

EAST AYRSHIRE COUNCIL

SOUTHERN LOCAL GRANTS COMMITTEE - 13 NOVEMBER 2008

ADMINISTRATION AND PRIORITISATION OF COMMUNITY GRANT APPLICATIONS

Report by the Depute Chief Executive/Executive Director of Corporate Support

1. PURPOSE OF REPORT

- 1.1** To invite the Committee to consider prioritisation and certain administrative arrangements to be applied in dealing with Community Grant applications, and to advise of the updated financial position for Wards 7 and 8.

2. BACKGROUND

- 2.1** This Committee, on 15 May 2008, agreed, amongst other things, as follows, namely:-
- (i) that, for Wards 7 and 8, it be remitted to Officers to review, and report back, on the priority weightings to be afforded to each of the identified grant categories; and
 - (ii) that grant awards approved by the Committee at that meeting be paid only where the applicant concerned has (a) submitted all documentation relative to the application and this has been found to be satisfactory; (b) submitted a satisfactory report, with the appropriate documentary evidence, to confirm use of any grant awards made in previous years; and (c) provided evidence to confirm that, where appropriate, any requisite permissions have been obtained for the project which is the subject of the application.

3. PRIORITISATION OF APPLICATIONS IN WARDS 7 AND 8

- 3.1** Within Wards 7 and 8, the priority weightings afforded to each of the identified grant categories i.e. the percentage of the annual grant budget to be allocated to each category, were determined by the former Cumnock Area Local Committee in 2005 and have now, therefore, been effective for 3 years. The percentages allocated to each category are identified in column 7, Appendix I (current %), and these are based upon historic demand patterns during the four years preceding implementation.
- 3.2** An analysis has been carried out to determine the recent level of demand for grant funding within the respective categories, and this has been based upon applications for Community Grants submitted during the financial years 2006/07, 2007/08 and 2008/09. For the purpose of the analysis, demand was measured according to the value of grant applications received within each category, subject to adjustment in respect of applications in excess of £5,000 to reflect a realistic level of demand relative to such applications and in these

cases, the amount recommended by the Assessing Officer has been utilised. The outcome of the analysis is shown in column 6, Appendix I (proposed %).

- 3.3** The purpose of the review of the prioritisation is twofold. Firstly, to ensure that the priority weightings afforded to each of the identified categories take account of changing patterns of demand, and secondly, notwithstanding the demand analysis, to offer the Committee the opportunity to highlight those categories or groups or organisations which it is felt should be afforded greater priority compared to others.
- 3.4** Accordingly, the Committee are invited to determine the priority to be afforded to each of the established categories having regard to the analysis of demand and any other priorities which the Committee might wish to specify.

4. ADMINISTRATION OF COMMUNITY GRANT APPLICATIONS

- 4.1** As indicated at Paragraph 2.1(ii), above, any grant award approved by the Committee will only be paid where an organisation provides a range of information, and this has been found to be satisfactory. Currently, there is no time limit which applies in respect of the submission of the additional information by the applying organisation, and experience has shown that it can take organisations some time to meet this requirement and for approved grant awards to be paid out. Indeed, in some cases it becomes apparent after a protracted period of time, that the information concerned will never be provided and applicants are, accordingly advised that the grant award will not be paid. All of this gives rise to difficulties in administering the Community Grants budget for the year and, more importantly, delays the re-allocation of funds by the Committee to other organisations.
- 4.2** Accordingly, it is suggested that, in future, grant approvals issued in respect of such applications have an additional condition attached to specify that all outstanding information/documentation requires to be provided to the Head of Democratic Services within a period of three months, from the date of approval, failing which the grant award will not be paid. The position would then be reported back to the Committee with a view to the re-allocation of the previously committed funds to other organisations.
- 4.3** It is also suggested that the abovementioned provisions apply only to applications from organisations within Wards 7 and 8, bearing in mind the particular administrative arrangements attached to the processing of grant applications from organisations within those Wards associated with the specification of the closing date each year, in conjunction with the provisions of the Community Grants Scheme which afford applicants a maximum period of 12 months within which to carry out the project/activity and to expend the grant monies. It is considered that there is no practical benefit in applying a similar arrangement in respect of applications from organisations within Ward 9, since, under the current arrangements, these can be lodged at any point during the financial year for consideration by the Committee.

5. FINANCIAL POSITION FOR WARDS 7 AND 8

- 5.1** Having regard to the terms of Paragraph 4.1, above, the Committee are advised of a number of applications relating to the 2007/08 financial year in respect of which the Committee had approved a grant award but the grant payment has not been issued due to the applicant failing to provide the required information/documentation, and these applications have been cancelled. The relevant details are provided in Appendix 2. In addition, Avonlea Youth Centre, Catrine, have failed to confirm expenditure of the grant award of £500.00 made during the 2006/2007 financial year and have been requested to refund this sum. The details of this application are also contained within Appendix 2.
- 5.2** Furthermore, one organisation has failed to provide information/documentation in order to enable release of a grant award approved by the Committee in May of this year, despite several requests. Again, from the point of view of the proper financial management of the grants budget and in order to ensure effective use of the funds available, the applicant concerned has been advised that the application has been cancelled. Details of the application concerned are set out in Appendix 2.
- 5.3** As is indicated in Appendix 2, a total sum of £5,700.00, which had been previously committed, has now become available for redistribution by the Committee, and this sum is included within the financial statement contained within the report under another item on the Agenda.

6 FINANCIAL/LEGAL/POLICY IMPLICATIONS

- 6.1** None arising directly from this report.

7. COMMUNITY PLAN

- 7.1** The disbursement of Community Grants to a range of locally based organisations complements the main themes of East Ayrshire Community Plan.

8. RISK IMPLICATIONS

- 8.1** Failure to timeously disburse Community Grants may compromise the effective use of Community Grant funds.

9. RECOMMENDATIONS

- 9.1** It is recommended that the Committee:-
- (i) consider and determine the priority to be afforded to each of the established grant categories, in respect of grant applications from organisations within Wards 7 and 8, based upon the information presented within the report and particularly Appendix 1, and having

regard to any other priorities which the Committee might wish to specify;

- (ii) agree that, in future, where applicants are required to provide additional information/documentation in order to enable the release of an award approved by the Committee, an additional condition be attached to the grant approval to provide that such information/documentation will require to be provided within three months from the date of approval, failing which the offer of grant will be withdrawn, and that this provision apply, with immediate effect, only to applications in respect of Wards 7 & 8; and
- (iii) note the updated financial position for Wards 7 & 8 as set out in Appendix 2.

Elizabeth Morton
Depute Chief Executive/Executive Director of Corporate Support

21 October 2008
SN/SR

LIST OF BACKGROUND PAPERS

NIL

Any person wishing further information on this report should contact Bill Walkinshaw, Head of Democratic Services on Tel No (01563) 576135.

Implementation Officer: Stuart Nelson, Administrative Officer.

APPENDIX 1

SOUTHERN LOCAL GRANTS COMMITTEE

PERCENTAGE OF GRANT REQUESTED FOR FINANCIAL YEARS 2006/2007, 2007/2008 AND 2008/2009

<u>CATEGORY</u>	<u>FINANCIAL YEAR 2006/2007</u>	<u>FINANCIAL YEAR 2007/2008</u>	<u>FINANCIAL YEAR 2008/2009</u>	<u>TOTAL</u>	<u>PROPOSED %</u>	<u>CURRENT %</u>
Older People	£26,681.00	£27,143.00	£23,184.46	£77,008.46	26.5%	33.5%
Young People	£13,592.58	£15,123.47	£13,793.00	£42,509.05	14.6%	11.6%
Leisure, Sport and Cultural	£24,879.78	£22,588.11	£31,530.06	£78,997.95	27.2%	18.5%
Disability	£10,512.49	£5,054.77	£7,355.90	£22,923.16	7.9%	13.4%
Environmental	£11,921.35	£13,992.50	£8,331.25	£34,245.10	11.8%	7.4%
Health/Well Being	£3,232.03	£2,547.82	£3,581.00	£9,360.85	3.2%	4.4%
Social Inclusion	£5,750.00	£7,875.00	£11,900.00	£25,525.00	8.8%	11.2%
TOTAL	£96,569.23	£94,324.67	£99,675.67	£290,569.57	100%	100%

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APPENDIX 2

SOUTHERN LOCAL GRANTS COMMITTEE

A. The applicant in respect of the undernoted application has been requested to repay monies in respect of the 2006/2007 year, namely:-

<u>REFERENCE NO</u>	<u>ORGANISATION</u>	<u>AMOUNT</u>
CG 3283	Avonlea Youth Centre, Catrine	£500.00
TOTAL		£500.00

B. Grant awards not taken up for 2007/2008 and cancelled, namely:-

<u>REFERENCE NO</u>	<u>ORGANISATION</u>	<u>AMOUNT</u>
CG 3609	Sorn Youth Group	£300.00
CG 3620	Skerrington Farm Residents Association	£600.00
CG 3615	Sorn Community Council (Judges Accommodation)	£50.00
CG 3616	Sorn Community Council (Support for Hanging Baskets)	£100.00
CG 3617	Sorn Community Council (Planters)	£350.00
CG 3618	Sorn Community Council (Hanging Baskets)	£200.00
CG 3567	Barshare Tenants and Residents Association	£550.00
CG 3568	Avonlea Youth Centre, Catrine	£2,200.00
CG 3621	CRAVE	£350.00
TOTAL		£4,700.00

C. Grant award not taken up for 2008/2009 and cancelled, namely:-

<u>REFERENCE NO</u>	<u>ORGANISATION</u>	<u>AMOUNT</u>
CG 3846	Muirkirk Enterprise Group (Repairs to Roof)	£500.00
TOTAL		£500.00

OVERALL TOTAL		£5,700.00
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21 October 2008
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