

**Meeting Notes of the Small Grants Panel held on  
18 May 2016, The Copeland Centre**

**Present:** Julie Betteridge (CBC)  
Liz Watson (CCC)  
Kimberley Young (CCF – Grants Officer)  
Paula Ratcliffe (CCF – Community Development Worker)

**1. Apologies for absence**

Brian Hough (NDA) – feedback was provided on each agenda item  
Emma Moynihan (CCF – Manager)  
Helen Conway (CCF – Community Development Worker)  
Claire Willis (CCF – Grants Officer)

**2. Disclosures of interest**

JB declared interest in the two CBC variations on the agenda.

**3. Notes of the Previous Meeting**

Panel agreed the notes.

**4. Actions from last meeting**

None

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

The finance paper is to be discussed at the Board meeting on 25 May 2016. Panel noted new year and hence adequate allocation within the budget to make any decisions on agenda items.

**6. Award of Small Grants**

**Elements: Writer in Residence**

**Application no: 960464**

**Whole Borough**

Panel **approved** the grant request for this one off initiative subject to the following special conditions:

**Outreach Cumbria**  
**Grant Request: £9,000.00**  
**Revenue**

- Panel asked that the applicant relook at the PR and marketing budget as they were concerned that the costs were high or even required as volunteers and staff may be able to undertake this activity.
- Panel were keen for the applicant to look at the sustainability of this project and for the applicant to consider charging a small fee to attend each event and provide a report at the end highlighting how the impact and opportunity might be sustained
- Applicant to be clear and confirm their understanding before the project start exactly what is required by the Fund for reporting.
- Outputs to be updated

## 7. Projects with less than 60% scoring

**Onwards and Upwards**  
Application no: 960402  
Whitehaven

**Mirehouse Residents Group**  
Grant Request: £48,197.76  
Revenue

Application scored 33/60 (55%) at appraisal. Panel agreed with the scoring on the project and noted the following reasons for the low score:

- The applicant has a poor record for reporting on previous grants leading to a low level of confidence in the ability of the Group and its current worker to manage the project
- Lack of clarity on project and budget
- Concerns around the match funding for the project
- Lack of evidence of need for a full time worker

The Panel recognised that positive community activities had been hosted and undertaken in the facility, some of which are already funded by the Fund, and noted that they would be happy to consider applications for other positive activities on the Mirehouse estate.

## 8. Monitoring Reports

A list of projects monitored from 8 March and 11 May 2016 was provided, discussed and noted.

## 9. Variances to Project

**CBC – Youth Regeneration**

The Panel noted the variation request and agreed the following:

- Project extension by 3 months to 30 September 2016
- Change to budget costs as appendix 1

**St Bees Parish Council - Whitehaven Cycle Track Link Feasibility Study**

The Panel noted the variation and agreed the following:

- Increase to grant from CCF from £4,000.00 to 6,600.00 (an increase of £2,600.00)
- Increase to total cost to £13,200.00
- Changes to match totals
- Changes to outputs
- Changes to milestone dates

**Regen NE – Community Partnerships Together**

The Panel discussed the variation and referred to the Board with the Panel's recommendation for approval.

## 10. Development Grants

**Millom Baptist Church**

The Panel approved a maximum of £1,000.00 development grant to carry out an independent energy audit as the full project will benefit and be available to the full community.

11.

**AOB**

St Benedict's Rugby Union Football Club

Panel discussed the upcoming grant application from the above applicant and agreed to accept two separate grant applications for the two separate elements of the project, ensuring there wasn't any double counting of outputs.

12.

**Date of Next Meeting**

Wednesday 15 June 2016 at 9.30am. Meeting room TBC