

**Surrey Heath Borough Council**  
**Executive**  
**13 February 2024**

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**Review of Grants Schemes**

<b>Portfolio Holder</b>	Cllr Lisa Finan-Cooke, Housing & Inclusion
<b>Head of Service</b>	Sally Kipping, HR Performance and Communications
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<b>Date Portfolio Holder signed off report</b>	30 <sup>th</sup> January 2024
<b>Wards Affected:</b>	All

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**Summary and purpose**

To review and amend the criteria of the Council's Lottery Grant, Ward Councillor Grant and Community Fund Grant schemes.

**Recommendation**

The Executive is advised to RESOLVE that the grant policy and criteria of the three grant schemes be amended as set out at paragraph 2 of this report.

**1. Background and Supporting Information**

- 1.1 The Council maintains a number of discretionary grant schemes which enable local community and voluntary organisations to apply for funding in relation to the services and projects they provide for the benefit of Surrey Heath residents. Support for the community and voluntary sector in the borough is a key objective of the new Council strategy, (which is subject to approval at the February Executive meeting) in particular the aim to 'promote healthier and more inclusive communities' by facilitating a flourishing voluntary sector, supporting those in greatest need, and championing greater equity and inclusion. The recommended changes to the grant schemes in this paper bring the criteria of those schemes more in line with these objectives, ensuring that the funds will be distributed in a way that promotes inclusion and support for the most vulnerable residents in our borough and ensures greater equity for all.
- 1.2 At the Council's Executive meeting in January 2024, Revenue Grants and transitional funding to end the provision of two revenue grants were recommended for approval for a range of organisations, based on proposed

changes to the Ward Councillor grant and Community Fund Grant being approved at a future date (the Background Paper listed below). This paper therefore outlines the recommended changes, and amends the grant criteria to reflect the funding recommendations made to additionally support the award of revenue grants for the financial year 2024/25.

- 1.3 The recommended amendments to the Ward Councillor grant criteria represent a reduction in the total grant available from £52,500 to £35,000 per annum. This grant programme is funded through the Council's base budget. The amount of £17,500 will be reallocated to support Revenue Grants as it is recognised that the Ward councillor and revenue grant schemes are closely aligned in that the funding is designated to local community-based projects delivered primarily through third sector organisations working within the borough supporting and providing community benefits and meeting the Council's core objectives around promoting healthier and more inclusive communities.
- 1.4 The Ward Councillor grant scheme enables Ward Councillors to support organisations and projects in their wards through the provision of grants of up to £500 for individual applications, and up to an annual total of £1500. Historically, the Ward Councillor grants have been well used across some wards and by some organisations, and much less well utilised in other wards. The grant scheme enables Ward Councillors to provide support to key organisations in their ward with a relatively quick turn around and lower bureaucracy than some grant schemes – which can be key for smaller community organisations. However, the sporadic use of the grant funding across the borough, and lack of applications from a wider cross section of organisations, has limited the impact of the grants.
- 1.5 The recommended amendments to the Community Fund grant criteria represent a reduction in the total amount that organisations can apply for from £25,000 to £15,000. This grant is funded from Council reserves which currently stand at £62,000 and will not be replenished once all funds are allocated.
- 1.6 The recommended amendments to the Lottery Grant criteria bring this grant in line with the other grant criteria as outlined in 1.1
- 1.7 The current grant criteria for the three grants outlined in this report can be found in Annexes A, B and C for reference.

## **2. Grant Policy and Criteria: Recommended Amendments**

### **2.1 Ward Councillor Grant:**

The allocation for Ward Councillors for the year 2024/25 to be set at £1000 per Cllr.

- The scheme is designed for 'Not for Profit' groups that have a formal constitution, are a registered charity or CIO.
- The applying organisations must have a bank account with at least two signatories on that account.
- Applicants must provide clear evidence of the expected costs for their project or event (e.g a quote or estimate) and awards will not be made retrospectively.
- In exceptional circumstances, where a 'for profit' organisation is part of the application chain, a maximum of one Ward Councillor grant per financial year may be made.
- The maximum grant per application is £500 and must be for the direct purchase of an asset, a resource, or a cost directly related to putting on an event.
- If an application is for an indirect action such as marketing, then a maximum of one Ward Councillor grant is available at £250.
- Applications are to be for the Surrey Heath area only and must demonstrate a clear benefit to Surrey Heath residents, in particular groups or residents in the community who might otherwise face challenges in accessing resources or support.
- Applications should be able to demonstrate clearly the number of residents impacted by the award of the grant and show that consideration has been given to inclusion and accessibility for all.
- Priority will particularly be given to applications which demonstrate how vulnerable or marginalised residents or groups will be supported by the award of the grant and to organisations which can show that they will support the council in its key aim of 'Promoting Healthier and More Inclusive Communities'.
- No event or organisation will be awarded more than three Ward Councillor grants in any financial year
- The organisation must acknowledge the contribution of SHBC in any publicity or communications relating to the event or resource/asset funded.
- Applications may not be submitted on behalf of other organisations.
- Applications will not be accepted for activities promoting specific religious or political beliefs.
- Applications will not be accepted from statutory authorities, schools/colleges, or individuals.

- Ward Councillor grant funding is provided at the discretion of SHBC and may be removed at any time. The decision of SHBC in relation to the award of grant funding is final and there is no right of appeal.

#### Endorsing Councillor Criteria:

- A Councillor can make awards outside their ward, but the home Ward Councillor must be advised of the application and award.
- A Councillor cannot fund a group or activity for which they are a trustee, or any organisation in which they or any member of their household or immediate family including parent, child, brother, sister or stepfamily are directly involved in the decision making or running of that organisation.
- Any unused funds cannot be carried over to the next financial year.
- At the beginning of Quarter 4 of the financial year (January), unspent funds will become available for award by all ward councillors, up to a maximum of two additional awards of £500 - the above criteria will still apply to any application.
- The applications are to be administered by the Community Development Manager and the Head of Performance, HR and Communications before being processed for payment.
- Any application that is either unclear or questionable will be referred to the Portfolio Holder or Leader of the Council if either is conflicted, for a final decision.
- The budget will be monitored by the Head of Performance, HR and Communications in consultation with the finance department.
- All successful bids will be reported to the Portfolio Holder on a monthly basis, and annually to the Executive and the Performance and Finance Committee. The annual report will highlight multiple applications (both successful and unsuccessful) by organisations across a three-year period to ensure that appropriate governance has been followed.

## 2.2 Community Fund Grant

### COMMUNITY FUND GRANT SCHEME FOR GRANTS UP TO £15,000

- The Council has its own 'Community Fund' from which it provides grants of up to £15,000 to assist local not for profit organisations with the delivery of community projects.
- To qualify for a grant from the Community Fund, applications must fit with the Council's Strategic annual plan, which can be found on our website. In particular they should show that their application will support the Council in promoting healthier and more inclusive communities by supporting those in greatest need.
- Any non-profit making community/voluntary organisation serving all or part of Surrey Heath can apply for a community fund grant. Organisations not based in the Borough may also be eligible to apply for a grant where the project significantly benefits Surrey Heath residents.
- Grants are available for amounts up to a maximum £15,000. The Council will pay up to 75% of a project that does not exceed £2,000 in total and will pay up to 50% of project costs for projects which cost more than £2,001.
- Grants will be considered for purchase of equipment or resources; one-off events; building projects; start-up costs; running costs for existing projects where organisations can demonstrate that there is a need for transitional or bridging funding due to exceptional circumstances (such as increased demand related to supporting vulnerable or marginalised community groups; increased organisational costs related to the cost-of-living crisis etc). The application will need to show significant benefit to substantial numbers of Surrey Heath residents.
- In the case of an application for running costs for existing projects, a clear business case will need to be provided with the application which outlines the specific need for funding and plans for ongoing sustainability of the project or organisation.
- Applications will not be considered for general running costs (except in the exceptional circumstances outlined above); salaries, wages, or honoraria; endowments; loan payments; activities promoting specific religious or political beliefs
- Applications will not be considered from Statutory Authorities or schools/colleges; trading/profit making companies; individuals or funds set up to benefit an individual.
- The grant scheme is the Council's own. There is no legal requirement for the authority to have such a scheme in place; therefore, all grants are awarded at

the Council's discretion and there is no right of appeal if an application is refused.

- No retrospective applications will be considered.
- The organisation must acknowledge the Council's contribution in all publicity related to the project.
- In assessing the grant application, the Council will have regard to the amount of funding applicants have endeavoured to raise from other sources and will expect to see evidence of this, in particular if funding is available from Parish or County sources and whether applications have been made to access this funding.

In particular there is a need to demonstrate a wider public benefit to the community over time with regard to the following:

- The existing funds/fundraising ability of the applicant.
- The sustainability of the project, for example the provision being made by the applicant for future repair and maintenance and the need for ongoing funding.
- The extent of support for the project in the local community.
- The extent to which the project supports the Council's strategy and core aim of promoting healthier and more inclusive communities and recognises the diverse needs of the community and the importance of social inclusion.

### 2.3 **Lottery Grant:**

- Surrey Heath Borough Council provides significant grants and support to voluntary and community organisations in the Borough, and the Lottery Grant scheme complements the existing Council Revenue and Community Fund Grant Schemes.
- A Community Lottery was launched in July 2019; this initiative provides local organisations' supporters the opportunity to buy a ticket to give to local good causes, and a chance to win up to £25,000, along with other prizes.
- The Lottery Grant scheme is possible due to the monies raised from the Lottery sales which are accumulated, and annually awarded to local good causes that meet the criteria set out in the application form attached.
- The scheme will be open once per financial year and applications will be accepted for one month. The amount in the grant pot will vary dependent on overall ticket sales and therefore applications and awards to the scheme will be capped at a maximum £2,000.
- The Council will pay up to 75% of a project's total costs, up to a maximum of £2,000.

- To qualify for a grant from this scheme all applications must fit with the Council's objectives from our Council Strategic annual plan which can be found on our website, must provide a clear benefit to the local community or a section of it, and in particular should seek to support the council in our core aim of healthier and more inclusive communities, and supporting those in greatest need.
- Grants will not be considered for general running costs, except in the case of projects which can show a significant impact on equity and inclusion, and supporting those in greatest need in the borough and this will be considered on a case-by-case basis. Grants will also not be considered for endowments, loan payments, activities promoting specific religious or political beliefs, salaries/wages or honoraria.
- Applications will not be accepted from schools/colleges, trading/profit making companies, individuals or funds set up to benefit an individual.
- The grant scheme is the Council's own. There is no legal requirement for the authority to have such a scheme in place; therefore, all grants are awarded at the Council's discretion and there is no right of appeal if an application is refused.
- No retrospective applications will be considered.
- The organisation must acknowledge the support of the Council in all publicity related to the project.
- In assessing the grant application, the Council will have regard to the amount of funding applicants have endeavoured to raise from other sources and will expect to see evidence of this.

In particular, there is a need to demonstrate a wider public benefit to the community over time with regard to the following:

- The existing funds/fundraising ability of the applicant.
- The sustainability of the project, for example the provision being made by the applicant for future repair and maintenance and the need for ongoing funding.
- The extent of support for the project in the local community.
- The extent to which the project supports the Council's strategy and core aim to promote healthier and more inclusive communities and recognises the diverse needs of the community and the importance of social inclusion.

### **3. Proposal and Alternative Options**

- 3.1 The Executive has the option to accept the recommended amendments to the grant criteria as set out above.
- 3.2 The Executive has the option to partially accept or alter the recommended amendments to the grant criteria as set out above.

3.3 The Executive has the option to not accept the recommended amendments to the grant criteria as set out above and to not make any amendments to the grant criteria.

#### **4. Contribution to the Council's 5-Year Strategy**

4.1 The provision of a range of grant schemes supports the Council's commitment to 'Healthier and more inclusive communities' particularly the key objectives of 'supporting those in greatest need', 'champion greater equity and inclusion' and 'facilitate a flourishing voluntary sector'.

#### **5. Resource Implications**

5.1 See Section 151 Officer comments

#### **6. Section 151 Officer Comments:**

6.1 The adjustments to the Ward Councillor Grant Scheme have been included in the Annual budget for 2024/25.

#### **7. Legal and Governance Issues**

7.1 The award of grants in accordance with the Council's adopted policies for revenue, community and leisure grant schemes is delegated to Head of HR, Performance and Communication, save for the following which are reserved to the Executive.

- 1) Annual Revenue and Leisure Grants
- 2) Community Fund Grants Scheme

Accordingly, establishing new or amended criteria for the award of grants is a function reserved to the Executive.

#### **8. Monitoring Officer Comments:**

8.1 n/a

#### **9. Other Considerations and impacts:**

##### **Equalities and Human Rights**

9.1 There is a strong need for the Council to provide support to organisations undertaking work which supports the diverse community of residents in Surrey Heath.

##### **Community Engagement**

9.2 The provision of grants through the Council's various grant schemes supports a strong and sustainable voluntary sector in the Borough, ensuring resources are targeted where they are most needed, to support the most vulnerable in



the community. Voluntary organisations in receipt of grants help the Council to facilitate positive community engagement by responding to and supporting needs identified in the community.

## **Annexes**

- A - Ward Councillor Grant Criteria (existing)
- B - Community Fund Grant Criteria (existing)
- C - Lottery Grant Criteria (existing)

## **Background Papers**

Revenue Grants Report to Executive 16 January 2024

<https://surreyheath.moderngov.co.uk/documents/s33064/7.%20Revenue%20Grants%202024-25.pdf>

## Annex A: Existing Ward Councillor Grant Criteria

### Ward Councillor Community Fund Grants Policy and Criteria from 1 September 2022

At the Executive meeting on 20 October 2020, the Council agreed unanimously to introduce a grant scheme to provide an allocation for each ward councillor.

At the Executive meeting held on 16 August 2022 the applicant criteria was amended as follows and is applicable from 1 September 2022:-

For the financial year ending 31 March 2022 the allocation has been set at £1500 per ward Councillor.

#### Applicant Criteria

- The scheme is designed for “not for profit” groups who must have a constitution or be a registered charity or CIO.
- The applying organisation must have a bank account with at least two signatories on that account.
- Individuals are excluded from applying.
- In exceptional circumstances where a for-profit organisation is part of the application chain, a maximum of 1 Ward Councillor Grant will be allowed.
- Maximum grant per application is £500 and must be for the direct purchase of an asset, or a cost directly related to putting on their event. If the application is for an indirect action e.g., marketing, then a maximum of 1 Ward Councillor Grant is available at £250.
- Applications are to be for the Surrey Heath area only and provide a clear benefit to
- Surrey Heath Residents and with each application the number of Surrey Heath residents stated to benefit from the grant must be credible.
- No event or organisation may receive more than 3 Ward Councillor Grants in each financial year, either directly or indirectly.
- All related printed or digital output must acknowledge a grant from SHBC
- Groups who submit applications on behalf of others are not permitted.
- It is recognised that these rules cannot cover every eventuality or combination of circumstances and therefore the decision of SHBC is final.

#### Endorsing Councillor Criteria:

- A Councillor can make awards outside their ward, but the home ward Councillor must be advised of the application and award.
- A Councillor cannot fund a group or activity if they are a trustee or any member of the household or immediate family, parent, child, brother, sister or step family are connected.
- Any unused funds cannot be carried over to the next financial year.
- The applications are to be administered by the Community Partnership Officer and

## **Annex A: Existing Ward Councillor Grant Criteria**

- Executive Head of Transformation before being processed for payment.
- Any application that is either unclear or questionable will be referred to the Portfolio Holder or Leader of the Council if either is conflicted for a final decision.
- The budget will be monitored by the Executive Head of Transformation in consultation with the finance department.
- All successful bids will be reported to the Portfolio Holder on a monthly basis, and annually to the Executive, and the Performance and Finance Committee.

**SURREY HEATH BOROUGH COUNCIL**

**COMMUNITY FUND GRANT SCHEME FOR GRANTS UP TO £25,000**

**About the scheme**

The Council has its own 'Community Fund' from which it provides grants of up to £25,000 to assist local not for profit organisations with the delivery of community projects.

To qualify for a grant from the Community Fund applications must fit with the Council's 5-Year strategy.

Any non-profit making community/voluntary organisation serving all or part of Surrey Heath can apply for a community fund grant. Organisations not based in the Borough may also be eligible to apply for a grant where the project significantly benefits Surrey Heath residents.

Grants are available for amounts up to £25,000. The Council will pay up to 75% of a project that does not exceed £2,000 in total and will pay up to 50% of project costs for projects that cost between £2,001 and £25,000 in total.

The grant scheme is the Council's own. There is no legal requirement for the authority to have such a scheme in place; therefore all grants are awarded at the Council's discretion and there is no right of appeal if an application is refused.

No retrospective applications will be considered.

**Grants will be considered for**

- Equipment purchase
- One-off events
- Building projects
- Start up costs

**Grants will not be considered for**

- General running costs
- Endowments
- Loan payments
- Activities promoting specific religious or political beliefs
- Salaries, wages, honoraria

**Grants will not be made to**

- Statutory Authorities or Schools/Colleges
- Trading/profit making companies
- Individuals or funds set up to benefit an individual

## **Annex B: Existing Community Fund Grant Criteria**

### **Assessment**

In assessing the grant application, the Council will have regard to the amount of funding applicants have endeavoured to raise from other sources and will expect to see evidence of this.

In particular, there is a need to demonstrate a wider public benefit to the community over time with regard to the following:

1. The existing funds/fundraising ability of the applicant;
2. The sustainability of the project, for example the provision being made by the applicant for future repair and maintenance;
3. The extent of support for the project in the local community;
4. The extent to which the project recognises diverse needs and social inclusion.

Applications must be from properly constituted bodies/organisations that are not for profit groups.

**SURREY HEATH BOROUGH COUNCIL**

**2020 Lottery Grant Scheme**

- a) Generally as Council budgets are fixed, and we have experienced a growing demand to meet the local needs, our Community Lottery was launched in July 2019, this initiative provides local organisations supporters a chance to give to local good causes, and a chance to win up to £25,000.
- b) This new scheme is possible due to the monies raised from the Lottery sales that have accumulated.
- c) This scheme is aimed at locally based charities who operate and/or deliver services to their **at risk clients this year**. Please outline how this grant will assist your organisation and how it will benefit the community at point 2.
- d) We anticipate high numbers of applicants and unfortunately we may not be able to offer a grant to all eligible applicants.
- e) One application per organisation.
- f) The scheme will be open to receive applications from the **1<sup>st</sup> – 30<sup>th</sup> November 2020**, any late applications will be not be considered. All applicants will be advised of the Council decision by the 23<sup>rd</sup> December, either by letter or email.
- g) No retrospective applications will be considered

**Grants will not be made to**

- Statutory Authorities or Schools/Colleges
- Trading/profit making companies
- Individuals or funds set up to benefit an individual
- No retrospective applications will be considered, or any organisation more than once
- Charities or organisations not registered with the Charity Commission