

Small Grants Panel



Meeting Notes

30 August 2017

Held at 10am in Moresby Meeting Room
Whitehaven Commercial Park
Moresby Parks
Whitehaven
CA28 8YD

Present: Brian Hough (NDA)
Keith Hitchen (Board Member)
Martin Allman (CCC)
Julie Betteridge (CBC)
Emma Moynihan (CCF – Fund Manager)
Paula Ratcliffe (CCF – Projects Coordinator)
Helen Conway (CCF – Projects Coordinator)
Claire Willis (CCF – Grants Officer)
Julie Monk (CCF – Grants Officer)
Kimberley Young (CCF – Grants Officer)

1. Apologies for absence

None

2. Disclosures of interest

None

3. Notes of the Previous Meeting

Panel agreed the notes

4. Actions from last meeting

Thematic Experts List

To be discussed once team has finished recruiting more thematic experts and relevant procedures have been updated. Update: Emma to resend thematic expert list to Panel and Board

Action: EM

Report from Fund Team (Comms, Backlog, RAG Report, PR Report)

EM to circulate the paper prepared by PR to the on the 2017 Volunteer Events to the Board. Update: Action Complete

AOB

EM / DR will be developing a new CCF Comms Strategy once the new website is finished. Update: Ongoing action

Action: EM/DR

To start to record a 'lessons learnt log' from the Board, Panel and Teams perspective so that improvements/suggestions re project development, appraisal procedures and monitoring procedure are recorded and implemented. Update: Now an agenda item

DR and EM to bring feedback to the next Board meeting re the BEC Cluster meeting on 7 June 2017. Update: Action Complete

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5. Small Grant Applications

Local Communities Fund

5.1 – Raising the Bar: Bigger and Better	Moore Arts: Millom
Application No: 960508	Grant Request: £9,937.00 38.31% Intervention Rate
South Copeland	Capital
<p>HC gave a background update of this project to the Panel.</p> <p>The Panel supported the project in principle but deferred the project to the October meeting. The Panel asked that the applicant work with Helen Conway to discuss the option of increasing the project costs to include the 0.53 FTE technician post.</p> <p>The Panel also asked for the following:</p> <ul style="list-style-type: none">• One further quote needed• Clear business case showing impact of benefits consistent with fund and NDA• BH to send contact details for the business development officer at the university of Cumbria as an opportunity for the applicant to link up	

5.2 – Millom ARLFC	Improving Entry and Egress to MARLFC
Application No: 960509	Grant Request: £25,000.00 37.57% Intervention Rate
South Copeland	Capital
<p>PR gave a background update of this project to the Panel.</p> <p>The Panel approved this project with the following Special Conditions:</p> <ul style="list-style-type: none">• Match funding evidence to be confirmed prior to the issues of the Grant Acceptance Schedule• Grant Acceptance Schedule to be drafted excluding VAT costs• Applicant to be clear that they have the liability for the repayment of the loan to the RFL.	

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Work and Skills Fund

5.3 – Whitehaven Harbour Youth Project Apprentice	Whitehaven Harbour Youth Project
Application No: 960513	Grant Request: £12,972.00 74.24% Intervention Rate
Whitehaven	Revenue
<p>HC gave a background update of this project to the Panel.</p> <p>The Panel approved the requested grant of £11,880.00 and agreed to fund the shortfall of £1,092.00 making a total approved grant of £12,972.00 (74.2%). Project was approved with the following Special Conditions:</p> <ul style="list-style-type: none">• Match funding evidence to be confirmed prior to the issue of the GAS• Applicant to seek written confirmations from Lakes College to confirm that the course required for this apprenticeship will be running for 3 consecutive years or that an alternative will be available.• CCF Logo to be on all adverts/publicity regarding the apprenticeships• Applicant to ensure CCF logo is on the new Website.	

6. Variations:

6.1 – 960470 – STEM Cumbria Ltd – Approved with a suggestion from the Panel that publicity be undertaken.

6.2 – 960446 – North Copeland Youth Partnership - Approved

6.3 – 960474 – Greenbank P & R Club - Approved

7. Variations (to be noted)

7.1 - 960496 – Whitehaven Community Trust - Noted

8. Monitoring Report

The Monitoring Report was noted by the Panel. Panel asked for future monitoring reports to have a RAG rating.

9. Enabling Fund update

A paper copy was viewed.

10. Learning Log

Three items were added to the learning log.

11. AOB

None

12. Date of next meeting

Wednesday 25 October 2017 at 10.00am. Moresby meeting room.