

| | |
|---|----------------------------------|
| Executive Member | Councillor Chris Townsend |
| Strategic Management Team Lead Officer | Andrew Bircher |
| Author | Patrick McCord |
| Telephone | 01306 870610 |
| Email | Patrick.McCord@molevalley.gov.uk |
| Date | 18 th December 2012 |

| | | | |
|--------------------------|---------------|---------------------|-----|
| Ward (s) affected | District wide | Key Decision | Yes |
|--------------------------|---------------|---------------------|-----|

| | |
|----------------|-----------------------------|
| Subject | MVDC Grant Aid Applications |
|----------------|-----------------------------|

RECOMMENDATIONS

1. That the revenue and capital grants outlined in **Table 3** are agreed for 2013/14 subject to the necessary budget being committed.
2. That the revenue grants scheme is closed for new applications for 2014/15 with the exception of those outlined in **Appendix E**.
3. That Parish Council Concurrent Services Grants are removed from the grants process and reviewed in consultation with Parish Councils.

EXECUTIVE SUMMARY

Mole Valley District Council recognises the significant contribution made by the voluntary, community and faith sector (VCFS) in providing projects and services that improve the social, environmental and economic well-being of our District. Mole Valley operates a grants process which provides funding to organisations that help the Council to meet its priorities and build capacity within communities.

The deadline for submission of applications to the Council's Grant Aid programme for 2013/14 was 30th September 2012 and 24 applications were received. This paper sets out the headlines of those applications and recommends the awards to be made.

In total the capital and revenue expenditure allocated to community and voluntary groups for 2013/14 is £307,229, which compares with a total of £310,726 in 2012/13, although a slightly different mix of capital and revenue. In the current economic climate this reflects a significant ongoing investment in the community by the Council.

Suggestions for the approach to the scheme for 2014/15 are also discussed and it is proposed that, given the ongoing financial pressures, the grants scheme is effectively closed except to those organisations listed on Appendix E. During 2014/15 proposals will be brought forward for the future of the grants scheme.

CORPORATE PRIORITIES

Each grant is individually assessed against the Council's corporate priorities. Grant applications must address at least one corporate priority in order to be considered for a grant.

The Executive has the authority to determine the Recommendations

1 BACKGROUND AND PROCESS

1.1 The Grant Aid Policy was reviewed and updated in 2011 to reflect new Council priorities and recommendations made by Internal Audit. The Grant Aid application form was updated earlier this year in order to assist applicants in providing the relevant information required for the assessment process.

1.2 Applications for funding are initially assessed to ensure they meet the Grant Aid Policy eligibility and criteria. Eligible applications are scored and those that meet at least one Council priority will be considered for recommendation.

However, given the large number of applications and the pressure on Council finances, necessary weighting is given to wider factors including pump priming and long-term sustainability. Other elements of criteria for assessment include the use of volunteers, community capacity building and geographical area served.

1.3 Below is set out information relating to a number of grants that are provided to key organisations, as well as tables which then summarise the grant applications received and those which are proposed for sanction. Appendices B and C provide more detail on the applications received.

2 CITIZENS' ADVICE BUREAU

2.1 The Council is currently in the final year of a three-year inflation proofed grant agreement with the CAB. As part of that three year agreement, the CAB were required to look at alternative sources of core funding in order that their reliance on Mole Valley District Council was reduced in the future. They have succeeded in attracting some additional funding for specific work but the demand for core funding from the Council has not reduced.

Discussions have recently taken place with the CAB with an agreement that the Council propose a one year grant for 2013/14, together with a commitment during that time to work together to find a sustainable way forward for the CAB to reduce their reliance on MVDC core funding. Following that meeting, the CAB have submitted a grant application for a reduced sum compared to 2012/13 however they are suggesting that this will impact on service delivery. The Council will work with the Bureau to ensure that impact is minimised.

2.2 Every effort to work with the CAB will be made to ensure that the new agreement reflects and balances the needs of those that use the service together with the financial interests of the Council and the Mole Valley Tax Payer.

2.3 The 2013/14 grant will be, as in previous years, subject to a Service Level Agreement signed by both parties.

3 PARISH COUNCIL CONCURRENT SERVICES GRANTS

- 3.1 Parish Council Concurrent Services Grants cover part of the cost of services such as playgrounds and burial grounds provided by some Parishes in their areas. MVDC currently fund ten grants and for 2013/14 the grant amount is based on last year's award.
- 3.2 These payments are an anomaly in the grants process. The parish council's do not apply for the funds and the amounts are fixed based on past payments, and cover work that the parishes do on behalf of the District. In some cases the sums involved are minimal. This is an area which needs review and a case could be made to remove these payments from the grant scheme. Although payment is recommended this year, it is proposed that in 2014/15, these payments should be removed from the scheme, and the grants manager is tasked with reviewing each payment in association with the parish council, and report back to the next annual process, what arrangements have been put in place.

4 SURREY COMMUNITY BUILDINGS TRIPARTITE GRANTS

- 4.1 Tripartite Grants represent a funding agreement for capital building projects between Mole Valley District Council, Surrey County Council and the applicant. Funding is allocated on a 'third each' basis and as such offers good value for money for the District. In order to administer the scheme it is agreed that a co-ordinator is appointed to make the recommendations and manage the process between the three parties. This costs MVDC £2,000 per annum and the post is managed by Surrey Community Action.
- 4.2 The grants which are recommended below are those which have been assessed by the co-ordinator, and are in principle supported by SCC.
- 4.3 All applications are capital grants to be used on providing infrastructure which is of benefit to the local community.
- 4.4 As financial pressure on the Council is focussed on revenue funding, and as these kind of grants provide a good opportunity to leverage money in from the community and SCC, it is proposed that this scheme remains in place for the future and that we continue to support the process through the co-ordinator at Surrey Community Action.

5 DELEGATED GRANTS

- 5.1 These are grants of less than £1,000, which the Partnerships Manager is authorised to agree, subject to the application meeting the relevant criteria. A total of 3 grant applications were received, as detailed in appendix C, and all three have been rejected as they do not meet Council priorities.
- 5.2 In 2012/13 10 delegated grant applications were received and 4 awarded. This year no grants are proposed.

6 REVENUE GRANT SCHEME

- 6.1 Given the pressure on the revenue budget for the foreseeable future, and in order to avoid the disappointment of members of the community who apply and are then

turned down, it is proposed that the revenue grants scheme is reviewed and not offered to the public for new applications in 2013. The majority of the available revenue budget is allocated to a small number of organisations such as the CAB, East Surrey Rural Transport Partnership and Voluntary Action Mid Surrey, leaving almost no remaining funds to distribute. The Council will continue to accept applications from organisations (outlined in Appendix E), capital grants and Thomas Flack.

7 GRANT RECOMMENDATIONS 2013/14

INFORMATION FOR MEMBERS

The following grants represent committed expenditure on existing agreements and are already agreed by the Council's Executive for 2013/14.

Table 1

| ORGANISATION | PREVIOUS FUNDING RECEIVED £ | GRANTS AGREED FOR 2013/14 £ | TOTAL £ |
|---|--|--|--------------------|
| Parish Councils Concurrent Services Grants | | | |
| | <u>2012/13</u> | | |
| Abinger | 4,193 | 4,193 | |
| Betchworth | 346 | 346 | |
| Buckland | 1,200 | 1,200 | |
| Capel | 5,109 | 5,109 | |
| Charlwood | 6,539 | 6,539 | |
| Headley | 73 | 73 | |
| Holmwood | 1,637 | 1,637 | |
| Leigh | 1,163 | 1,163 | |
| Mickleham | 718 | 718 | |
| Ockley | 654 | <u>654</u> | |
| | | 21,632 | 21,632 |
| 3 Year Grants Agreed | | | |
| <i>Christmas Promotional Activities:</i> | 2012/13 Yr 2 | (Maximum Claim Amounts) | |
| Ashted Traders | to be claimed | 1,100 | |
| Bookham Residents | after Dec | 700 | |
| Dorking Christmas Lights | 2012 | 5,500 | |
| Fetcham | | 700 | |
| Leatherhead Christmas Festival | | <u>5,500</u> | |
| | | 13,500 | 13,500 |
| <i>Closed Church Yards:</i> | 2012/13 Yr 2 | | |
| St Nicholas, Great Bookham | 4,250 | 3,500 | |
| Holy Trinity Church, Westcott | 3,150 | 3,150 | |
| Ockley and Okewood | 560 | 560 | |
| St John's Chapel, Westcott | 1,000 | 1,000 | |
| St. Martin's Church, Dorking | <u>2,100</u> | <u>2,100</u> | |
| | 11,060 | 10,310 | 10,310 |
| <i>Environmental Grants:</i> | 2012/13 Yr 1 | | |
| Lower Mole Countryside Management Project | 16,002 | 12,802 | |
| Gatwick Greenspace | 5,920 | 4,736 | |
| Surrey AONB | 4,760 | <u>3,808</u> | |
| | | 21,346 | 21,346 |

2013/14 TOTAL FUNDING COMMITMENT TO DATE £66,788

It is recommended that the following grants are made in relation to applications received for 2013/14.

Table 2

| ORGANISATION | LAST GRANT MADE £ | GRANT REQUEST 2013/14 £ | GRANT RECOMMENDED £ | TOTAL RECOM'D £ |
|---|---|--|--------------------------------|----------------------------|
| Delegated Grants 0 Grants awarded 3 Grants rejected | 2,002 | 1,535 | 0 | 0 |
| Leatherhead and Dorking CAB | Yr <u>1</u> £126,000 Yr <u>2</u> £131,796 Yr <u>3</u> £139,181 | 125,500 | 125,500 | 125,500 |
| General Revenue Grant Applications | | | | 40,860 |
| East Surrey Rural Transport Partnership | 10,800 2012/13 | 13,500 | 10,800 | |
| Voluntary Action Mid Surrey: Service Funding | 13,600 | 17,000 | 12,500 | |
| Links Community Development Worker | 5,000 2012/13 | 10,000 | 5,000 | |
| East Surrey Domestic Abuse Services - Contribution towards costs - Sanctuary Scheme | 7,560 2,500 2012/13 | 11,000 2,500 | 7,560 2,500 | |
| Welfare Rights Unit | - | 2,500 | 2,500 | |
| Capital Grants | | | | 20,000 |
| Dorking Christian Centre | - | 40,951 | 20,000 | |
| Surrey Community Buildings –Tri-Partite | | | | 54,081 |
| Brockham Village Hall | - | 15,781 | 15,781 | |
| Oakwood Hill Village Hall | 2011/12 £20,000 | 16,300 | 16,300 | |

| ORGANISATION | LAST GRANT MADE £ | GRANT REQUEST 2013/14 £ | GRANT RECOMMENDED £ | TOTAL RECOM'D £ |
|---------------------------------|----------------------|-------------------------------|------------------------|--------------------|
| Westcott Reading Room | 2009/10 £10,500 | 17,000 | 17,000 | |
| Ashted Peace Memorial Hall | 2012/13 £15,000 | 5,000 | 5,000 | |
| TOTAL GRANTS RECOMMENDED | | | | 307,229 |

Table 3 – summary of grants which are proposed for payment in 2013/14

| GRANT | 2012/13 AWARD | 2013/14 RECOMMEND |
|--|------------------|----------------------|
| Parish Councils Concurrent Service Grants | 21,632 | 21,632 |
| Closed Church Yards (3 years) | 6,810 | 6,810 |
| St Nicolas Closed Church Yard (2 years) | 4,250 | 3,500 |
| Christmas Promotional Activities (3 years) | 13,500 | 13,500 |
| Environmental Grants (3 years) | 26,682 | 21,346 |
| 2012/13 Committed Funding | 72,874 | 66,788 |
| Leatherhead and Dorking CAB (3 years) | 139,181 | 125,500 |
| ESRTP | 10,800 | 10,800 |
| VAMS – Service | 13,600 | 12,500 |
| VAMS – Links CDW | 5,000 | 5,000 |
| ESDAS | 10,060 | 10,060 |
| Delegated Grants | 2,002 | 0 |
| Other General Revenue Grants | 4,010 | 2,500 |
| TOTAL REVENUE GRANTS | 257,527 | 233,148 |
| Capital Grants | 28,330 | 20,000 |
| Surrey Community Buildings (Tri-Partite) | 24,869 | 54,081 |
| TOTAL CAPITAL GRANTS | 53,199 | 74,081 |
| | | |
| | | |
| TOTAL REVENUE + CAPITAL GRANTS | 310,726 | 307,229 |

7 MONITORING OF GRANTS AWARDED

It is Council policy that all grants over £10,000 should be subject to the successful agreement and implementation of a Service Level Agreement (SLA) and a number of appropriate monitoring meetings. Currently the Council has SLA's with:-

- The Citizen's Advice Bureau (CAB)
- Voluntary Action Mid Surrey (VAMS)
- East Surrey Rural Transport Partnership (ESRTP)

Each of the organisations listed above are requested to come to Scrutiny Committee in order to give a presentation on the project or service the Council is supporting.

All other organisations in receipt of a Council grant are expected to write a short report accounting for how they have spent the money. We have requested that reports for 2012/13 grants are submitted by the end of this financial year. For grants awarded for 2011/12 we have received reports back from all successful applicants. Organisations awarded a grant by the Council who do not return a report by the end of the following financial year will not be considered for a further grant.

8 CORPORATE IMPLICATIONS

8.1 Legal Implications

Grant award recommendations are based on the current MVDC Grant Aid Policy. The Council has general powers to make grants of the type referred to in the report.

8.2 Financial and Risk Implications

The recommendations of this report would reduce this Council's spending on grants by £3,497 in real terms with an overall increase in capital by £20,882 and reduction in revenue expenditure by £24,379, based on the 2012/13 budget. Financial risks and considerations have obviously been a key consideration in making the recommendations with a major focus on reducing revenue spending. Applicants will be encouraged to look at ways of becoming more sustainable and reducing core costs.

8.3 Equalities Implications

An Equality Impact Assessment (EqIA) was conducted last year on our Funding and Grants Policy. The Grant Aid policy actively seeks to support people from disadvantaged backgrounds or who have a disability and this is reflected in how the applications are assessed and scored.

8.4 Employment Issues

We are recommending a grant to support the costs of the Links Community Development Worker. It is worth noting that MVDC has no liabilities in relation to this post which are the responsibility of Voluntary Action Mid Surrey.

8.5 Sustainability Issues

Grants are being recommended that contribute towards the Council priority of improving the local environment.

8.6 **Consultation**

No consultation undertaken

9 **BACKGROUND PAPERS**

Appendix A - MVDC Grant Aid Policy

Appendix B - Details of each organisation who applied for a grant

Appendix C - Delegated grant applications and decisions

Appendix D - Scoring criteria

Appendix E – Revenue grant ongoing applications for consideration

Grants Policy

April 2012

Grants & Discretionary Rate Relief Policy

Introduction

This document is the Council's policy on Grants. Information on the Thomas Flack Trust Fund is contained at Appendix 1.

Why does the Council give Grants?

The Council recognises that delivering their vision and priorities needs action from a wide range of organisations and individuals and therefore offers grants to support work in the voluntary and not-for-profit sector that will contribute to delivering the overall vision and Council Priorities. Current Council priorities are:

- **Access to Services**
Including working with communities in Links and Leatherhead Common to support community development activities.
- **Environment**
- **Value for Money**

Applications that do not contribute towards delivering the Council's Priorities may be considered if they can demonstrate a community benefit for residents in Mole Valley.

What other grants does the Council give?

Grant schemes for disabled facilities or home repairs for disabled or elderly people or people on benefits are subject to a separate policy. Information on these grants is available from the Council on our website and can be obtained as downloads from the Council's website at www.molevalley.gov.uk or from the Council offices in Dorking or the Leatherhead Help Shop, or by telephoning on 01306 885001.

Eligibility

Who is eligible to receive Grant Support?

Grants to organisations are generally only available to:

- Charities, voluntary and not-for-profit organisations
- Organisations based in Mole Valley, Surrey or (exceptionally) neighbouring Counties
- Organisations benefiting Mole Valley residents and/or businesses

Grant Support is not normally provided to national organisations except where they have a local operation dedicated to action in the District. The Policy does not encompass the revenue partnership support the Council provides to public /statutory partnerships managed by local authority staff such as the Community Safety Partnership.

Equalities and Diversity

The Council is committed to everybody in our community having equal and fair access to grants. We therefore encourage applications from all groups of people in Mole Valley. It is important to note that all applications will be considered against the same assessment framework.

To enable the Council to monitor how different groups benefit from funding, applicants may be asked to complete an equal opportunities statement. This will be confidential and not part of the assessment process, but will allow us to ensure that all aspects of our community benefit from the Council's grants policy.

What types of activity are not eligible for Grant Support?

Grants are not generally available for parties, prizes or other non-essential expenditure with the exception of celebratory projects as part of a national event when assistance to purchase commemorative items will be considered.

The Council does not pay grants to directly fund permanent staff positions but consideration will be given to support to maintain a number of hours of service delivery, or exceptionally towards posts on fixed-term contracts.

Application Process

Where can we get an application pack?

Application packs are available as downloads from the Council's website at www.molevalley.gov.uk or from the Council offices in Dorking or the Leatherhead Help Shop, or by telephoning on 01306 885001.

When can we submit an application?

Grant applications can be made at any time but decisions are made at the January Executive. To be considered at this meeting, applications must be submitted by:

30th September

The Council will only consider applications outside the normal timetable in exceptional circumstances. Applicants would need to demonstrate why the application needs immediate consideration and be aware that there may well be no available funds to distribute given that the grant budget is normally fully allocated following consideration of grant applications at the January Executive.

Can we get help with completing the application form?

Council Officers can answer questions or advise on completion of the form if required.

Funding Conditions

Can we get a Grant from the Council if somebody else is already contributing to our organisation or project?

The Council encourages all applicants to raise funding through as many sources as possible and particular weighting will be given to applications where significant funding has already been raised from other sources.

Consideration will be given to applications that can demonstrate that a Council grant will help to attract or unlock significant additional funding from other sources.

Payment of Grants

When will our Grant be paid?

If a grant is to purchase equipment or for works to buildings, the grant will be paid on production of a receipt or, in exceptional cases, an invoice, followed by the relevant receipt.

For grants over £10,000, quarterly payments will be made. If this arrangement is likely to affect project delivery, the reasons for this should be included on the application form.

For projects when net expenditure is uncertain, the Council may provide a grant as a “guarantee against loss” up to a specified limit. The grant will be determined on production of accounts for the project and applicants will need to enter into a Service Level Agreement with the Council.

All other grants will be paid in full within 30 days either of the start of the relevant financial year, or of the grant decision during the year.

How will our Grant be paid?

Grants will be paid by BACS transfer to the applicant’s bank account. Cheque payment is available if required.

Determination of Applications

Who will decide whether to approve our application?

- All applications are assessed initially by Council Officers
- Grant applications below £1,000 will be determined by the Partnerships and Community Development Manager
- Applications for over £1,000 will be determined by the Council’s Executive

How will our Grant Application be assessed?

Council Officers will evaluate all applications against the criteria set out in the policy. Demand for grant funding usually exceeds available budget, so this evaluation allows applications to be assessed on an equal and impartial basis.

How will we find out if our Application is successful?

All applicants will be informed of grant decisions within three weeks of February's full Council meeting when budgets are set. Unsuccessful applicants will be informed of the reasons.

Applications considered outside of the annual timetable will be informed of the decision-making timescale as appropriate.

If we are not happy with the outcome of our Application, can we seek a review?

Complaints about the way your application has been handled should be addressed to the Council's Strategic Director. Complaints will be handled in accordance with the Council's Complaints Policy.

Application Forms

What sort of information is required as part of our Application for a Grant?

The application forms set out the information required which includes:

- Full description of the work of the organisation or details of the activity/project
- An explanation to establish the need for the work of the organisation/project and who will benefit
- Total project cost
- Project delivery programme
- Funding secured or sought from other sources
- Details of how the application will contribute to Council priorities
- How the project or activities will be self sustaining in the future

Additional information required includes:

- Organisational constitution or governing rules. (Small organisations can use a statement of purpose) or details of the scope of your business and its contribution to the local community
- Copies of your last two years' accounts or income and expenditure figures
- Where appropriate, evidence of insurance cover for activities, including an appropriate level of public liability insurance
- Child protection or vulnerable people policies (where appropriate)

What other information about our organisation will the Council take into account?

In accordance with Charity Commission guidelines, the Council will not normally provide support to organisations with **unencumbered** reserves (i.e. savings unaccounted for) exceeding 50% of annual running costs.

Priority will be given to organisations that:

- Show they will deliver improvements in at least one of the Council priority areas

- Show they have community support
- Work collaboratively with other agencies, organisations and individuals
- Encourage more local people to become volunteers

Conditions

Will we be required to acknowledge the Council's support?

As a condition of providing grant support, the Council requires recipients to:

- Acknowledge the support provided in press releases and publicity materials
- Include on printed material relating specifically to the project for which you have received support, the words "Supported by Mole Valley District Council"

Are there any restrictions on the people who can take part in our activities or project?

Applicants need to show that participants in their projects have adequate training, particularly in Health and Safety. Where there is contact with children or vulnerable people, organisations need to provide an appropriate policy and evidence of CRB checks.

Can we apply for Grants lasting longer than one year?

Generally applicants need to apply for grants annually so that the Council can review priorities across the grants programme and take account of changes to grant budgets.

It is recognised that some organisations will need more certainty of funding over a longer period of time, to enable them to plan and invest in more substantial services. The Grant Application form invites applicants to indicate the duration of grant aid they wish to apply for, and sympathetic consideration will be given to those requests where the need for longer term clarity is established.

All grants and subscriptions will be reviewed at an interval not exceeding three years. Applicants should be aware that the Council would like to be in a position where after three years of support projects and or activities would have become self sustaining and no longer require Council support. The Council may then be able to assist with other pump priming initiatives.

Publicity and Further Information

How will the Council publicise the availability of Grants and Discretionary Rate Relief?

This information will be available through the Council's website, via press releases and, in partnership with Central Surrey Council for Voluntary Services, in the CVS newsletter and direct mailings to voluntary organisations.

How will we find out if the Council changes its grants policy?

The Council will publicise any changes to its policy on the website.

Monitoring and Review

What happens if we do not complete a project for which we have received Grant?

The Council would normally expect repayment of the grant in full. However, if the project is not completed due to circumstances beyond the applicant's control, the Council will consider requests to repay in part, or not at all. Recipients of grants should discuss problems with the project delivery with the appropriate Council Officer as early as possible.

How will the Council monitor our organisation or project?

The Council monitors the Grant Support Programme. For applicants receiving a grant of less than £10,000, a short report is required at the end of the project, or by the end of the financial year at the latest. The report should include:

- A brief summary of the project and its aims
- Information on whether these aims were achieved
- Details of who benefited from the project
- Information on project "legacy" (i.e. continuing benefits to the Community)
- Information on the importance of the Council's contribution to the project's success

For very small grants, a short letter explaining how the grant funding was used will suffice.

Projects receiving more than £10,000 in Grant will be subject to a Service Level Agreement (SLA) with the Council. The SLA will set out the monitoring arrangements but these are likely to include the need for the organisation to make a presentation to the Council's Scrutiny Committee in order that the Council can be fully aware of the activities that are being supported and the value the community is gaining from the grant aid.

If an organisation in receipt of grant aid fails to comply with the above requirements by the time specified then this will result in any future funding being suspended.

Will there be an opportunity to address the Council in support of our application?

There is no specific opportunity to do this, because all the information needed should be provided on the application form.

Appendix 1

GRANTS FROM THOMAS FLACK TRUST FUND

The late Thomas Flack of Leatherhead, who died in 1977, left the residue of his estate to Leatherhead Urban District Council for the “general benefit of the people of Leatherhead, Ashted, Bookham and Fetcham”. The proceeds of sale of the cannon formerly outside Leatherhead Leisure Centre have also been paid into the trust fund. Mole Valley District Council is the trustee of the Fund.

The trust fund is only available for the general benefit of the inhabitants of Leatherhead, Ashted, Bookham and Fetcham. It is not available for the benefit of an individual.

When considering applications, the Council will in general give preference to:

- Capital projects that will provide permanent facilities for local people
- Initial revenue contributions to assist the start-up of new initiatives, provided that arrangements are in place for funding in future years which do not rely on grant aid from the Trust.

There are no specific financial limits for grants from the Trust (within the total trust fund available). However, in order to achieve the maximum benefit from the Trust Fund, the following guidelines will generally be followed:

(1) Unless there are special circumstances, grants will not be awarded to

- Commercial operations
- Applicants whose accounts show that they have ample resources to fund the project concerned

(2) The Trust will not normally be the sole funder unless there are special circumstances. Applicants for 100% grants will be required to identify those circumstances and what efforts they have made to obtain funding from other sources.

Applications are considered annually in November. They are first assessed by a group of local Councillors for the relevant areas, and the final decisions are made by the Council's Executive, acting as trustee.

Application forms and practical guidance for applicants may be obtained as downloads from the Council's website at www.molevalley.gov.uk or from the Council offices in Dorking, the Leatherhead Help Shop, or by telephoning on 01306 885001.

APPENDIX B

GRANT APPLICATIONS

2013 /14 - Funding requests over £1,000

| Organisation | | Purpose of grant request | Eligible/Meets Council Priority | Total project cost | Other funding secured | Previous Funding | Amount Requested/ Recommended |
|---------------------|---|--|--|---|---|--|--|
| 1. | <p>Leatherhead and Dorking CAB An independent local charity who is a member of Citizens Advice. They provide a generalist advice service to members of the public.</p> | <p>1) To provide advice and support on a wide variety of issues to all those who live and work in Mole Valley.</p> <p>2) To use clients' experiences to try to improve policies and practices that affects them.</p> | <p>1) Access to Services</p> <p>2) 'Developing Stronger Communities' element of the Community Plan</p> <p><i>Builds the capacity of the voluntary sector.</i></p> <p><i>Works in partnership with other organisations.</i></p> | £163,897 | <p>£9,000 Royal British Legion</p> <p>£15,000 The Big Lottery Fund</p> <p>£4,250 MVHA/SCF</p> <p>£12,475 Donations/Fundraising</p> | <p>£139,181 2012/13</p> <p>£131,796 2011/12</p> <p>£126,000 2010/11</p> | <p>£125,500</p> <p>Recommend £125,500</p> |
| 2. | <p>East Surrey Rural Transport Partnership – ESRTP is a company limited by guarantee with charitable status, established in 2001 to tackle unmet transport needs throughout rural communities and to encourage the use of public and</p> | <p>1) To continue the work of the East Surrey Rural Transport Partnership Officer.</p> <p>2) To continue to operate one Demand Responsive Bus Service for the general public in the rural parts of Mole Valley and to maintain the fixed route former Post Bus public service.</p> | <p>1) Access to Services</p> <p>2) 'Developing Stronger Communities' element of the Community Plan</p> | <p>£125,000</p> <p>info & training = £20,000</p> <p>MV transport service = £54,000</p> <p>ESRTP officer = £51,000</p> | <p>£28,720 SCC</p> <p>£13,500 R & BC</p> <p>£69,280 Contract income from school services, small contracts with SCC's local bus team, concessionary fares and passenger fare revenue</p> | <p>2012/13 £10,800</p> <p>2011/12 £13,500</p> <p>2010/11 £13,500</p> <p>2009/10 £2,800</p> | <p>£13,500</p> <p>Recommend £10,800</p> |

| Organisation | | Purpose of grant request | Eligible/Meets Council Priority | Total project cost | Other funding secured | Previous Funding | Amount Requested/ Recommended |
|---------------------|--|--|---|---------------------------|--|--|--|
| | community transport. <i>N.B. No volunteers involved.</i> | 3) To maintain the Rural Transport Training and Information Initiative. | | | | | |
| 3. | Voluntary Action Mid Surrey – Provides core functions of a CVS: development, liaison, representation, partnership working and support services for the Voluntary and Community and Faith Sector within Mole Valley and Epsom and Ewell. Also, a registered charity acting as an umbrella, infrastructure agency which runs volunteer centres in Dorking and Epsom and a drop in service for volunteering in Leatherhead. <i>N.B. Volunteer recruitment organisation.</i> | To resource on-going core function work as a CVS with integrated volunteer centre. | 1) Access to Services 2) 'Developing Stronger Communities' element of the Community Plan | £163,131 | To be confirmed in December 2012: £45,000 SCC £34,000 NHS Surrey £34,000 Epsom & Ewell BC £15,000 South West London Foundation Balance from other fundraising e.g. management fees on funding applications . | 2012/13 £13,600 2011/12 £17,000 2010/11 £17,000 2009/10 £23,066 2008/09 £23,066 2007/08 £22,504 | £17,000 pa for 3 years Recommend £12,500 |

| Organisation | | Purpose of grant request | Eligible/Meets Council Priority | Total project cost | Other funding secured | Previous Funding | Amount Requested/ Recommended |
|---------------------|--|---|---|---------------------------|---|--|--|
| 4. | Voluntary Action Mid Surrey – Links Community Development Worker | To Provide a dedicated community development worker to the priority area of the Links Partnerships (Chart Downs, Goodwyns, North Holmwood and Rough Rew). The post enables coordination of services delivered in the area, ensures partners understand the priorities of the area, liaises with the residents and identifies gaps in services, provides a conduit for the voice of the community to be heard at a strategic level, builds capacity and resilience with the community for the community. | 1) Access to Services working with communities in Links 2) 'Developing Stronger Communities' element of the Community Plan | £18,153 | Funding Requested: £5,000 SCC £5,000 MVHA | 2012/13 £5,000 2011/12 £5,000 2010/11 £5,000 | £10,000 Recommend £5,000 subject to funding from MVHA and SCC. |
| 5. | East Surrey Domestic Abuse Services - ESDAS is a registered charity providing specialist community outreach and associated services to adults and children affected by domestic abuse in East Surrey. <i>N.B. Volunteer</i> | To provide specialist domestic abuse outreach services to Mole Valley residents and also for managing and delivering the, 'Sanctuary Scheme', within Mole Valley. The grant would fund: 1) 10 hours of a specialist DA outreach worker. | Access to Services | £35,842 | Other funding sought towards annual running costs of organisation (£338,980): Surrey SCPS Board = £102,507 Surrey NHS = £20,324 | 2012/13 £10,060 2011/12 £9,450 + £2,500 from Service Budgets | £12,900 pa for 3 years Recommend £10,060 pa for 3 years |

| Organisation | | Purpose of grant request | Eligible/Meets Council Priority | Total project cost | Other funding secured | Previous Funding | Amount Requested/ Recommended |
|---------------------|---|--|--|---------------------------|---|--|---|
| | team currently has 42 members. A Volunteering Project is provided to encourage ex and long-term users to volunteer in a wide range of roles. Received the Queen's Award for Voluntary Service in the Community in 2005. | 2) A local Sanctuary Scheme which can adapt a survivor's property so that they can safely remain within their own home. | | | | | |
| 6. | Surrey Welfare Rights Unit The only specialist charity working in welfare rights delivering services such as daily advice line, training, information, casework and local and national social policy. | To develop and deliver new specialist welfare rights courses, with specific reference to the significant welfare reforms, to meet the increasing needs of volunteers and staff who are supporting vulnerable people in the district. Users include CABx advisers, housing associations, carer support, disability and youth organisations. | Access to Services <i>Builds the capacity of the voluntary sector.</i> <i>Works in partnership with other organisations.</i> | £27,500 | Awaiting decisions: £5,000 Guildford and Waverley BC £2,500 Elmbridge BC £2,500 Spelthorne BC £15,000 remaining District and Boroughs | £0 | £2,500 Recommend £2,500 |
| 7. | Leatherhead Drama Festival - a well-established, annual competition for amateur drama groups who perform, during 2 weeks in May, in front of a public | To cover the fees of a professional adjudicator and for stage management & technical support. | No | £24,600 | £4,800 Grants/Sponsors £11,750 Ticket/Programme Sales £4,000 Programme | 2012/13 £0 2011/12 £1,500 2010/11 £1,500 2009/10 £0 2008/09 £0 2007/08 £2,000 | £3,000 No Grant Recommended Does not meet Council Priorities |

| Organisation | | Purpose of grant request | Eligible/Meets Council Priority | Total project cost | Other funding secured | Previous Funding | Amount Requested/ Recommended |
|---------------------|---|---|--|---------------------------|--|-------------------------|---|
| | audience and who are assessed by a professional adjudicator. <i>N.B. The organising committee consists of local volunteers.</i> | | | | Advertising £1,050 Entry Fees | | |
| 8. | Cool2Care – a regional community interest company with the mission of enriching the life opportunities of disabled children and young people and enabling them and their families to enjoy balanced and happy lives. | To provide training to additional Personal Assistants (PAs). The PAs would then be matched to families who have a disabled child/young person to provide one-to-one assistance. | No | £92,140 (Surrey) | SCC Contract = £30,000 SCC Spot Purchase Agreement = £20,000 (50 matches) | None | £42,140 No Grant Recommended Does not meet Council Priorities |
| 9. | FamilyLine Surrey - running since 1994, it aims, 'to support and protect the physical, emotional and developmental needs of children, parents and family members', by providing a free, confidential telephone helpline, offering support and information to parents and helping families to improve their ability to care | 1) Help maintain the service for 2013/14 based on 24 Mole Valley calls @ £43) in 2010/11 = £1,022. 2) Produce 2000 Mole Valley leaflets for the CAB and schools = £312. | No | £1,344 | £0 | 2012/13 £720 | £1,344 No Grant Recommended Substantial unencumbered reserves in relation to running costs |

| Organisation | | Purpose of grant request | Eligible/Meets Council Priority | Total project cost | Other funding secured | Previous Funding | Amount Requested/ Recommended |
|---------------------|---|--|--|---------------------------|--|---|---|
| | for their children and prevent ill treatment . <i>N.B. In 2010/11 there were 33 volunteers working 2,144 hours in a variety of roles.</i> | | | | | | |
| 10. | Dorking Concertgoers Society - to educate the public in the art and science of music by promoting an annual series of concerts of classical music in the Dorking Halls or other suitable venues in Mole Valley. <i>N.B. Run entirely by volunteers.</i> | To promote a series of professional classical music concerts in Dorking Halls and a project with St John's Community School, Dorking. | No | £61,000 | £0 £39,550 expected to be raised through ticket sales, bank interest and membership subs. | 2012/13 £0 2011/12 £9,000 2010/11 £9,000 2009/10 £12,000 2008/09 £12,000 2007/08 £12,000 | £10,000 No Grant Recommended Unencumbered reserves >50% of running costs. The main purpose of the application does not meet Council Priorities. |
| 11. | The Sunnybank Trust Registered charity which aims to enrich the lives of people with learning disabilities in the community through inclusion, friendship and justice. | Funding is requested for the new SHOUT (Students Having Options Understand Transition) project, providing a free advocacy service to school leavers at Woodlands School, Leatherhead. Links with students in final year of school, in age | No | £24,480 | £10,000 Shanley Foundation £750 Community Foundation Surrey £2,000 Beatrice Lang Trust £1,050 Erach and Roshan Sadri Foundation | | £5,000 No Grant Recommended Does not meet Council Priorities |

| Organisation | | Purpose of grant request | Eligible/Meets Council Priority | Total project cost | Other funding secured | Previous Funding | Amount Requested/ Recommended |
|---------------------|---|---|--|---|---|--|--|
| | | range 16 -19 years. 12 young people under the age of 19 will benefit in 2013/14. | | | £2,500 St James' Place (tbc) £5,000 Thomas Flack Trust (tbc) £500 Events £500 Individual Donations £1,000 Sponsorship | | |
| 12. | Mole Valley Arts Forum - administers small grants, up to £500 each, to member organisation towards the cost of specific projects. Each bi-annual round of awards will be for approximately £1,500. | 1) To award £3,000 in grants to member organisations with specific emphasis on and encouragement towards those meeting the council's objectives in priority areas. 2) To increase membership by 20%. 3) To organise two seminars and two fundraising/networking events each year. | No | £6,655 | £1,260 Subscriptions £2,195 Community Events £150 Seminars/Training Events | 2011/12 £1,800 2010/11 £2,000 2007/08 £2,720 | £3,000 No Grant Recommended Creates two tier funding. Does not meet Council Priorities |
| 13. | Relate Mid Surrey A non profit-making local charity providing a service to anyone who is dealing with a difficulty within their relationship. | To support a 3 year project at Therfield School, Leatherhead, providing 4 hours of counselling/relationship work per week. Objectives: 1) Improved mental | No | £7,297 pa for 3 years. Total = £21,981 Counsellors = £25 ph | Balance from reserves | £0 | £5,000 pa for 3 years No Grant Recommended Financial sustainability not demonstrated |

| Organisation | | Purpose of grant request | Eligible/Meets Council Priority | Total project cost | Other funding secured | Previous Funding | Amount Requested/ Recommended |
|---------------------|--|---|--|--|---|---|--|
| | | <p>health outcomes for young people.</p> <p>2) To help prevent exclusion from school or leaving and becoming NEET.</p> <p>3) To help prevent crime, antisocial behaviour or teenage pregnancy</p> | | <p>Supervisor = £16.50 ph</p> <p>Workshops = £50 ph per Counsellor (x 2)</p> | | | <p>100% of funding towards paying staff</p> <p>Does not meet Council Priorities.</p> |
| 14. | <p>Surrey Museums Consultative Committee A partnership funded by SCC and Borough and District Councils. It represents, advises, supports and promotes museums in the County of Surrey, so that member organisations can meet the needs of their visitors and users, and the needs of their collections and staff.</p> | To implement the Museums Work Plan in 2013/14 which will include direct support for the two Surrey Museums in a cost effective way by offering a range of free centralised services that would otherwise be unavailable or very costly. | No | £26,100 | £2,900 to be secured from each Surrey D & B with the balance funded from Surrey Heritage and SCC's in-kind contributions. | <p>2011/12 £2,000</p> <p>2007/08 £2,000</p> | <p>£2,900</p> <p>No Grant Recommended</p> <p>Does not sufficiently meet Council Priorities.</p> |
| 15. | <p>Mid-Surrey Mediation Service Provide free community</p> | <p>To promote the service in order to:</p> <p>1) Increase the number</p> | No | £4,400 | £2,400 Big Lottery Fund | <p>2010/11 £1,500</p> <p>2009/10 £2,500</p> | <p>£2,000</p> <p>No Grant Recommended</p> |

| Organisation | | Purpose of grant request | Eligible/Meets Council Priority | Total project cost | Other funding secured | Previous Funding | Amount Requested/ Recommended |
|---------------------|---|---|--|---------------------------|---------------------------------|--|---|
| | mediation services throughout Mole Valley and Epsom & Ewell to neighbours in dispute. 30 cases in Mole Valley have been handled since April 2011. | <p>of active volunteer mediators.</p> <p>2) Increase profile for the general public and referring agencies and hence the number of cases.</p> <p>3) Retain volunteers by re-launching the volunteer support and development programme.</p> | | | | 2008/09 £2,400 2007/08 £2,400 | Does not sufficiently meet Council Priorities. |
| 16. | <p>Princess Alice Hospice A local charity dedicated to providing free high-quality compassionate care and support for patients with cancer and other illnesses, their families and carers.</p> | To support full time specialist Princess Alice Community Nurses in the Mole Valley postal areas covered by the Hospice which are KT18, KT20, KT21, KT22, KT23, RH4 & RH5. Last year there were 342 referrals to the Hospice from this catchment area. | No | £107,562 | Appeals and fundraising £44,050 | £0 | <p>£4,000</p> <p>No Grant Recommended</p> <p>Does not meet Council Priorities.</p> |

Applications for Mole Valley Capital Funding 2012/13

| Organisation | Purpose of grant request | Total project cost | Other funding secured | Previous Funding | Amount Requested/ Recommended |
|---|---|---------------------------|------------------------------|-------------------------|--|
| <p>Dorking Christian Centre is a Church Owned Community Centre, offering a variety of activities and services to the local community.</p> <p>A wide range of local community groups and activities use the space including hairdressing, chiropody, foot care, & aromatherapy, recently transferred from the Mayflower Centre.</p> | <p>Refurbishment of toilets.</p> <p>Disabled £6,679.20</p> <p>Ladies £16,836</p> <p>Gents £17,436</p> | £40,951 | £0 | 2011/12 £3,408 | <p>£40,951</p> <p>Recommend £20,000</p> |

Surrey Community Buildings Grant Scheme (Tri-Partite) requests 2012/13

| Organisation | Purpose of grant request | Total project cost | Other funding secured | Previous Funding | Amount Requested/ Recommended |
|---|---|---|---|---|--------------------------------------|
| Westcott Reading Room Available for the benefit of the whole community. There are, on average, over 500 bookings for the hall per year. | Extension of building on ground level to allow for a larger store room and meeting room. | £51,000 | Any shortfall will be met from the Westcott Reading Room funds. | SCBGS in 2009/10 £10,500 | £17,000 |
| Brockham Village Hall Available for use by all residents and village organisations with discounted rates for club members and village community groups. It is also available for hire by residents and organisations outside of the village. The building has three parts, a club and bar area at the front, a large hall in the centre of the building and a meeting room to the rear. | Phase 1 of refurbishment project, involving new external doors and windows, refurbishing and refitting of kitchen and installation of air-conditioning. | £47,342 Replace doors and windows £13,738 Refurbish and refit kitchen £15,190 Install air conditioning £18,414 | The village hall accounts currently have sufficient reserves to be able to fund the required contribution. In addition to this £400 has been raised from other sources. | £0 | £15,781 |
| Oakwood Hill Village Hall Available for use by the whole community. | To install an extension to the kitchen – construction of a single storey extension to the existing hall, to provide a committee room and a store with a new disabled entrance with ramps. | £49,800 | The community's contribution will consist of labour in kind which is valued at £16,300 by PWA Chartered Building Surveyors. | SCBGS in previous years; £20,000 in 2011/12 and £15,000 in 2009/10. | £16,300 |

| Organisation | Purpose of grant request | Total project cost | Other funding secured | Previous Funding | Amount Requested/ Recommended |
|---|---|---------------------------|---|---|--------------------------------------|
| | Work to be carried out by local retired builders on a voluntary basis. | | | | |
| Ashtead Peace Memorial Hall Ashtead Peace Memorial Hall exists for the benefit and use of the local community and all groups are welcome. The hall is used daily. | To replace lighting and wiring in the main hall and some of the stage area, in order to ensure modern energy efficiency. This will especially help the visually impaired. The lighting will be controlled by a computer panel to allow for various 'scenes' and will be fully dimmable. | £15,000 | The Friends of Ashtead Village Hall are undertaking a programme of fundraising. | £20,000 SCBGS funding in 2010/11 £15,000 MVDC grant in 2012/13 | £5,000 |

APPENDIX C

2013/14 Grant Applications Received Delegated Authority (£1000 and below)

| | Applicant Name | Amount Requested | Revenue / Capital | Purpose of Grant | Eligibility | Notes | Grant |
|---|--|---------------------------|-------------------|---|---|---|----------------------|
| GRANT AWARDED | | | | | | | |
| 1 | Jane Ross Club for the Visually Impaired | £200 | Revenue | Assistance towards the cost of hiring the venue, insurance, outings and presents. | Not eligible as £200 awarded in 2012/13 with advice to seek funding from elsewhere in 2013/14 | 100% of members are Mole Valley residents. Run by volunteers. | No Grant Recommended |
| 2 | Brockham Youth Council | £500 | Revenue | To support the running costs of the Youth Cafe. | Not eligible as £500 awarded in 2012/13 with advice to seek funding from elsewhere in 2013/14 | Run by volunteers, 100% Mole Valley residents | No Grant Recommended |
| 3 | Outline | £835 annually for 3 years | Revenue | To produce leaflets/posters promoting an outreach service for the LGBT community in Mole Valley, estimated at 8,550 people. | Not eligible as does not meet Council priorities | Run by volunteers | No Grant Recommended |
| TOTAL GRANTS AWARDED FOR 2013/14 | | | | | | | £0 |

APPENDIX D

Grant Evaluation – All Applications for Revenue Grant Support

NAME OF ORGANISATION

| |
|--|
| |
|--|

Grant Application Amount

| |
|--|
| |
|--|

Grant Awarded

| |
|--|
| |
|--|

CHECK LIST – APPLICANTS MUST MEET THE FOLLOWING CRITERIA

| Information about the organisation | No (x = reject application) | Yes |
|--|-----------------------------------|-----|
| Copy of constitution, aims and objectives | x | √ |
| Audited accounts for past 2 years | x | √ |
| Evidence of insurance cover | x | √ |
| Form correctly completed | x | √ |
| Evidence of Health and Safety Training where appropriate | x | √ |
| Evidence of suitability of staff and volunteers, and checks carried out for projects involving vulnerable people | x | √ |

| Project Finance | No | Yes |
|---|----|-----|
| Unencumbered reserves greater than 50% of running costs | √ | x |

| Scope of project | No | Yes |
|--|----|-----|
| Benefits Mole Valley Residents | x | √ |
| Will the grant be used to subsidise the statutory responsibility of another Authority? | √ | x |
| Prizes, parties or other non-essential items | √ | x |

APPENDIX D

Grant Evaluation – All Applications for Revenue Grant Support

SCORE SHEET

| INFORMATION ON ORGANISATIONS AND PROJECTS | | | | | | |
|--|-----------------|---------------------|-------------------|--------------|--------------------|-----------|
| THE APPLICATION MUST SCORE ATLEAST 3 MARKS IN THIS SECTION IN ORDER TO PROCEED EXCEPT FOR ACCESS TO SERVICES WHERE IT MUST SCORE 4 | No contribution | Little contribution | Some contribution | Contribution | Major contribution | SUB TOTAL |
| Contribution towards Council Priorities | | | | | | |
| Access to Services including working with our partners to focus on our priority areas in the Links area of Dorking and Leatherhead Common | 0 | 1 | 2 | 3 | 4 | |
| Environment | 0 | 1 | 2 | 3 | 4 | |
| Value for Money | 0 | 1 | 2 | 3 | 4 | |
| Contribution towards 'Developing Stronger Communities' element of the Community Plan | | | | | | |
| Improve the well-being of communities with specific needs thereby enhancing 'sense of community' and community cohesion | 0 | 1 | 2 | 3 | 4 | |

| | | | | | | |
|---|---|---|---|---|---|--|
| Contribution made by organisation | | | | | | |
| Building capacity of the voluntary sector to deliver services | 0 | 1 | 2 | 3 | 4 | |
| Participation in partnership working | 0 | 1 | 2 | 3 | 4 | |

PROJECTS FINANCE

| Project Finance | No | Yes |
|--|----|-----|
| Are they asking for 100% funding from MVDC | 1 | 0 |
| Have they had previous MVDC grant | 1 | 0 |
| Has the applicant demonstrated financial sustainability | -4 | 4 |
| Is part/all of the funding to support a post, if so: | √ | √ |
| Will all of the funding contribute towards supporting a post | | -10 |
| or | | |
| Will part of the funding contribute towards supporting a post | | -5 |
| If so, is this a new post? | 0 | -5 |
| Would the project commit MVDC to year on year revenue expenditure | 4 | -4 |

SUB TOTAL C/F

APPENDIX D

Grant Evaluation – All Applications for Revenue Grant Support

SUB TOTAL B/F

ORGANISATIONS

| Type of organisation | No | Yes | |
|--|----|-----|--|
| Voluntary | 0 | 4 | |
| Club/Association/Society | 0 | 4 | |
| Other not-for-profit | 0 | 2 | |
| Commercial (rural) | 0 | 2 | |
| Geographical Area Served | | | |
| Mole Valley | 0 | 4 | |
| Mole Valley and other Districts and Boroughs | | 2 | |
| Surrey | 0 | 1 | |
| South-east | 0 | 0 | |
| National | | 0 | |

INFORMATION ON PROJECTS

| Scope of project | No | Somewhat | Yes | SUB TOTAL |
|---|----|----------|-----|--------------|
| Benefit to disadvantaged/vulnerable groups demonstrated? | 0 | 2 | 4 | |
| Arrangements for sustaining benefits of the project into the future demonstrated? | 0 | 2 | 4 | |

| Funding of projects | No | Yes | |
|---|----|-----|--|
| At least 25% of project cost will be met from public fundraising activities | 0 | 1 | |
| At least 25% of project cost will be met directly by members of the applying organisation | 0 | 1 | |
| At least 25% of cost will be met by grants from other public organisations AND the contribution requested is in proportion to the benefits for MV residents | 0 | 1 | |

GRAND TOTAL

RECOMMENDATION

| | | |
|--|--|--|
| Application recommended for Approval/Rejection (delete as applicable) | Signature of Senior Partnerships Officer | |
| | Date | |

APPENDIX D

Grant Evaluation – All Applications for Revenue Grant Support

| | |
|---|--|
| Recommended conditions (if applicable) | |
| Reasons for recommending rejection (if applicable) | |

DECISION

| | |
|---|--|
| Application Approved/Rejected (delete as applicable) | Signature of Partnerships and Development Manager |
| | Date |

APPENDIX E

| APPLICANTS |
|---|
| Parish Councils Concurrent Service Grants |
| Closed Church Yards |
| Christmas Promotional Activities |
| Environmental Grants |
| Leatherhead and Dorking CAB |
| East Surrey Rural Transport Partnership |
| VAMS – Service |
| VAMS – Links Community Development Worker |
| East Surrey Domestic Abuse Service |