

Southampton City Council
Commissioned Grants
Programme

2013/14 to 2015/16

Prospectus

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1. Introduction

Southampton City Council would like to fund applications against outcomes derived from the Southampton Profile plus Infrastructure Support Services. The Southampton Profile is a single needs assessment for the city, incorporating and complementing statutory needs assessments such as the Joint Strategic Needs Assessment and Strategic Assessment on Community Safety.

The purpose of the Southampton Profile is to provide accurate, relevant and up-to-date information and a systematic assessment of the city. It informs collaborative work with partners and joint commissioning decisions and informs the priorities detailed in the Southampton Connect Plan. This in turn drives customer focused, effective and efficient services, resulting in an improvement in the quality of life for people in the city.

The Southampton Profile looks at where the city is now, where the city is likely to be in 5 years and the challenges the city is facing. It is these challenges that the Commissioned Grants Programme outcomes aim to meet.

For the purposes of Commissioned Grants Programme, outcomes for Infrastructure Support Services have also been added as these services are vital to ensure a thriving voluntary and community sector in the city.

The outcomes have been grouped into funding themes.

2. Types of grant available

Three year grants

It is expected that the majority of the Commissioned Grants will be three year grants. The first cycle will run from 1 April 2013 to 31 March 2016. Applicants can choose to apply for one, two or three years of funding under this scheme.

Whilst the council aims to award three year grants it may not be appropriate to do so in all cases and each application will be considered on a case by case basis. The council may offer two years or one year of funding instead. Reasons for not awarding three year grants may include financial viability and appropriate business planning.

One-off grants

A small portion of the budget will be set aside for one-off, one year grants of up to £10,000 to be awarded against the same outcomes as the three year grants. These grants will be available in between commissioning cycles to voluntary organisations who have not received a three year grant. Details of how to apply to this scheme will be available in February 2013.

The grant schemes are likely to be over-subscribed. In previous years the total amount requested in applications for the council's large grants was nearly double the available budget. To give your organisation the best chance please complete the application as thoroughly as possible and supply all the required supporting documents.

3. Standard grant criteria

Southampton City Council is keen to support the local voluntary and community sector by awarding grants to organisations and groups that meet the following criteria.

Applications will normally only be considered from voluntary groups and organisations that:-

Are properly constituted and can demonstrate that their practices and structures are representative of all relevant interests and are clearly accountable to users, beneficiaries and members.

Can demonstrate the proper conduct of their officers both general and financial and that they keep proper books of accounts together with full written records indicating how any grant monies are used.

Adhere to all equalities legislation and work in line with Southampton City Council's Equality Policy.

Are not wholly reliant on Southampton City Council grants and can demonstrate that they receive or are seeking funding from other sources.

Can demonstrate the involvement of volunteers in their activities.

Where appropriate, will agree to Southampton City Council nominee(s) on the managing body in an observer status.

Where appropriate a national or regional organisation can demonstrate that there is a specific benefit to Southampton which is not being offered by a local organisation.

Applications will normally only be considered towards projects and activities that:-

Meet the following Southampton City priorities:

1. More jobs for local people

e.g. better job opportunities and higher levels of employment for people in the area.

2. More local people who are well educated and skilled

e.g. providing the opportunity to gain a better education and develop skills, helping more young people access education, delivering employment or training opportunities and supporting higher levels of employment to benefit the economy.

3. A better and safer place in which to live and invest

e.g. reducing crime and Anti Social Behaviour and improving the public view of services. Providing housing and transport that meets the city's needs, providing a clean and safe environment by reducing problems such as litter and vandalism and meeting the city's commitment to reduce carbon.

4. Better protection for children and young people

e.g. better life chances for children in care and care leavers, safeguarding children and families, support for vulnerable people and encouraging them to become independent.

5. Support for the most vulnerable people and families

e.g. safeguarding children and families, providing support for vulnerable people and promoting long term independence.

6. Reducing health inequalities

e.g. supporting better health for everybody in the city, encouraging people to be active, supporting volunteering and community action and supporting higher levels of employment.

Demonstrate innovative approaches to meeting the needs of the residents of Southampton.

Contribute to the delivery of any of the Southampton Partnership Key Priorities and/or any other council or partnership strategies or priorities.

Are of direct benefit to the residents of Southampton. Groups whose activities extend beyond the boundaries of the City or who provide services to people who are not resident in Southampton will be expected to seek contributions from funding sources in those areas that benefit from their work.

Complement and support and do not duplicate Southampton City Council and other services, strategies and plans including commissioning strategies.

Religious organisations are welcome to apply towards the costs of **community** projects.

Applications will not normally be considered:-

Towards religious or political activities, i.e. activities where the key purpose is to promote a religious or political doctrine, mission or another form of proselytising.

For work or events that have already taken place or for equipment that has already been purchased or building works which have been completed.

For core funding from groups and organisations whose activities fall within the responsibility of another public body e.g. Health. However, contributions to jointly funded projects may be considered.

For core funding from groups and organisations whose activities fall within the responsibility of schools to fund. However, contributions to jointly funded projects may be considered.

From organisations with sufficient free reserves not held for a specific purpose to cover 12 months running costs. (Free reserves are funds controlled by the organisation and do not include restricted funds provided for a certain purpose).

Towards vehicles unless they are part of a community transport scheme or mobile resource centre. Applications will only be considered for individual organisations if they cannot access community or shared transport. Applicants will need to demonstrate that any vehicle funded by Southampton City Council will be properly maintained and insured and used often and regularly.

From recently formed organisations for large grants. It is suggested that recently formed organisations first consider the council's small grant scheme, Community Chest.

From groups and organisations that have unsuccessfully tendered for the same project/work as a contracted service (either to the council or anyone else).

This relates to the specific project/work funding is being requested for.

To subsidise contracts (whether with the council or anyone else).

For large capital projects

As a general rule Southampton City Council will not fund:-

- individuals
- trips
- holidays and expeditions

4. Outcomes

All applicants are expected to make a contribution to at least **one** of the following outcomes. The outcomes have been grouped into funding themes. The council expects to receive a range of applications including some that only meet one outcome, some that meet several outcomes within a funding theme and some cross-cutting applications meeting several outcomes across two or more funding themes.

Each outcome has been given a code to make it easier to refer to in the application form.

1 – Skills, education and jobs for local people

Code	Outcome
-------------	----------------

- | | |
|-----|---|
| 1-A | Local people have higher levels of skills and employment leading to increased economic activity and employment rates in the city. |
| 1-B | Increased number of young people participating in education, employment or training |
| 1-C | Increased number of young people achieving 5 A*-C GCSEs |
| 1-D | Increased school attendance |
| 1-E | Increased number of not for profit businesses starting up in the city |

2 – A better and safer place in which to live and invest

Code	Outcome
-------------	----------------

- | | |
|-----|---|
| 2-A | Reduced carbon emissions in the city, through increased bus use, energy efficiency, etc. |
| 2-B | Reduced amounts of overall household waste |
| 2-C | Reduced levels of repeat victimisation |
| 2-D | Reduced levels of physical disorder, such as broken windows, graffiti or litter, and ASB in areas of multiple deprivation |
| 2-E | Improved public perception of crime and ASB in the city. |
| 2-F | Reduced risk of young men aged 16-24 being victims of crime |
| 2-G | Reduced risk to women of serious physical harm or death through domestic violence. |

3 – Better protection for children and young people

Code	Outcome
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- | | |
|-----|--|
| 3-A | Improved life chances for children in care and care leavers, particularly increased participation in education, employment or training |
| 3-B | Reduced levels of child poverty in the city |
| 3-C | Increased individual resilience and personal aspiration |

4 – Supporting the most vulnerable people and families

Code	Outcome
-------------	----------------

- | | |
|-----|---|
| 4-A | Reduced alcohol consumption |
| 4-B | Vulnerable people better supported and a consequent reduced demand on both health and social care services as a result of the ageing population |

- 4-C People enabled to stay independent, socially engaged and physically active
- 4-D Vulnerable people and families are supported through the Welfare Benefit changes
- 4-E Strengthened parent and child relationships and increased resilience within the family
- 4-F Reduced levels of household poverty

5 – Reducing health inequalities

Code Outcome

- 5-A Reduced health inequalities between different parts of the city
- 5-B Reduced health inequalities between men and women
- 5-C Increased physical activity across the lifespan, particularly in childhood to create a healthy active blueprint for life

6 – Infrastructure Support Services

The council recognises that a prerequisite for a thriving voluntary and community sector in the city is access to high quality infrastructure support services.

Code Outcome

- 6-A Local voluntary and small community groups are supported, including new groups given support to start up. All groups have better governance, have access to and are supported through training, have help finding funding and making effective use of resources.
- 6-B Volunteers, trustees and staff of local voluntary and small community groups have improved knowledge, skills and confidence, leading to raised standards.
- 6-C Stronger links between local voluntary and small community groups and agencies such as local authorities and health agencies, leading to groups being better heard and policy makers better understanding the needs of groups. Agencies are supported when conducting consultation with local voluntary and small community groups.
- 6-D Greater understanding of the needs of disadvantaged and under-represented communities through the promotion of equality and diversity. Local voluntary and small community groups are supported to better articulate the needs of disadvantaged and under-represented communities and the most vulnerable people.
- 6-E Local voluntary and small community groups are supported to come together to share ideas and intelligence and address issues of common concern and are better connected and able to work together more efficiently.
- 6-F Increased number of volunteers and volunteering opportunities.

5. Timetable

31 August 2012	Grant scheme opens for applications
26 October 2012	Deadline for applications
02 November 2012	Preliminary assessment completed
November/December 2012	Applications appraised
Mid-December 2012	Applicants notified of initial officer recommendations
29 January 2013*	Cabinet decision meeting
01 April 2013	New grants start

* Cabinet meeting dates are subject to change. Applicants will be kept informed of any changes.

6. Joint applications

Joint applications from two or more voluntary organisations working in partnership are welcome. The lead applicant will need to take responsibility for the application and the grant if successful. Voluntary organisations wishing to submit a joint application are recommended to have a partnership agreement to ensure each party's responsibilities are clear and there is agreement how any grant money will be divided.

7. Transfer of Undertakings (Protection of Employment) Regulations (TUPE)

Work of a similar nature may currently be undertaken by an independent organisation. The council does not know and has no view as to whether TUPE may apply as between any current provider of these similar services and any other provider the council may select to provide this service. It is up to each applicant to reach its own view on this and if necessary to make enquiries of the present funded organisation.

Funding applicants should contact the Communities team for details of the organisation providing similar services.

You are expected in pricing your funding application to make your own allowances for and accept the risk of fluctuations in your staffing availability or requirements. The council will not accept any funding application in which your pricing varies according either to the number, identity or pension status of the staff you require to perform the Grant Agreement or to any changes in your wage rates except so far as they may be reflected directly or indirectly in any method provided in the Grant Conditions for an annual review of your prices.

TUPE and the expiry of this grant

The council cannot and does not propose to commit itself as to:

- what will be its service requirements after this Grant Agreement has expired,
- what arrangements it may propose to make to fund the service, or
- what legislative regime will be at that time either as to funding of services or transfer of staff.

It therefore will not enter into any commitment as to what might happen to the successful funding applicant's staff at the expiry of the Grant Agreement.

8. Payment Schedule

Grants are paid in instalments based on the value of the grant per year. The payment schedule each year is:

Up to £10,000 – one payment, first week of April

£10,000 to £50,000 – two payments, first week of April and 1 October

£50,000 to £100,000 – either two or four payments, to be decided on a case by case basis dependent on track history

Over £100,000 – four payments, first week of April, 1 July, 1 October and 1 January

9. Monitoring Schedule

All grant recipients are expected to complete regular monitoring forms. How often these are required is based on the total value of the grant. The monitoring schedule is designed to fit in with the payment schedule and monitoring forms are sent to recipients approximately 3 weeks before the report is due. Where dates fall on a weekend or bank holiday the monitoring report will be due on the next working day.

Up to £10,000 – one, annual report, due 31 May.

£10,000 to £50,000 – two reports, due 31 August and 31 May

£50,000 to £100,000 – either two or four reports, to be decided on a case by case basis dependent on track history

Over £100,000 – four reports, due 31 May, 31 August, 30 November and 28 February

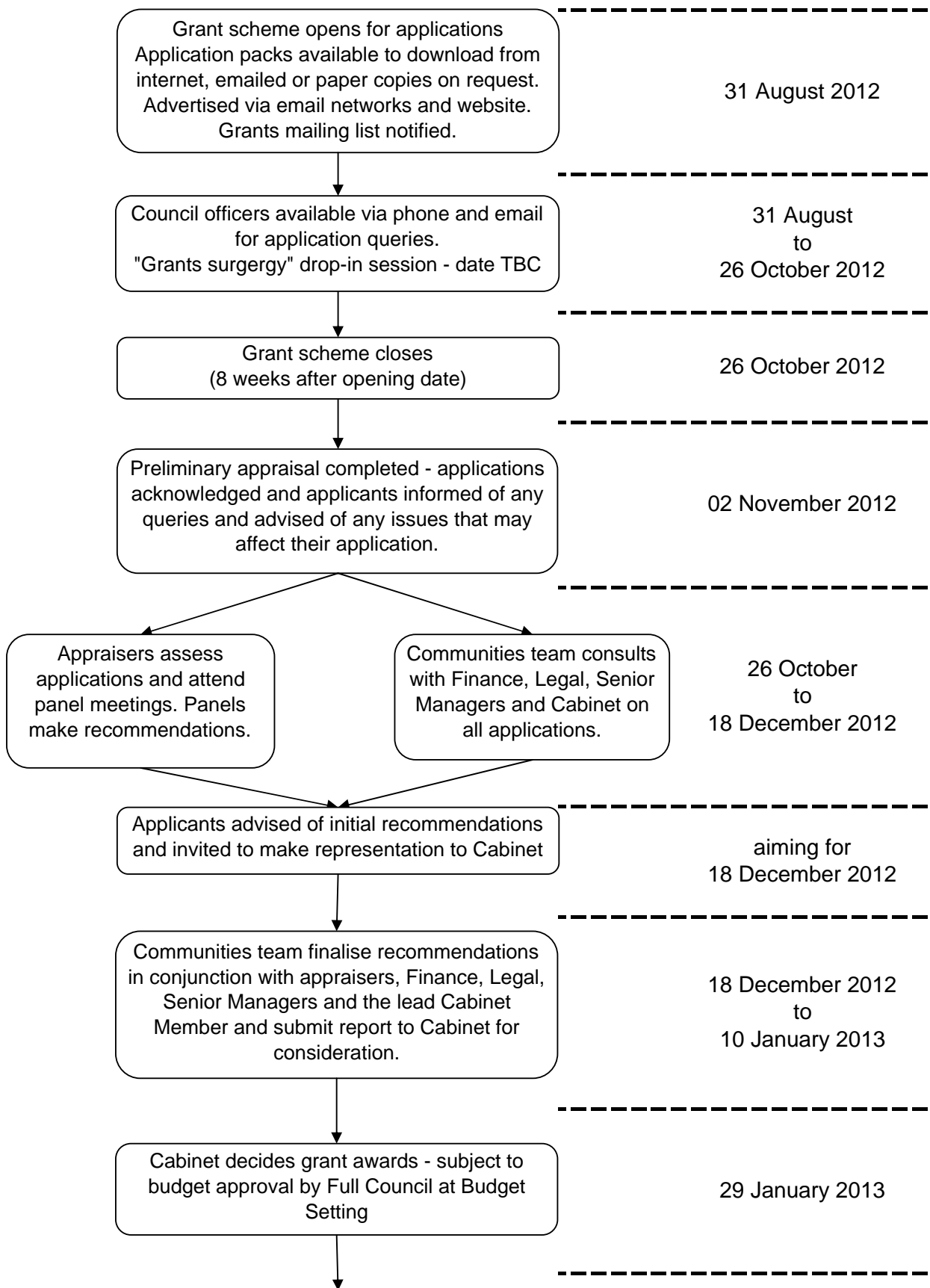
For all grants the 31 May report each year will include a year end report for the previous year. There will be an additional report due 31 May after the end of the grant award period for the final year end report. Though the monitoring is largely done through written forms the council reserves the right to meet with any grant recipient at a time agreed by both parties.

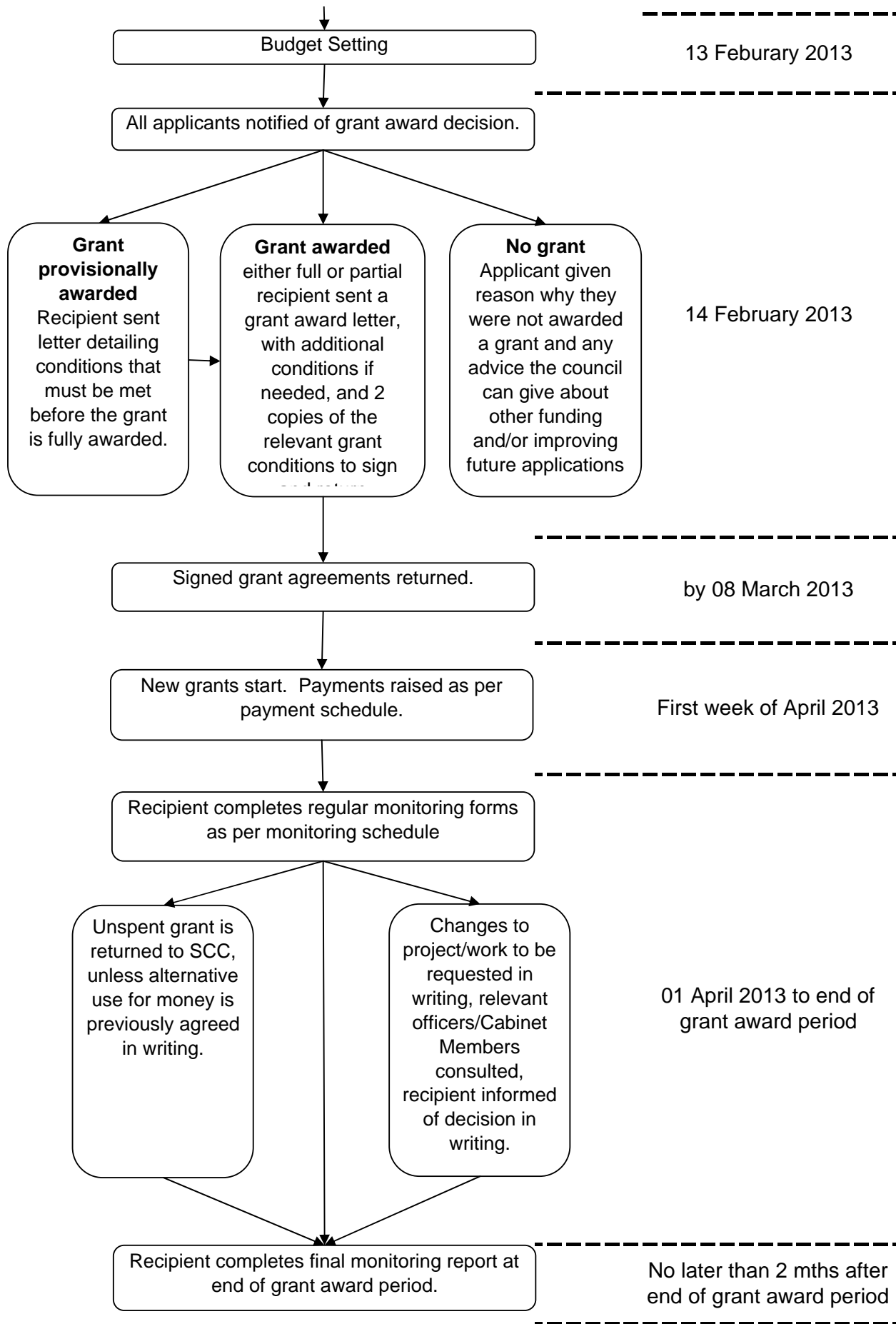
10. Application form guidance

Guidance notes to assist applicants with completing the application form and financial appendix are being prepared following feedback received during consultation. The guidance notes will be available when the three year funding grant scheme opens for applications.

Application Process Flowchart - Three Year Funding

**2013/14 to 2015/16
dates***





*Please note these dates are provisional and are subject to change. Applicants will be kept informed of any changes.