



WEST OXFORDSHIRE
DISTRICT COUNCIL

WEST OXFORDSHIRE DISTRICT COUNCIL

| | |
|-----------------------------|--|
| Name and date of Committee | Delegated Decision – Cabinet Member for Customer Delivery Report Published – Monday 4 April 2022 |
| Report Number | Agenda Item I |
| Subject | Community Jubilee funding scheme |
| Wards affected | ALL |
| Accountable member | Cllr Jane Doughty Cabinet Member for Customer Delivery Email: jane.doughty@westoxon.gov.uk |
| Accountable officer | Heather McCulloch - Community Wellbeing Manager Tel: 01993 861562 Email: heather.mcculloch@publicagroup.uk |
| Summary/Purpose | For the portfolio holder for Customer Delivery to approve, under delegated powers, the principles and parameters of the Jubilee funding scheme which aims to provide financial support to communities holding events to mark the Queen's Platinum Jubilee. |
| Annexes | None |
| Recommendation/s | <i>a) To approve the principles and parameters of the Jubilee Fund as set out in the report</i> |
| Corporate priorities | Healthy Towns and Villages; Strong Local Communities |
| Key Decision | No |
| Exempt | No |
| Consultees/ Consultation | None |

I. BACKGROUND

- I.1.** The Council currently has 3 main community grant schemes. Community Revenue and Community Activity schemes are revenue whilst the Community Facilities grant scheme is capital. The Community Activity scheme offers grants of up to £500 and requires applicants to complete a detailed application form and comply with a comprehensive range of criteria. The annual budget in 2022/23 for CAG is £11,000.
- I.2.** The determination of Community Activity Grants has previously been delegated by the Leader to the Cabinet Member for Customer Delivery. On 30th March 2022 a further delegation was made by the Leader to the Cabinet Member for Customer Delivery authorising her to make temporary amendments to the criteria, procedure and policy for Community Activity Grant applications in respect of events related to the Queen's Platinum Jubilee celebrations, and to determine such applications up to a maximum of £500. The further delegation is to remain in place for 2 months.

2. MAIN POINTS

- 2.1.** The proposal is to create a dedicated Jubilee fund under the umbrella of the Community Activities Grant scheme. It will take a more simplistic approach with a slimmed down application form based on the version used by the Council during Covid to distribute grants.
- 2.2.** The aim of the Jubilee fund will be:
 - To fund events and activities which bring individuals together to celebrate the Queen's Platinum Jubilee and encourage strong links between members of the community.
- 2.3.** The total budget available for applications to the Jubilee fund will be £5,000. This will be taken from the CAG budget. The remaining £6,000 in the CAG budget will be made available for applications later in 2022/23.
- 2.4.** The criteria for the fund will be based on those for the CAG scheme with some minor changes. The full list is below:
 - The maximum amount available per application will be £250.
 - Applicants will need to demonstrate how their proposals contribute to the Council aims of Strong Local Communities: Supporting and building prosperous and inclusive local communities; and Healthy Towns and Villages: Facilitating healthy lifestyles and better wellbeing for everyone.
 - Groups applying will need to be constituted or have a lead partner who is - eg a Town or Parish Council.
 - Jubilee funding can be used to support community events and activity which brings residents together
 - Grant funding is available for activity with some support for materials where essential for the activity. This funding cannot be used for capital work, purchase of capital items or ongoing maintenance costs
 - Commercial activity will not be supported
 - Activity must take place in West Oxfordshire and benefit residents of West Oxfordshire.
 - Applicants must demonstrate that the project or activity is accessible to the wider community.
 - Activity must be delivered between May and August 2022.

- Applicants must demonstrate that they have a Risk Assessment in place and those undertaking activities involving children and young people or vulnerable adults must furthermore demonstrate how they are considering safeguarding.
- Applicants must have a bank account in the name of the organisation with at least two unrelated signatories.
- Only one grant can be allocated per project.
- Grants will not be made retrospectively and purchases must not be made, or work commenced, before an offer of a grant has been received in writing
- Applicants must demonstrate a financial need for grant funding from West Oxfordshire District Council
- Applicants must provide copies of supporting documentation as specified.

2.5. We propose to encourage partnership and collaborative working between groups and individuals in the planning of events to avoid duplication and ensure that this funding reaches as many communities as possible.

2.6. It is hoped that the scheme will open for applications on Monday 11th April and close on 25th April 2022. Decisions will be made in early May with applicants being notified within a week of the decision.

3. FINANCIAL IMPLICATIONS

3.1. The total budget available will be £5,000. This will be taken from the CAG budget leaving £6,000 in the budget for CAG in 2022/23. The maximum award for each application will be £250. The CAG budget has been approved for 2022/23.

4. LEGAL IMPLICATIONS

4.1. Applications will be reviewed against the criteria to ensure a fair assessment takes place. Applicants will be expected to utilise funding for the purposes described in the application. If they deviate and fail to inform us then we will reserve the right to claim the funding back.

5. RISK ASSESSMENT

5.1. These are small awards to mitigate any risk of having a light touch application process. We request that applicants risk assess their activity and pay particular attention to Safeguarding if their event involves children or vulnerable adults.

6. EQUALITIES IMPACT ASSESSMENT (IF REQUIRED)

6.1. The recommendation will have a positive effect on different groups.

7. CLIMATE CHANGE IMPLICATIONS (IF REQUIRED)

7.1. We expect to be able to support activity in a number of communities across West Oxfordshire. The scheme encourages collaboration to provide a very local opportunity which minimises need to travel.

8. ALTERNATIVE OPTIONS

8.1. Utilising the CAG funding scheme in its existing format as a vehicle to support Jubilee activities was considered. This was ruled out due to the administrative burden it places on the applicant given that the intention is to award only small grants of up to £250.

9. BACKGROUND PAPERS

9.1. None.