

Small Grants Panel



Meeting Notes

18 April 2017

Held in CCF Team Office, Moresby

Present: Brian Hough (NDA)
David Moore (Board Member)
Gillian Elliott (CCC)
Julie Betteridge (CBC)
Paula Ratcliffe (CCF – Projects Coordinator)
Helen Conway (CCF – Projects Coordinator)
Julie Monk (CCF – Grants Officer)

1. Apologies for absence

Emma Moynihan (CCF – Fund Manager)

2. Disclosures of interest

David Moore – Item 4 (ERUFC), Non-Pecuniary Interest

3. Notes of the Previous Meeting

Panel agreed the notes.

4. Actions from last meeting

Thematic Experts List

BH confirmed EM is going to attend the next Business Cluster, Britain's Energy Coast meeting on 3 May 2017. It will be an opportunity to raise CCF profile. DM advised he could attend also if required.

Action: EM

Discussion around information CCF send to the Thematic Experts. CCF Team to agree what information should be sent.

Action: CCF Team

Egremont Rugby Union Football Club

CCF team confirmed that EM had written to Cumbria Community Foundation.

5. Grants Panel

HC gave a verbal update to the Panel.

6. Deferred Applications

CADAS

The Panel deferred this project on 15 February, and to try and avoid any financial difficulty for CADAS, it was agreed the Project Coordinator would work with them face to face and try to take this project to a Board meeting before April 2017

HR advised the Panel that both JB and BH agreed the revised application via email. The Panel **approved** a Grant of £19,106.00.

7. Award of Small Grants

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| Cumbria Stadium Trust | Multi Use Functional Fitness/Gym Facilities Development |
| Application No: 960493 | Grant Request: £3,900 |
| Whitehaven | Capital |
| <p>PR gave a background update of this project to the Panel.</p> <p>The Panel had concerns that they had already given CCF funding to the gym at Copeland Pool. PR confirmed the stadium will offer different equipment and outside facilities.</p> <p>The Panel approved this project with the following Special Conditions:</p> <ul style="list-style-type: none"> • All promotional materials to include CCF logo via social media, website, local media • Meeting with Project Coordinator, including Active Cumbria for late April/early May to discuss future plans • Open day which will allow the community to view all facilities and take part in 'taster' sessions to include CCF logo. • The Panel would like to see Cumbria Stadium Trust work with GLL and the Campus. <p>And the following recommendation:</p> <ul style="list-style-type: none"> • Will ask the applicant to provide 2 more quotes in keeping with CCF requirements. | |

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| Egremont Crab Fair and Sports | Taste Cumbria at Crab Fair 750 |
| Application No: 960494 | Grant Request: £5,000 |
| West Copeland | Revenue |
| <p>PR gave a background update of this project to the Panel.</p> <p>PR advised the Panel that the applicant had been unsuccessful in securing £15,000 from Community Choices, they only secured £1,000, having secured 500 votes.</p> <p>The Panel approved this project with the following Special Conditions:</p> <ul style="list-style-type: none"> • CCF Logo to be used on all promotional materials – leaflets/flyers etc. • If required for the event, evidence of a Temporary Event Notice is obtained by Taste Cumbria management team. • Evidence that permission has been obtained by Taste Cumbria to hold the event at Egremont Castle as it is owned by Leconfield Estates. • An Evaluation of the Taste Cumbria event to be reported back to CCF. | |

| Egremont Youth Partnership | Egremont Youth and Wellbeing Centre |
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| Application No: 960495 | Grant Request: £41,000 |
| West Copeland | Revenue |
| <p>HC gave a background update of this project to the Panel.</p> <p>HC confirmed that following the appraisal, EYP confirmed that funding of £60,000 over 2 years from Sellafield will be split between 8 Youth providers. EYP are expecting approx. £6 - £7k which is less than they had originally expected. EYP may also receive some additional funding from the Co-op but this has still to be confirmed.</p> <p>Should the applicant be unsuccessful with additional funding, they are happy to approve any additional funding from CCF via email but they would expect EYP to bid for their extra match.</p> <ul style="list-style-type: none"> • CCF logo to be used on all promotional materials, flyers/adverts, press releases • Applicant to provide timely progress reports with supporting evidence • Clarify with applicant the Output figures given for Jobs Created/Safeguarded • To develop a Development Plan and Fundraising Strategy for the sustainability of the project. <p>And the following recommendations:</p> <ul style="list-style-type: none"> • The applicant will require ongoing support and encouragement of the greater involvement of the Youth Work Manager in reporting and monitoring aspects of any grant. • Project Spend in relation to Salaries and Milestones relating to recruitment would be a key area for monitoring. • Special Conditions match funding is evidenced in relation to named funders. | |

| Whitehaven Community Trust | The WCT Mother and Baby Project |
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| Application No: 960496 | Grant Request: £12,500 |
| Whitehaven | Capital |
| <p>PR gave a background update of this project to the Panel.</p> <p>The Panel thought the Output (44 Local People Assisted in their Skills Development) was too high, it was agreed to reduce this to 22.</p> <p>The Panel asked it to be noted that the appraiser considered this project to be high risk as even though they have secured 50% of match funding from their own reserves, they have already allocated the remainder of their reserves to different projects and 12 months running costs to this project.</p> <p>The Panel approved this project with the following Special Conditions:</p> <ul style="list-style-type: none"> • Applicant to confirm they have received a minimum of 3 oral quotes for the works between £501 up to £2,500 and a minimum of 3 written quotes for the works between £2,501 up to £50,000 as per CCF Guidelines. • Applicant to confirm when the Revenue funding is secured. • To include an outcome – applicant to link into the Work & Skills Partnership / Howgill's Pre Birth and Beyond project and other Howgill programme's. • No CCF funding is released until the funding for the revenue part of the project is secured. | |

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| Home to Work Ltd | Skills 4 You 2017-18 |
| Application No: 960486 | Grant Request: £30,000 |
| Whole Borough | Revenue |
| <p>This project was deferred at Board on 22 March 2017 to be reappraised so that the issues raised as part of the appraisal could be fully addressed, and further details provided on the revised budget and funding package.</p> <p>HC updated the Panel following the reappraisal.</p> <p>The Panel approved this project with the following Special Conditions:</p> <ul style="list-style-type: none"> • Outputs and supporting evidence to be monitored by CCF team in order to ensure targets are realistic and that processes are robust enough for future evaluations, including; ensuring 'double counting' of repeat users does not take place and the potential for longer term benefits (e.g. 3 year follow up of beneficiaries). • Clarification by CCF team of whether 'overheads' will be claimed upon an actual basis or as a percentage of project costs prior to the issue of a GAS. • Evidence of match funding to be provided • Applicant to confirm de minimis funding awarded in the last three years does not equal more than €200,000 (to include this application) <p>The Panel agreed that any future Home to Work grant applications wouldn't be approved unless they have a good Business Developer/Marketing Plan.</p> | |

7. Monitoring Reports

The Panel noted the Monitoring Visits completed between 9 February 2017 to 10 April 2017.

8. Variances to Project

West Copeland Partnership - 960386

The Panel noted the variation request:

- Extension to project end date from 31 May 2017 to 30 June 2017.

Elements: Writer in Residence - 960464

The Panel noted the variation request:

- Extension to project end date from 31 December 2016 to 15 February 2017.

9. Development Grants

None.

10. AOB

Wasdale Mountain Rescue Team – 960401

The Panel agreed the variation request of:

- Change to project start and end dates to 1 April 2017 to 31 March 2018

- Change to project output match funding to £424,654
- Change to total project costs to £642,800 and grant intervention rate of 33.94%
- Change to budget lines.

WREN

PR advised the Panel that WREN are no longer taking applications from North Copeland. This is because Lillyhall landfill site is no longer active. This will have a big impact on projects requesting CCF funding.

Millom Rugby League Football Club

PR advised the Panel that Millom RLFC would like to; provide a safe community environment, improve entry and egress to Millom RLFC, provide disabled access and parking.

Following discussion, it was agreed by the Panel that PR will work with Millom RLFC to develop their project plan further, and advise of further avenues of match funding.

The Panel agreed to accept an application from Millom RLFC

11. Date of Next Meeting

Wednesday 21 June 2017 at 10.00am. Moresby meeting room.