

**Meeting Notes of the Small Grants Panel held on  
21 October 2015, Nicholson Room, The Copeland Centre**

**Present:** Brian Hough (NDA)  
Sam Bramwell (CCC)  
Liz Watson (CCC)  
Emma Moynihan (CCF – Manager)  
Kimberley Young (CCF – Grants Officer)  
Claire Willis (CCF – Grants Officer)  
Paula Ratcliffe (CCF – Community Development Worker)  
Helen Conway (CCF – Community Development Worker)

**1. Apologies for absence**

Julie Betteridge (CBC)

**2. Disclosures of interest**

None

**3. Notes of the Previous Meeting**

Panel agreed the notes.

**4. Actions from last meeting**

Egremont Rugby Union – Site visit to be planned. The action relating to the press release to focus on first grant of Fund/5 years was closed by the Panel.

Helen gave an update on the Silecroft Beach Improvements project. The applicant is looking for match funding and will be approaching a funder next year.

**Connecting Copeland's Digitally Excluded (CCoDE+)**

**Application no: 960424**

**West Copeland**

**Phoenix Enterprise Centre**

**Grant Request: £50,000**

**Revenue**

Panel **agreed** the grant request **in principle** at the September Panel meeting asking for additional information as below:

- Management fee to be confirmed by applicant, noting that this has significantly increased from previous grant award
- Training costs of £3,000 to be queried and applicant asked whether all alternative funding sources have been considered.
- Applicant to be informed that the Panel would like to see a minimum of half a day delivery weekly in Millom noting that this may reduce delivery in Cleator Moor. (The Panel's preference is that this is achieved within current project costs.) This has now been superseded by the
- Applicant to confirm how funding shortfall of £7,500 will be met.
- If applicant advises that the funding shortfall cannot be met the Panel recommend the project is deferred to the Board for agreement of a grant of £57,500.
- Applicant to be informed that the Panel has noted a lack of compliance with the Fund's publicity guidance and that they expect this to improve with any future grant award. An early press release is expected.

This project was then taken to the Board meeting on 6 October to increase grant funding above level able to be granted through the Panel to ensure both Millom and Egremont provision within the project as previously and as needed. This was agreed by the Board. Full detail of costs was brought to this Panel, highlighting the intervention rate of 59%. Panel noted the Board decision and re-confirmed their agreement to Fund the project and stressed that this project does not set a precedent by funding over the agreed intervention rate. This is to be noted in the November Board meeting.

**Musiczone**

**Application no: 960427**

**Whitehaven**

Panel **agreed** the grant request **in principle** at the September meeting asking for additional information:

- Further information to be provided about current Soundwave delivery for Friday Night Project and potential impact of Musiczone on this delivery.
- Inspira to confirm their position re potential negative impact with Friday Night Project delivery.
- Applicant to confirm that they will promote within both Whitehaven secondary schools.
- Milestones to be updated.

This information has now been received.

Grant **approved** subject to the standard grant conditions.

**Soundwave**

**Grant Request: £8,798**

**Revenue**

**Onwards and Upwards**

**Application no: 960402**

**Whitehaven**

Panel **agreed** to support the grant request **in principle** at the September meeting asking for additional information:

- Applicant to update project plan.
- Applicant to provide information on number of community projects to be delivered each year.
- Applicant to provide information on future sustainability plans.

Special conditions to include:

- Completion of reporting on previous grant

The Panel noted that the applicant had worked well to receive significant continuation funding from Tudor Trust.

The applicant has provided this information which the Fund Team have further queries with. Panel agreed to make a decision via email once the Team were happy with the information received.

Kimberley met with Sarah Boyle to discuss the future of the Impact Furniture Services Project. Although the applicant will be closing the shop in Copeland the service will continue for Copeland residents. Further detail is to be provided by the applicant once approved by their Board in November.

**5. Finance Report, including pending projects list**

The Panel looked at the finance report including the pending projects sheet and noted the current small grants position.

PR again updated the Panel on early discussions with Whitehaven Amateurs and partner organisations re a project which would come forward as a large grant application.

Panel asked Emma and Kimberley to update the budget for the Board Away Day.

**Action: EM/KY**

**6. Award of Small Grants**

**Ennerdale Village Park Development**

**Application no: 960429**

**North East Copeland**

**Ennerdale Community Recreation Area Group**

**Grant Request: £4,865.00**

**Capital**

Panel **approved** the grant request subject to the following special conditions:

- Applicant to update outcomes
- Applicant to update milestones

**7. Projects with less than 60% scoring**

None

**8. Monitoring Reports**

None.

**9. Development Grants**

Whitehaven Football Club Ltd.

Panel approved a £1,000.00 (max) development grant for an energy audit for Whitehaven Amateurs Football Club.

**10. AOB**

Brian asked when the Annual Draw down request letter would be sent to the NDA. Sam is to draft the letter.

**Action: SB**

**11. Date of Next Meeting**

Wednesday 18 November 2015 at 8.30, venue TBC.