

EAST AYRSHIRE COUNCIL

SOUTHERN LOCAL GRANTS COMMITTEE - 19 AUGUST 2010

LOCAL COMMITTEE GRANTS SCHEME - ASSESSMENT PROCESS AND SETTING LOCAL PRIORITIES

Report by the Executive Director of Finance and Corporate Support

1. PURPOSE OF REPORT

1.1 The purpose of this report is:-

- (i) to outline, for the information of the Committee, the assessment process used to assess applications for Community Grant funding; and
- (ii) ask Members to give consideration to the criteria and priorities to be applied in the allocation of resources to applications in future years.

2. BACKGROUND

2.1 The Southern Local Grants Committee at its meeting on 12 May 2010 (reconvened on 27 May 2010) requested the above information.

3. ASSESSMENT PROCESS

3.1 All Local Committees receive a summary assessment report on community grant applications submitted for consideration. This summary report incorporates key information taken from the full assessment process.

3.2 This summary report is a product of a robust assessment which includes assessment of the group and project in the following three key areas:-

- (i) financial assessment - this looks at the total grant requested and includes an analysis of the financial viability of the Group; an analysis of the audited annual accounts; an analysis of any budget plans/cash flow projections; whether applications are made to alternative funding sources; details of specific equipment required and analysis of quotes received; whether there are any recurring revenue implications and any financial issues arising from previous projects operated by the Group;
- (ii) risk assessment - this looks at the life span of the project; proportion of Council grants to annual turnover; previous project evaluations; how long the Group has been established; any constitutional issues; that proper accounting systems are in place, i.e. audited accounts or business plans and bank statements; and issues surrounding the protection of children; and
- (iii) general assessment - aims and objectives of group; who benefits from the grant; how will the grant develop the organisation or benefit the local community; cross-boundary implications; is the proposal a

realistic undertaking; contributions from the group; alternative funding sources; value for money aspects of the project; whether appropriate planning permission and building warrants are in place; what Council Strategy/Community Planning/Local Committee priorities are addressed by the application.

- 3.3** Appended to this report (Appendix 1) is the full grant assessment paperwork used by Officers.
- 3.4** The Assessing Officer also takes into account the amount of money the group has in its bank account(s); if funds are ringfenced; if any goods or services applied for are retrospective in nature or whether any items could be deemed as personal items. Once the Assessing Officer has looked at all the above factors, a professional judgement is made on the individual merits of the application which leads to the officer recommendation. The Assessing Officer's recommendation will take into account any members of the group who live outwith the East Ayrshire area and will ensure the project represents best value for money before recommending support.
- 3.5** The full assessment report including the risk and financial assessment forms are then passed to the appropriate Senior Officer within the Assessing Department to "sign-off" as a further stage in the validation process.
- 3.6** At this stage the assessment report is submitted to Democratic Services, Department of Corporate Support where a final corporate overview is taken before being submitted to the Local Committee for consideration.
- 3.7** Corporate training on this process is given on a regular basis to all Assessing Officers throughout the Council.

4. SETTING LOCAL PRIORITIES

- 4.1** Local Committees are free to set and review their own priorities. The corporate assessment process is applied to all grant applications. Currently, the Local Committee sets an indicative percentage spread to certain categories of grants. Appendix 2 details the allocation agreed over each of the categories and also the actual percentage of grant spend on each category over the last two financial years.
- 4.2** The Committee may wish to review the allocations or categories. The Committee may also consider if it wishes to set any local priorities to reflect local need (either per category or by purpose of grant).

5. COMMUNITY PLANNING ISSUES

- 5.1** The support given by way of grants to local voluntary organisations support the main themes of the Community Plan.

6. LEGAL/POLICY IMPLICATIONS

- 6.1** Grant funding to local voluntary organisations is carried out in accordance with the Code of Guidance on Funding External Bodies and Following the Public Pound and the Council's Accounting Policy Bulletin APB 27.

6. RECOMMENDATIONS

- 6.1** The Local Committee is asked:-

- (i) to note the assessment process currently used; and
- (ii) consider whether to set any other local priorities to reflect local need.

Alex McPhee
Executive Director of Finance and Corporate Support

4 August 2010
JMcG/SC

LIST OF BACKGROUND PAPERS

1. Grant assessment, financial assessment and risk assessment forms.

Any person wishing to inspect the background papers relative to this report should contact Julie McGarry, Administration Manager on Tel No (01563) 576147. Any person wishing further information on this report should contact Bill Walkinshaw, Head of Democratic Services on Tel No (01563) 576135.

Implementation Officer: Julie McGarry, Administration Manager.

APPENDIX 2

SOUTHERN LOCAL GRANTS COMMITTEE

PERCENTAGE OF GRANTS PAID TO EACH CATEGORY*

<u>CATEGORY</u>	<u>INDICATIVE % SET ASIDE</u>	<u>ACTUAL SPEND FINANCIAL YEAR 2009/2010*</u> %	<u>INDICATIVE % SET ASIDE</u>	<u>ACTUAL SPEND FINANCIAL YEAR 2010/2011*</u> %
Older People	26.5%	24%	26.5%	16%
Young People	14.6%	13%	14.6%	16%
Leisure, Sport & Cultural	27.2%	27%	27.2%	25%
Disability	7.9%	6%	7.9%	6%
Environment/Heritage	11.8%	11%	11.8%	13%
Health/Well Being	3.2%	3%	3.2%	3%
Social Inclusion	8.8%	9%	8.8%	8%

* As a percentage of the total financial allocation for the year in question.