

## Meeting Notes

**21 February 2018, Moresby Meeting Room**

**Present:** David Henderson (Board Member)  
Gillian Elliott (CCC)  
Liz Watson (CCC)  
Julie Betteridge (CBC)  
Emma Moynihan (CCF – Fund Manager)  
Paula Ratcliffe (CCF – Projects Coordinator)  
Kimberley Young (CCF – Grants Officer)  
Julie Monk (CCF – Grants Officer)

**1. Apologies for absence**

Brian Hough (NDA)

**2. Disclosures of interest**

DH for Item 5.3 – non pecuniary interest

**3. Notes of the Previous Meeting**

Panel agreed the notes.

**4. Actions from last meeting**

None

## 5. Small Grant Applications

<b>5.1 Whitehaven Harbour Youth Project</b>	<b>Opportunity and Adventure on Your Doorstep</b>
<b>Application No: 960524</b>	<b>Grant Request: £14,027.10</b>
<b>Whitehaven</b>	<b>Revenue</b>
<p>PR gave a background update of this project to the Panel.</p> <p>The Panel <b>approved</b> a two year grant on a total project cost of £36,616.40 with the following Special Conditions:</p> <ul style="list-style-type: none"> <li>- Two year costs to be confirmed with applicant</li> <li>- Moving On (exit) strategy to be produced and copy forwarded to CCF team six months prior to end of grant. If continuation of project is identified as most appropriate option, this should include a funding strategy.</li> <li>- Copy of evaluation of Future Pathways &amp; JASS undertaken by WHYP and UCLan to be forwarded once available</li> <li>- All promotional literature, social media for project to include CCF logo and/or refer to CCF funding. Specifically seabins/marina project to include CCF logo and acknowledge CCF support e.g. on permanent information boards/presentations.</li> </ul> <p>There was a discussion around the Youth Fund regarding the current two year funding recognition to be highlighted to the Board.</p>	

<b>5.2 Kirkgate Arts</b>	<b>Enhancing the Cultural Offer Across Copeland</b>
<b>Application No: 960528</b>	<b>Grant Request: £24,000.00</b>
<b>Whole Borough</b>	<b>Capital/Revenue</b>
<p>PR gave a background update of this project to the Panel.</p> <p>The Panel <b>approved</b> this project with the following Special Conditions:</p> <ul style="list-style-type: none"> <li>- If the applicant does not meet the monitoring requirements in the first year the grant may be reduced</li> <li>- A timetable of events to be provided once finalised</li> <li>- Changes to outputs as appraisal recommendations</li> <li>- A copy of the business model review to be provided once available</li> <li>- Applicant to provide a breakdown on how the box office income for film showings is determined</li> <li>- Figures for the cost of shows/performances/workshops budget heading to be confirmed</li> <li>- All publicity/marketing to include the CCF logo</li> </ul>	

<b>5.3 Inspira</b>	<b>Ready for Apprenticeships</b>
<b>Application No: 960529</b>	<b>Grant Request: £11,540.50</b>
<b>Whole Borough</b>	<b>Revenue</b>
<p>PR gave a background update of this project to the Panel.</p> <p>The Panel <b>approved</b> this project with the following Special Conditions:</p> <ul style="list-style-type: none"> <li>- All publicity/marketing to include the CCF logo, i.e apprenticeship advert</li> <li>- Timely progress reports</li> <li>- Inspira to send CCF a copy of the final evaluation report</li> <li>- Milestones to be updated following change in project start and end date</li> </ul> <p>The Panel asked the FM to arrange for the project Inspira to give a presentation to Board in September 2018. An overview of the projects Inspira deliver in this area and how the projects overlap and produce results.</p>	

<b>5.4 Millom Stepping Stones</b>	<b>Early Years Apprenticeship 2018-21</b>
<b>Application No: 960536</b>	<b>Grant Request: £13,653.00</b>
<b>South Copeland</b>	<b>Revenue</b>
<p>PR gave a background update of this project to the Panel.</p> <p>The Panel <b>declined</b> this project as it is a commercial operation and the grant would give them an unfair advantage over other businesses.</p>	

<b>5.5 Beckermest with Thornhill PC</b>	<b>Extension to Changing Rooms, Playing Fields, Thornhill</b>
<b>Application No: 960529</b>	<b>Grant Request: £15,840.00</b>
<b>West Copeland</b>	<b>Capital</b>
<p>PR gave a background update of this project to the Panel.</p> <p>The Panel <b>approved</b> this project with the following Special Conditions:</p> <ul style="list-style-type: none"> <li>- Applicant to forward a one year post completion of capital works update/case study on the project and reflect on the development within the club following the extension</li> <li>- Applicant to ensure relevant publicity acknowledging CCF support and ensure CCF logo is used on signage e.g. poster/plaque</li> <li>- Applicant to confirm they have looked at other options</li> <li>- Panel would expect the club to work with the FA to enable them to move forward</li> <li>- Applicant to confirm ownership/lease tenancy agreement of the land that the extension will be built on</li> </ul>	

<b>5.6 Vulture Club</b>	<b>Creative Writing Project</b>
<b>Application No: 960541</b>	<b>Grant Request: £20,757.06</b>
<b>Whole Borough</b>	<b>Revenue</b>
<p>PR gave a background update of this project to the Panel.</p> <p>Panel asked for clarity on the 1.5 FTE job roles that will be created.</p> <p>The Panel <b>approved</b> this project with the following Special Conditions:</p> <ul style="list-style-type: none"> <li>• Project Co-ordinator to work with the applicant to ensure their fundraising strategy is fit for purpose</li> <li>• Increase Output – local people assisted in their skills development from 30 to 60</li> <li>• Panel asked for clarity on the 1.5 FTE job created</li> </ul>	

## 6. Small Grant Variations

### 6.1 960486 – Home to Work Ltd

The Panel **noted** the variation to change the output local people assisted in their skills development

### 6.2 960518 – Cleator Moor Celtic Football Club

The Panel **noted** the variation to change the project end date

## 7. Monitoring Report

The Panel noted the Monitoring Visits completed between 9 December 2017 to 14 February 2018.

## 8. Enabling Fund Update

The Panel were advised that applications to the Enabling Fund continue to be received.

## 9. Learning Log

Nothing added

## 10. AOB

State aid training to be arranged

## 11. Date of next Meeting

Wednesday 25 April 2018 at 10.00am. Moresby meeting room.

The Panel were informed that 15 applications are expected for the April Panel meeting. The Panel agreed to get any queries on projects to the team before the meeting and to allow 3 hours.