

**Meeting Notes of the Small Grants Panel held on
24 February 2016, The Copeland Centre**

Present: Julie Betteridge (CBC)
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

Brian Hough (NDA) – email feedback provided and included throughout the meeting

2. Disclosures of interest

None

3. Notes of the Previous Meeting

Panel agreed the notes.

4. Actions from last meeting

Brian to send CCF the detailed Drigg Parish Council Plan and a summary of how/why it was created. Update: The Plan is being finalised and is awaited.

Annual payment from NDA has now been received.

5. Finance Report, including pending projects list

The Panel noted the position on the spend of small and large grants.

6. Award of Small Grants

Craft/Upcycling Project

Application no: 960448

North East Copeland

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

Home to Work

Grant Request: £25,000.00

Revenue

- Applicant to clarify the number of hours the Employer Engagement Officer will be working on the project
- Applicant to update project outcomes, including funding and resources in-kind
- Applicant to confirm when an alternative building has been found for the workshops as Panel want to ensure full access to the project
- Applicant to forward a copy of the evaluation for the pilot scheme, once available
- Panel asked the applicant to confirm how they connect with Phoenix Enterprise Centre around employment support
- Panel noted that if long term support was not forthcoming, any additional support from the Fund would be subject to a full application

Track of the Ironmasters: Apprenticeships

Application no: 960450

**Whitehaven, West + North East Copeland
and Howgate + Distington**

Sustrans

Grant Request: £33,000.00

Revenue

Panel **deferred** the grant request and requested the following information:

- How will the applicant ensure the apprentices are job ready? Where are the courses?
- Who will supervise the apprentices? How would the Ranger support the apprentices and where would he and they be located?
- Applicant to provide clarity on potential funding from college and the impact on project budget
- How will the apprenticeships be advertised to attract and ensure Copeland beneficiaries?
- Why are Sustrans not inputting any funding themselves?
- This is a project for two apprenticeships. Should one of the apprentices leave part way through will another apprentices be able to step in and continue? Will the project fail to complete if one apprentice should leave?
- What is the sustainability plan for this project? Is there a guarantee of employment for the apprentices from Sustrans or other partners to the scheme?
- What is the maintenance plan to maintain the route once this project is complete?

7. Projects with less than 60% scoring

Elements: The Diverse Aging Festival

Application no: 960434

Whole Borough

Outreach Cumbria

Grant Request: £23,000.00

Capital

Application scored 26/60 (43%) at appraisal. Panel agreed with the scoring on the project and noted the following reasons for the low score:

- Aims and objectives are not clear
- Need for the project has not been evidenced
- Majority of match funding is not secured for the project
- Project does not demonstrate additionality for Copeland
- The in-kind funding is not clear
- Project start date is before CCF decision date – applicant will need to update.

8. Monitoring Reports

A list of projects monitored from 10 December 2015 and 17 February 2016 was provided, discussed and noted.

9. Variances to Project

Whitehaven Locality Partnership: Whitehaven Lengthsman Scheme

Panel noted the variation request and agreed to the reassign the budget headings to reflect the current delivery of the project and to include the work done on the Black Path as per the variation form.

Ravenglass Railway Museum: La'al Ratty Revival

The applicant is requesting an increase in grant of £10,846.08 bringing the CCF total contribution to £58,646.08 which would be an intervention rate of 36.9%. The Panel recommended approval of this increase in grant but as this would now put the grant in the large grant category the Panel requested that an email be sent to the Board to recommend approval of this additional grant.

Regen North East Copeland: Community Lengthsman Initiative

The project is due to finish end of April 2016. The project is currently forecast to be underspent by £2,119.66. The applicant has requested that they use part of this underspend to purchase a bench for each parish (7 in total) as part of the legacy of the lengthsman project. Panel agreed to the purchase of 7 benches at a cost of £225 each, totalling £1,575.00, the remaining underspend will not be claimed. Panel requested that a plaque be installed on each bench showing Copeland Community Fund support for the project.

10. Development Grants

None. It was noted that development grants will now be added onto GIFTS, the grants management system and agreed that monitoring of these grants will be undertaken.

11. AOB

National Apprenticeship Week 14 – 18 March 2016

The National Apprenticeship Week offers an opportunity for CCF to promote what has been done over the years to support apprentices. Panel asked that Helen has a discussion with Chris Pickles to draft a couple of case studies for a press release that week.

12. Date of Next Meeting

Wednesday 16 March 2016 - Meeting room to be confirmed