

Meeting of:	Cabinet
Date of Meeting:	Monday, 07 September 2020
Relevant Scrutiny Committee:	Corporate Performance and Resources
Report Title:	Strong Communities Grant Fund 2020-2025
Purpose of Report:	To provide Cabinet with an update on the Strong Communities Grant Fund 2020 -21 and to seek approval for the award of funding for the first round of applications.
Report Owner:	Deputy Leader and Cabinet Member for Education and Regeneration.
Responsible Officer:	Rob Thomas, Managing Director
Elected Member and Officer Consultation:	<p>Cllr Lis Burnett, Deputy Leader and Cabinet Member for Education & Regeneration</p> <p>Marcus Goldsworthy, Head of Regeneration and Planning</p> <p>Phil Chappell, Operational Manger, Regeneration</p> <p>Carolyn Michael, Operational Manager, Accountancy</p> <p>Tom Bowring, Head of Policy & Business Transformation</p> <p>Gemma Jones, Principal Accountant</p> <p>Legal Committee Reports</p>
Policy Framework:	This matter is for Executive decision by Cabinet.
Executive Summary:	<ul style="list-style-type: none"> This report provides Cabinet with an update on progress made with the Strong Communities Grant Programme (SCGF) in the current year and seeks approval for the award of funding to the first round of applications to the Main Grant Fund.

Recommendations

1. That Cabinet approves grant funding of up to £119,260.79 and endorses the Evaluation Panel's recommendations as outlined in Appendix A.
2. That Cabinet notes the content of this report and appendices B, C and D.

Reasons for Recommendations

1. To enable Strong Communities Grant Funding to be awarded to submissions as outlined in Appendix A attached to this report, in line with the Council's Constitution and the scope of the scheme.
2. To provide Cabinet with an update on the Strong Communities Grant Fund.

1. Background

- 1.1 On April 3rd 2017, Cabinet approved the establishment of the Strong Communities Fund. The Strong Communities Grant Fund was introduced to streamline the way in which community grant funding is managed by the Council and to encourage innovative and creative use of a range of funding to support community initiatives in line with the Council's 2016-2020 Corporate Plan Well-being Outcomes, whilst being mindful of the Well-being of Future Generations Act 2015.
- 1.2 Since the Strong Communities Grant fund was launched in August 2017 grants totalling £781,722 have been allocated to 56 projects across the Vale of Glamorgan. The Council and its partners: Waterloo Foundation, Natural Resources Wales and representatives of the Town and Community Councils have joined forces to support projects which are making a real difference to the quality of life and a range of services available to people and communities in the Vale.
- 1.3 Strong Communities grants approved in the three-year period up to March 2020 will contribute towards the delivery of projects with an overall value in excess of £2.74 million. The Scheme has also proven to be an invaluable tool in the allocation of Section 106 funding, and it has been used as a match funding source for other funds from Welsh Government and Lottery funding.
- 1.4 At its meeting on 23rd March 2020 Cabinet approved a new funding allocation totalling £837,533 for the five-year period from April 2020 to March 2025.
- 1.5 At the meeting, minor alterations to the operation of the Strong Communities Grant Fund were approved to allow more efficient management of small grants. The scope of the scheme and the way in which it operates remains unchanged apart from the following four amendments: i) Introduction of a simple application process for smaller grants in the form of a rolling programme for applications of up to £3,000. These applications are circulated to panel for comment and then determined via delegated powers in consultation with Leader, Deputy Leader and Managing Director. ii) Removal of the £1,000 innovative grant fund. iii) The panel

will meet twice a year. iv) The maximum grant threshold will be changed to £25,000.

- 1.6 The amended scheme guidance is available on the Vale of Glamorgan Council website and can be found at Appendix B.

2. Key Issues for Consideration

- 2.1 The purpose of the Strong Communities Fund is to enable community groups, the third sector and town and community councils to apply for revenue and capital funding that promotes initiatives within the Vale of Glamorgan consistent with the Council's vision of 'Working together for a brighter future'. (Corporate Plan 2020-25).
- 2.2 The funding allocation is as follows:

BUDGET	2020/21	2021/22	2022/23	2023/24	2024/25	Total
Revenue Budget	£ 132,000	£132,000	£132,000	£132,000	£132,000	£660,000
Capital Budget	£ 30,000	£ 30,000	£ 30,000	£ 30,000	£ 30,000	£150,000
Reserve (Unallocated fund)	£ 27,533	£ -	£ -	£ -	£ -	£ 27,533
Total	£ 189,533	£162,000	£162,000	£162,000	£162,000	£837,533

- 2.3 An evaluation panel, supported by officers from a range of departments is responsible for the evaluation of submissions for funding and comprises:
- Leader of the Council
 - Cabinet Member with responsibility for Regeneration
 - One representative from a Town Council
 - One representative from a Community Council
 - One representative from the Waterloo Foundation
 - One representative from the Third Sector
 - One representative from a member organisation of the Public Services Board
- 2.4 Eligible schemes can include those which are seeking funding to: improve the resilience of organisations or their activities by funding activities which add value to their current work and reduce their reliance on grant funding in the future; improve the resilience of organisations/groups or provide seed corn funding towards initiatives that can demonstrate longer term sustainability; undertake consultation, feasibility, design and other specialist work to develop proposals for future activity and funding bids; meet the capital costs of schemes by purchasing plant, machinery, equipment or other assets or undertaking maintenance work that would enable viable services to be provided, for example, through increased income generation opportunities.

- 2.5** Applications solely for the funding of core costs of an organisation are not eligible. Funding towards activities that generate funding to cover these costs would be considered. In addition, applications from Town & Community Councils for revenue funding will only be considered where these demonstrate that they are a joint bid with a voluntary/community group.
- 2.6** The planned launch of the new Strong Communities Grant Fund in March this year coincided with the Covid-19 outbreak in the UK and the subsequent instruction by the Government to enter a period of lockdown. In response to the crisis, on 20th April 2020, the Managing Director approved under Emergency Powers the creation of the Vale Heroes Crisis Grant Fund, by allocating £50,000 from the Strong Communities Grant Fund and £15,000 from the Vale of Glamorgan Rural Local Action Group LEADER funding.
- 2.7** The Vale Heroes Crisis Grant Fund offered grants to Community Groups, the Voluntary Sector, Town and Community Councils and eligible businesses towards the cost of initiatives within the Vale of Glamorgan that help members of the community affected by the Covid-19 pandemic. The fund provided grants of up to £3,000 per project. 23 grant applications totalling £48,572.94 were approved in line with the delegated authority granted to the Managing Director in consultation with the Leader. A full list of projects funded through the Vale Heroes Crisis Fund is attached in Appendix C.
- 2.8** On 29th July 2020, the Strong Communities Evaluation Panel met remotely to consider the first round of applications over £3,000. A total of 14 applications were received.
- 2.9** Appendix A sets out the names of the applicants, a summary of the projects and the total amount of funding requested. It also sets out the recommendations of the panel as to whether the applications should be supported (in whole or in part), not supported or deferred for further information. Where bids are recommended to be supported in part, the Council will communicate with the applicant to suggest the element of the bid that would be supported and ensure any conditions (such as match funding requirements) are put in place prior to the release of any funds.
- 2.10** Following the consideration and approval of Cabinet, the Council will communicate with all those organisations who have bid for funding to provide feedback on the bid and put in place the relevant monitoring and payment mechanisms for approved funding applications.
- 2.11** Appendix D lists the 9 applications received to the SCGF Small Grant Fund (for grants of up to £3,000) and the decisions reached on these applications. In line with the revised process for assessment of these small grants, applications were presented to the evaluation panel for their comments and then authorised via delegated powers granted to the Managing Director in consultation with the Leader.

- 2.12** Community groups and organisations across the Vale of Glamorgan have faced considerable challenges this year due to the pandemic. Setting aside just under £50,000 to the Vale Heroes Crisis Fund in April provided vital support for 23 organisations in the early months of the pandemic. To support this Covid specific allocation, funds available for main and small Strong Communities Grants have been reduced for the current year. Applications for funding have exceeded this year's available budget.
- 2.13** Eight applications to the SCGF small grant programme totalling £21,361.88, have been approved. A further 7 applications to the main grant programme are recommended for approval, as shown in Appendix A. If Cabinet resolves to approve the applications to the main grant programme the budget for 2019/2020 will be fully committed. Promotion of the scheme will recommence in early 2021.
- 2.14** The progress of the overall scheme will continue to be reported regularly to the Voluntary Sector Joint Liaison Committee as part of the work programme supporting the Compact between the Council and Glamorgan Voluntary Services.

3. How do proposals evidence the Five Ways of Working and contribute to our Well-being Objectives?

- 3.1** The proposals are consistent with the Well-being of Future Generations (Wales) Act 2015 which requires the Council to contribute to the national Well-being Goals and to work in line with the sustainable development principle. These proposals seek to develop the Council's approach to the five ways of working with a focus on the collaboration and long term (with community groups and other organisations) and involvement (of the public in decision making).
- 3.2** The proposals are consistent with the Council's 2020-2025 Corporate Plan vision of 'Working together for a brighter future' and associated wellbeing outcomes. Working with the Voluntary Sector, Town and Community Councils and community groups is a key aspiration within the Council's transformational change programme, Reshaping Services.

4. Resources and Legal Considerations

Financial

- 4.1** The allocation of funding for the Strong Communities Grant Fund is set out below.

BUDGET	2020/21	2021/22	2022/23	2023/24	2024/25	Total
Revenue Budget	£ 132,000	£132,000	£132,000	£132,000	£132,000	£660,000
Capital Budget	£ 30,000	£ 30,000	£ 30,000	£ 30,000	£ 30,000	£150,000
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Total	£ 189,533	£162,000	£162,000	£162,000	£162,000	£837,533

- 4.2** In addition to the above, the Strong Communities Grant Fund can access Section 106 funding should this be appropriate use of that source of funding to support Community Facilities or Public Open Space schemes. Where any schemes could make use of Section 106 funding, this will be agreed through established procedures and reported back to the evaluation panel in due course.
- 4.3** As outlined in Appendix A, a total of £119,260.79 is recommended to be awarded as a result of the evaluation of this round of applications to the SCGF Main grant Fund. The Council's Section 151 Officer will determine the appropriate categorisation of expenditure (capital or revenue) of the various schemes. The Waterloo Foundation and Natural Resources Wales may provide third party contributions to the Grant Fund and will indicate which schemes these organisations would wish their funding to be used to support.
- 4.4** The Council has committed funding per annum for a five year period from 2020/21 in order that any bids approved spanning more than one financial year (or approved mid-way in a year) can continue. Previously it was agreed that any underspend on the grant fund in a financial year could be “rolled-forward” so as to increase the funding available for the next financial year and it is intended that this should continue in the new programme.

Employment

- 4.5** There are no direct employment implications associated with this report. The administration and involvement of Council officers in the scheme will be met from within existing resources. There are no direct employment implications associated with this report. It is intended that the administration and involvement of Council Officers in the scheme will be met from within existing resources.

Legal (Including Equalities)

- 4.6** There are no direct legal or equalities implications arising from this report.

5. Background Papers

Appendix A. SCGF Applications to the Main Grant Fund

Appendix B. Strong Communities Grant Fund Scheme Guidance

<https://www.valeofglamorgan.gov.uk/en/working/Business-Support/Strong-Communities-Grant.aspx>

Appendix C. Vale Heroes Crisis Grant Fund - Approved applications

Appendix D. SCGF Applications to the Small Grant Fund - Approved applications

Emergency Powers approval, Vale Heroes Crisis Grant Fund 22nd April 2020



EMERGENCY
POWERS APPROVAL:

Strong Communities Grant Fund, Report of the Leader Cabinet, 23rd March 2020

Strong Communities Grant Fund, Report of the Leader, Cabinet, 18th March 2019

Strong Communities Grant Fund, Report of the Leader, Cabinet, 1st October 2018

Strong Communities Grant Fund, Report of the Leader, Cabinet, 26th March 2018

[http://www.valeofglamorgan.gov.uk/Documents/ Committee%20Reports/Cabinet/2018/18-03-26/Reports/Strong-Communities-Grant-Fund-Cabinet-Report.pdf](http://www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Cabinet/2018/18-03-26/Reports/Strong-Communities-Grant-Fund-Cabinet-Report.pdf)

Strong Communities Grant Fund, Report of the Leader, Cabinet, 20th November 2017

[http://www.valeofglamorgan.gov.uk/Documents/ Committee%20Reports/Cabinet/2017/17-11-20/Reports/Strong-Communities-Fund-1st-Round-Cabinet-Report.pdf](http://www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Cabinet/2017/17-11-20/Reports/Strong-Communities-Fund-1st-Round-Cabinet-Report.pdf)

Strong Communities Grant Fund, Report of the Leader, Cabinet, 3rd April 2017

[http://www.valeofglamorgan.gov.uk/Documents/ Committee%20Reports/Cabinet/2017/17-04-03/Reports/Strong-Communities-Final-Report.pdf](http://www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Cabinet/2017/17-04-03/Reports/Strong-Communities-Final-Report.pdf)

Strong Communities Grant Fund, Voluntary Sector Joint Liaison Committee, 7th February 2017

http://www.valeofglamorgan.gov.uk/en/our_council/council/minutes,_agendas_and_reports/reports/voluntary_sector_joint_liaison/2017/17-02-08/Strong-Communities-Grant-Fund.aspx

Reshaping Services Programme - Grants to Community and Voluntary Organisations, Cabinet, 31st October 2016

[http://www.valeofglamorgan.gov.uk/Documents/ Committee%20Reports/Cabinet/2016/16-10-31/Reports/Reshaping-Services-Programme-Grants-to-Community-and-Voluntary-Organisations-Cabinet-Report.pdf](http://www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Cabinet/2016/16-10-31/Reports/Reshaping-Services-Programme-Grants-to-Community-and-Voluntary-Organisations-Cabinet-Report.pdf)

Appendix A

Strong Communities Grant Fund:

Applications to the Main Fund – grants between £3,001 and £25,000

SCGF Main grant fund			
Applicant	Project	Grant Request £	Recommendation £
1st Penmark scouts Rhoose	toilet and kitchen refurbishment	21,750	Approval in full 21,750
Benthyg Penarth	set up costs & rental of premises	14,000	Not supported
Bro Radio	fit out of premises at Llantwit Major	22,798.16	Approval in full 22,798.16
Cadogs Corner Barry	toilet refurbishment	16,371.33	Approval in full 16,371.33
Cardiff & Vale NHS charity	community orchard Llandough hospital	25,000	Not supported
Clockyard Penarth	capital improvements and project staff costs	25,000	Not supported
Cowbridge tennis club	new tennis court		Approval in part 12,000
Innovate trust	staff costs for online activities	12,198.50*	Approval in full for year 1
Island marine FC Barry	pitch and changing room improvements	15,000	Not supported
Llantwit Major riding club	indoor arena	18,000	Not supported
Llandow village hall	renewal of roof	21,170	Approval in part £20,000
Penarth Sounds	expansion of local radio station	25,000	Not supported
Ty Hafan Hospice Sully	kitchen for teenage transition suite	19,672	Not supported Not supported. Refer to Welsh Church Act Fund.
Vale CC Corntown	refurbishment of toilets	14,142.80	Approval in full 14,142.80
		250,102.79	119,260.79

* A 2 year project, the first year of which is recommended to be fully funded through SCGF. The second year of the project will be funded by the Waterloo Foundation.

STRONG COMMUNITIES WITH A BRIGHT FUTURE



Strong Communities Grant Fund 2020 - 2025

Guidance Notes

For further information and advice contact **the Council's Economic Development team** with your idea:

Email: scgfapplications@valeofglamorgan.gov.uk or

Tel: 01446 704636

Vale of Glamorgan Council Docks Office
Subway Road
Barry
CF63 4RT

What is the Strong Communities Grant Fund?

The Strong Communities Grant Fund will offer grants to Community Groups, Voluntary organisations and Town and Community Councils towards the cost of initiatives within the Vale of Glamorgan that help to support the Council's vision of "strong communities with a bright future".

The fund aims to:

1. Improve the resilience of organisations/groups or their activities by funding activities which add value to their current work and reduce their reliance on grant funding in the future;
2. Provide seed corn funding towards initiatives that can demonstrate longer term sustainability;
3. Undertake consultation, feasibility, design and other specialist work to develop proposals for future activity and funding bids;
4. Meet the capital costs of schemes by purchasing plant, machinery, equipment or other assets or
5. Undertake work that would enable services to be provided, for example, through increased income generation potential;
6. Open up Section 106 funding to specific communities where developments have taken place. Funding for facilities and open space projects in specific areas will be announced when each round is opened for applications;
7. Encourage projects that include innovative ways of addressing climate change

How do I apply?

Applicants must complete a Strong Communities Grant application form. Anyone considering making an application must contact the Council's Economic Development Team before completing an application form, so that eligibility can be assessed at an early stage.

Email: scgfapplications@valeofglamorgan.gov.uk or Tel: 01446 704636

We will provide you with an online form appropriate to the grant sum you are requesting. Additional information will normally be required in support of your application. In particular, evidence of any consents, permissions or licences needed to allow you to carry out your project will be required. Financial quotations will also be required.

Incomplete applications or applications submitted without the correct supporting documentation may not be considered.

Who can apply?

The following categories of organisation are eligible to apply:

- Community groups and voluntary organisations
- Town and Community Councils, independently or in partnership with a community group where the latter lacks legal status
- Consortia of the above, including those that have established formal governance arrangements such as social enterprises*

** Please refer to the separate 'Legal Structures summary' for guidance on the legal structures commonly associated with social enterprise and the features of eligible structures.*

How much can we apply for?

There is no minimum grant. The maximum grant that will be offered towards any single project is £25,000. Applications are invited for 1 – 5 years until March 2025 and we encourage projects of all sizes with this framework. Applications will be assessed as follows:

- **Grant applications of up to £3,000** – can be submitted at any time and will be assessed on a rolling programme
- **Grant applications between £3,001 and £25,000** will be assessed biannually. Relevant deadlines will be posted on the Council's Strong Communities Grant Fund webpage: <https://www.valeofglamorgan.gov.uk/en/working/Business-Support/Strong-Communities-Grant.aspx>

Value for money is a key assessment factor and demand is likely to be high. Applicants for grants of between £3,001 and £25,000 are expected to make a contribution, either monetary and /or 'in kind' towards the overall project cost.

Please do not be discouraged by the application form – the Council is here to support you through the application process. We hope that this will help you in the future when you apply for other funding from other bodies.

The amount of information that we are expecting you to provide in this form should be proportionate to the amount of money you are applying for. Small grants of up to £3,000 do not require a lot of detail and you can chat through this with the Economic Development team. All we want to know is what you want to spend it on, what you hope to achieve, who will benefit and how this will help in you in the longer term. A simple form is provided for these small grant applications. For more complex, higher value projects you should provide us with a more detailed application. You can contact us at any point for support to complete your application and we encourage you to provide us with an early draft so that we can provide feedback, if necessary.

All funding must be spent by March 2025 with annual costs set out over financial years.

The fund total over 5 years is £837,533 until March 2025*

£150,000 is available for Capital projects over 3 years.

£660,000 is available for Revenue projects over 3 years

£27,533 is an unallocated fund held in reserve from the previous grant programme.

* an allocation of £50,000 from the fund has been committed to the Vale Heroes Crisis Grant Fund for the financial year 2020/2021.

In addition, Section 106 contributions received for the purpose of Communities Facilities and Open Space may be available within specific areas. The Vale of Glamorgan Council seeks contributions from developers towards the costs of providing or enhancing community infrastructure, in order to mitigate the impacts that arise as a consequence of their development.

It is important to note that S106 monies may only be spent on facilities where the new development has contributed to the need to provide or enhance the facilities. Applicants will need to demonstrate when applying for any S106 contributions, that this has been considered.

S106 funding is usually available for capital projects only, but revenue projects that link to the needs identified within new developments may also be supported.

Further information on Section 106 funds is available from the Council's Section 106 Officer Charlotte Raine, email clraine@valeofglamorgan.gov.uk. A summary of signed current S106 agreements can be found [here](#) .

The Section 106 monies available for specific areas will be publicised on the Strong Communities Grant Fund webpage and are additional to the core Strong Communities Fund.

What can be funded?

Here are some examples of things that could be supported. (This list is not exhaustive).

- Projects that improve the ability of the applicant to generate income
- Projects that support an applicant to take on and sustain an asset
- Feasibility studies, community mapping & detailed design to prepare for funding bids
- Year on year funding if the projects can demonstrate sustainability in the longer term
- Purchase and hire of equipment, machinery or other assets
- Marketing and translation costs
- Capital works, including refurbishment of buildings and open spaces
- Investments which reduce the long term running costs of the applicant organisation
- Investments which improve the efficiency of the applicant organisation
- Activities which pool resources across several organisations in order to save costs
- Research and other consultancy costs
- Cost of staff, only where the cost relates to delivery of the project
- Training
- Travel & subsistence related to the project, including volunteer expenses
- Irrecoverable VAT
- Venue hire
- A contribution to project overheads up to a maximum of 10% of the total value of the funding applied for

What can't be funded?

The following are examples of things that would not generally be supported. (This list is not exhaustive).

- Day-to-day running costs (e.g. core staff, utility bills, council tax, rent and insurance)
- Projects that are more appropriate for support from other Council Schemes: e.g. Events fund
- Projects that do not align to the Council's Corporate Plan
- Projects that cannot demonstrate need
- One off fundraising events
- Projects that happen or start before we confirm our grant
- Items that mainly benefit individuals (for example, equipment that is not shared)
- Religious or political activities, including campaign groups
- Hospitality e.g. Purchase of alcohol
- Routine repairs and maintenance – e.g. Boiler servicing, grass cutting
- Projects that do not take place in the Vale of Glamorgan
- Recoverable VAT

How much should I write in my application?

Don't forget that for small grants we are not looking for a lot of detail. The application form for grants of up to £3,000 is concise and straightforward. The amount of information you give us in small applications should be proportionate to the amount of funding you are looking for. E.g. A few lines in each section is all that we require to support a small grant for equipment. If in doubt – ask.

The follow examples may help you to judge the eligibility of your project.

What we would support: Case Study 1

The Community Kitchen

A community identifies the need for a lunch club through talking to users of the community centre and other residents. This kitchen could also be used for weddings and other functions, therefore making the overall facility more sustainable. The Hall does not have a commercial grade kitchen. Funding could be used to purchase equipment and the installation of the kitchen. The fund could also support the training of volunteers and marketing of the club itself. Support for marketing the newly installed kitchen could also be provided. The lunch club would cover its costs and generate additional income through appropriate charging which would allow for future investment in replacement equipment.

Example of eligible costs

Installation of new kitchen and other equipment at community centre	£12,500
Project / volunteer Coordinator over 2 years (part-time)	£5,000
Training and certification of volunteers	£1,800
Travel costs for the volunteers	£300
Marketing materials (pop ups, leaflets and 2 x adverts in local press)	£880
Menu development	£600
Total project cost	£21,080

Applicants for grants of between £3,001 and £25,000 will be expected to make a contribution to the overall project cost.

What we would not support:

A community thinks that a lunch club will work and wants to pay a catering company to come in and provide this service using the existing facility. It wants to pay itself room hire and pay session staff to support the activity. It proposes to charge a nominal amount for lunch or offer it for free which means the grant is subsidising the running costs of this service.

What we would support: Case study 2

Youth Groups in Action

Several youth groups Barry come together to buy £750 worth of car washing equipment, marketing and some events stands in order to generate money for day trips and equipment. They work with local events operators to offer this service at the Vale show and other events. They use the money generated to fund leisure trips for the groups.

Example of eligible costs

Washing Equipment	£450
Gazebo	£200
Marketing	£50
Cash box	£50
Total project cost	£750

What we would not support:

The cost of 88 day trips for youth groups to a community farm or adventure park each year.

What we would support: Case Study 3

Service user training and employment projects – catering

A community led organisation identifies training opportunities for its service users through the establishment of a community café. Funding could be used to develop the café space, provide seed corn funding for rent and staffing costs. Volunteers would gain valuable skills over a 3 year period, and hopefully move into employment. The café would also have developed a customer base and regular income over this period to enable it to cover costs in the longer term.

Example of eligible costs

Installation of new kitchen	£12,600
Rent for space @ £2,000pa	£6,000
Project / volunteer Coordinator over 3 yrs	£20,000
Travel costs for the volunteers	£1200
Marketing materials (pop ups, leaflets and 2 x adverts in local press)	£1500
Total project cost	£41,300

Any grant offer would be limited to a maximum of £25,000 towards the overall project cost.

Applicants for grants of between £3,001 and £25,000 will be expected to make a contribution to the overall project cost

What we would not support

The cost of a training officer to train 36 clients in classroom environment in catering skills. No long term income could be identified through this approach. The project would just end after three years.

What we would support: Case Study 4

A Community Hub & Garden

A community identifies the need for a community hub in the area due to increased pressures on its existing facilities due to a new housing development on the edge of the village. Section 106 is available to the village in question. Funding could be given in two stages to support detailed community surveys and resulting designs of a new facilities. The community identified the need for a community hub, offering an ICT suite, coffee shop and crèche facilities. It also identified a need for a community garden in an adjoining resident's accommodation for older people. These projects would then be costed and a stage 2 grant could be awarded subject to the approval of the local Ward Members.

What we would not support.

A proposal from a limited number of residents to build a play area with no evidence of need for such facilities. The Council can support residents to identify need through its community mapping toolkit. Watch [this short video](#) on our YouTube Channel to hear about some communities in the Vale that have participated.

What we would support: Case Study 5

Taking on assets – A sports club

A bowls club that is taking on an asset owned by the Council currently has the green mowed by contractors. It cannot afford to do this once it takes on the asset. It works with two other clubs nearby to see how they can reduce the costs of grass cutting and painting. It was decided that a mower and a trailer to transport it would help them to reduce costs. The club thinks that it may be able to use the mower and volunteers to offer services at other clubs across the County. Payment for this service would help cover running costs.

They also think that the clubhouse could be rented out for conferencing and events so have asked for some conference equipment.

Example of eligible costs

Sit on specialist mower	£8,000
Trailer and 3 x hook-ups to transport between clubs	£1,800
Health and safety training	£600
3 x security sheds and locks	£1,500
Projector, Screen and Flip Chart Stands	£1,000
Total project cost	£12,900

Applicants for grants of between £3,001 and £25,000 will be expected to make a contribution to the overall project cost

What we would not support:

The cost of 3 years grass cutting by a garden contractor
3 year lease of a mower (what happens at the end of 3 years?)
Ongoing servicing and repair costs of the mower

Do I include VAT in my application?

You can only include VAT in the application if you cannot claim it back from HM Revenue and Customs. Applicants are responsible for taking advice on VAT. Unfortunately, the Council cannot offer this advice.

How long does a grant last?

Funding is available until 31 March 2025 but must be spent and claimed by this date. If your application is successful your funding offer letter will specify a deadline by which the project must be completed. You will also be required to report on the progress of your project periodically and in line with the terms and conditions of your grant offer.

How will the grant be paid?

The grant will be paid in accordance with the terms and conditions set out in the funding letter. The grant will usually be paid retrospectively and subject to all all invoices / receipts being submitted to the Council. In exceptional circumstances where this could cause real difficulties for small organisations, stage payments will be considered. The best thing to do is talk to us about your financial position and we will do our best to work out the method of grant payment.

What is the application timetable?

Applications for grants of up to £3,000 can be made at any time.

Applications for grants between £3,001 and £25,000 will be invited twice each year. Application windows will be advertised on the Vale of Glamorgan Council website. Your application must be complete with all attachments and submitted by email, by 12 noon on the deadline date. Applications received after the deadline will be held until the next application round. You can submit your application at any point during the window. Keep in touch with us and don't hesitate to ask any questions.

If your application is successful, you will be issued a funding letter and associated documents to sign and return. The pack will explain any conditions, the approval process and how to submit a grant claim. If you have any questions at this point we will be happy to help you.

Who makes the decision and what are the assessment criteria?

Your application will be examined by the relevant Grants Officer at the Vale of Glamorgan Council and any queries followed up with you.

Applications for grants of up to £3,000 will be determined by the Managing Director in consultation with the Leader of the Council and the Cabinet Member with responsibility for Regeneration, following consultation with members of the grant evaluation panel. Details of the evaluation panel are set out below. The awards will be reported to Cabinet as part of the approval process for larger grants.

Applications for grants of between £3,001 and £25,000 will be submitted to a grants evaluation panel meeting for consideration. The panel is made up of the following:

- Leader of the Council
- Cabinet Member with responsibility for Regeneration
- One representative from a Town Council
- One representative from a Community Council
- One representative from each of any donors of recurring third party funding
- One representative from Glamorgan Voluntary Services
- One representative from a member organisation of the Public Services Board
- One representative from the Waterloo Foundation

The grant panel may choose to attach conditions to your grant offer if successful. You will then be notified in writing of the panel’s decision.

The panel will assess your application against the following criteria:

Assessment Criteria

Strong Communities Grant Fund project proposals will be scored using the following scoring scale of 0 – 25 to give a maximum total score of 100. No application will progress which scores less than the minimum quality threshold of 60.

	Priority Criteria	Score
1	Strategic fit with: <ul style="list-style-type: none"> • Vale Council Priorities (Corporate Plan 2020 - 2025 and the Strategic Equalities Plan 2020 – 2024) • Well-being of Future Generations (Wales) Act 2015 	0 – 25
2	Value for money and outcomes	0 – 25
3	Stakeholder engagement in shaping and delivering the project	0 – 25
4	Added value and sustainability	0 – 25
	Total	100

Criteria 1 – Strategic Fit

Score up to 25

Do not be scared by this section! If you aren’t sure how your project fits with this section, don’t worry - just ask one of the Economic Development team and they can give you some pointers. The idea behind showing these links is to make sure that projects funded are relevant to the priorities of the Council and Welsh Government.

Contribution to the Vale of Glamorgan Council's values set out in the Corporate Plan 2020 – 25 and consistent with Council's Wellbeing Objectives. These are:

Objective 1: To work with and for our communities

Objective 2: To support learning, employment and sustainable economic growth

Objective 3: To support people at home and in their community

Objective 4: To respect enhance and enjoy our environment

Projects should be able to demonstrate a link to one or more of the above objectives. For grants over £3,000 state how your project is consistent with the outcome(s) you have chosen. For grants under £3,000 please tick which ones apply to you.

Contribution to the Council's Strategic Equality Plan 2020 – 2024 – Working together for a fairer future.

The plan contains 10 Strategic Equality Objectives. These are:

1. Improve how we involve, engage, and communicate with protected groups about our work and decisions.
2. Continue to reduce the gender pay gap in the Council, identify whether there is a pay gap for ethnic minorities in the Council by March 2021, and report on both annually.
3. Improve employment opportunities in the Council for protected groups, particularly disabled and young people, to more closely reflect the diversity of the local population by March 2024.
4. Continue to work on developing a more inclusive work environment that supports staff from all backgrounds to reach their potential through implementing a range of actions by March 2024.
5. Seek the views of protected groups on proposed changes to policy, budgets and services
6. Encourage people with protected characteristics to report hate crimes, harassment and discrimination
7. Develop and implement processes throughout the life of this plan to address hate crimes, violence against women, domestic abuse and sexual violence.
8. Consider the housing needs of people with protected characteristics and how our work impacts on them, taking action to address any disproportionate impacts on these groups.
9. Work in partnership to consider issues relating to transport accessibility, particularly for disabled people and older people.
10. Develop and implement plans throughout the life of this plan to promote our natural and built environment and cultural heritage, including accessibility, to protected groups.

These equality objectives support our work to achieve the five ways of working and contribute to our well-being objectives as required by the Well-being of Future Generations Act.

Projects should be able to demonstrate compatibility with the Plan and its objectives.

[Well-being of Future Generations \(Wales\) Act 2015. More information on the Future Generation Act can be found here.](#)

The Well-being of Future Generations (Wales) Act is about improving the well-being of Wales.

The Act has **7 well-being goals**. These are:

- A globally responsible Wales
- A prosperous Wales
- A resilient Wales
- A healthier Wales
- A more equal Wales
- A Wales of cohesive communities
- A Wales of vibrant culture and thriving Welsh language

The Act has **5 ways of working**:

- Integration
- Collaboration
- Prevention
- Long-Term
- Involvement

Projects should be able to demonstrate a link to one or more of the above wellbeing goals and ways of working. For projects over £3,000 please state how your project is consistent with the ones you have chosen. For projects under £3,000 please tick which ones you think apply to you. Keep your information brief in this section.

Reshaping Services

The Council is delivering a Reshaping Services programme. This programme seeks to reshape the Council to enable it to meet the future needs of citizens of the Vale of Glamorgan within the context of unprecedented financial challenges. **Projects that support this Reshaping Services programme should score well against Criteria 1.**

The Strategy has three objectives:

- To identify alternative ways of delivering services which provide better outcomes for citizens and / or more efficient means of delivery
- To meet financial challenges while mitigating the impact of cuts on service users
- To develop the Council and its partners to ensure they are able to meet future challenges

The Council recognises the value of the contribution that Town and Community Councils and the voluntary sector have to play; there is a project dedicated to developing these relationships and working in partnership on specific projects, including community asset transfers. If you can show how your project links to our Reshaping Service programme then it should achieve a higher score.

Criteria 2 – Value for money and outcomes

Score up to 25

This criterion speaks for itself. We want to know what you intend to achieve through your project. You may create jobs, improve health, generate funding for your organisation or take on an asset in your community. Give us an idea of what you hope to achieve and how much this will cost. We have a limited amount of money and projects that achieve more with their grants will score more highly in this section.

Criteria 3 - Stakeholder engagement in shaping and delivering the project

Score up to 25

Projects should be developed in response to detailed local knowledge and sound evidence of need. Local communities are best placed to understand their local circumstances and to identify the barriers and opportunities facing them. Applicants should explain **who** their stakeholders are; **how** they have been engaged during the development of the project and how they will continue to be involved in its delivery. Applicants should explain the ways in which the final project reflects the outcome of the community engagement.

Criteria 4 – Added value and sustainability

Score up to 25

Applicants should explain the added value that will derive from their project, beyond the core activities it currently delivers. A key consideration in project development should be how the project can improve the resilience of the organisation and reduce reliance on grant funding in the future. We cannot support the core running costs of your organisation using this funding.

Marketing / Promotional Materials

Your grant offer is conditional upon the use the funding partners' logos on associated marketing / promotional products e.g. flyers, website, social media, interpretation panels. There is specific guidance on this matter which you are asked to follow and if your application is successful we will supply this with your funding letter.

Will I need to monitor the project?

As part of your application you will have set out what you hope to achieve with your funding. This might be the number of individuals benefiting, receiving training, or physical projects completed. We will ask you to report to us on progress periodically during delivery of your project and on its completion. Please work with our officers as part of this application process to agree and set out the outcomes of your project.

The Vale of Glamorgan Council must be notified if you propose to change the use, or sell any building or equipment acquired, reclaimed or refurbished using this grant. If this does not continue to reflect the objectives of the grant scheme VOGC may recover from you funds up to the total amount of grant paid in respect of that project for a period of up to 5 years from final payment of the grant.

Date of disposal of asset (s)	Amount to be repaid
Within 1 year	Funding to be repaid in full
Within 2 year	80% of funding to be repaid
Within 3 year	60% of funding to be repaid
Within 4 year	40% of funding to be repaid
Within 5 year	20% of funding to be repaid
After 5 year	No funding to be repaid

How many quotes do I need to provide?

The tendering table below sets out the procedure you need to follow. Please ensure you have submitted the appropriate information with your application. We can help you with this process and advise you on how to put together specifications for quotes and tenders.

Tender Information

Estimated Value	Tender Action Required
Up to £250	Invite minimum of one quotation
Up to £3,000	Invite minimum of two quotations to the same clear specification.
£3,001 - £74,999	Invite minimum of three quotations to the same clear specification.
£75,000 – OJEU threshold £189k	Tender Process – contracts to be advertised to the market through Sell2Wales or own electronic procurement portal.

Your application for grant funding must be approved prior to starting work. No grant money will be available for works carried out prior to written approval being issued.

All approved work must be completed and evidence of payment by the applicant submitted before the grant can be claimed.

IMPORTANT

It is important that you read these notes and the step by step guide to completing your application form – they will help you complete your application correctly and help avoid any delays in processing.

Appendix C

Vale Heroes Crisis Grant Fund: Applications approved.

	Applicant	Project	Grant £
1.	Bro Radio	Transmission & set up costs	3,000.00
2.	BWFRA covid support group	Printer, PPE, packaging	940.00
3.	DPVC	Additional staff hours	3,000.00
4.	Goodwash	Soap base, packaging for key workers	1,000.00
5.	4x4 Response South Wales	PPE & vols mileage	417.80
6.	Vale for the Love of Scrubs Group	Scrubs for carers	3,000.00
7.	YMCA	Tablets for young carers and delivery expenses	2,350.00
8.	Helping Hands (Penarth)	Equipment for covid support group	3,000.00
9.	Circean Ltd	Adaptations to co working space	3,000.00
10.	DPLAC	Cctv	1,677.60
11.	Newydd Housing Association	Tablet loan scheme	3,000.00
12.	Barry Town Council	Improving access to cemetery	1,625.24
13.	Vale Plus	Home learning resources (adults)	2,552.00
14.	Ysgol Gwaun PTA	Activity packs	1,500.00
15.	Penarth Chamber Music Festival	Online festival	1,095.00
16.	Glamorgan Smallholders	Worming project	110.11
17.	Motion Control Dance	Online dance app	2,934.99
18.	Rubicon Dance	Online dance sessions	1,500.00
19.	Cadogs Corner	Summer holiday club	3,000.00
20.	Barry YMCA	Security system	3,000.00
21.	Media Academy Wales	Disrupting child exploitation	2,870.00
22.	Pinkspiration	Home construction project	2,000.00
23.	Penarth RNLI	PPE	2,000.00
			48,572.94

Appendix D

Strong Communities grant fund

Applications to the Small grant fund, up to £3,000 (applications determined under delegated powers)

SCGF Small Grant Fund			
applicant	project	grant request	Decision
Aberthin village hall	shed	712.70	Approval in full
Barry Romilly bowling club	Kitchen refurbishment	3,000	Approval in full
Capel Siriol Treoes	equipment – tables, chairs, crockery, cutlery	2,899.18	Approval in full
CAVRA	training for volunteers	2,890	Approval in full
Cowbridge art group	display panels for artwork	2,910	Approval in full
Ogmore by sea village hall	tables and storage trolleys	3,000	Approval in full
Vale adaptive cycling club	trike	2,950	Approval in full
Vale Cricket club Corntown	equipment – tables, wifi, cabling, seating, ppe, trolley	3,000	Approval in full
Valeways	website design and hosting, marketing and website maintenance training for volunteers	2,840	Not supported – pending discussions
		23,489.18	21,361.88