

SELECTION & CONSTITUTIONAL REVIEW COMMITTEE

10 October 2013

SINGLE GRANTS GATEWAY PANEL – TERMS OF REFERENCE

A review of the Single Grants Gateway funding and eligibility criteria is being considered by Cabinet on October 10 and the Terms of Reference of the Single Grants Gateway will need amending, subject to Cabinet's approval of the recommendations made in the report.

A revised Terms of Reference which reflects the recommended changes is attached. Insertions are shown in italics and deletions are struck through.

Recommended:

Subject to the approval of the cabinet to the recommendations made in the report regarding the review of the Single Grants Gateway funding and eligibility criteria, that the Selection and Constitutional Review Committee approved the revised Terms of Reference of the Single Grants Gateway Panel

Single Grants Gateway Panel

Terms of Reference

Membership

7 Members including relevant Portfolio Holder and 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 and **Policy and Performance Manager** 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~~ Cabinet 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: -
 - 1 from Active Ashford Board or its successor organisation, and,
 - 1 from Kent Invicta Chamber of Commerce.

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, and loans ~~and rate relief~~, to meet ~~three-four~~ times per financial year in ~~May, October and January~~ **January, April, July and October** to consider shortlisted applications from rounds closing in ~~March~~ **February, May**, 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 **tri** annual round closing in June; or at the discretion of the Chairman