

Report to Cabinet
20 March 2013
Report of Executive head of strategy, people and democracy
Subject Voluntary and community sector commissioning programme

Item

11

KEY DECISION

Purpose

To consider grant awards and the criteria for grant in kind applications.

Recommendations

1. To approve a transitional grant award of £10,000 to HEART in 2012-13 and the following grant allocations for 2013-14:

Outcome: City of Character and culture

Britten Sinfonia	£10,000
Community Music East	£10,000
Interface Learning	£5,472
Norwich MIND	£1,500
C Media	£5,000
HEART	£25,000
Heritage Trust	£15,000

Outcome: Safe and Clean

Norwich in Bloom	£9,000
Sexual Violence Alliance	£6000
TCV	£9500
Sustainable Living	£1500

Outcome: Prosperous City

Norwich Door to Door	£32,000
Norwich Access Group	£1, 500

Outcome: Building capacity of voluntary sector

Voluntary Norfolk	£38,696
Norfolk Education and Action for Development	£1,500

TOTAL **£171,668**

2. To agree that £7,000 is set aside to directly commission cultural, educational and training opportunities for young people and £2558 for further support for cultural diversity in the City and to delegate authority to the executive head of communications, customers and culture to agree the final grant arrangements.
3. To agree the criteria for assessing applications for charity market stall holdings, in line with other grant in kind assessments under the council's commissioning framework
4. To agree the criteria for assessing applications for discretionary business rate relief, in line with other grant in kind assessments under the council's commissioning framework

Corporate and service priorities

The report helps to meet all the corporate priorities including "Value for money services"

Financial implications

The grants awarded fall within existing budgets.

Ward/s: All wards

Cabinet member: Councillor Arthur - Leader

Contact officers

Russell O'Keefe, Executive head of strategy, people and democracy 01603 212908

Nikki Rotsos, Executive head of communication, customers and culture 01603 212211

Caroline Ryba, Chief finance officer 01223 699292

Background documents

None

Report

Background

1. The council's voluntary and community sector commissioning programme 2013-14 demonstrates the continued commitment to invest in the voluntary and community sector (VCS). All commissioning opportunities are communicated through one section of the website, this shows:
 - tenders where it is decided to procure a service through the voluntary and community sector
 - grant opportunities including grants in kind
 - small community grants of up to £500 and capital community grants of up to £5000.
2. This report focuses only on the allocation of grant funding according to council outcomes. The smaller community grants will be awarded in April and October 2013.

Recommended grant awards

3. This report recommends 14 grants to voluntary and community sector organisations, a total of £171,668. This figure is less than the total sum of grants awarded by Cabinet in March 2012. This is because a number of grant awards made in 2012 were on a longer term basis than twelve months. Further more there has been a move within the council's wider voluntary and community sector commissioning programme to procure some services through the sector rather than award grants.
4. Opportunities to apply for grant funding were advertised on the council's website on November 1st 2012 and promoted via a number of different mechanisms. A total of 22 applications were received by 20 organisations, seeking a total sum of £391,476. The applications were assessed this year in line with the commissioning framework: small groups of officers met to assess applications according to outcome, and the relevant head of service has discussed the proposals with the portfolio holder.
5. The grant awards recommended by officers to Cabinet are attached at Appendix 1. Whilst they are set out according to primary outcome in the summary sheet of this report, it should be recognised that many of these grants will support activity that addresses multiple outcomes, and many seek to reduce inequalities.
6. This year the application process asked applicants if they paid the living wage to employees. This was not a criterion for funding and was for general information only. Of the 20 organisations that applied for funding, 14 pay the living wage of £7.45 in Norwich. A further 3 organisations were constituted of only volunteers and no paid employees.
7. Whilst the framework recommends longer term awards are made, officers have had regard to the council's medium term financial strategy and recommended the majority of awards are made for twelve months, with some on a two year basis.

8. In assessing applications against outcomes, officers have identified the following two gaps in provision:

- Dance: The council has previously awarded grant funding to Norfolk Dance to provide cultural, educational and training opportunities to young people. In 2012 Norfolk Dance ceased to exist. The commissioning process did not result in applications for grant funding that addressed these needs. Officers seek approval to directly commission activity through the voluntary and community sector to meet this gap, in conjunction with The Garage. A sum of £7000 is set aside, in line with the previous year's grant award to Norfolk Dance.
- Officers seek approval to directly commission activity to further support cultural diversity in the City. A sum of £2258 is set aside to achieve this.

Criteria for assessing applications for charitable market stall let at £10 a day

9. It is recommended that the criteria for assessing these applications is brought in line with other applications for grant in kind (attached as appendix 2). In addition the following considerations are of significance:

- Priority should be given first to Norwich and then Norfolk charities

Criteria for assessing applications for discretionary business rate relief

10. It is recommended that the criteria for assessing these applications is brought in line with other applications for grant in kind (attached as appendix 2). The following considerations are also of significance:

- Priority should be given first to Norwich and then Norfolk organisations.
- Applicants must be able to demonstrate how they contribute to the council's priorities.

Integrated impact assessment



NORWICH
City Council

The IIA should assess **the impact of the recommendation** being made by the report

Detailed guidance to help with completing the assessment can be found [here](#). Delete this row after completion

Report author to complete

Committee:	Cabinet
Committee date:	13 March 2013
Head of service:	Russell O'Keefe
Report subject:	Voluntary and Community Sector Commissioning programme 2013-14
Date assessed:	March 2013
Description:	Voluntary and Community Sector Commissioning programme 2013-14

	Impact			
Economic (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Finance (value for money)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Working with the voluntary and community sector to provide services and support for Norwich citizens enables alternative and cost effective programmes to run
Other departments and services e.g. office facilities, customer contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ICT services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Economic development	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A number of recommended grant awards support economic development and seek to make Norwich a prosperous city. Other grant funded activity will bring in visitors and tourists to the city and support economic growth
Financial inclusion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Social (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Safeguarding children and adults	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>S17 crime and disorder act 1998</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Some of the recommended grant awards support adults and young people as victims of crime, or strengthen communities and reduce tensions, or provide positive diversionary activity.
Human Rights Act 1998	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Health and well being	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Many of the recommended grant awards provide opportunities for positive involvement in communities, or physical and creative activity to support good mental and physical health and well being. Door to Door service supports people to attend medical appointments.

	Impact			
Equality and diversity (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Relations between groups (cohesion)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Some of the recommended grant awards support adults and young people from different backgrounds and cultures, or strengthen communities and reduce tensions, or provide positive inclusive activity.
Eliminating discrimination & harassment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Some of the recommended grant awards support adults and young people from different backgrounds and cultures, or strengthen communities and reduce tensions, or provide positive inclusive activity.
Advancing equality of opportunity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Some of the recommended grant awards support adults and young people from different backgrounds and cultures, or strengthen communities and reduce tensions, or provide positive inclusive activity.
Environmental (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Transportation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The recommended grant to support the Door To Door Service will impact positively on provision of transport for vulnerable people
Natural and built environment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Some of the recommended grant awards support activity that will have a positive impact on the natural and built environment
Waste minimisation & resource use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pollution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sustainable procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Energy and climate change	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The recommended grant award to NEAD will have a positive impact

	Impact			
(Please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Risk management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Recommendations from impact assessment
Positive
The recommended actions within this report will have a positive impact on a number of areas
Negative
There are no negative impacts
Neutral
Issues

NAME AND DESCRIPTION OF ORGANISATION	Purpose of grant and outcomes met	People to benefit	Risk to council	Duration of Grant	Grant Award 2013-14
<p>Britten Sinfonia -promotes the city and helps maintain Norwich's position as a city of regional and European significance. They are one of Europe's most dynamic chamber orchestras and have residencies in Norwich as well as Cambridge.</p> <p>-presents music-making of the highest standards, collaborating with some of the world's great musicians and conductors,</p> <p>-programmes include lunch time chamber music concerts at the Assembly House and a series of major orchestral concerts at Norwich Theatre Royal.</p>	<p>Partial award as contribution to the cost of the Norwich programme costs of (application for £15000)</p> <p>Application meets cultural outcome: -to encourage and promote cohesion through arts educational and cultural activities</p>	<p>-reaches thousands of young people and adults through its wide-ranging Creative Learning programme.</p>	<p>Low</p>	<p>2 years</p>	<p>£10000 per annum</p>
<p>Community Music East -a local charity that seeks "to promote opportunity and personal development through engagement with music and media". In 2010 it set up and now delivers annually a Norwich Sound & Vision music and film festival and conference. Norwich Sound & Vision offers a platform for emerging creative talent from the city and wider local</p>	<p>Full award to support delivery of Sound and Vision festival</p> <p>Application meets cultural outcome: - to provide opportunities for young people to</p>	<p>-works with a wide range of clients including people with physical, sensory or learning</p>	<p>Low</p>	<p>2 years</p>	<p>£10,000 per annum</p>

<p>area to perform in front of an audience made up of professionals from the creative industries from around the UK (as well as some from overseas) as well as large numbers of members of the public. Also on offer throughout the event is a programme of educational and professional development seminars and panel discussions aimed at artists, creative professionals and those with aspirations to work in the creative industries.</p>	<p>participate in artistic and creative activities to support their social educational and professional development.</p> <ul style="list-style-type: none"> - to encourage and promote cohesion through arts educational and cultural activities 	<p>difficulties, or mental health problems; young people at risk and the general public.</p>			
<p>HEART (the Heritage Economic and Regeneration Trust)</p> <ul style="list-style-type: none"> - aims to act as the single, co-ordinating organisation to help strategically plan, regenerate, manage and promote all heritage resources in one city – Norwich -performs as a best practice exemplar nationally and internationally to promote the economic, social & environmental benefits of heritage based regeneration. - responsible for co-ordinating heritage open-days and developing heritage interpretation in the city. 	<p>Full award as contribution to costs of working in partnership to:</p> <ul style="list-style-type: none"> • promote and interpret the Norwich heritage offer. • Deliver heritage open days. <p>Application meets cultural outcome-protects heritage resources</p>		<p>Low</p>	<p>1 year</p>	<p>£25,000 plus grant in kind of office space (not specifically Guild Hall)</p>

<p>Norfolk and Norwich Heritage Trust (Dragon Hall) A company limited by guarantee and a registered charity its objectives are to</p> <ul style="list-style-type: none"> - conserve & maintain Dragon Hall (Grade I Listed medieval building of importance to Norwich in Heritage and Tourism/economy terms) - make building accessible to all as heritage attraction - provide education programmes (formal & informal) - ensure recognition as an asset in Norwich - encourage more usage as a cultural destination with wider uses for venue for performance arts, corporate events etc. <p>The Trust is a custodian for the grade 1 listed building</p>	<p>Full award as contribution to costs of promoting and developing public access to the building.</p> <p>Application meets cultural outcome-protects heritage resources</p>	<p>Officers were supportive of the Trust's fair pricing policy in relation to ticket prices which ensures wide accessibility</p>	<p>Low</p>	<p>1 year - two payments</p>	<p>£15,000</p>
<p>NORWICH MIND - hosted an annual Festival of Cultures since 2005, a celebration of national identity and cultural diversity which has grown from an initial 50 attendants to over 300 in 2011. - With council's grant award in 2012-13 the Festival was successfully held in a more central location, (the Forum) so that many more Norwich citizens could be exposed to the increasing variety of cultures that inhabit the city, breaking down more barriers and bringing the whole community together, regardless of race, gender or faith. There will be various forms of entertainment and activities offered by well established national groups including live music,</p>	<p>Partial award: contribution towards running of annual festival/ event in the Forum</p> <p>Application meets cultural outcome-to encourage and promote cohesion through arts educational and cultural activities</p>		<p>Low</p>	<p>1 year</p>	<p>£1500</p>

<p>artistic performances, arts and craft displays, and a variety of food/drinks, workshops and traditional games for children.</p>					
<p>INTERFACE LEARNING Interface Learning (IL) was set up in 2003 and has run many programmes to engage marginalised individuals, families and communities and to promote cultural diversity. Its aims are:</p> <ul style="list-style-type: none"> • to promote social inclusion for the public benefit by preventing people becoming socially excluded and assisting them to integrate into society. • To develop the capacity and skills of the disadvantaged minority ethnic individuals and communities of Norfolk to support the fulfilment of potential and enable active involvement in society • To contribute towards social and racial cohesion by building positive images and new connections among people of different backgrounds; thereby integrating marginalised people into community <p>The city council awarded a capacity building grant in 2012-3 specifically to employ an administrator. This support enabled the organisation to grow and other staff to focus on project delivery.</p>	<p>Full award as contribution to towards further capacity building of organisation-increasing role of administrator.</p> <p>Note: No further capacity building funding will be provided in future years</p> <p>Application meets cultural outcome--to encourage and promote cohesion through arts educational and cultural activities</p>	<p>Total no. of direct participants in projects is 150- 84% are Norwich residents. No of indirect participants would be approx. 500</p>	<p>Low</p>	<p>1 year</p>	<p>£5472</p>

<p>CMedia</p> <ul style="list-style-type: none"> - a black, asian and minority ethnic –led charity based in Norwich, working predominantly with local charities and voluntary organisations delivering youth focussed engagement projects - aims to increase access and understanding of technology based media, primarily digital video and to use them for the benefit of cultural, social and economic life of individuals, communities and organisations. <p>CMedia supported Norwich City Council in its delivery of Local democracy week in October 2012. Norwich City Visions builds on that work.</p> <p>It will encourage greater understanding of local democracy and sense of place; encourage young people to vote, engage with and influence local decision makers; build technical and communication skills.</p>	<p>Full award as contribution towards a project- Norwich City Visions</p> <p>Plus grant in kind support: officer time in setting up interviews with key decision makers.</p> <p>Application meets cultural outcome to provide opportunities for young people to participate in artistic and creative activities to support their social educational and professional development. Supports local democracy</p>	<p>30-50 young people as project participants in Norwich.</p> <p>Unlimited number of beneficiaries accessing website and available resources</p>	<p>Low</p>	<p>1 year</p>	<p>£5000</p>
<p>Norwich Door to Door</p> <p>-a specialist transport charity providing a ‘dial a ride’ type accessible bus service to disabled children and adults and older mobility impaired people, who are on low income and find they are unable to use mainstream transport or the volunteer car schemes. The charity operates throughout Greater Norwich. Members pay £10 p.a.</p>	<p>Full award as contribution to core costs.</p> <p>Application meets both the prosperous city and inequalities outcomes. Contribution to this</p>	<p>Approx 325 residents of Norwich (65% of 500)</p>	<p>Low</p>	<p>1 year</p>	<p>£32,000</p>

to subscribe to the service and pay £1.50 per single journey.	important service is appropriate and proportionate to the benefit of local people.				
<p>Norwich Access Group -a pressure group of disabled people who are actively involved in trying to improve access for disabled people to all aspects of life in the city of Norwich and the surrounding area. These include:</p> <ul style="list-style-type: none"> - arts venues - shops and businesses - places of entertainment and interest - public transport - sports venues <p>The group consists of 25 volunteers representing a broad spectrum of disabled people in the city.</p>	<p>Full award as contribution to core costs</p> <p>Application meets both the prosperous city and inequalities outcomes.</p>	Provides a critical service and the group is well used by the council for consultations .	Low	1 year	£1500
<p>NEAD (Norfolk Education and Action for Development) -works locally towards a more just and equal world by promoting awareness and action on global issues. -provides local learning for better global futures and support teachers, schools, partners and other communities to deliver education on global issues.</p> <p>NEAD has been operating for more than 30 years.</p>	<p>Partial contribution to delivery of Eco Team Challenge project (total cost £6000) - to protect our local environment.</p> <p>Young people will work together to improve their confidence, team working, problem</p>	Full project scope to benefit 80 disadvantaged young people aged 11-19 in: Mile Cross, Mancroft, Catton	Low	1 year	£1500

	solving, social skills and employability	Grove, Bowthorpe, Lakenham and Thorpe Hamlet. Low income families will benefit from financial savings through energy saving measures in the home. 100% will be Norwich residents.			
<p>Sustainable Living Initiative</p> <p>Has been running as a community gardening scheme called Grow our Own (GO2) in Bluebell South Allotment since 2004, started with a £5000 community grant from Norwich City Council. The scheme now has 179 growers. Due to demand this project is to expand the initiative to residents from Marlpit, Larkwood and Earlham.</p> <p>The council has granted planning permission for the Marlpit Community garden and has received a small communities capital grant application for £5000 which it will consider in April 2013.</p>	<p>Partial award as contribution to delivery of project: Marlpit Community garden</p> <p>Supports Safe and clean outcomes and outcomes to address inequalities given the project's location, strengthening communities and volunteering, and</p>	Benefits up to 200 families and individuals and up to 6 schools and community groups in Marlpit, Larkwood and Earlham.	Low	1 year	£1500

<p>The project features:</p> <ul style="list-style-type: none"> - Individual start up plots for fruit and veg - Group plots for schools and community groups - Communal orchard, herb garden and coppicing area - Wetland conservation area - Eco building for member to socialise and have workshops on cooking, preserving and environmental education 	<p>improving health outcomes</p>				
<p>The Conservation Volunteers (TCV)</p> <ul style="list-style-type: none"> - is a unique volunteering organisation providing the bridge between global environmental ideals and local reality <p>Its aims are to:</p> <ul style="list-style-type: none"> - improve the biodiversity of places in which we work and enhance the quality of local environments to benefit local people of all backgrounds - empower individuals and communities to take ownership of their local environment - improve the health and wellbeing of volunteers and connect people with place, in particular those vulnerable to anxiety and depression - support skills development and work with the long term unemployed and most vulnerable to help them find long term employment. 	<p>Full award</p> <p>Application meets outcomes: “Safe and Clean” in managing natural areas, and “Building capacity of the voluntary sector”</p> <p>Provides good value for money /cost effective service. Positive impacts upon promoting diversity and mental health outcomes</p>	<p>Approx 200 individuals a year through directly delivered projects and 115 individuals through supported community groups (75% of which are Norwich residents)</p>	<p>Low</p>	<p>2 year</p>	<p>£9500</p>

<p>TCV and Norwich City Council have been working together for a number of years to organise 120 practical, environmental conservation volunteer projects each year delivering tangible environmental improvements to a number of public green sites in the city. TCV supports a network of 10 successful local community volunteer groups to run their own environmental activities eg Green Gym, NEWS and Friends of the Rosary with approx 150 regular members between them</p>					
<p>Norwich Friends in Bloom</p> <p>-a team of dedicated volunteers who aim to improve, enhance and sustain the city environment for all who live in, work in and visit Norwich. Through partnerships with the community and local businesses, goods and funding are generated to help run local floral competitions and enable horticultural, environmental and heritage projects.</p> <p>Its aims include:</p> <ul style="list-style-type: none"> -assist in promoting an active interest in floral decoration, environmental improvement, civic pride and sustainability in Norwich - encourage and invite residents, schools, commercial and public bodies to participate in competitions, events and projects - organise and run local environmental competitions -help Norwich achieve horticultural excellence and 	<p>Full award as contribution to core costs</p> <p>to continue to run local environmental competitions, to help schools, senior citizens and other groups to improve their immediate vicinity, to collaborate with others in creating a healthy and sustainable environment around the City</p> <p>Application supports Safe and Clean outcome</p>	<p>All residents of Norwich and visitors to Norwich will benefit. Any success in national competitions , such as Britain in Bloom, would secure favourable publicity for the City and would certainly encourage visitors.</p>	<p>Low</p>	<p>1 year</p>	<p>£9000</p>

recognition by entering Norwich into the Anglia in Bloom, Britain in Bloom and Nations in Bloom competitions showing judges how Norwich manages its attractive and clean image.					
<p>The Sue Lambert Trust (previously SEVA) -a charitable company that operates a helpline and provides a counselling service for men and women survivors of sexual abuse, past and present. Their volunteers are trained to deal with the many issues surrounding sexual abuse – rape, childhood abuse and domestic violence. -the union of Norwich Rape Crisis (supporting female victims) and Mpower (supporting male victims) and was formed in 2007 as SeVA and renamed this year. They can help in the following ways:</p> <ul style="list-style-type: none"> o Face to Face Counselling o Telephone Helpline o Support Work o Self-help groups 	<p>Full award as contribution to core costs</p> <p>Application supports Safe and Clean outcome</p>	<p>Project is county wide. Approx. 80 clients are receiving counselling during any one week. Estimated 250 will receive support during the year. Approx 30% are Norwich residents</p>	Low	1 year	£6000
<p>Voluntary Norfolk Voluntary Norfolk is a main infrastructure organisation in the county to the voluntary and community sector.</p> <p>It provides specific services, training and support to organisations. It is the main volunteering organisation in Norfolk, recruiting and supporting</p>	<p>Contribution to core costs</p> <p>Application meets outcome: building capacity of the voluntary sector</p>	<p>Training: Approx 70 Norwich based individuals; Charity Backroom services -10</p>	Low	1 year	£38,696

<p>volunteers for its own services and other voluntary groups. It has a volunteer centre in Norwich.</p> <p>It acts as a voice for the sector, ensuring whatever the organisations size, the value and views of the sector are recognised and represented.</p>		<p>Norwich based charities ; one to one support -8 Norwich based organisations; mental health befriending - 20 clients in Norwich ;140 volunteers in Norwich</p>			
TOTAL					£171,668

GRANTS IN KIND – Assessment and review form

Organisation:	
Grant in kind	
Assessment criteria	
Comments	
Delivery of proposed corporate priorities: Safe & clean city <input type="checkbox"/> City of character & culture <input type="checkbox"/> Prosperous city <input type="checkbox"/> Decent housing for all <input type="checkbox"/> Ensuring value for money services <input type="checkbox"/>	
Basis of the existing arrangement: First established? What is the basis of authority? Is it part of a contractual arrangement/lease?	
Cost to the council in lost income	
Impact on recipient organisation should the arrangement be rejected	
Impact on the council should the arrangement be rejected; reputational, financial, negative effect to partnership relationships/community engagement	
Benefit to the council in offering grant in kind	
Equality and transparency of the arrangement	
Decision	
Continue grant in kind YES / NO	Refer to HoS for further consideration:
(a) Should any conditions be imposed?	Name:
Acknowledge the council's support on all publicity <input type="checkbox"/> Provide annual feedback/performance monitoring information <input type="checkbox"/> Other:	Reason:
(b) Next review date	
Any other comments	
Date of assessment:	