

REPORT TO: Resources and Governance Overview and Scrutiny Committee
DATE: 10th January 2008
SUBJECT: Cash Grants Programme
REPORT OF: Chief Executive

PURPOSE OF REPORT

To provide members with supporting information on the City Council's Cash Grants programme and to seek views on future developments.

RECOMMENDATION

To seek the views of Members, with particular reference to the future delivery of the Cash Grants programme

FINANCIAL CONSEQUENCES FOR THE REVENUE AND CAPITAL BUDGETS

The current Cash grants programme comprised this year of £800,000 Revenue funding, £300,000 Service Improvement Fund and £200,000 Neighbourhood Renewal Fund

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BACKGROUND DOCUMENTS

Report to Resources and Governance Scrutiny Committee 13 December 2007

Wards Affected

ALL

1. Introduction and Background

- 1.1 As part of the planning process for the Cash grants programme 2008/09 a report was submitted to the Resource and Governance Scrutiny committee on 13 December 2007. At this meeting members requested additional information to be provided in support of the report.
- 1.2 This information was to cover two areas; a breakdown of the number and value of Cash grant applications received in the last two years and elaboration on proposals for future delivery of the Cash grants programme.
- 1.3 Further work will be undertaken, having due regard to the comments made by this Scrutiny Committee, in consultation with the Executive Member responsible for the voluntary sector to finalise programme delivery procedures.
- 1.4 It is anticipated that the programme will be launched in early April 2008 with applications to be submitted and considered at any time after this date.

2. Applications and Funded Projects

- 2.1 The success of the Cash grants programme can be demonstrated by the continued popularity of the scheme with residents. The 2007/08 programme saw a total number of applications submitted that was over 500% greater than the number received in the first year of the programme in 1999.
- 2.2 The Council's response to this has been to increase the annual budget from £500,000 in 1999 to the current £1.3 million (see Appendix 1) and to widen the scope of the programme to enable funding of more imaginative and challenging projects.
- 2.3 The total number of applications submitted and funded in individual wards in the last two full years of the programme has varied significantly (see Appendix 2) but the overall trend remains upwards.
- 2.4 Similarly, the value of applications submitted continues to rise (see Appendix 3) with overall applications running at almost 180% over available budget. In almost one third of wards the level of funding requested was around 200% or more of the available budget in the two-year period.
- 2.5 Although the level of demand has continued to rise, it can be seen (see Appendix 3) that despite this a number of wards have not allocated their full budget when it appears they are oversubscribed. There are a number of reasons for this such as ineligibility or the impracticality of delivering some projects that meant they could not be funded. Other reasons include projects being awarded funding but the applicants subsequently being unable to deliver their project resulting in their allocation being returned to the budget too late for another project to be funded. In addition, in Fallowfield 2006/07, for example, due to technical difficulties with a large project it has not been possible to identify the exact division of funding for the last two projects but the full budget will be allocated.

- 2.6 Where underspends have occurred, the balances have been aggregated from the last two years and redistributed as a mini ward budget of £2,500 per ward during the 2007/08 programme. This has meant that funding originally allocated to Cash for expenditure within wards has still been allocated as such.
- 2.7 A breakdown of the different types of applicant group (Appendix 4) shows that community focussed activities, environmental and parks projects and youth activities are the most popular areas for which funding is requested. An explanation of the categories is included at Appendix 5.

3 Potential Future Options

- 3.1 As stated above, the Cash grants programme remains popular with residents across the city. However, in recent years it has become evident that the current criteria for the programme has not kept pace with the developing demands of local residents to find solutions to local problems.
- 3.2 A greater degree of flexibility to allow more locally focussed projects to be funded is key to maintaining the flexibility and effectiveness of the programme and will provide residents with the opportunity to work with Members and officers to tackle local ward priorities.
- 3.3 There are a number of ways that the Cash grants programme could be changed to help achieve this:-
- Although the programme should continue to only fund 'one-off' projects, there should be a re-drafting of the eligibility and qualification criteria to simplify the programme in terms of the consistency of what can be done, where and by whom.
 - Currently, projects that benefit only a small area or just a few people, trips and activities outside the city, all CCTV expenditure, any salary or wages payments or requests to cover other ongoing costs cannot be funded.
 - Although the proposed changes mean that any scheme that benefits the ward in any way could be considered eligible, some items such as CCTV running costs, long term salary costs or other ongoing expenditure that could have ongoing revenue consequences will remain outside the scope of the programme
 - As the programme has now evolved beyond the historical 'Clean and Safe' criteria of the early years, eligibility should be based around any project that contributes to the delivery of the ward plan. This will allow ward co-ordinators to consult ward councillors to determine which projects will deal most effectively with local priorities and have greatest effect in their wards
 - A simplified application process with initial interest from groups being recorded by means of a simple one page application or 'nomination' form (see Appendix 6). A copy of the current application form is attached for comparison purposes (see Appendix 7). Where additional information not contained on the nomination form is required, assistance will be give to applicants to provide this.
 - No closing date for applications to be submitted. Proposals to be submitted at any time in the year with the Ward Co-ordinator meeting periodically with members to take advice on funding decisions, the frequency of the decision

making process to be determined locally. Programme timetabling changes to allow applicants to undertake their projects in the same year in which they applied or within a reasonable time of the closing date

- More prominent publicity and a stronger communication strategy to encourage applications from groups who have not applied for funding previously. This could include greater use of ward newsletters, Manchester People, Community Radio and more active promotion from within the voluntary and community sectors
Further work with operational departments to reinforce the importance of providing support to local residents in the planning, development and implementation of their projects that deliver their own solutions to local problems and issues

3.4 It is expected that these proposals will make Cash more accessible to more residents in the city and simplify both the application and administration processes. Furthermore, these proposals will also provide Members and Ward Co-ordinators with an opportunity to work with residents and provide a more dynamic and effective way to respond to ward issues in a timely manner.

3.5 Any suggestions from Committee will be considered in drawing up next years scheme.

4 Conclusions

4.1 It is widely accepted that the Cash Grant programme has been immensely popular with residents and has funded a great many schemes which have provided significant and lasting benefits to communities. However, it is recognised that more can be done to promote the scheme and to involve a greater number of residents.

5 Recommendations

5.1 The views of the Committee would be welcome, particularly, with regard to any suggestions they may have about enhancing the delivery of Cash grants in future years.

5.2 That a full evaluation of the success of past Cash grants projects along with the last benefits and sustainability of the projects to be the subject of a future report and submitted to this committee.

Appendix 1

Comparative annual Cash budgets and ward allocations.

1999/00

Budget £500,000
Main Programme £15,000 maximum per project
No specific allocation per ward

2000/01

Budget £500,000
Main Programme £10,000 maximum per project
Small Grants £2,000 maximum
School Grants £500 each
No specific allocation per ward

2001/02

Budget £500,000
Main Programme £10,000 per ward with a £2,000 maximum per project
School Grants £250 each

2002/03

Budget £625,000
Main Programme £10,000 per ward with a £10,000 maximum per project
Small Grants £9,000 per ward with a £1,000 maximum per project
School Grants £250 each

2003/04

Budget £1,000,000
Main Programme £25,000 per ward with a £25,000 maximum per project

2004/05

Budget £1,500,000
Main Programme £40,000 per ward with a £40,000 maximum per project

2005/06

Budget £1,300,000
Main Programme £40,000 per ward with a £40,000 maximum per project

2006/07

Budget £1,300,000
Main Programme £40,000 per ward with a £40,000 maximum per project

2007/08

Budget £1,300,000
Main Programme £40,000 per ward with a £40,000 maximum per project

Appendix 2

Total number of applications received and funded in each ward in the last two years.

Ward	2005/06		2006/07		Total	
	Received	Funded	Received	Funded	Received	Funded
Ancoats & Clayton	15	8	11	10	26	18
Ardwick	13	10	17	11	30	21
Baguley	7	6	10	6	17	12
Bradford	12	10	12	11	24	21
Brooklands	11	8	10	7	21	15
Burnage	8	8	11	10	19	18
Charlestown	11	10	9	9	20	19
Cheetham	16	11	17	14	33	25
Chorlton	9	8	8	7	17	15
Chorlton Park	6	6	10	9	16	15
City Centre	9	5	8	6	17	11
Crumpsall	10	10	10	9	20	19
Didsbury East	6	4	6	5	12	9
Didsbury West	4	4	10	7	14	11
Fallowfield	8	6	9	1	17	7
Gorton North	12	12	19	17	31	29
Gorton South	12	12	15	12	27	24
Harpurhey	17	16	15	14	32	30
Higher Blackley	13	8	8	4	21	12
Hulme	9	7	11	7	20	14
Levenshulme	15	14	11	8	26	22
Longsight	14	9	11	7	25	16
Miles Platting & Newton Heath	18	13	9	8	27	21
Moss Side	11	9	15	11	26	20
Moston	13	10	13	7	26	17
Northenden	5	5	6	5	11	10
Old Moat	8	8	9	9	17	17
Rusholme	12	11	6	6	18	17
Sharston	13	11	11	9	24	20
Whalley Range	9	9	16	11	25	20
Withington	8	7	7	6	15	13
Woodhouse Park	4	3	15	6	18	9
Totals	337	278	355	269	692	547

Appendix 3

Total value of applications received and funded in each ward in the last two years.

Ward	2005/2006 (£)		2006/2007 (£)		Totals (£)	
	Received	Funded	Received	Funded	Received	Funded
Ancoats & Clayton	84,167	40,000	49,444	40,000	133,611	80,000
Ardwick	78,031	40,000	112,417	40,000	190,448	80,000
Baguley	63,474	40,000	51,545	24,592	115,019	64,592
Bradford	107,010	40,000	57,192	40,000	164,202	80,000
Brooklands	76,181	36,647	72,541	37,962	148,721	74,609
Burnage	37,647	40,000	69,807	35,450	107,454	75,450
Charlestown	56,275	40,000	70,997	40,000	127,272	80,000
Cheetham	71,777	39,862	62,080	39,922	133,857	79,784
Chorlton	69,661	40,000	50,668	33,996	120,328	73,996
Chorlton Park	41,605	40,000	73,675	39,993	115,281	79,993
City Centre	98,449	40,000	53,547	40,000	151,996	80,000
Crumpsall	104,658	40,000	56,105	40,000	160,763	80,000
Didsbury East	52,904	38,482	69,159	40,000	122,063	78,482
Didsbury West	38,985	38,985	77,708	37,913	116,693	76,898
Fallowfield	83,629	40,000	99,276	*4,699	182,904	44,699
Gorton North	74,024	40,000	80,996	40,000	155,020	80,000
Gorton South	72,581	40,000	74,865	40,000	147,446	80,000
Harpurhey	57,513	40,000	53,349	40,000	110,862	80,000
Higher Blackley	53,722	40,000	88,388	40,000	142,110	80,000
Hulme	68,901	32,140	42,592	17,824	111,494	49,963
Levenshulme	50,585	40,000	93,994	40,000	144,579	80,000
Longsight	92,520	40,000	123,013	40,000	215,533	80,000
Miles Platting & Newton Heath	84,847	39,999	51,969	40,000	136,816	79,999
Moss Side	117,757	40,000	109,533	39,838	227,290	79,838
Moston	51,644	40,000	94,404	31,174	146,047	71,174
Northenden	50,070	39,999	46,133	40,000	96,203	79,999
Old Moat	74,905	40,000	47,735	40,000	122,640	80,000
Rusholme	61,266	40,000	56,605	40,000	117,871	80,000
Sharston	62,682	40,782	84,003	39,262	146,684	80,044
Whalley Range	46,750	40,000	136,033	40,000	182,783	80,000
Withington	50,013	40,001	50,270	40,000	100,283	80,001
Woodhouse Park	39,152	39,152	213,923	40,000	253,075	79,152
Totals	2,173,385	1,266,049	2,473,966	1,182,625	4,647,348	2,448,673

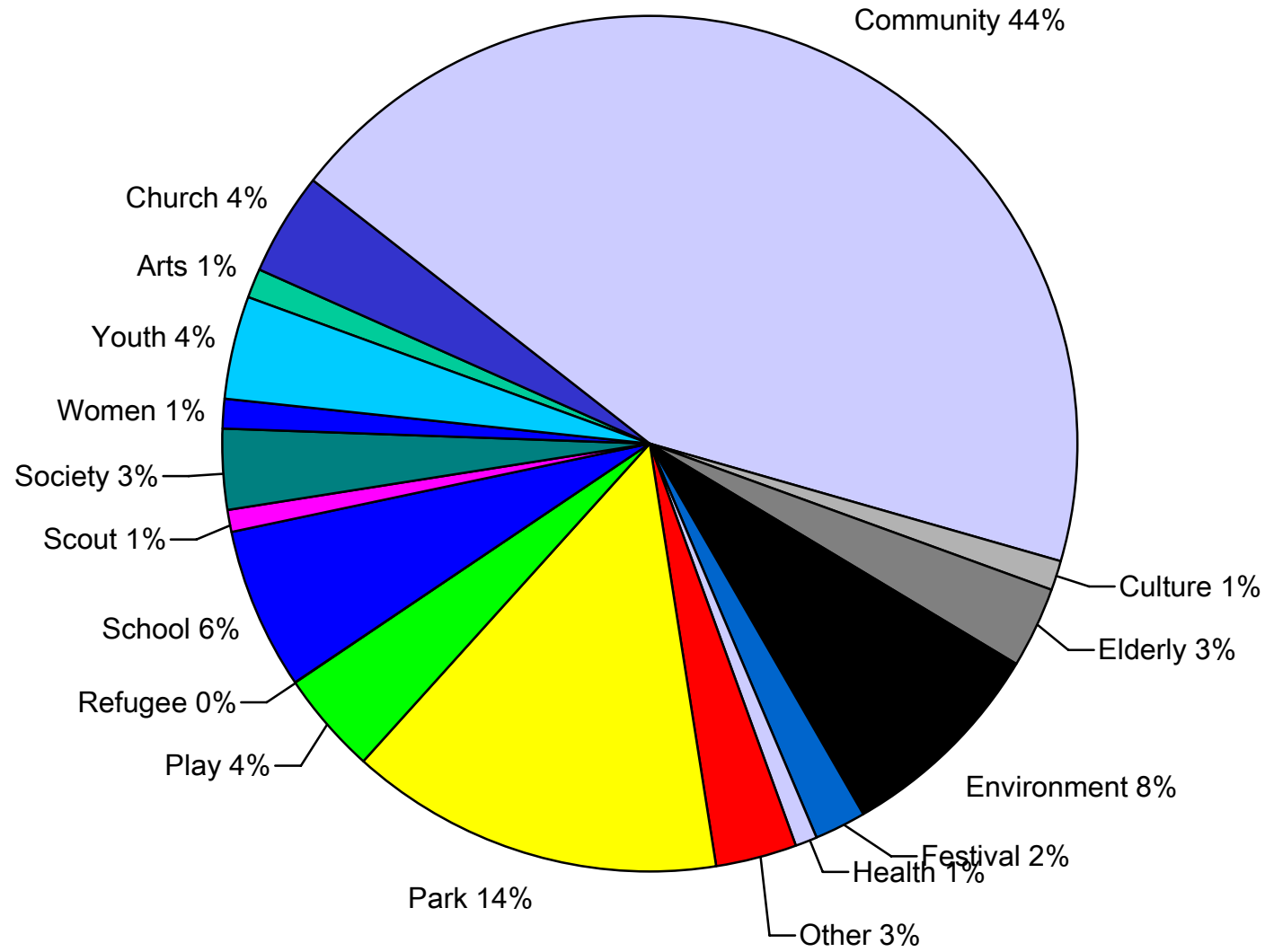
Appendix 4

Breakdown of the different types of group that have submitted applications in the last two years.

Type of Applicant Group	2005/2006				2006/2007				Total			
	Received		Funded		Received		Funded		Received		Funded	
Arts	8	81,790	4	14,730	11	62,306	5	12,293	19	144,096	9	27,023
Church	25	119,710	20	63,866	8	51,866	6	32,928	33	171,576	26	96,794
Community	144	845,477	125	590,509	143	924,651	117	486,677	287	1,770,128	240	1,077,186
Culture	4	9,918	3	5,187	9	95,954	3	7,326	13	105,872	6	12,513
Elderly	12	46,084	12	32,148	11	35,640	10	31,819	23	81,724	22	63,967
Environment	28	167,170	21	88,509	25	170,307	22	115,873	53	337,477	43	204,382
Festival	4	65,764	4	20,660	6	56,195	6	25,560	10	121,959	10	46,220
Health	4	27,458	3	8,454	5	18,856	2	5,105	9	46,314	5	13,559
Other	5	51,416	4	45,541	13	78,071	8	22,270	18	129,487	12	67,811
Park	34	312,302	27	178,852	36	300,517	32	172,641	70	612,819	59	351,493
Play	16	82,133	13	50,712	19	110,348	12	43,300	35	192,481	25	94,012
Refugee	0	0	0	0	1	4,450	1	4,450	1	4,450	1	4,450
School	17	130,521	14	63,901	21	136,120	19	77,400	38	266,641	33	141,301
Scout	1	12,975	1	12,975	3	32,036	2	15,790	4	45,011	3	28,765
Society	12	47,131	9	24,835	10	99,657	8	55,272	22	146,788	17	80,107
Women	3	49,520	2	9,060	5	36,992	3	21,485	8	86,512	5	30,545
Youth	20	124,015	16	56,110	29	259,998	13	52,438	49	366,513	27	108,548
Totals	337	2,173,384	278	1,266,049	355	2,473,964	269	1,182,627	692	4,647,348	547	2,448,676

Appendix 4 (continued)

Breakdown of the different types of group that have submitted applications in the last two years.





Appendix 5

Definition of the different types of applicant group

Type of Applicant Group	
Arts	Groups whose purpose to is promote, continue or explore artistic links or activities.
Church	Groups that comprise members of local churches or faith groups.
Community	Any group that consists of local residents, whether an already existing group or one that has come together just for the purposes of submitting a Cash application.
Culture	Groups whose purpose to is promote, continue or explore cultural links or activities.
Elderly	Groups that comprise or work to benefit older people in the city, whether to advance older people's rights, engage them in activities or provide facilities.
Environment	Any group that wishes to undertake any activities that will improve the local area or contribute to improved knowledge of the local, national or global environment.
Festival	Any group that wishes to deliver a festival or series of events in the local community.
Health	Groups whose purpose to is promote, continue or explore healthy links or activities.
Other	Any project that does not specifically fit another category.
Park	Primarily Friends of Parks groups, but any group that wishes to undertake a project within local parks or open spaces administered by Manchester Leisure.
Play	Groups whose purpose to is promote, continue or develop play activities for young children.
Refugee	Groups whose purpose to is promote, continue or develop activities for, or that focus upon refugee communities or newly arrived groups in the city.
School	Primarily parents and friends groups, but any group that wishes to undertake a project within local schools or children's centres.
Scout	Cubs, scouts, brownies or guides groups
Society	Projects that contribute to informing local residents about issues not specifically identified in other categories.
Women	Groups whose purpose to is promote, continue or develop activities for women.
Youth	Groups whose purpose to is promote, continue or develop activities for young people.

Appendix 6

Illustrative example of Cash Grant nomination form

 MANCHESTER CITY COUNCIL	CASH GRANT APPLICATION FORM		 cash
What is the name of your group?			
Please give the details of two people to contact about this application	Name	Name	
	Address	Address	
	Daytime telephone	Daytime telephone	
Please tell us what it is that you would like to do or see happen in your area.			
Please list all the different things you want to do or buy and how much each one costs. Please provide quotes or estimates for each one.			
1	£		
2	£		
3	£		
4	£		
Please use a separate sheet if you have more items you need to list	Total Requested	£	
Please give us the name of the contractor, supplier or Council department who will be supplying the goods or doing the work.			
If it is a Council department who is your contact person			
What is their contact telephone number			

Grant Application Form

www.manchester.gov.uk





The CASH grants programme is open to a wide range of groups, from well-established formally constituted voluntary groups through to groups of residents who have an idea about how to improve their local neighbourhood.

Please make sure you:

- Read the Information for Applicants carefully
- Answer all the questions or put 'Not Applicable'
- Make sure you have signed the form
- Keep a photocopy for yourself.

What do you want to do?



1 What is the name of your group?

If you are not a formal group, please say who you are, for example:

Residents of First Street, Openshaw, Year Twelve Students of XYZ School.

Person to contact about this application:

Name _____

Address _____

_____ Postcode _____

Daytime telephone number _____

2 What does your group do?

If this is a partnership involving more than one group, please give details. If you are a group of people who have got together just to make this application, tell us.

Have you applied for a CASH grant before?

Yes

No

If yes, was your application successful?

Yes

No

3 Please tell us what you want to do with a CASH grant.

4 Where exactly will your project happen?

Please give the name of the street or streets, the address of the building, or the location of the piece of land. If possible, give us the full postcode where the project will be located.

Do you know who owns the land or building where the project will be located?

Yes

No

If yes, please give the name and address of the owner.

Do you have the owner's permission to carry out the project? Yes

No

If the work will affect people's homes or gardens, are any of them owned by:

A private landlord Manchester City Council A housing association

Your scheme may need planning permission and it is your responsibility to check whether or not you will need this. For initial advice, contact the Planning Department on 0161 234 4560.

5 Please tell us how your idea would benefit your neighbourhood, for example: by improving your local environment, building a stronger sense of community, or helping to reduce crime or antisocial behaviour.

6 How have you consulted local people about this project?
Please explain how the project is widely supported by the local community.

Have you discussed your ideas with: (please tick those that apply)

Any Council department	<input type="checkbox"/>	Your local Regeneration Partnership	<input type="checkbox"/>
Local councillors	<input type="checkbox"/>	Your local Ward Co-ordinator or Support Officer	<input type="checkbox"/>

If you have ticked any of the boxes, give details below (please give names where possible).

7 Who will carry out the work?

Who will manage the project? (Must be a named person from your group.)

Who will manage the budget? (Must be a named person from your group.)

8 What is the draft timescale of the project?

Remember to allow sufficient time, for example: if you need planning permission, this can take at least two months.

Design and planning _____

Project start date _____

Completion date _____

How will the money be spent?



9 You must provide a breakdown of the estimated costs of the project. Please attach written estimates for any major items of expenditure. For help on completing this section, please refer to Section 9 in the guidance notes.

Costs

Item:	£:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total cost of project: £: _____

Income:

Have you confirmed any other income that will contribute towards the total costs? (It is not essential to have funding from other sources, but it may help.)

Names of other funders:	£:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total: £: _____

Amount requested from CASH: £: _____

How will the money be spent?



10 Have you made applications to anyone else for funding towards the cost of the project?
If yes, please give details.

Funder:	Amount requested:	Date decision expected:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Does your group have a bank account? Yes No

If yes, who should the cheque be made payable to?
For example: Friends of Bloggs Street.

If no, please provide details of a well-established community or voluntary group, or Council department that will accept any payment on your behalf.

This section must be completed by the named contact person in Question 1 and one other person from your group, or by an honorary officer if you are an established community group.

On behalf of the group submitting this application, I confirm that the information contained in this form is accurate. I also certify that any grant received will only be used for the purposes described in this application.

Name 1 (BLOCK CAPITALS PLEASE) _____

Position in organisation _____

Date _____ Signature _____

Name 2 (BLOCK CAPITALS PLEASE) _____

Position in organisation _____

Date _____ Signature _____

Data protection notice

The details you submit on this form are confidential. Council staff will use them to assess your eligibility to receive public funds.

We may check the information you give us, or information someone else gives us about you, with other information we hold. We may also get information from other Council departments, or give details to them, to check the accuracy of information, to prevent or detect crime, and/or to safeguard public funds in accordance with the law.

We will not give information about you to anyone outside Manchester City Council, or use information about you for any other purposes, unless the law requires or permits this.

Manchester City Council is the data controller for the purposes of the Data Protection Act 1998. If you want to know what information we have about you, or the way we use your information, you can write to us at the address given on the reverse of this application form.

Freedom of Information Act

Under the Freedom of Information Act anyone may make a request for access to recorded information held by the Council, including the information you submit on this application form (and any subsequent correspondence).

We will not release any information that would breach the Data Protection Act and we will not release information that could be considered confidential or commercially sensitive. If you are at all unsure about the implications of the Act, then please seek further guidance from www.informationcommissioner.gov.uk/ or contact the officer named on this form before you submit the form.

Please return this form to:

**Voluntary Sector Policy & Grants Section
Chief Executive's Department
PO Box 532
Town Hall
Albert Square
Manchester
M60 2LA**

**David Hilton on 0161 234 3016
Textphone: 0161 244 5851
Fax: 0161 234 3055
Email: voluntary.sector.grants@manchester.gov.uk**