

Proposed Amendments to the Terms of Reference of the Single Grants Gateway Panel

At the meeting of the Single Grants Gateway Panel on 20th February 2013 the Panel agreed in principle that the Terms of Reference of the Single Grants Gateway Panel required amending as the list of External Representatives was out of date. Ashford Chamber of Commerce and Industry had been taken over by the Kent Invicta Chamber of Commerce and Ashford Community Network Board had ceased to operate.

Therefore it is proposed that the list of External Representatives be reduced to Kent Invicta Chamber of Commerce and Active Ashford. This would result in a reduction in the number of External Representatives by two.

A revised Terms of Reference is attached, insertions are shown in italics and deletions are struck through.

Recommended:

That the Selection and Constitutional Review Committee approves the revised Terms of Reference of the Single Grants Gateway Panel.

Single Grants Gateway Panel

Membership: 5 Members including relevant Portfolio Holder and 4-2 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 Single 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 Cabinet (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.~~ Kent Invicta Chamber of Commerce.

Part 3
Responsibility for Functions
Appendix 2
Cabinet (Executive) Functions (Split) –
Groups

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.

Amended by Minute Number: 370/2/11