

Guidelines for Strategic and Development Grants 2012/13



Please note that the RBK Corporate Grants Programme is currently under review and therefore any Strategic, Development, Project and Small Grants awarded for the year 2012/13 will be for ONE YEAR ONLY.

Any future grants awarded will be subject to the outcomes of the review.

RBK is committed to investing in the local voluntary and community sector organisations (including social enterprise) to enable them to engage in designing and delivering public services and in developing the One Kingston approach to Localism. Residents in Kingston have every right to expect the highest quality local services and we believe that the voluntary and community sector has a significant role to play in making Kingston a good place to live, work or visit.

RBK wants the grants programme to support this and the programme criteria and guidelines have been revised to reflect more closely the vision for 2020 set out in the Kingston Plan and *Destination* Kingston, which is based on the following principles:

- Prevention
- Personalisation, choice and control
- Local settings
- Working with partners
- Customer first

RBK recognises that investing in the local voluntary and community sector requires long-term commitment to enable organisations to:

- Operate effectively
- Leverage in other funds to the borough for the benefit of residents
- Contribute to strategy and policy development and partnership working
- Engage in the commissioning process (service shaping and service delivery)

Voluntary and community organisations will be eligible to be considered for funding if they can demonstrate that they contribute to improving outcomes for Kingston residents against the objectives set out in the Kingston Plan www.kingston.gov.uk/commtypplan_aw18.pdf and *Destination* Kingston.

http://www.kingston.gov.uk/information/your_council/council_documents.htm. In summary these are:

Theme 1 A Sustainable Kingston – protecting and enhancing the environment for us and for future generations		
Objective 1 Tackle climate change, reduce our Ecological Footprint and ‘reduce, reuse and recycle’	Objective 2 Ensure the sustainable development of our borough and the promotion of sustainable transport	Objective 3 Protect and improve the quality of our local environment

Theme 2 Prosperous and Inclusive – sharing prosperity and opportunity		
Objective 4 Sustain and share economic prosperity	Objective 5 Raise educational standards and close gaps in attainment	Objective 6 Increase supply of housing and its affordability

Theme 3			
Safe, Healthy and Strong – preventing problems and promoting responsibility and independence			
Objective 7 Make communities safer	Objective 8 Improve overall health and reduce health inequalities	Objective 9 Support people to be independent	Objective 10 Encourage people to take an active part in the social and cultural life of the community

The table below provides some examples of the kinds of activity that could contribute to achieving the Kingston Plan Objectives. You would need to demonstrate the outcomes your organisation could achieve to make that contribution.

Kingston Plan Objective	This might include (examples only):
Objective 1 Tackle climate change, reduce our Ecological Footprint and 'reduce, reuse and recycle'	Saving energy, promoting alternative and renewable energy, reducing Carbon emissions, increasing recycling and promoting and supporting greener lifestyles in the community.
Objective 2 Ensure the sustainable development of our borough and the promotion of sustainable transport	Reducing the need to travel, promoting the use of public transport, cycling and walking, developing community transport and transport for disabled and older people.
Objective 3 Protect and improve the quality of our local environment	Reducing pollution and maintaining or improving natural resources through conservation and sustainable consumption, developing community spaces, community gardens and allotments.
Objective 4 Sustain and share economic prosperity	Increasing employment opportunities and helping people back to work, including support for English for speakers of other languages, affordable childcare options, activities to reduce child poverty.
Objective 5 Raise educational standards and close gaps in attainment	Providing support services for children, young people and families, particularly those that prevent problems from getting worse, play activities, youth activities
Objective 6 Increase supply of housing and its availability	Preventing homelessness and providing support for vulnerable people
Objective 7 Make communities safer	Tackling substance misuse and providing diversionary activity and early intervention to young people to prevent them becoming victims of crime or offenders

<p>Objective 8 Improve overall health and reduce health inequalities</p>	<p>Increasing participation in healthy activities and reducing levels of harm, improving access to services for marginalised groups, promoting healthier lifestyles and reducing harm from alcohol and drugs.</p>
<p>Objective 9 Support people to be independent</p>	<p>Enabling vulnerable adults to achieve independent living and improve wellbeing in the community, including support for carers</p>
<p>Objective 10 Encourage people to take an active part in the social and cultural life of the community</p>	<p>Building the capacity of the VCS and promoting community integration and involvement, including developing social enterprises, social and cultural activities, sport (Olympics), events; particularly around involving targeted and/or excluded groups such as young people, the elderly, disabled people, people with learning disabilities and BME groups</p>

Within this broad framework, the Kingston Strategic Partnership has also identified the following priorities:

- Early intervention and prevention – including families most at risk and tackling child poverty
- Closing the gap – reducing inequalities –including improving health inequalities and targeting health and social care
- Placing a strong emphasis on localism, integration and community cohesion
- Building capacity in the voluntary sector to continue activities previously seen as being directly provided by mainstream services

Note: there would also be links made to particular priorities for different service areas, which would be regularly reviewed.

We would expect organisations to demonstrate how well they meet these priorities.

In addition, we expect organisations to take proper account of how their services/activities tackle:

- Inclusivity – organisations need to ensure that their services can be accessed by the whole community as and when the need arises irrespective of gender, race, disability, religion etc
- Accessibility – organisations need to ensure that disabled people are able to use the service provided s well as people for whom English is not their first language
- Focus on disadvantaged/isolated groups¹

¹ Groups that the Council view as being vulnerable/disadvantaged or in danger of social exclusion can be described by the following equality strands – older people, young people, disabled people, black and minority ethnic communities, gender including transgender, religion or beliefs and sexual orientation. We also consider carers, people/families on low incomes homeless, refugees and asylum seekers and young offenders or those at risk of offending to be within this group.

Strategic and Development Grants

Strategic grants are aimed at organisations working in a strategic way within the Borough in particular by working together with other agencies, developing partnerships and leading on new developments in their areas of interest. The purpose of this funding is to give key local organisations some financial stability to give them a sound base from which to develop their services for the benefit of Kingston residents. These are normally three year grants for core costs for organisations that meet the requirements set out in the guidelines. **The role and purpose of Strategic Grants will be clarified during the Review.**

Development Grants: Annual grants for organisations that have the potential to reach Strategic Grant status, but have not yet reached the required standard. **The role and purpose of Development Grants will be clarified during the Review.**

Is my organisation eligible to apply?

Organisations applying for grants must have:

- A constitution or set of rules setting out the organisation's aims and objectives
- A management committee or equivalent of at least three members
- Bank or building society account in the name of the organisation (with at least two signatories)
- An accounting system such as annual accounts to record income and expenditure which covers all the organisation's activities

They must also make a commitment to:

- Providing accessible services which target need or meet identified demand, including engaging and consulting regularly with their users and members in developing and monitoring services and identifying need for changes
- Promoting and supporting integration and community cohesion
- Implementing equality in accordance with the Equality Act and work towards eliminating discrimination, advance equality of opportunity and foster good relations between different protected groups
- Meeting health and safety standards
- Fundraising, including seeking external funding
- Implementing child protection policies, for organisations working with children and young people, including Criminal Record Bureau checks for all staff and volunteers who require them
- Providing performance management data and implementing evidence-based practices
- Working in partnership with other agencies where appropriate to avoid duplication of activities
- Promoting and working with environmental good practice

In addition, organisations (normally) entering into longer term strategic funding arrangements have to make a commitment to:

- Produce a three year Business or Development Plan, which includes systems for effective financial management and sustainability
- Work towards meeting quality standards and appropriate performance measures e.g. PQASSO and Investors in People (IIP)
- Assist the Council and its partner agencies to make policy decisions and work on strategy development
- Evaluate the impact of their work and share learning

Is there anything the Council will not fund?

The Council will not normally fund:

- Major building work
- The purchase of minibuses
- Medical equipment or research (however, disability equipment and adaptations are eligible)
- Projects or activities whose primary purpose is to promote religion or belief. However, Applications are welcomed from religious organisations to carry out work with the community that is not primarily of a religious nature and does not exclude people from other faiths

Deadlines

The deadline for receipt of applications is **Monday 28 November 2011**.

What happens to your application?

We will acknowledge receipt of your application by e-mail if you provided an e-mail address or in writing if not.

All applications are assessed by an officer in Strategic Business and relevant specialist officers in the Council. We will contact you if we have any queries about your application or if we need to clarify any of the information you have provided.

A report on each application is prepared and a recommendation is submitted to the Council's Policy and Resources Committee, which makes a final decision. Policy and Resources Committee meetings are open to the public. A copy of the assessment report is sent to all applicants once a decision has been made.

Decisions are expected in February/March 2012 and we will write to you as soon as possible to let you know the outcome. If a grant has been awarded you will be asked to sign and return a list of conditions that apply to your grant along with an original bank statement (that will be returned). Once these have been received your grant will be paid direct into your organisation's account.

All grant recipients are required to complete a monitoring form once the grant has been spent.

Conditions of the grant award

All organisations awarded a grant must agree to our standard grant conditions:

- Use the grant only for the purpose for which it was awarded.
- Complete a grant monitoring form about your use of the grant. We will send you the form later in the year.
- Operate with a commitment to Equal Opportunities issues in relation to your workers, volunteers and users.
- Comply with the Local Government Act 1986 (Section 2) which prohibits local authorities from giving funding or assistance to others to publish material that appears to influence people's support for a political party.
- Tell us if your organisation either closes or does not operate for any significant period during the grant aid year.
- Acknowledge the Borough's financial support in any related publicity material.

In addition to the standard conditions listed above, additional special conditions may be added to your grant award. All conditions will be laid out in the offer letter.

Organisations receiving a Strategic Grant would be expected to sign a more detailed funding agreement setting out the monitoring requirements and the responsibilities of both the Council and the voluntary organisation.

Further help and support

We recommend that you discuss your application with relevant Council Officers. Advice and support for local voluntary and community organisations is also available from Kingston Voluntary Action, Siddeley House, 50 Canbury Park Road, Kingston KT2 6LZ www.kva.org.uk

If you have any queries, please contact the Voluntary and Community Sector Team, Strategic Business, Royal Borough of Kingston, Guildhall, High Street, Kingston KT1 1EU.

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