6, minute 99 monies awarded for grant towards Chichester Junior parkrun to be allocated from grants pot and not, as suggested, from a variation to New Homes Bonus award.

Page 5, Friends of Old Bridge Meadow Mrs Plant queried the reason. Mrs Lintill clarified.

113 **Declarations of Interest**

Mrs Lintill declared a prejudicial interest in relation to agenda item 16 as Chichester District Council's appointed member for the service and withdrew from the room during the discussion.

114 Request for variation to a NHB Agreement

Fernhurst Parish Council, New Homes Bonus

RESOLVED BY THE CABINET MEMBER FOR COMMUNITY SERVICES, IN CONSULTATION WITH THE PANEL:

That the proposed variation to funding awarded to Fernhurst Parish Council from the New Homes Bonus (Parish Allocations) 2015 be approved.

Alternative options considered and rejected:

That the proposed variation to funding awarded to Fernhurst Parish Council from the New Homes Bonus (Parish Allocations) 2015 be rejected.

The Common Parish of Sutton & Barlavington, New Homes Bonus

RESOLVED BY THE CABINET MEMBER FOR COMMUNITY SERVICES, IN CONSULTATION WITH THE PANEL:

That the £48.95 underspend from funds awarded to The Common Parish of Sutton & Barlavington from the New Homes Bonus (Parish Allocations) 2015 be approved for an alternative community project.

Alternative options considered and rejected:

That the £48.95 underspend from funds awarded to The Common Parish of Sutton & Barlavington from the New Homes Bonus (Parish Allocations) 2015 be returned.

115 Discretionary Rate Relief Revised Guidance

Mrs Christie explained that at its meeting on 10 February 2016 the Grants and Concessions Task and Finish Group instructed that the Discretionary Rate Relief guidance be amended to provide greater clarity to the term 'exceptional circumstances' and to emphasise the importance of cases being assessed on their individual merits. Mrs Christie suggested an amendment of page 15, bullet point 4 to read 'do not fall into one of the categories above'.

Members asked about the inclusion of the term exceptional circumstances and agreed it should be included in the guidance. Mrs Christie agreed to amend 'Rate payers/organisations that are experiencing exceptional circumstances and where the request is reasonable for the tax payers of the district'.

RESOLVED BY THE GRANTS AND CONCESSIONS PANEL

That the revised Discretionary Rate Relief and Hardship Relief guidance be approved for publication subject to the amendments agreed.

116 **Policy Update**

Miss Williams updated the Panel explaining that at its meeting on 8 March 2016 Cabinet recommended to Council that the revisions to the New Homes Bonus (Parish Allocations) Policy as set out in Appendix 2 be approved. Cabinet also approved the transfer of the unspent balance of the Low Carbon Chichester District Fund to the Private Sector Renewal Budget for the Chichester Warm Homes Initiative. In addition Cabinet approved the revisions to the Grants and Concessions Policy and the Priorities and Principles for Funding for 2016-17. Cabinet agreed that, at the appropriate time, consideration would be given to including the funding of the grants programme within the base budget once funds had been exhausted (with the currently forecast from 2020-21).

Miss Williams explained that as the Grants Task and Finish Group had discussed further documents would require updating or creation. The following documents would be circulated for approval prior to the next Panel:

- What and who is eligible for Grants?
- SLA Guidance
- How to complete the Grant Application Form:
 - Small Applications – up to £1,000
 - Applications over £1,000
- How Funding Advisors assess applications
- How the Grants and Concessions Panel consider applications
- Who is eligible for Discretionary Rate Relief, and how applications are considered
- Guidance for Member involvement
- An agreement document to issue to successful applicants

117 **Grants and Concessions Financial Summary**

The Panel considered the report. Mr Cooper drew attention to the value of the applications to be considered at the meeting and reminded the Panel that a sum of £101,140 remained.

The Panel noted the following fast track delegated grant applications decided since the last meeting:

RESOLVED BY THE CABINET MEMBER FOR COMMUNITY SERVICES IN CONSULTATION WITH THE GRANTS AND CONCESSIONS FAST TRACK PANEL:

Applicant: Chichester Chamber of Commerce and Industry Business Start-up Hot House

Priority: Economy

Purpose: Business Start-up Hot House programme offering more affordable and accessible to pre-start and early businesses based within Chichester district

Sum Requested: £1,000

Sum Approved: £1,000

Reasons: The programme will help 10 start-up businesses to develop skills and understand ways they can achieve growth in their business. Panel has asked for an evaluation report within 12 months of finishing the programme.

**RESOLVED BY THE CABINET MEMBER FOR COMMUNITY SERVICES IN
CONSULTATION WITH THE GRANTS AND CONCESSIONS FAST TRACK PANEL:**

Applicant: Chichester Garden-Fest

Priority: Health and Wellbeing

Purpose: Towards the set-up costs for the programme of events to be held in the Assembly Rooms historic gardens of St Mary's Hospital in Chichester

Sum Requested: £1,000

Sum Approved: £0

Reasons: Specialist event that does not meet the councils priorities

**RESOLVED BY THE CABINET MEMBER FOR COMMUNITY SERVICES IN
CONSULTATION WITH THE GRANTS AND CONCESSIONS FAST TRACK PANEL:**

Applicant: Festival of Chichester

Priority: Health and Wellbeing

Purpose: Creation of a website for the 2016 Festival of Chichester

Sum Requested: £500

Sum Approved: £250

Reasons: Part funding agreed to encourage visitors to the city which will benefit tourism

**RESOLVED BY THE CABINET MEMBER FOR COMMUNITY SERVICES IN
CONSULTATION WITH THE GRANTS AND CONCESSIONS FAST TRACK PANEL:**

Applicant: Headway West Sussex (HWS) - Support and Information Service for people with an Acquired Brain Injury (ABI) and their carers

Priority: Health and Wellbeing

Purpose: Towards the continuation of a pilot project providing 1-1 support and information to people with an ABI aged 18 and over, who are not eligible for statutory support

Sum Requested: £1000

Sum Approved: £1000

Reasons: Supporting a group of vulnerable residents

Grant Conditions: The applicant is requested to provide an end of grant report to demonstrate the level of benefit to residents in Chichester District

**RESOLVED BY THE CABINET MEMBER FOR COMMUNITY SERVICES IN
CONSULTATION WITH THE GRANTS AND CONCESSIONS FAST TRACK PANEL:**

Applicant: Olive Living - 'Days in Sussex' event

Priority: Economy, Health and Wellbeing and Housing and Neighbourhoods

Purpose: A 'design led' evening event held at The Novium Museum on Saturday 9 April to showcase the British designers Robin & Lucienne Day

Sum Requested: £503

Sum Approved: £0

Reasons: A ticketed event which should be self-funding

RESOLVED BY THE CABINET MEMBER FOR COMMUNITY SERVICES IN CONSULTATION WITH THE GRANTS AND CONCESSIONS FAST TRACK PANEL:

Applicant: West Sussex Film Office in Chichester

Priority: Economy

Purpose: To establish a new website

Sum Requested: £1,000

Sum Approved: £0

Reasons: Too early in the business to justify funding as it is uncertain how many people will benefit

RESOLVED BY THE CABINET MEMBER FOR COMMUNITY SERVICES IN CONSULTATION WITH THE GRANTS AND CONCESSIONS FAST TRACK PANEL:

Applicant: Wisborough Green Fete Society

Priority: Health and Wellbeing

Purpose: Decorative scrollwork painting of traditional swingboats for use at the Wisborough Green Fete

Sum Requested: £504

Sum Approved: £504

Reasons: The swingboats are an integral part of the Fete which helps raise funds for local community groups

118 **Fast Track Funds**

RESOLVED BY THE CABINET MEMBER FOR COMMUNITY SERVICES, IN CONSULTATION WITH THE PANEL:

That £2,000 be added to the fast track fund for the remainder of the financial year.

119 **Grant Application - Economy 1**

RESOLVED BY THE CABINET MEMBER FOR COMMUNITY SERVICES, IN CONSULTATION WITH THE PANEL:

Applicant: New Magna Tandoori Restaurant

Declarations of Interest: N/A

Priority: Economy

Purpose: Improvements to the shop front

Sum Requested: £8,963.86

Sum Approved: £9,000

Reasons: Supporting independent business and the overall economy in Selsey

Grant Conditions: Subject to planning permission approval and full funding being achieved

Alternative options considered and rejected: £7,000 to help towards the project or a £8,963.86 as requested

120 **Grant Application - Economy 2**

This application was withdrawn by the applicant.

121 **Grant Application - Health and Wellbeing 1**

RESOLVED BY THE CABINET MEMBER FOR COMMUNITY SERVICES, IN CONSULTATION WITH THE PANEL:

Applicant: Parochial Church Council of Birdham with Itchenor

Declarations of Interest: N/A

Priority: Health and Wellbeing

Purpose: Towards the building and equipping of the St James Centre, Birdham

Sum Requested: £10,000

Sum Approved: £10,000

Reasons: Project for wide community use

Grant Conditions: N/A

Alternative options considered and rejected: Consider other sources of funding

122 **Grant Application - Health and Wellbeing 2**

RESOLVED BY THE CABINET MEMBER FOR COMMUNITY SERVICES, IN CONSULTATION WITH THE PANEL:

Applicant: West Sussex Mediation Service

Declarations of Interest: N/A

Priority: Health and Wellbeing

Purpose: Towards 'Conflict Coaching' - Training existing mediators in a new skill, a contribution towards service delivery and publicity campaign within Chichester District

Sum Requested: £3,000

Sum Approved: £3,000

Reasons: The service will support vulnerable residents including those in the Think Family scheme

Grant Conditions: Panel requests a report on how many people have been helped at the end of the year

Alternative options considered and rejected: £0 due to reoccurring funding requests

123 **Grant Application - Transport and Access 1**

RESOLVED BY THE CABINET MEMBER FOR COMMUNITY SERVICES, IN CONSULTATION WITH THE PANEL:

Applicant: CONTACT 88 – Chichester Voluntary Transport for the Elderly & Disabled

Declarations of Interest: N/A

Priority: Transport and Access

Purpose: Repairs and re-glazing to the CONTACT 88 garage building in Tozer Way and replacement of the side access door

Sum Requested: £2,280

Sum Approved: £2,300

Reasons: Supports vulnerable residents

Grant Conditions: Subject to planning permission approval

Alternative options considered and rejected: £2,280 as requested

124 **Grant Application - Transport and Access 2**

RESOLVED BY THE CABINET MEMBER FOR COMMUNITY SERVICES, IN CONSULTATION WITH THE PANEL:

Applicant: Sammy Community Transport Network (Sammy)

Declarations of Interest: N/A

Priority: Transport and Access

Purpose: Towards the running of the service (insurance costs)

Sum Requested: £15,000

Sum Approved: £7,500

Reasons: A service which many residents rely upon

Grant Conditions: Panel also suggested offering help with business planning through the Economic Development team and that statutory funding support cannot be relied on in the future

Alternative options considered and rejected: £5,000 or £10,000 to support the service or £15,000 as requested

125 **Grant Application - Housing and Neighbourhoods**

RESOLVED BY THE CABINET MEMBER FOR FINANCE AND GOVERNANCE, IN CONSULTATION WITH THE PANEL:

Applicant: West Sussex Mobile Youth Trust

Declarations of Interest: Mrs Lintill declared a prejudicial interest as Chichester District Council's appointed member for the service and withdrew from the room during the discussion

Priority: Housing and Neighbourhoods

Purpose: The Purple Bus service 2016/17 providing a mobile vehicle from which formal youth provision is delivered in multiple locations across the District

Sum Requested: £3,000

Sum Approved: £3,000

Reasons: Targeted provision where services have been requested

Grant Conditions: No further applications will be expected until the applicant is planning for the 2017/18 financial year

Alternative options considered and rejected: £0 due to reoccurring funding requests

126 **Next Meeting**

The date of the next meeting was confirmed as Thursday 14 July 2016 at 2.30pm in Committee Room 2.

The meeting ended at 4.00 pm

CHAIRMAN

Date:



What and who is eligible for Grants?

Funding Priorities

Chichester District Council's priorities for grant funding are reviewed annually to ensure that the discretionary funds available continue to address the issues that the Council sees as most important. These are published and are intended to guide applicants to the types of grants that may be awarded.

In addition, Chichester District Council has identified some key factors that are considered to make a strong bid or project. These "principles" of funding are also published, and applicants are encouraged to reflect on these NUMBER areas in the applications they make. Please refer to "What are Chichester District Council's Priorities and Principles of Funding?"

What Chichester District Council will not fund:

- Projects run by faith organisations for the sole purpose of promoting or benefiting a belief or group of believers
- Applications by Political organisations
- Applications from organisations in dispute with Chichester District Council
- Private individuals (for the avoidance of doubt, this does not preclude sole trader businesses from applying in respect of their business)
- National appeals
- Loan repayments
- Retrospective costs incurred
- Activities where Central Government, the Health Authority or County Council are the most appropriate funding agency (including projects within the District Council's Infrastructure Business Plan that are identified to be funded through other sources)
- Where the primary benefit is not to Chichester District residents or businesses

Determination Process

- The Cabinet meeting in December of each year will set the specific priorities for the distribution of grants and concessions in the next financial year within the overall setting of the Council's strategic plans. The February meeting of the Cabinet will set the total budget. The available funds and priorities will be published on the Council's website.
- The Grants and Concessions Panel, which will consist of eight elected Council Members, intends to meet four times a year. The dates of the Panel meetings will be published and updated on the Council's website. To be considered by Panel, completed applications with supporting documentation must be received by the submission deadline, also advertised on the Council's website. These precede the Panel meetings by around 5 weeks.

- Applications for sums up to £1,000 will be considered electronically by three members of the Grants and Concessions Panel, within six weeks of receipt. Accordingly, there are no advertised deadlines and applications can be submitted at any time.
- Funding Advisers may, in certain circumstances, contact the applicant with questions relating to the submitted application. This is in order to provide the Panel with the best supporting information to determine the application. Funding Advisers will not be able to assist with improving an application at this stage.
- Completed applications will be assessed and scored against the Council's priorities and principles of funding, and will be subjected to a financial assessment, prior to presentation to the Grants and Concessions Panel.

General Requirements

Applicants must:

- Speak to a Funding Adviser to talk through the project to be funded and its fit with the advertised Council Priorities and Principles of funding, before submitting an application. This should assist the applicant in making the best application possible; failure to do so will result in an application being returned without being heard by the Panel.
- Complete all sections of the relevant application form (Small applications up to £1,000, Applications over £1,000). The two forms have been designed in recognition that the level of detail expected is proportionate to the amount of funding being requested.
- Describe the project, facility or service for which funding is sought, including the intended outcomes. For larger grant requests, a project or service delivery plan, or a business plan covering the period of grant applied, should be included.
- State the amount of funding sought, including costings of the project, and the governance arrangements to monitor the spend and progress of the project.
- Supply a copy of the organisation's constitution, or provide evidence of a constituted group who will act as referee and is able to hold funds on the group's behalf.
- Provide appropriate evidence regarding the organisation's financial position, such as current balance sheet, or equivalent income and expenditure records for small or newly formed groups. Where audited accounts exist, these should be provided for the **last two years**.

Successful applicants will also be required to:

- Enter into formal agreement with the Council regarding the use of any award, and be bound by those conditions (including any specific conditions imposed by the Panel).
- Only spend a successful award on the purpose applied for.
- Notify the Funding Adviser as soon as possible should a grant or any part of, not be required.

- If successful, agree to a monitoring process in order to report back to Panel on the spend and success to support evaluation and learning.

Where the project involves building projects or land use, applicants must also:

- Obtain appropriate permissions from the owner.
- Normally, obtain planning permission, building regulation or statutory consent before an application is submitted if applicable. However, significant projects may be given an “offer of grant” conditional on getting the necessary permissions.
- Provide a full breakdown of costs and, where an external contractor for ground or building works will be used, supply three quotes.
- Create public access to sites of interest where appropriate.

General Information

- The maximum grant size awarded for projects will not normally exceed 50% of the estimated project cost and would not normally exceed £15,000. Where an application is for up to £1,000, it will be considered by a “fast-track” route.
- If a successful applicant makes subsequent fast-track bids in the same financial year (and the cumulative value is over £1,000), these will be deferred to the next Grants and Concessions Panel meeting irrespective of the amount requested.
- It is envisaged that grants will primarily be for one off costs or start up costs for financially sustainable initiatives.
- Grants cannot be sought retrospectively for projects that have already started (or completed). Applicants must await the written decision on their application before undertaking any associated works.
- Volunteer time and support in kind can be taken into consideration as part of the calculation of the total value or cost of the project.
- Applications must be for schemes or projects that primarily benefit residents of Chichester District. Projects that cover other areas may be eligible, but the amount requested must be proportional.
- Applicants must not have outstanding disputes (including payment arrears) with Chichester District Council
- Successful applicants may be asked to include Chichester District Council branding on any published material associated with the project.
- Grant awards will typically be made as an offer of grant, which allows the fund to be drawn on for a period of one year from the date of decision. Applicants who can justify why monies would not be spent in that timeframe can request that the offer is varied to an extended period, but this would not exceed three years from the date of decision. Any further request for extension or revision of terms of the grant would be subject to a new application.
- Payments will be made in line with the “Funding Agreement” issued to successful applicants, but would typically require the production of receipted invoices, or other evidence of spend.

- Should the total cost of a project reduce at any time during the life of the project, the amount of grant available will be reduced on a pro rata basis.

Grants and Concessions Policy

1 Why does Chichester District Council give grants and concessions?

- 1.1 The development of the Council's Corporate Plan recognises the role that Chichester District Council plays in achieving the aspirations for the local area, shared by both the people that live and work here and the organisations that serve them. Working to achieve these aspirations is best done through co-operation or partnership. The District Council has identified the areas where it can contribute most effectively, reflecting both the statutory responsibilities we hold and the best interests of local tax payers.
- 1.2 Chichester District Council has a long history of awarding appropriate and timely financial support to local businesses, community groups and voluntary organisations and we want to continue this, despite increasing financial constraints.

2 What is the purpose of the Council's Grants and Concessions Policy?

- recognise that there are other organisations that are better or uniquely placed, to achieve certain outcomes.
- define what Chichester District Council seeks to achieve by giving financial support
- have a single and transparent process for how we give financial support.
- To improve outcomes and quality of life for the community
- To target funding where it will have the greatest benefit, and address inequalities

3 Who is this Policy for?

- 3.1 This updated Grants and Concessions Policy will continue to be the reference point for future decision making, and is therefore of relevance to:
 - Council Members and Officers in determining how decisions are made
 - Applicants to the Council for financial support, to understand what they may be able to receive. Applying "Organisations" are typically businesses, charities, community or voluntary groups located in and serving the needs of the local area.
 - Local residents, to see how elements of the Council Tax they pay is invested back into their communities
 - Other grant giving bodies, to outline our intentions and achieve mutual clarity

4 Review 2015

- 4.1 Since inception the Grants and Concessions Policy has been regularly reviewed. Annual reporting provides an opportunity for review and continuous

improvement, but formal reviews were implemented in 2011 and most recently in Autumn 2015 (looking specifically at Grants). Grants have been sustained since 2009 primarily through the use of the Council's Capital reserves, and (looking ahead to a time when these are exhausted) it was felt timely to look to the long term continuance of Grants.

- 4.2 The Review concluded that cumulatively, the total level of grant funding made available would need to reduce, but critically this was with a view to sustaining Grant giving into the longer term.
- 4.3 The Review also concluded that in order to make best use of the resources available, the Council needs to be much clearer about what it is looking to fund – and by omission what it will not.
- 4.4 The Priorities and Principles for Grants and Concessions funding have also been reviewed, and will be reviewed and published annually (and considered appended to this Policy).

5 The West Sussex Compact

- 5.1 In reviewing this Policy, Chichester District Council has observed The West Sussex Compact, which it signed up to in 2005. The Compact is an agreement between statutory organisations and the voluntary and community sector, which seeks to improve relationships. The document contains a set of commitments made by both sides.

6. How decisions will be made

- 6.1 The decisions of Chichester District Council are made by the Cabinet, who meet monthly to make decisions relating to all areas of the Council's work. To provide sufficient scope for full consideration of the requests the Council receives for financial support, the Cabinet has established the Grants and Concessions Panel.
- 6.2 The Cabinet and full Council have approved this Policy (and specifically the Terms of Reference of the Panel) which effectively set the parameters in which they work.
- 6.3 The Grants and Concessions Panel will meet regularly to consider applications. In order to make timely decisions, the Chair of Panel is a Cabinet Member and has delegated powers to approve or decline applications. To facilitate a timely response to small grant applications (below £1001) outside of the Panel meeting cycle, the Chair/Cabinet Member can use their delegated power in consultation with two other Panel members.
- 6.4 To facilitate informed discussion and decision making at Panel meetings, officers are tasked ahead of Panel meetings to assess individual applications and prepare reports that comment on a range of issues (without recommendation).

- 6.5 There are some areas of decision making (such as discretionary rate relief) where successful applicants must conform to clear criteria. In such circumstances, the administrative task of determining if an applicant meets those criteria is delegated to officers. Applications that fall outside this criteria (such as higher value applications, or those requiring discretion) are taken to the Panel for a decision.
- 6.6 Annually, the Panel will receive (and subsequently present to Cabinet) an annual Monitoring Report, that will identify all financial assistance made to organisations in the past year. This report will consider allocations against various indicators, such as the priorities for funding, location in the District, type of organisation etc. Consideration of report will determine the success of Grants and Concessions, and identify any actions required.
- 6.7 Transparent decision making requires reference and adherence to a significant amount of detail. The detail of application and decision processes is contained within a publicly available framework of guidance documents (summarised at Appendix 1). Changes to these guidance notes will be considered and directed by the Grants and Concession Panel, avoiding the requirement for regular Policy amendments by Cabinet.

7 How decisions will be notified

- 7.1 Applicants will be notified of the Panel's decision, including any caveats to awards, in writing. For all requests, the amount of the application, the name of the recipient and its specific purpose will be publically available information. For all successful applicants, the amount of the award will also be recorded. For grants, recipients will be required to specifically identify the award in their accounts.
- 7.2 Where a Grant award is agreed, the successful applicant will be offered a "Funding Agreement" which will detail standard conditions and any specific conditions of grant agreed by the Panel. This will need to be formally accepted by the applicant before any payment is made.
- 7.3 Information contained within application forms, including all financial information, will remain confidential at all times both before and after the decision on an application. Accordingly, Panel meetings are not open to the public. In the exceptional circumstance that matters were referred on to Cabinet, the item would be heard in Part II.

8 Types of financial support

- 8.1 This section identifies the different types of financial support available to organisations, and those who can apply. Reference should be made to the relevant guidance documents where appropriate.

9 Grants

- 9.1 Two types of Grants can be applied for:

- Grants for up to £1,000 can be submitted at any time and will be considered outside of Panel meetings.
- Grants over £1,000 will be considered at the regular Panel meetings, and closing dates will precede these by approximately one month. Dates will be advertised on the Council's website.

9.2 Separate guidance notes set out:

- The Priorities and Principles for Grants, reviewed annually, which identifies the types of applications the Council is keen to attract.
- The specifics of completing application forms and supporting documentation.
- The advice and guidance provided by Funding Advisers in response to enquiries
- How applications will be assessed by Funding Advisers after submission, the reporting format to Panel and the scoring and peer review/moderation used to ensure consistency across the organisation.

10 Funding Agreements

10.1 Chichester District Council maintains a number of ongoing financial arrangements with Voluntary Organisations, which are conditional upon performance against a Funding Agreement which sets out the duration and purpose of the funding and the expected outcomes. Monitoring and renewal of these Funding Agreement is undertaken by officers, but will be referred to the Grants and Concessions Panel where, for instance, performance issues require consideration of the continuance of funding. Details of all Funding Agreements will be provided in the Annual Monitoring Report.

11 Concessionary Rents

11.1 Where the Council has ownership of land or property, the income it derives provides the means to deliver services to local residents. However, financial assistance can be given to occupiers by letting at a subsidised or concessionary rent.

11.2 Small start up businesses can secure accommodation at St James Industrial Estate at a concessionary rent for the first two years of occupation: year one at 50% of market rent and year two 75% of market rent (full rent from year three onwards). Applications for occupation and rent reviews that meet these criteria are delegated to officers, and requests for further discretion are referred to the Grants and Concessions Panel.

11.3 The remainder of the Council's property portfolio is as diverse as the organisations that occupy them (from Chichester Festival Theatre to Scout huts), but typically these are historic arrangements. Consequently there are no processes for applying for concessionary accommodation. Officers are tasked to manage the tenancies of occupied properties including the reduction in the size of concession provided, and therefore the renewal of leases that

meet those **criteria** are delegated to officers. Details of all concessionary rents will be provided in the Annual Monitoring Report.

12 Discretionary Rate Relief

- 12.1 Non-Domestic Rates (“Business Rates”) are payable on any property that is not residential or domestic. There are a number of mandatory discounts that are nationally applicable and not a matter for Council Policy. However there are further discounts that have been agreed by Chichester District Council. Some have clear **criteria** and can be administered under delegation to officers, and some require consideration of the circumstances of the applicant and require the discretion of the Grants and Concessions Panel.
- 12.2 **Charities** and Community Amateur Sports Clubs (**CASCs**) are entitled to 80% mandatory relief. The Grants and Concessions Panel will receive applications for relief on the remaining 20% where Charities can demonstrate exceptional circumstances, for which specific guidance has been written.
- 12.3 Other **not for profit organisations** can apply for discretionary relief of up to 75%. Where this relief meets the **criteria** set (and the cost to the Council is no more than £500) then the application for relief can be agreed by officers. Applications where the cost to the Council will be greater than £500, or where the applicant is claiming exceptional circumstances to claim additional relief, will be presented to the Grants and Concessions Panel for consideration.
- 12.4 Chichester District Council recognises that some **Rural Businesses** are vital to the sustainability of our communities and require specific support to ensure their survival. Subject to specific **criteria**, businesses such as village shops and Post Offices can claim relief of up to 100%, using delegated powers to officers. However, all awards are subject to review every two years and are included in the annual report to the Grants and Concessions Panel.
- 12.5 Government also appreciates that ratepayers may go through genuine **Hardship** that would affect their ability to pay for a time. Therefore Chichester District Council has the power to reduce or remit the amount payable where it is satisfied that there is genuine hardship, and with consideration to the interests of local residents. More detailed **criteria** is available, but each application would be considered on its merits by the Grants and Concessions Panel at the time. It is considered that should such instances occur, these would have an impact on more than one ratepayer (for instance, an environmental disaster). It would therefore be appropriate for the Panel to consider the general impact as well as the individual case.
- 12.6 Effective from 1 April 2012, the Council will also consider applications for discretionary rate relief from other ratepayers for which specific guidance has been written.

13 Terms of Reference for the Grants and Concessions Panel

13.1 The Grants and Concessions Panel is formed of 8 District Councillors, appointed by Cabinet and Chaired by the Cabinet Member for Community Services.

13.2 The Grants and Concessions Panel is directed by Cabinet to:

- Identify the most appropriate means to financially support external organisations in the voluntary, community and business sectors in achieving the Councils priorities, within the means available.
- Make decisions in accordance with the direction set by Cabinet, and the Grants and Concessions Policy.
- Meet regularly to consider grant applications based on Council priorities and principles, set by Cabinet.
- Determine the number and frequency of Panel meetings each year, adequate to balance the available funds with providing timely decisions to applicants.
- Correspond electronically to facilitate the timely determination of grant applications of up to £1,000.
- Consider applications for relief for all or part of the amount of non-domestic rates payable
- Consider new applications for Concessionary Rents and recommend such applications to the Cabinet
- Consider the performance of Service Level Agreements as appropriate
- Receive reports from officers on grants, rent concessions and rate concessions decided by delegated powers
- Receive the annual report and identify any alterations to Criteria, and document any findings for the continuous improvement of decision making.
- Recommend to Cabinet any changes to Priorities and Principles annually, and any changes to Policy as appropriate.

14 Delegation summary

14.1 Cabinet will annually approve the budgets available to the Grants and Concessions Panel, the Priorities and Principles to be used to encourage applications, and any adjustments to delegations to achieve efficiency and transparency.

14.2 The Cabinet Member for Community Services, as Chairman of the Grants and Concessions Panel, is delegated to approve, subject to the terms of the Grants and Concessions Policy and associated criteria:

- Grants greater than £1,000, in consultation with the Grants and Concessions Panel at their regular meetings.
- Grants of up to £1,000, in consultation with two other members of the Grants and Concessions Panel by electronic or other documented means on an ongoing basis.
- Concessions against rent payable on Chichester District Council owned premises or land

- Concessions against Business Rates collected by Chichester District Council

14.3 The Cabinet Member for Finance is delegated to act for the Cabinet Member for Community Services where that member has a prejudicial interest or is otherwise unavailable.

14.4 Officers are directed to, under delegation and subject to the criteria:

- Return Grant applications on receipt where there has been no prior contact with a Funding Adviser.
- Approve Concessionary Rents at St James Industrial Estate for up to two years
- Approve the renewal of leases at Council owned premises where concession reductions have been achieved
- Approve Rate Relief for not for profit organisations, up to 75% and where the cost to the Council is not greater than £500.
- Approve Rate Relief for Rural businesses

Appendix 1 - Criteria Documents

Grants

- 1 What are Chichester District Council's Priorities and Principles for Funding?
- 2 What and who is eligible for Grants?
- 4 Funding Agreement Guidance
- 5 How to complete the Grant Application Form:
 - i) Small Applications – up to £1,000
 - ii) Applications over £1,000
- 6 How Funding Advisers assess applications
- 7 How the Grants and Concessions Panel consider applications

Rent Concessions

- 8 Criteria for Start Up Businesses at St James Industrial Estate
Rent Concessions for Council owned premises

Discretionary Rate Relief

- 9 Who is eligible for Discretionary Rate Relief, and how applications are considered

General

- 10 Guidance for Member involvement

What are Chichester District Council's Priorities and Principles for Funding?

Priority Areas:

Applications must meet one of the following areas

- **Economy**
Helping viable start-up businesses and existing independent businesses to implement projects that create jobs, help business to grow, and benefit the local economy. **MAXIMUM £2,500**
- **Improving Living Places and Spaces**
Improvements to publicly owned space or built assets that enhance the wellbeing of local residents, or the habitats of the District's wildlife.
- **Targeted Projects**
Projects where the primary benefit is to those in greatest need. Priority would be given to projects benefiting "Think Family Neighbourhoods": Chichester East, Chichester South, Tangmere and Selsey North.

Principles

In addition to the Priorities, Chichester District Council has adopted six Principles that it considers important in developing appropriate projects for financial support. Applications will be assessed against the following considerations:

- Will the project increase participation or employment?
- Does the project demonstrate working with others?
- Does the project have clear objectives and outcomes?
- Does the project demonstrate Value for Money?
- Is there evidence that the project is needed or addresses a recognised gap in provision?
- Is the project ready for implementation?

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