

**Meeting Notes of the Small Grants Panel held on  
24 April 2013 Nicholson Room, The Copeland Centre**

**Present:** Julie Betteridge (CBC)  
Brian Hough (NDA)  
Sam Bramwell (CCC)  
Heather Askew (CCF – Team Leader)  
Gareth Douglas-Brown (CCF – Community Development Worker)  
Kimberley Elliott (CCF – Grants Officer)

1. **Apologies for absence**  
None
2. **Disclosures of interest**  
Julie Betteridge: St Bees Play Area (professional) due to CBC being Accountable Body
3. **Notes of the Previous Meeting**  
Agreed
4. **Actions from last meeting**

**Arts Out West in Copeland**  
**Application no: 960255**  
**Whole Borough**

**Kirkgate Arts**  
**Grant Request: £31,105**  
**Revenue**

At the last Panel Meeting the Panel requested the following:

- The panel feel that the overall subsidy per person is high. They would like to know
  - a) Whether the applicant has considered increasing prices / a sliding scale.
  - b) What marketing will be done to increase attendance
- The panel is also concerned that the Rural Touring scheme by its nature does not visit more urban areas within Rural Cumbria with high levels of deprivation. Does the applicant have any plans to address this?

The applicant provided a response to the above queries which the Panel accepted.

Revenue grant **approved** for £31,105 with standard conditions and the following special conditions:

- A future funding strategy is needed and should be completed by the end of year 1
- By year 2 of the project, Panel would expect the programme to include events in Whitehaven and Cleator Moor

**St Bees Play Area**  
**Application no: 960270**  
**West Copeland**

**St Bees Parish Council**  
**Grant Request: £30,250**  
**Capital**

This application was deferred at the last Panel Meeting when Panel confirmed their in principle support but asked for the following from the applicant:

- A breakdown of the Project Management fee – what does this involve?
- Final quotes needed to ascertain value for money
- Confirmation of who is the accountable body for this project
- Detail of what the play area will have
- Clarification on how going to measure outputs

The applicant provided a response to these queries which was accepted.

Capital grant **approved** for £30,250 with standard conditions and the following special conditions:

- Payments to be made to Copeland Borough Council as accountable body
- St Bees Parish Council to complete reporting requirements
- Copeland Borough Council will need to provide an internal invoice to evidence the project management costs
- Applicant to confirm final budget once tendering process complete (before grant acceptance schedule can be issued)

**Skills for You**

**Application no: 960271**  
**North East Copeland**

**Home to Work**

**Grant Request: £45,000**  
**Revenue**

This application was deferred at the last Panel when the Panel requested the following:

- More detail needed on how this project links in with other partners. What happens to trainees at end of training period?
- Understand the role of the co-ordinator
- Understand content of training/ more detailed programme
- Further breakdown of costs
- Clarification on how outputs are to be measured.

The applicant provided a response to these queries which was accepted.

Revenue grant **approved** for £45,000 with standard conditions and the following special conditions:

- An independent evaluation of the project needs to be included within the budget. The cost of this and plan for it needs to be provided prior to first grant payment release.
- Applicant seems to be expecting 100% completion of the course. The Panel considered an 80% rate of completion more realistic. Applicant to confirm this prior to grant acceptance.
- Output: applicant needs to decide on which outputs is most appropriate for this project either: local people assisted in their skills development or local people helped to secure employment, education or training.
- A partnership agreement is to be in place by the end of year 1 of the project. Which shows how partners will work together to deliver complimentary and joint activity.

**5. Budget/Future Projects**

The Panel looked at the finance report including the pending projects sheet. Brian suggested that it would be useful to have a leverage column within the finance report. Panel agreed.

**Action: HA**

**6. Award of Small Grants**

**Village Park Community Garden**

**Application no: 960264**  
**North East Copeland**

**Ennerdale Community Recreation Area Group**

**Grant Request: £10,780.51**  
**Capital**

Capital grant **declined** due to the following:

- Panel considered this project to not have a strong enough fit with the NDA Socio-economic Policy
- Panel were not clear on how this space will be effectively used to deliver socio-economic impacts and outcomes.

**Rugby League World Cup (RLWC) 2013**  
**Community Engagement Project**  
**Application no: 960279**  
**Whole Borough**

**Allerdale Borough Council**  
**Grant Request: £14,260**  
**Capital**

Capital grant **deferred**. Panel requested the following additional information:

- Applicant to confirm the outputs for the Allerdale element of the project
- Applicant to explain the economic impact of £60,000 as listed in the application
- Applicant to confirm what partnership working has taken place within Copeland in developing the bid and in leaving a legacy.
- Applicant to confirm how this project offers equality across West Cumbria

Panel agreed to make a decision on this project by email, once the additional information has been received.

**7. Monitoring Reports**

None.

**8. Variances to Project**

**Thornhill Nursery**

- The panel noted the efforts of the nursery to increase the opening hours but that the output target had not been met.
- The panel agreed that the final grant amount should be limited to the amount already paid £4,925.73.

**Whitehaven Judo Club**

- The Panel approved the percentage increase variation to 50%. CCF grant: £23,920.44
- The Panel approved the project start date of September 2013 and finish date of August 2016.
- Project outputs and outcomes remain the same.

**Cumbria Youth Alliance**

- The panel agreed to cover the trainer and venue costs of the remaining 5 courses in year 2. This £2,500 would ensure that the courses run and are free at the point of delivery for Copeland attendees.
- CYA will have to reimburse CCF if there are any course attendees from outside the Copeland area who they will charge.

**9. Development Grants**

**Egremont Town Council**

Development Grant for £1,000 approved as contribution to produce a professional physical survey of the two chapel buildings.

Panel agreed that Development Grants can be for projects that may not return to CCF for a full application. The Panel would ask that any recipient of a development grant contacts the team within 6 months of the development grant with an update and outcomes.

**10. Draft Evaluation Briefing**

Julie presented the Evaluation Scope Discussion Paper. Feedback was provided and it was agreed that a revised briefing would be circulated for discussion before the next panel and board meeting.

**Action: JB**

**11. AOB  
Chernobyl Children's Charity**

Brian has met with Katie Arnett from the above charity and has suggested she get in touch with the team who can offer some support with fundraising (although not through an application to this fund).

**Annual report**

The final proof of the annual report will go to the AGM in May. Heather asked for the CCC Financial Report from Sam/Kevin.

**Action: SB/CCC**

**Volunteer Week**

Events with Cumbria CVS  
Tuesday 4 June – Millom  
Monday 10 June - Whitehaven

**12. Date of Next Meeting**

Wednesday 22 May 2013 at 13.00 – Nicholson Room, Copeland Centre