

SELECTION & CONSTITUTIONAL REVIEW COMMITTEE

10TH FEBRUARY 2011

GRANTS GATEWAY PANEL – TERMS OF REFERENCE

Members will recall that this Committee recommended the formation of a Grants Gateway Panel and agreement of the associated Terms of Reference at its Meeting on the 4th May 2010. The Panel has been meeting since June and has also incorporated the Single Grants Gateway. The new arrangements appear to be working well and at a formal training session on the 22nd November, the Panel recommended some amendments to the Terms of Reference to take account of the emerging process.

Attached as Appendix 1 are the proposed new Terms of Reference

Attached as Appendix 2 is an extract from the Notes of the Grants Gateway Panel Training Session held on the 22nd November 2010.

Recommended:

That the amended Terms of Reference of the Grants Gateway Panel as appended to this report, be agreed.

Grants Gateway Panel

Membership: 5 Members including Portfolio Holder for Cultural Services and IT and 4 external representatives*

Terms of Reference

1. To consider recommendations from the Head of Cultural & Project Services on the allocation of revenue, capital, change/emergency grants, loans and non-domestic discretionary rate relief over £1,000 and up to £10,000, in line with the Council's Policy for Funding and Support of Voluntary and Community Organisations.

Each application to be assessed by the Panel in terms of the Council's funding priorities, budget position, the stated benefits of the project, its social value, value for money and taking account of the recommendation of the Head of Cultural & Project Services.

The Head of Cultural and Project Services has delegated powers to determine grants up to £1,000 subject to an assessment of the application against assessment criteria and the usual consultation with Ward Members and partner funders; any disagreements arising should result in the relevant application being referred to the next meeting of the Grants Gateway Panel for decision.

2. To consider recommendations from the Corporate Funding Team on the allocation of Community Services Grants, in line with the Council's Policy for Funding and Support of Voluntary and Community Organisations and Guidance for Applicants.

Each application to be assessed by the Panel in terms of

- the Council's funding priorities and budget position
- the direct benefits and any wider/social benefits of the project or service
- value for money and
- the views and recommendations of the Corporate Funding Team.

The Executive committee has power to determine such allocations as part of the Council's annual budget setting process.

Notes

1. All applications submitted for the panel's consideration will have already been judged to meet the following eligibility criteria (and any additional entry criteria for the specific scheme) in order to pass through the gateway.

Eligibility Criteria for Single Grants Gateway

- Not-for-profit organisations* with either charitable status OR a constitution with a formally appointed management committee OR a parish council (not NNDR). No individuals, public sector or private business.
- Non-political.
- Operating in Ashford borough and/or serving borough residents in accordance with the Council's Corporate Funding Priorities.
- Service or project open to any resident in the borough (unless clear, non-financial justification for targeting or prioritising client group).
- Not for projects already started or completed, or to replace funds already spent.
- Not for mainstream public services e.g. health, education provision; or religious instruction.
- Bank or Building Society account in the organisation's name.
- Accounts either audited or signed by Chair or Treasurer OR if new organisation less than a year old, 12 month cash flow forecast and balance sheet to date signed by Chair or Treasurer.
- No more than 12 months' running costs in unrestricted/free reserves.
- Must have relevant safeguards, insurances and policies in place i.e public liability insurance, health and safety, child protection policy.

- *2. The external representatives shall be: -
2 from Ashford Community Network Board, 1 from Active Ashford Board or its successor organisation, and 1 from Ashford Chamber of Commerce and Industry.

3. Only members or substitute members, and council officers are permitted to attend meetings (except meetings to consider Community Services Grants), together with appropriate ward members and applicants, with the consent of the Chairman.
4. For revenue, capital, change/emergency grants, loans and rate relief, to meet three times per financial year in May, October and January to consider shortlisted applications from rounds closing in March, August and November respectively; or at the discretion of the chairman.
5. For Community Services Grants, to meet once per financial year in September to endorse applications recommended by the Corporate Funding Team for the annual round closing in June; or at the discretion of the chairman.

**SELECTION & CONSTITUTIONAL REVIEW COMMITTEE – 10TH
FEBRUARY 2011**

**GRANTS GATEWAY PANEL – TRAINING SESSION – 22ND NOVEMBER
2011**

AGENDA ITEM 5 – Grants Gateway Panel – Terms of Reference

5. Single Grants Gateway – Terms of Reference

- 5.1 The Funding and Partnerships Officer introduced the Terms of Reference and invited comments from the Panel.
- 5.2 The following amendments to the Terms of Reference were proposed:
- The Membership should be revised to: 5 Members including Portfolio Holder for Cultural Services and IT rather than 4 Members.
 - It was likely that the Active Ashford Board would cease to exist in its present form so it was proposed that the external representative from Active Ashford Board be amended to be a representative from Active Ashford Board or its successor organisation.
 - More clarification was required regarding the Head of Cultural and Project Services delegated powers and the following was proposed: The Head of Cultural and Project Services has delegated powers to determine grants under £1,000 subject to an assessment of the application against assessment criteria and the usual consultation with Ward Members and partner funders; any disagreements arising should result in the relevant application being referred to the next meeting of the Grants Gateway Panel for decision.
 - An additional paragraph be added that would enable a special meeting to be convened if required in consultation with the Chairman of the Grants Gateway Panel and the Head of Cultural and Project Services.
 - Bullet point three of the Eligibility Criteria for Single Grants Gateway be amended to read ‘Operating in Ashford Borough and/or serving Borough residents in accordance with the Council’s Corporate Funding Priorities’.

Post Meeting Note: The amendments to the Terms of Reference need to be considered by the Selection and Constitutional Review Committee who will then make recommendations to the Full Council.

- 5.3 The Panel felt that a form of monitoring and reporting should be undertaken to ensure that the recipient of a grant was undertaking or had undertaken the works that the money had been requested for. After a short debate it was agreed that this monitoring and reporting

should be undertaken by the relevant Ward Member(s), it was important that following the May 2011 Elections that all Members were made aware of their responsibility in respect of this. It was also agreed that grant claims would not be paid unless a satisfactory monitoring report had been received.