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Ward (s) affected	District wide	Key Decision	Yes
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Subject	Mole Valley District Council Grant Applications
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RECOMMENDATIONS

1. That the capital and revenue grants outlined in **Appendix A, Tables 3, and 5** are approved for 2018/19 subject to the necessary budget being committed.
2. That the budget allocation to the Small Grants Community Fund outlined in **Section 3** of this report and **Appendix A Table 4** is approved.
3. That the proposed changes to the grants reporting process outlined in **Sections 2 to 4** of this report are approved.
4. That the revised Grants Policy outlined in Appendix C is approved.

EXECUTIVE SUMMARY

Mole Valley District Council (MVDC) 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. MVDC operates a grants process which provides funding to organisations that help the Council to meet its priorities and build capacity within communities.

This report sets out the headlines of grant applications for funding in 2018/19 and recommends the awards to be made. In addition, following a review of the Grants Policy, this report also sets out a proposal for streamlining the grants application and reporting process.

The deadline for submission of applications to the Council's Grants programme for 2018/19 was 30th September 2017 and there were 2 revenue and 2 capital applications made.

In total the capital and revenue expenditure proposed to be allocated to community and voluntary groups for 2018/19 is £276,244, which compares with a total of £273,492 in 2017/18.

In addition to these amounts, it is proposed that £38,500 is allocated to the Small Grants Community Fund for revenue applications up to £5,000 throughout 2018/19.

Overall the grant funding available to community organisations in Mole Valley has not reduced and due to the increased funds being shifted into the Small Community Grants fund, this funding is being made available to a broader range of organisations across the District.

CORPORATE PRIORITY OUTCOMES

COMMUNITY WELLBEING

Overall the provision of grants to community and voluntary sectors contributes to the priority of Community Wellbeing by supporting the specific actions to:

- Improve opportunities for residents to live safe and healthy lives
- Foster community spirit, encouraging individuals, families and communities to support each other especially in times of particular need

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 Grants Policy was updated in 2011 to reflect recommendations made by Internal Audit. The Grants Policy and application forms are updated annually to include the current Council priorities.
- 1.2 Applications for funding are initially assessed to ensure they meet the Grants Policy eligibility and criteria. Eligible applications are scored and those that meet at least one Council priority will be considered for recommendation. 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 Information is set out below and in **Appendix A** relating to a number of grants that are currently provided to key organisations based on multi-year agreements (tables 1 and 2), as well as grant applications received for 2018/19. **Appendix B** provides more detail on the applications received. **Appendix D** contains the Equality Impact Assessment in relation to the grants recommended.

2. REVENUE GRANT SCHEME REVIEW

- 2.1. The current Grants Policy was written over ten years ago and has been subject to an annual review to incorporate changes in the Council's priorities. The introduction of the Small Grants Community Fund has highlighted the need to review the Grants Policy and process.
- 2.2. Applications for grants occur on a combination of different 3-yearly cycles, annually, and quarterly under delegated powers. The objective of reviewing the scheme is to concentrate on promotion of the Small Grants Community Fund which allows smaller and timelier grants to be made to a larger number of local organisations. This will also enable us to streamline the current annual community grants administrative and approval process and to have a Grants Policy which is clear and easy for applicants to understand.
- 2.3. The proposal is to move all awards above £5,000 to the same 3 year awards cycle as Citizens Advice Mole Valley (CAMV), so that they can be reviewed in a single three-yearly Grants Report. This will have the following impact on the individual revenue grants:
- CAMV – There will be no change to the 3 year award which runs as follows: Year 1: 2017/18, Year 2: 2018/19, Year 3: 2019/20.
 - East Surrey Domestic Abuse Service (ESDAS) – Currently in the second year of a 3 year award. It is proposed to extend the grant by a further year (Year 4) which will align the grant to the same three-year cycle as CAMV, as follows: Year 2: 2017/18, Year 3: 2018/19, Year 4: 2019/20.
 - Voluntary Action Mid Surrey (VAMS) – This grant has previously been processed annually. It is proposed to change to the same three-year cycle as CAMV. This will mean a two-year award as follows: Year 1: 2018/19, Year 2: 2019/20. It is recommended that the award remains at £10,000
 - East Surrey Rural Transport Partnership (ESRTP) – No grant is recommended going forward as the Community Transport Review is looking to deliver this provision differently – see section 7 and Appendix A
- 2.4 From 2020/21 all recipients of a revenue grant above £5,000 would be on the same annual cycle. New applications would be made using the existing application process and all recipients would still be required to present to the Scrutiny Committee on an annual basis.

3. SMALL GRANTS COMMUNITY FUND

- 3.1 The Small Grants Community Fund was introduced for the first time in 2017/18 and applications are determined by officers on a quarterly basis under delegated authority.
- 3.2 The fund is available to support a wide number of charities and community groups in Mole Valley that carry out valuable work within their communities and contribute to

the Council meeting its strategic objectives. Funding is available up to £5,000 for one off projects, start up revenue and, in exceptional circumstances, core funding for one year.

- 3.3 As part of the grants review it is proposed that from 2019/20 onwards the budget for the fund will be set in the Budget Report for the following financial year and previous grants awarded will be detailed in an appendix to the Budget Report.
- 3.4 It is also proposed that the £10,000 reduction in CAMV funding for 2018/19 and the £10,000 previously awarded to ES RTP is made available for the wider community by adding it to the Small Grants Community Fund; this will increase the total fund for 2018/19 to £38,500.
- 3.5 Moving forward, there will be an annual report of the applications and outcomes of the Small Grants Community Fund awards provided in the Budget Report. For 2017/18 it is too early to report on the outcomes of those awards from the first half of the year, but some examples of the successful applications have been:

Dorking Area Community Responders £2,478

To provide two defibrillators, kit bags, upgraded training manikin and to allow recruitment of two additional Community First Responders

Family Voice Surrey (FVS) £2,024

To contribute towards the cost of a FVS local hub coordinator for Mole Valley to support the needs of SEND (Special Educational Needs and Disabilities) families

B@titude £2,500

To contribute towards a Kings and Queens event aimed at lonely and vulnerable elderly people in North Leatherhead

Surrey Care Trust £1,827

To fund seven volunteer mentors in Mole Valley for 2018

4. CAPITAL GRANTS

- 4.1 The recommendations for 2018/19 are detailed in Appendix B.
- 4.2 Subject to the proposed review of the grants process being accepted there will be a single three-yearly Grants Report in the future. In order to continue to report on capital grants on an annual basis it is proposed that details of future capital applications will appear as an appendix to the Budget Report together with award recommendations. This will still allow proposed capital grants to be subject to scrutiny in the same way.

5. SURREY COMMUNITY BUILDINGS TRIPARTITE GRANTS

- 5.1 The final year for funding from this scheme was 2017/18. This scheme has now come to an end and therefore applications were not accepted for 2018/19.

6. PARISH COUNCIL CONCURRENT SERVICES PAYMENTS

- 6.1 Parish Councils are awarded a payment each year by Mole Valley District Council to cover costs associated with grounds maintenance and recreation grounds.
- 6.2 In 2013, following meetings with Parish Councils, Mole Valley District Council agreed to make a more proportionate payment based on the actual costs incurred by the Parish Councils in carrying out these activities. It was also agreed that these payments would be increased annually by an inflationary amount in line with any increase in Council Tax. This approach was agreed in the grants report for 2014/15 with the inflationary amount being applied for the first time in the financial year 2015/16.
- 6.3 The Concurrent Services Payments are not considered to be grants and there is no annual application process. Therefore, it is proposed that from 2019/20 the concurrent services payments appear as an item on the Budget Report and are no longer included in the annual Grants Report.

7. GRANT RECOMMENDATIONS 2018/19

- 7.1 The following table reflects committed expenditure on existing agreements already approved by the Council's Executive and the recommendations for new grants for 2018/19.

Summary of grants which are proposed for payment in 2018/19

GRANT	2017/18 AWARD	2018/19 RECOMMEND
2018/19 Committed Funding – 3 Year Grants		
Citizens Advice Mole Valley (year 2 of 3)	120,000	110,000
East Surrey Domestic Abuse Services (year 3 of 3)	11,500	11,500
Christmas Promotional Activities (year 2 of 3)	19,000	19,000
Closed Church Yards (year 2 of 3)	14,000	14,000
Parish Council Concurrent Services Payments*	32,525	33,224
<i>Total Committed Funding</i>	<i>197,025</i>	<i>187,724</i>
2018/19 New Applications		
1 Year Revenue Grant applications		
East Surrey Rural Transport Partnership	10,000	-**
Voluntary Action Mid Surrey	10,000	10,000
<i>Total New Applications</i>	<i>20,000</i>	<i>10,000</i>
2018/19 Small Grants Community Fund		
<i>Reserved for grant applications up to £5,000 during year</i>	<i>18,500</i>	<i>38,500</i>
TOTAL REVENUE GRANTS	235,525	236,224
2018/19 Capital Grants		
Capital Grants	-	40,000
Surrey Community Buildings (Tri-Partite)	37,967	-

GRANT	2017/18 AWARD	2018/19 RECOMMEND
TOTAL CAPITAL GRANTS	37,967	40,000
TOTAL REVENUE + CAPITAL GRANTS	273,492	276,224

** Increase applied at 3%, to be adjusted if necessary when rate of Council Tax increase confirmed*

*** Mole Valley District Council carried out a review of Community Transport in 2016 and the implementation of the recommendations of that review have been developed throughout 2017. In the future MVDC is looking to deliver different options for community transport across the whole District which will cover the areas and service previously provided by ES RTP. This proposal will not reduce the overall availability of Community Transport options across Mole Valley; the review is in fact going to increase those options for the most vulnerable and isolated residents*

8. MONITORING OF GRANTS AWARDED

8.1 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 SLAs with:-

- Citizens Advice Mole Valley (CAMV)
- Voluntary Action Mid Surrey (VAMS)
- East Surrey Domestic Abuse Services (ESDAS)
- East Surrey Rural Transport Partnership (ES RTP)

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

8.3 All other organisations in receipt of a Council grant are expected to write a short report accounting for how they have spent the money. Reports have been requested from 2017/18 grant recipients by the end of this financial year. For grants awarded for 2016/17 all reports have been received from those who have completed their projects. 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.

9. FINANCIAL IMPLICATIONS

The recommendations of this report would increase this Council's spending on grants by £2,732. This reflects an increase in capital grants of £2,033 and an increase in revenue expenditure of £699 as compared to the 2017/18 awards.

10. LEGAL IMPLICATIONS

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

11. OPTIONS

The Executive has two options for consideration.

- 1) That all the recommendations are approved by the Executive. **(Recommended)**
- 2) That some or all of the recommendations are amended by the Executive.

12. CORPORATE IMPLICATIONS

Monitoring Officer Commentary – The Monitoring Officer confirms that all relevant legal implications have been taken into account.

S151 Officer Commentary – The S151 Officer confirms that all financial risks and implications have been taken into account.

Risk Implications –

Option 1:

- The awarding of the proposed grants provides the opportunity for the relevant organisation to assist in achieving MVDCs corporate priorities.
- Specific risks may be perceived in relation to the recommendation not to award the £10,000 requested by ESRTP, namely whether there will be a reduction in community transport service for residents and whether this poses a risk to the viability of the ESRTP organisation on the whole.

The Community Transport Review will increase the options for community transport services across the District and these will compensate for any loss of service from ESRTP. ESRTP were engaged in the review of Community Transport in Mole Valley and have regular meetings with the Council in relation to ongoing service delivery and are aware that there are changes being proposed.

ESRTP as an organisation is larger than its operation in Mole Valley and it not considered a risk to the viability of the organisation as a whole to withdraw its grant-funded service from Mole Valley.

- It is of course the nature of the Grants Scheme and any applications made to the Council that funding is not guaranteed and as priorities or business models change decisions are made in relation to where that funding is allocated.

Option 2:

If the Executive were minded to not approve some or all of the recommendations the following are potential risks:

- There are potential impacts for organisations receiving grants from MVDC if the full amount recommended is not awarded which could cause a reputational implication for MVDC.
- A lower number of organisations will benefit from the Small Grants Community Fund if the fund is maintained at the current level and there is a risk that the fund could be depleted before the final quarter. This may cause a reputational risk for MVDC.

- The current process, which requires some organisations to make an annual grant application, could result in the organisations having financial insecurity and an inability for medium term financial planning. This could lead to a reputational risk for MVDC.
- The current Grants Policy requires updating to clearly outline the funding streams available and it is out of date in relation to Equality and Diversity. If the revised Policy is not agreed there could be a risk that the current Policy is unclear and out of date which could have a reputational impact for MVDC.

Equalities Implications – An Equality Impact Assessment (EqIA) has been completed in relation to the grants awarded (see **Appendix D**).

Employment Issues – There are no employment issues.

Sustainability Issues – There are no sustainability issues.

Consultation – There was no consultation required in determining the recommendations of this report.

Communications – The Council's grants scheme has been promoted through Mole Valley News, on the Council's website and directly to organisations by Council Officers. A press release has been drafted to accompany this report.

Applicants will be written to when the outcome of their funding application has been determined.

14. BACKGROUND PAPERS

- Grant application forms
- MVDC Grant Aid Policy
- Revenue scoring criteria
- Capital scoring criteria

Table 1 – 2018/19 Funding Commitment to Date

ORGANISATION	PREVIOUS FUNDING RECEIVED 2017/18 £	GRANTS ALREADY APPROVED FOR 2018/19 £
3 Year Grants Agreed		
Citizens Advice Mole Valley (Formerly Leatherhead and Dorking CAB)	Yr 1 120,000	Yr 2 110,000
East Surrey Domestic Abuse Services	Yr 2 11,500 pa	Yr 3 11,500 pa
<i>Christmas Promotional Activities:</i>	Yr 1	Yr 2
Ashted Traders	1,500	1,500
Bookham Residents	1,250	1,250
Dorking Christmas Lights	8,500	8,500
Fetcham	750	750
Leatherhead Christmas Festival	<u>7,000</u>	<u>7,000</u>
	19,000	19,000
<i>Closed Church Yards:</i>	Yr 1	Yr 2
St Nicholas, Great Bookham	5,500	5,500
Holy Trinity Church, Westcott	4,200	4,200
Ockley and Okewood	1,000	1,000
St John's Chapel, Westcott	1,000	1,000
St. Martin's Church, Dorking	<u>2,300</u>	<u>2,300</u>
	14,000	14,000
2018/19 TOTAL FUNDING COMMITMENT TO DATE £154,500		

Table 2 – 2018/19 Parish Council Concurrent Services Payments

ORGANISATION	PREVIOUS FUNDING RECEIVED 2017/18 £	GRANTS ALREADY APPROVED FOR 2018/19 £
<i>Parish Council Concurrent Services Payments:</i>		
Abinger	4,489	4,624
Betchworth	2,041	2,102
Buckland	2,007	2,067
Capel	7,550	7,777
Charlwood	9,747	10,039
Headley*	269	0
Holmwood	2,578	2,655
Leigh	1,245	1,282
Mickleham	1,438	1,481
Ockley	<u>1,161</u>	<u>1,196</u>
	32,525	33,224
		<i>(Increase applied at 3%, to be adjusted if necessary when rate of Council Tax increase confirmed)</i>
2018/19 TOTAL FUNDING COMMITMENT TO DATE £33,224		

**Note: Agreement has been made between Headley Parish Council and MVDC for their contractors to provide an equivalent grass cutting service in lieu of a concurrent services payment.*

It is recommended that the following grants are made in relation to applications received for 2018/19.

Table 3 – General Revenue Applications

ORGANISATION	LAST GRANT MADE 2017/18 £	GRANT REQUEST 2018/19 £	GRANT RECOMMENDED 2018/19 £
Revenue Grant Applications			
East Surrey Rural Transport Partnership	10,000	13,500	0 *
Voluntary Action Mid Surrey: Service Funding	10,000	15,000	Yr 1 10,000 Yr 2 10,000
TOTAL RECOMMENDED FOR NEW REVENUE APPLICATIONS £10,000			

* See note in Appendix B – Table 1

Table 4 – Small Grants Community Fund

ORGANISATION	FUND ALLOCATED FOR 2017/18	FUND AMOUNT RECOMMENDED 2018/19
	£	£
Small Grants Community Fund	18,500	38,500
Open to revenue applications up to £5,000 - awarded throughout the year		
TOTAL SMALL GRANTS COMMUNITY FUND RECOMMENDED £38,500		

Table 5 - Capital Grant Applications

ORGANISATION	LAST GRANT MADE	GRANT REQUEST 2018/19	GRANT RECOMMENDED 2018/19
	£	£	£
MVDC Capital Grant Applications			
Providence Chapel Charwood Trust	-	20,000	20,000
South Bookham SPACE Ltd	11,210 2012/13	40,000	20,000
TOTAL CAPITAL GRANTS RECOMMENDED £40,000			

TOTAL REVENUE GRANTS COMMITTED AND RECOMMENDED £ 236,224
TOTAL CAPITAL GRANTS RECOMMENDED £40,000
TOTAL REVENUE AND CAPITAL GRANTS RECOMMENDED £276,224

APPENDIX B

GRANT APPLICATIONS

Table 1 - Applications for Revenue Funding over £1,000 for 2018/19

Organisation	Amount Requested	Purpose of grant request	Total project cost	Other Funding		Previous Grant Funding	Council Priority/ Amount Recommended
				Funding Type	Amount £		
1. East Surrey Rural Transport Partnership – ES RTP 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 community transport. N.B. No volunteers involved.	£13,500	1) To continue the work of the East Surrey Rural Transport Partnership Officer. 2) To continue to operate one Demand Responsive Transport Service for the general public in the rural parts of Mole Valley and to maintain the fixed route former Post Bus public service 3) To maintain the Rural Transport Training and Information Initiative.	£125,000 Info & Training Officer = £20,000 MV Transport Service = £54,000 ES RTP Officer = £51,000	Secured: ES RTP resources Contract income from school services, small contracts with SCC's local bus team concessionary fares and passenger fare revenue Total Secured Requested: Total Requested from other sources	£41,720 £69,780 £111,500 £0 £0	2017/18 £10,000 2016/17 £13,500 2015/16 £13,500 2014/15 £13,500 2013/14 £10,800 2012/13 £10,800 2011/12 £13,500 2010/11 £13,500 2009/10 £2,800	1) Prosperity 2) Community Wellbeing No grant recommended Mole Valley District Council carried out a review of Community Transport in 2016 and the implementation of the recommendations of that review have been developed throughout 2017. In the future MVDC is looking to deliver different options for community transport across the whole District which will cover the areas and service previously provided by ES RTP. This proposal will not reduce the overall availability of Community Transport options across Mole Valley; the review is in fact going to increase those options for the most vulnerable and isolated residents

Organisation	Amount Requested	Purpose of grant request	Total project cost	Other Funding		Previous Grant Funding	Council Priority/ Amount Recommended
				Funding Type	Amount £		
2. 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.	£15,000	To resource on-going core work as a CVS with integrated volunteer centre.	£98,045 Salaries = £74,757 Central Costs= £23,288	Secured: Total Secured Requested: Surrey Downs CCG SCC Epsom & Ewell BC Total Requested from other sources Total Funding <i>Shortfall</i> Total Project Cost	£0 £0 £30,065 £47,474 £ 7,989 £85,528 £85,528 £12,517 £98,045	2017/18 £10,000 2016/17 £10,000 2015/16 £15,000 2014/15 £12,500 2013/14 £12,500 2012/13 £13,600 2011/12 £17,000 2010/11 £17,000 2009/10 £23,066 2008/09 £23,066 2007/08 £22,504	1) Prosperity 2) Community Wellbeing Recommended: 2 Year Grant – £10,000 pa

Table 2 - Applications for Mole Valley Capital Funding 2018/19

Organisation	Amount Requested	Purpose of grant request	Total project cost	Other Funding		Previous Funding	Amount Recommended
				Funding Type	Amount £		
<p>1. Providence Chapel Charwood Trust</p> <p>The trust was set up to purchase the Grade 2* listed Providence Chapel in 2012 after it closed as a chapel and was put up for sale on the open market.</p> <p>The building was built in Horsham as a guardroom/barracks in 1797, and transported to Charwood for use as a chapel in 1815. It is currently deemed unsafe to use and on the Heritage at Risk Register.</p>	£20,000	<p>The aim of the project is:</p> <ol style="list-style-type: none"> To restore and reopen the chapel for community activities. <p>Consultation in 2016 established that the Charwood Players, local choral and folk groups, CHEWI (Evening WI), Pilates classes and talks by the Charwood Society would like to use the Chapel and its facilities.</p> <ol style="list-style-type: none"> To enable wider understanding of its heritage. To enable local primary school children to use the space for school and other activities. <p>Planning application approved with conditions Sept 2016.</p>	£ 419,131	<p>Secured:</p> <p>Charwood Parish Council 1,000</p> <p>Surrey CC Member's Allocation 2017 1,000</p> <p>Heritage Lottery Fund 360,452</p> <p>Gatwick Airport Community Grant 2017 2,000</p> <p>Gatwick Airport Community Grant 2016 2,500</p> <p>Gatwick Airport 2016 2,500</p> <p>Total Secured <u>369,452</u></p> <p>Unsecured:</p> <p>LPW Scheme - VAT recovery 30,000</p> <p>Total Requested from other sources <u>30,000</u></p> <p>Total Funding <u>399,452</u></p> <p><i>Shortfall</i> 19,679</p> <p>Total Project Cost <u>419,131</u></p>	No	Recommended £20,000	

Organisation	Amount Requested	Purpose of grant request	Total project cost	Other Funding		Previous Funding	Amount Recommended
				Funding Type	Amount £		
<p>2. South Bookham Space Ltd</p> <p>Registered charity formed in 2011 to take on the building, which had fallen into disrepair and been closed.</p> <p>The charity has been running these facilities as a sports and community centre successfully over the last five years.</p>	£40,000	<p>To extend the facilities through construction of a first floor meeting room, with the aim of retaining current users by offering post-match facilities. It will also attract new hirers seeking a venue for meetings or social events.</p> <p>The first floor extension will include a meeting room for c20-25 with kitchen and balcony/ covered area overlooking outside sports area.</p> <p>The existing committee room downstairs will be converted into additional storage space.</p>	£119,120	<p>Secured:</p> <p>From reserves 30,000</p> <p>Total Secured £30,000</p> <p>Requested:</p> <p>Bookham Tennis Club 7,500</p> <p>Thomas Flack Trust 20,000</p> <p>Local Fundraising events 2,500</p> <p>Garfield Weston 10,000</p> <p>Other previous donors 9120</p> <p>Total Requested from other sources £49,120</p> <p>Total Funding £79,120</p> <p><i>Shortfall</i> £40,000</p> <p>Total Project Cost 119,120</p>		2012/13 £11,210	<p>Recommended £20,000</p> <p>Subject to Planning and Building Control approval</p>



Grants Policy

February 2018

1. Introduction

Mole Valley District Council (MVDC) 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. MVDC operates a grants process which provides the following funding to organisations who help the Council to meet its priorities and who build capacity within communities:

- *Partnership Revenue Grants* – grants above £5,000 are available to our partner organisations to deliver services that support Council priorities. Applications are accepted on a three yearly cycle.
- *Small Grants Community Fund* – grants up to £5,000 are available to charities, community and voluntary groups for revenue costs. Applications are accepted on a quarterly basis.
- *Christmas Promotional Activities* – grants are provided for town centre Christmas promotional activities. Applications will be accepted from a representative organisation for each town centre on a three yearly cycle.
- *Closed Churchyard Grants* – grants are provided for organisations responsible for maintaining churchyards closed to burials. Applications are accepted on a three yearly cycle.
- *Capital Grants* – grants up to £25,000 are available for capital projects such as improvements to community buildings. Applications are accepted on a yearly basis.
- *Thomas Flack Trust Fund* – grants up to £25,000 are available for capital and revenue projects which benefit the residents of Leatherhead, Ashted, Bookham and Fetcham. Applications are accepted on a yearly basis.

2. Eligible Applicants

- 2.1. Grants are generally available to registered charities, voluntary and not-for-profit organisations. Organisations that are not eligible include those that are trading as a commercial business, local authorities, organisations that are traditionally funded by a local authority, councils and community interest companies (CICs). Awards will not be made to private individuals.
- 2.2. The Council will target its support to those organisations that contribute towards the achievement of its general priorities and objectives. Applications for grants over £5,000 must demonstrate that at least one of the Council's priorities, as set out in the Corporate Strategy, will be met. Our priorities are reviewed annually to ensure that they remain relevant both to the Council and the community.
- 2.3. Grant support will only be provided for the benefit of Mole Valley residents and where local needs are met. Grant support is not normally available to national organisations unless they have a local operation dedicated to the District.
- 2.4. Grants will not normally be awarded for projects designed purely for places of worship. Consideration will, however, be given to applications for assistance towards Church Halls and other Community Halls where use and/or hiring is open to all.

- 2.5. In submitting an application, the Organisation must provide evidence that it has adopted a Constitution and that a properly constituted committee of management has been appointed.
- 2.6. The Council must be satisfied that the applicant has the necessary expertise and resources to see the project through to successful completion.
- 2.7. Organisations will not be eligible if they have sufficient undesignated reserves or funding from other sources to cover the costs of the project or service being applied for. Applicants will be expected to have a written Reserves Policy in accordance with Charities Commission guidelines to justify the level of reserves being held.

3. Eligible Activities

- 3.1. Grants will not be made in respect of completed projects/work, or in lieu of expenditure to which applicants are already committed.
- 3.2. Applications for grant awards to supplement statutory funding are not eligible.
- 3.3. Grants are not generally available for parties, entertaining, prizes or other non-essential expenditure.
- 3.4. The Council does not pay grants to directly fund permanent staff positions but consideration will be given to maintain a number of hours of service delivery, or exceptionally towards posts on fixed-term contracts.
- 3.5. In considering any application, the Council will have regard to existing facilities/projects of a similar nature designed to meet the same needs.
- 3.6. Membership of the organisation making the application should be open to all, with no application for membership being refused on anything other than reasonable grounds.

4. Eligible Applications

- 4.1. Applications should be completed in line with the guidance document which is available with the application forms.
- 4.2. All completed applications accompanied by the required supporting documentation (as outlined on the grant application form and in the guidance document), received before the publicised deadline, will be considered. Applications received after this date will be considered in the next funding cycle.
- 4.3. Applications will not be accepted from organisations that have previously failed to provide adequate monitoring data and who have been notified that they are ineligible.

5. Funding Conditions

- 5.1. The Council encourages all applicants to raise funding through as many sources as possible. Particular weighting will be given to applications where significant funding has already been raised from other sources. Consideration will be given to applications where it is demonstrated that a Council grant will help to attract or unlock significant additional funding from other sources.

- 5.2. Evidence must be provided that all relevant policies and practices are in place, as set out in the guidance document, before a grant is recommended.
- 5.3. Grants awarded may be subject to certain conditions which must be satisfied before payment is made. The applicant must indicate acceptance of such conditions when any offer of a grant is made.
- 5.4. It will be a condition of funding that the successful organisation mentions MVDC as a funder in their publicity material.
- 5.5. To ensure the grants awarded are adding value to our communities, recipient organisations will be required to provide a progress/end of project report detailing the outcomes that have been achieved. In respect of grants over £5,000, presentation of those outcomes will be required at the Council's Scrutiny Committee annually.
- 5.6. The three-yearly Partnership Revenue Grants will be reviewed by officers annually within that period and the Council reserves the right to recommend that the grant is terminated before the end of the three year cycle if outcomes are not being met.
- 5.7. Organisations are expected to use the grant received for the purpose outlined in their grant application. Recipients of grants should inform the Council of any problems with completing the project as early as possible. The Council would normally expect repayment of the grant in full if the project is not completed. The Council may consider requests to repay in part, or not at all if the project is not completed due to circumstances beyond the applicant's control.

6. Equality and Diversity

- 6.1. The Council is committed to the provision of equal opportunities, both within the activities of Mole Valley District Council and in the community. We encourage applications from all groups of people in Mole Valley and all applications will be considered against the same assessment framework.
- 6.2. Organisations that are making a grant application must have 'due regard' to the three aims of the Public Sector Equality Duty, as set out in the Equality Act 2010:
 - 1) Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
 - 2) Advance equality of opportunity between people who share a protected characteristic (age, disability, gender reassignment, pregnancy and maternity, race and ethnicity, religion and belief, sex, sexual orientation, and marriage and civil partnership) and those who do not, including:
 - Removing or minimising disadvantages suffered by people due to their protected characteristics
 - Taking steps to meet the needs of people with certain protected characteristics where these are different from the needs of other people
 - Encouraging people with certain protected characteristics to participate in public life or in other activities where their participation is disproportionately low
 - 3) Foster good relations between people who share a protected characteristic and those who do not.

6.3. Applicants are expected to consider whether there are any equality and diversity implications when making a grant application and any negative impact must be stated. The Council conducts an Equality Impact Assessment in relation to the organisations that it recommends grants for and this Assessment accompanies the Grants Report for decision making purposes.

7. Support for Applicants

7.1. Officers will be available to provide advice and guidance to applicants before an application is submitted.

7.2. Applicants will be encouraged to allow sufficient time to complete their application and to make a submission before the deadline to ensure that a complete application, with all of the required supporting documents, is submitted. Potential applicants can request pre-application advice if they are unsure as to whether their organisation or project would be eligible for a grant.

7.3. Officers will provide additional support with completing an application form when required.

8. Determination of Grant Awards

8.1. Grant applications will be assessed for eligibility by Officers and when necessary, scoring criteria will be used to rank applications.

8.2. The value of previous grants awarded will be taken into consideration when determining the outcome of grant applications.

8.3. The Executive will determine all grant awards except for grants from the Small Grants Community Fund which will be determined by Officers under delegated authority.

8.4. Applicants will be notified of the outcome of their application within fourteen days of the final decision being made.

9. Payment of Grant Awards

Grant payments will be made as follows:

- *Partnership Revenue Grants* – paid from 1st April in the year following the application deadline. The award may be paid in quarters depending on the value of the grant award.
- *Small Grants Community Fund* – paid within two weeks of the decision date.
- *Christmas Promotional Activities* – paid from 1st April in the year following the application deadline. A claim for payment must be made in writing with evidence that the activities have taken place. Evidence requested may include invoices from contractors/suppliers. Payment will be made for the agreed amount up to 50% of total costs.
- *Closed Churchyard Grants* – paid from 1st April in the year following the application deadline.

- *Capital Grants* – paid from 1st April in the year following the application deadline. A claim for payment must be made in writing with evidence that the work has been completed or partially completed for a part claim. Evidence requested may include invoices from contractors/suppliers and/or a surveyor's valuation. Payments, including stage payments, will be made as a percentage of the overall costs up to the total grant amount awarded.
- *Thomas Flack Trust Fund* – revenue grants will be paid from 1st April in the year following the application deadline. Capital grants will be paid from 1st April in the year following the application deadline. A claim for payment must be made in writing with evidence that the work has been completed or partially completed for a part claim. Evidence requested may include invoices from contractors/suppliers and/or a surveyor's valuation.

10. Changes to the Policy

The Policy will be reviewed annually to ensure it reflects the Council's Priorities and will be amended as appropriate by Officers. If significant changes to the Policy are required, these will be agreed by the Council's Executive.

11. Complaints

The Council operates a corporate complaints procedure. If there are any complaints regarding the Council's application of this policy, then they may be made and dealt with in accordance with the corporate complaints process.

Equality Impact Assessment

2018/19 Grant Recommendations



What is being assessed?	2018/19 Grant Recommendations
Department	Community Safety & Wellbeing
Name of assessor	Stella Keen
Strategic Management Lead	Rachel O'Reilly
Date of assessment	04/12/17
Is this a new or existing function or policy?	Existing

Section 1: Introduction and background (see p.10 of the guidance)

Please describe your service or function. This should include:

- **The aims and scope**
- **The main beneficiaries or users**
- **The main equality, accessibility, social exclusion issues and barriers, and the 'protected characteristics'¹ they relate to (not all assessments will encounter issues relating to every protected characteristic)**

If this EIA is part of a project it is important to focus on the service or policy the project aims to review or improve.

Mole Valley District Council (MVDC) 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. MVDC operates a grants process which provides funding to organisations that help the Council to meet its priorities and build capacity within communities.

There are no restrictions on which organisations can apply for a grant as long as they can demonstrate that they are constituted and are able to provide the required health and safety and financial evidence; the Grants Policy sets out the procedure and criteria for grant applications.

All capital grant applications are for capital which is used for providing infrastructure to benefit the local community.

The deadline for submission of applications to the Council's Grants programme for 2018/19 was 30th September 2017 and there were 2 revenue and 2 capital applications made.

In addition to the applications received, it is proposed that £38,500 be allocated to the Small Grants Community Fund for applications up to £5,000 throughout 2018/19.

In total the capital and revenue expenditure proposed to be allocated to community and voluntary groups for 2018/19 is £276,244, which compares with a total of £273,492 in 2017/18.

¹ More information and definition of protected characteristics can be found [here](#)

Now describe how this fits into the Council's Corporate Priorities, Sustainable Community Strategy or other local, regional or national plans and 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.

Overall the provision of grants to community and voluntary sectors contributes to the priority of Community Wellbeing by supporting the specific actions to:

- Improve opportunities for residents to live safe and healthy lives
- Foster community spirit, encouraging individuals, families and communities to support each other especially in times of particular need

If you are not carrying out an equality impact assessment, briefly summarise reasons why you have reached this conclusion, the evidence for this and the nature of any stakeholder verification of your conclusion.

Section 2: Analysis and assessment (see pp. 10-13 of the guidance)

Given available information, what is the actual or likely impact on minority, disadvantaged, vulnerable and socially excluded groups?

Indicate for each 'protected characteristics' whether there may be a positive impact, negative impact, a mixture of both or no impact.

Protected characteristics	Positive	Negative	No impact	Reason
Age	√			<ul style="list-style-type: none"> • The grant for Voluntary Action Mid Surrey will go towards assisting charities that support elderly people by providing development, liaison, representation, partnership working and support services for the Voluntary, Community and Faith Sector within Mole Valley. • The grant for the Providence Chapel in Charlwood will go towards creating a space where clubs and activities such as the WI

				<p>and Charlwood Society talks for the older generation can take place. In addition, the facilities will enable local primary school children to use the space for school and other activities.</p> <ul style="list-style-type: none"> • The grant for the South Bookham Space will contribute towards the development of meeting rooms which will be used by a wide range of ages both young and old.
Disability	√			<p>The new committee rooms at South Bookham Space will enable an increased number of people to use the facilities as the existing committee rooms have been described as too small and impractical for users and are therefore under-utilised. To ensure that disabled users will be able to access the new committee rooms on the first floor of the building a disabled stair lift has been included in the development proposal.</p>
Gender reassignment			√	<p>It is not anticipated that the grants will have any specific impact on this protected characteristic.</p>
Marriage and civil partnership			√	<p>It is not anticipated that the grants will have any specific impact on this protected characteristic.</p>
Pregnancy and maternity			√	<p>It is not anticipated that the grants will have any specific impact on this protected characteristic.</p>
Race			√	<p>It is not anticipated that the grants will have any specific impact on this protected characteristic.</p>
Religion or belief			√	<p>It is not anticipated that the grants will have any specific impact on this protected characteristic.</p>
Sex			√	<p>It is not anticipated that the grants will have any specific</p>

				impact on this protected characteristic.
Sexual orientation			√	It is not anticipated that the grants will have any specific impact on this protected characteristic.
Other aspects to consider	Positive	Negative	No impact	Reason
Carers			√	It is not anticipated that the grants will have any specific impact on this aspect of consideration.
Rural/urban issues	√		√	<p>The Providence Chapel in Charlwood is in a rural area so the grant towards creating a community space will help to provide an additional local facility.</p> <p>It is recommended that no grant is awarded to the East Surrey Transport Partnership (ESRTP). Mole Valley District Council carried out a review of Community Transport in 2016 and the implementation of the recommendations of that review have been developed throughout 2017. In the future MVDC is looking to deliver different options for community transport across the whole District which will cover the areas and service previously provided by ESRTP. This proposal will not reduce the overall availability of Community Transport options across Mole Valley; the review is in fact going to increase those options for the most vulnerable and isolated residents</p>
HR issues (how will staff with protected characteristics be affected?)			√	It is not anticipated that the grants will have any specific impact on this aspect of consideration.

What can be done to reduce the effects of any negative impacts? Where negative impact cannot be completely diminished, can this be justified, and is it lawful?

Where there are positive impacts, what changes have been or will be made? Who are the beneficiaries? How have they benefited?

It has been recommended to the Executive that three out of the four grant applications that were submitted for 2018/19 are awarded funding.

The grants will benefit a wide range of people in Mole Valley including those who:

- suffer from rural isolation
- are elderly
- have a disability
- are deprived or disadvantaged

It should be noted that capital grants for the improvement of community buildings are only awarded where there are no restrictions on user groups. Particular consideration is given to projects where disabled access and other facilities are being improved.

It is recommended that the Small Grants Community Fund is increased to £38,500 which will enable the Council to spread its grant funding capability further across the district.

Section 3: Evidence gathering and fact-finding (see p.14 of the guidance)

What evidence is available to support your views above? Please include:

- **A summary of the available evidence**
- **Identification of where there are gaps in the evidence (this may identify a need for more evidence in the action plan)**
- **What information is currently captured with respect to usage and take up of services.**
- **What the current situation is in relation to equality and diversity monitoring (where relevant)**

The grant application forms include a section which asks applicants to specify who will benefit from the purpose of the grant. This information is used as part of the assessment process when deciding on recommendations.

Within a twelve month period or at the completion of the project, whichever is the soonest, all successful applicants are required to submit a report confirming that the intended outcomes of the grant have been met.

How have stakeholders been involved in this assessment? Who are they, and what is their view?

The grants are publicised through press releases, social media, the Council's website, Council's magazine, multi-agency meetings and by email. Grant applications were invited for submission between 1st April 2017 and 30th September 2017. Applications received were scored against the criteria set out in the Grants Policy. The scores were then used by Officers and the responsible Executive Member in determining a recommendation in relation to each grant application. A report containing the recommendations is presented to the Scrutiny Committee for further consideration and this is also made publicly available on the Council's website. The final report is then submitted to the Executive Committee to determine the decision on grants awarded.

Recommendations

Please summarise the main recommendations arising from the assessment. NB If it is impossible to diminish negative impacts to an acceptable or even lawful level the recommendation should be that the proposal or the relevant part of it should not proceed.

Section 4: Action Plan (see pp.15-16 of the guidance)

Actions needed to implement the EIA recommendations

Issue	Action	Expected outcome	Who	Deadline for action

Sign off

Who will be responsible for reviewing this EIA?	Stella Keen
Review date(s) i.e. when will this EIA be reviewed – see p.9 of guidance	December 2017
Strategic Management Lead signed off	

- Signed off electronic version to be kept in your team for review
- Electronic copy to be forwarded to the Policy and Performance Team for publishing