

Safer Stronger Communities Select Committee Supplementary Agenda

Monday, 3 November 2014
7.00 pm, Committee room 2
Civic Suite
Lewisham Town Hall
London SE6 4RU

For more information contact: Timothy Andrew (02083147916)

This meeting is an open meeting and all items on the agenda may be audio recorded and/or filmed.

Part 1

Item	Pages
4. Main grant programme funding	1 - 56

Safer Stronger Communities Select Committee Members

Members of the committee, listed below, are summoned to attend the meeting to be held on Monday, 3 November 2014.

Barry Quirk, Chief Executive
Thursday, 23 October 2014

Councillor Pauline Morrison (Chair)	
Councillor David Michael (Vice-Chair)	
Councillor Andre Bourne	
Councillor Colin Elliott	
Councillor Alicia Kennedy	
Councillor Pat Raven	
Councillor Luke Sorba	
Councillor Eva Stamirowski	
Councillor Paul Upex	
Councillor James-J Walsh	
Councillor Alan Hall (ex-Officio)	
Councillor Gareth Siddorn (ex-Officio)	

Agenda Item 4

Safer Stronger Communities Select Committee			
Title	Main Grants Programme Consultation		
Contributor	Head of Culture and Community Development	Item	Supplementary
Class	Part 1 (Open)	03 November 2014	

Reason for Urgency

The report has not been available for 5 clear working days before the meeting and the Chair is asked to accept it as an urgent item. The report was not available for despatch on Thursday 23 October because the consultation the report is based on was still underway. The report cannot wait until the next meeting due to a decision being taken at Mayor and Cabinet on 12 November.

1. Purpose

- 1.1 The Council commenced a three month consultation in July 2014 on proposed changes to the main grants programme. The consultation had not closed at the time of despatching this report so the information contained in the report provides a draft response to the consultation feedback. Officers will be able to provide an oral update at the meeting on 3rd November as the consultation closes on 30th October.
- 1.2 The purpose of this report is to provide feedback on responses to the consultation and invite members of the select committee to add any additional feedback prior to the consultation outcomes being reported to Mayor and Cabinet on 12th November 2014.

2. Recommendation

- 2.1 Members of the Safer Stronger Communities Select Committee are invited to add any additional feedback in advance of the consultation outcomes being reported to Mayor and Cabinet on 12th November 2014.

3. Policy Context

- 3.1 The Sustainable Community Strategy sets out a commitment to creating a borough that is “Empowered and Responsible: where people are actively involved in their local area and contribute to supportive communities”.
- 3.2 This is reflected in Lewisham’s corporate priorities: “Community leadership and empowerment: developing opportunities for the active participation and engagement of people in the life of the community”
- 3.3 Lewisham has a strong history of working with the third sector and empowering residents and communities. Lewisham is fortunate to have a strong and thriving third sector which ranges from very small organisations with no paid staff through to local branches of national charities. The third sector includes charities, not for profit companies limited by guarantee, faith

organisations, civic amenity societies as well as social enterprises. What all these organisations have in common is their ability to bring significant additional value to the work that they do through voluntary support and raising funds from sources not available to other sectors such as charitable trusts.

- 3.4 Although the third sectors role within the commissioning of local public services has grown, the council recognises that there continues to be a need for grant aid investment for the following reasons:
- A recognition of the importance of maintaining an independent sector that can act as a critical friend to challenge public sector policy and delivery.
 - A recognition of the key role that the sector plays in building civic participation, providing a voice for seldom heard residents and providing community intelligence.
 - A recognition of the great diversity of the sector and the need to engage with small and emerging groups as well as large established organisations.
 - A recognition of the sector's potential to take risks and innovate which does not sit easily within commissioning frameworks.
 - A recognition that third sector organisations have been key delivery partners within Lewisham, including for a wide range of targeted short term initiatives. Grant aid provides a level of security for organisations ensuring that there is a strong sector able to address local need, attract additional resources and be ready to work in partnership with us.

4. Background

- 4.1 The current main grants programme was agreed by Mayor and Cabinet Contracts in July 2011. Funding was awarded for two and a half years from October 2011 to the end of March 2014 to 73 organisations. Funding was provided over four themes; Children and Young People, Building Social Capital, Gateway Services and Communities that Care. An extension to the programme for a further year was agreed in December 2013 taking the current funding to 31 March 2015.
- 4.2 In addition to the £5.9 million grants budget Lewisham Council has contracts to a value of over £20 million with voluntary and community sector organisations to provide a wide range of services. These include youth activities, children's centres, supported housing and public health initiatives. The types of organisations that Lewisham is contracting with ranges from large national charities to small local community based organisations.

5. Content of Consultation

- 5.1 In July 2014 Mayor and Cabinet agreed to consult on proposals to change the main grants programme and reduce the budget by £1.5m. The consultation document is attached at Appendix A. It outlines the approach to the consultation, the proposed overall approach to the main grants

programme, proposed new grants themes and criteria and the application process.

- 5.2 In light of the intense pressure on our shared resources it is proposed to take a more active collaborative approach with grant funding. The intention is to fund a group of organisations that are committed to working with each other and the council to ensure the best possible outcomes for Lewisham's residents with our shared resources. The intention is to take a dynamic approach to grant aid that allows for flexibility over the period of funding to ensure that funded organisation can work with the council to respond together to changing needs and priorities. The main grants programme is designed not just to fund organisations but to enlist active partners who are passionate about Lewisham and have the drive and capacity to make a difference to people's lives.
- 5.3 In assessing applications to the grants programme it is proposed that organisation's readiness to work with the Council as active partners and what they can bring to such a partnership will be considered using the following categories:
- Local Intelligence; the level of understanding of local need.
 - Transformation; the ability to transform the ways of working to better meet needs.
 - Collaboration; track record of working in partnership.
 - Resources; track record of attracting resources both financial and volunteer time.
 - Shared Values; commitment to London Living Wage, Equality, Environmental Sustainability
- 5.4 In establishing the priority themes for the grants programme the following factors were considered:
- The level of need locally
 - The contribution the third sector can make to meeting the priority
 - The availability of other sources of funding locally
- There are four proposed themes and full details of each theme's proposed criteria are included in Appendix A.
- 5.4.1 **Strong and Cohesive Communities** – this theme seeks to develop and maintain strong communities and build a more inclusive and cohesive borough. It is divided into two strands, one to support Borough Wide provision and the other to fund a network of neighbourhood community development projects. With the reduction in statutory resources, residents and communities are being asked to do more for themselves. This theme seeks to ensure that there is an infrastructure across the borough that can encourage and capitalise on active citizenship, supporting grass roots activity. The theme will also fund services that provide equalities support to ensure equal access to services.
- 5.4.2 **Communities that Care** – the overall intention of this theme is to fund a range of organisations that together provide support to vulnerable adults to assist them in accessing services, prevent their needs from escalating, reduce the burden on statutory services and provide links between statutory services, VCS and communities in relation to working together to support vulnerable adults. The activities funded through this theme form an important part of the borough's preventative strategy.

5.4.3 Access to Advice Services – the advice sector provides an essential service to some of the borough’s most vulnerable residents. Advice organisations provide independent, high quality advice to individuals to ensure that they receive the benefits they are entitled to, are supported to manage debts and address financial exclusion and deal with housing issues. Statutory services work closely with the advice sector as addressing these issues are of mutual benefit.

5.4.4 Widening Access to Arts and Sports – this theme seeks to ensure that the rich and diverse contribution that the borough’s Arts and Sports organisations make to the quality of life of residents is maintained. The Arts and Sports sectors are adept at attracting resources from external funding, earned income and volunteers. However, the sectors still require a level of core funding to enable them to continue to attract these resources that would otherwise be lost to the borough. The focus of our support will be on increasing participation particularly by those who are less able to participate due to disability, economic disadvantage and age.

6. The Consultation Process

6.1 Following agreement by Mayor and Cabinet to consult on the revised framework for the Main Grants programme, a comprehensive range of consultation events has been undertaken. In line with the Council's Compact with the voluntary and community sector, a three month consultation period was agreed. Consultation took the form of two formal information-sharing meetings with voluntary and community sector organisations. These meetings took place in July and September and were led by the Cabinet Member for the Third Sector and the Executive Director for Community Services. 120 individuals attended the two meetings in total, consisting of voluntary sector organisation senior officers and trustees.

6.2 In addition to the two general meetings, specific themes within the Main Grants programme were discussed with organisations in the following areas:

- the advice sector
- Communities that Care
- transport
- organisations undertaking investment funded projects, focusing on the integration of community-based social care support
- organisations expressing an interest in contributing to the Neighbourhood Community Development Strand
- sports organisations
- arts organisations

6.3 In total there were 173 attendees at consultation meetings organised by the Council and a further 60 individuals were involved in the consultation at meetings organised by the VCS and attended by council officers. Officers also met with a number of organisations individually during the consultation. In addition to these discussions, two articles on the consultation were included within Voluntary Action Lewisham's magazine, Grapevine. The consultation was also available on the Council's online consultation portal.

6.4 Feedback from the 233 attendees at the consultation meetings and individual written responses received at the time of despatch are included in Appendix B.

7. Consultation Outcome

7.1 At the time of writing feedback received showed that members of the Voluntary and Community Sector generally welcomed the consultation on Main Grants and the opportunity to comment on the proposals.

7.2 The key elements of the feedback include:

- a general welcoming of Lewisham Council's continued commitment to investing in the voluntary and community sector through grant funding;
- a welcoming of the opportunity to comment on the proposed revised framework for Main Grants;
- acknowledgement that the proposed partnership framework provided a means to achieve effective delivery of services to residents;
- a welcoming of the opportunity to highlight the strengths and achievements of individual organisations and their approach to service delivery.

7.3 There were a number of reservations expressed, including:

- A concern about the impact of the proposed £1.5m reduction to the budget on the viability of organisations and services to vulnerable and excluded residents, particularly BME communities.
- A concern about the time required to build effective partnerships.
- Concern about there not being a dedicated children and young people theme.
- Queries about how the council can use its assets to support the VCS

7.4 A number of comments were made that have led to proposed changes to the criteria including:

- A recognition of the need for a coordination function for equalities work across different protected characteristics.
- More emphasis on quality and the track record of organisations within the criteria.
- A recognition of the need for support from borough wide infrastructure organisations around new ways of using and sharing premises.

8. Conclusion

8.1 The main grants consultation engaged more than 200 people. Respondents understood the need for the council to make reductions to budgets but a number of arguments were put forward as to why the reduction to the voluntary sector should be limited. The overall feedback was positive in relation to the proposed new criteria. Some suggestions have led to minor amendments to the proposed criteria which will be reported to Mayor and Cabinet on 12th November to seek approval to open the programme to applications.

For further information regarding this report, please contact Liz Dart, Head of Culture and Community Development on 020 8314 8637 or liz.dart@lewisham.gov.uk

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London Borough of Lewisham

Consultation on proposed changes to main grants programme

July 2014

Cultural and Community Development Service
2nd Floor, Laurence House
1 Catford Road, London SE6 4RU
Community.Enterprise@lewisham.gov.uk

Part 1 – About this Consultation

Topic of this consultation

1. This consultation is about the proposed new priorities for Lewisham Council's main grants programme and associated application process. We want to seek views on the proposed grants criteria and the application process.
2. The consultation also seeks views about an indicative reduction to the main grants budget which is being proposed as part of a major review of the council's budget in order to achieve savings of £95million in the next 4 years.

Audience

3. The consultation is aimed at voluntary and community organisations that provide services in London Borough of Lewisham. The main grants is an open programme so we are seeking views from both organisations that we currently fund and potential new applicants. We would also welcome the views of other public or private sector partners who work with the voluntary and community sector in Lewisham.

Duration

4. The consultation will be open for 3 months from 30th July 2014. The deadline for responses is 29th October 2014.

How to Respond

5. There are several ways to respond to this consultation:
 - By e-mail to: Community.Enterprise@lewisham.gov.uk
 - By post to: Community Enterprise Team, 2nd Floor, Laurence House, 1 Catford Road, London SE6 4RU
 - By attending a consultation meeting

There will be consultation meetings on:

30th July at 2.30pm at the Civic Suite Catford

4th September at 7pm venue tbc

Places at these consultation meetings must be booked in advance by emailing Community.Enterprise@lewisham.gov.uk . Due to the size of the venue places are limited to one person per organisation at each meeting.

After the Consultation

6. Once the consultation has closed all responses will be considered and a summary of responses collated and included in a report to Mayor and Cabinet Contracts on 12th November 2014. This report will seek approval for the main grants programme 2015/16 criteria, proposed budget level and permission to invite applications for funding.

Part 2 – Background

Background

7. The current main grants programme was agreed by Mayor and Cabinet Contracts in July 2011. Funding was awarded for two and a half years from October 2011 to the end of March 2014 to 73 organisations. Funding was provided over four themes; Children and Young People, Building Social Capital, Gateway Services and Communities that Care. An extension to the programme for a further year was agreed in December 2013 taking the current funding to 31 March 2015.

In addition to the £5.9 million grants budget Lewisham Council has contracts to a value of over £20 million with voluntary and community sector organisations to provide a wide range of services. These include youth activities, children's centres, supported housing and public health initiatives. The types of organisations that Lewisham is contracting with ranges from large national charities to small local community based organisations.

Lewisham Council Commitment to Grant Aid programme

8. Although the third sectors role within the commissioning of local public services has grown, the council recognises that their continues to be a need for grant aid investment for the following reasons:
 - A recognition of the importance of maintaining an independent sector that can act as a critical friend to challenge public sector policy and delivery.
 - A recognition of the key role that the sector plays in building civic participation, providing a voice for seldom heard residents and providing community intelligence.
 - A recognition of the great diversity of the sector and the need to engage with small and emerging groups as well as large established organisations.
 - A recognition of the sector's potential to take risks and innovate which does not sit easily within commissioning frameworks.
 - A recognition that third sector organisations have been key delivery partners within Lewisham, including for a wide range of targeted short term initiatives. Grant aid provides a level of security for organisations ensuring that there is a strong sector able to address local need, attract additional resources and be ready to work in partnership with us.

Lewisham Council Financial Position

9. Since May 2010 the council has cut £82 million from its budget. The grant aid budget was largely protected during that savings phase with only a small reduction of £500k of unallocated funds. The remaining grants budget is £5.9million.

10. Lewisham Council needs to make a further £95million reduction to its controllable budget over the next 4 years. This equates to approximately 30% of the controllable budget. For this reason the council has been undertaking a fundamental review of all its budgets.

Part 3 – The proposal

Proposed reduction to the grant aid budget

11. In the context of the unprecedented scale of the reduction to the council budget it is proposed to make an indicative reduction of £1.5million to the £5.9 million grants budget. This equates to 25% of the budget.

Our Proposed funding approach

12. It is our view that in these times of diminishing resources the need for collaboration is greater than ever. Our intention is to fund a group of organisations that are committed to working with each other and us to ensure the best possible outcomes for Lewisham's residents with our shared resources. We intend to take a dynamic approach to grant aid that allows for flexibility over the period of funding to ensure that we are able to respond together to changing needs and priorities. We are not just looking to fund organisations but to enlist active partners who are as passionate about Lewisham as we are and have the drive and capacity to make a difference to people's lives.
13. In order to achieve this we have thought about the profile of organisations that we are seeking to fund and what they would bring to a funding partnership. Further detail of this partner profile can be found at appendix A in the draft grants criteria and guidance.

Proposed themes and priorities

14. In establishing the priority themes for the grants programme we have considered:
 - The level of need locally
 - The contribution the third sector can make to meeting the priority
 - The availability of other sources of funding locally

The proposed programme themes are:

- 1) Strong and Cohesive Communities
- 2) Communities that Care
- 3) Access to Advice
- 4) Widening access to Arts and Sports

15. Full details of the proposed themes are contained at Appendix A in the draft grants criteria and guidance.

Timetable and application process

16. The outcome of this consultation will be presented to Mayor and Cabinet contracts on 12th November. Approval of the revised criteria and permission to open to applications will be sought. The Mayor and Cabinet Contract's decision is subject to potential call in by the Overview

and Scrutiny Business Panel and therefore applications will not formally open until 26th November. In the interim we will be holding networking events for each theme group in the week commencing 17th November to enable organisations to discuss any potential collaborations. There will be application surgeries during December and the deadline for applications will be 4th February 2015. The draft application form is attached at Appendix B.

17. Applications will be assessed during February and draft recommendations will be sent to organisations by 30th March 2015. Any organisations that are currently in receipt of grant aid will also be sent 3 months notice of a proposed change to their grant aid at that point. Information will be provided about the appeals process. All draft recommendations and appeals will be presented to Mayor and Cabinet Contracts for decision in April 2015. The date of this meeting has not yet been confirmed. The new grants will be implemented from 1st July 2015 and current main grant funding will be extended for 3 months subject to organisations continuing to meet the conditions of grant aid and Mayor and Cabinet approval.

18. **Key dates:**

30 July 2014	consultation opens
30 th October 2014	consultation closes
12 th November 2014	Mayor and Cabinet approval of proposed grants programme.
26 th November 2014	applications open
4 th February 2015	application deadline
30 th March 2015	draft recommendations and 3 months notice provided
April 2015 tbc	Mayor and Cabinet decisions on grant allocations
1 st July 2015	new grants commence.

Proposed Assessment Process

19. Applications will be assessed against both the partner profile and the theme criteria. There will be a three stage assessment process with initial officer assessment of individual applications followed by a theme lead reviewing each assessment for consistency and drawing up a set of recommendations for the theme to be presented to a senior officer panel.

Part 4 – Consultation Questions

20. We are happy to receive responses to this consultation in any format and we are particularly keen to hear your views on the following:
- a. The council wishes to retain its commitment to grant aid for the voluntary and community sector. Our rationale for this is laid out in paragraph 8 above. Do you agree that grant aid is important? Is there anything missing from the rationale?
 - b. The council needs to save £95million over the next 4 years. This equates to approximately 30% of the controllable budget. The council has been able to protect the main grants budget during previous savings rounds but the scale of reductions still to be found mean that it is unlikely that the grants budget can continue to be protected. A saving of 25% is proposed. Do you feel that this is fair and proportionate? Please give reasons.
 - c. If the proposed saving to the grants budget is agreed which of the following approaches to implementing the reduction do you feel would provide the best outcomes for Lewisham's residents?
 - i) Spreading the funding across more organisations with each getting less
 - OR
 - ii) Funding fewer organisations better.
 - d. Do you feel the areas covered in the partners profile in Appendix A are the right ones? What's missing? What would you do differently?
 - e. Do you feel the priority themes are the right ones? What's missing? What would you do differently?
 - f. We are undertaking an equalities assessment of the proposed changes. Do you feel that the proposed changes would have a negative or positive impact on Lewisham residents on the basis of their race, gender, faith/religious belief, disability, age, sexual orientation, gender assignment or marital status? Please provide comments on the impact you feel the proposed changes could have, which groups you feel may be affected and any action you feel we could take to mitigate any potentially negative impact.

You may wish to use the response form at Appendix C.



London Borough of Lewisham

Main grants programme July 2015 to March 2018 criteria and guidance.

July 2014

Cultural and Community Development Service
2nd Floor, Laurence House
1 Catford Road, London SE6 4RU
Community.Enterprise@lewisham.gov.uk

Lewisham Grants Programme

SECTION A – GENERAL CRITERIA

1. Purpose

Lewisham is fortunate to have a diverse third sector which ranges from very small organisations with no paid staff through to local branches of national charities. As well as being directly involved in delivering services to citizens in the borough, third sector organisations also provide the essential infrastructure to allow the sector as a whole to develop and support individual citizens to be able to play an active role within their local communities.

Although the third sectors role within the commissioning of local public services has grown, the council recognises that there continues to be a need for grant aid investment for the following reasons:

1. A recognition of the importance of maintaining an independent sector that can act as a critical friend to challenge public sector policy and delivery.
2. A recognition of the key role that the sector plays in building civic participation, providing a voice for seldom heard residents and providing community intelligence.
3. A recognition of the great diversity of the sector and the need to engage with small and emerging groups as well as large established organisations.
4. A recognition of the sector's potential to take risks and innovate which does not sit easily within commissioning frameworks.
5. A recognition that third sector organisations have been key delivery partners within Lewisham, including for a wide range of targeted short term initiatives. Grant aid provides a level of security for organisations ensuring that there is a strong sector able to address local need, attract additional resources and be ready to work in partnership with us.

2. Funding Collaboration

It is our view that in these times of diminishing resources the need for collaboration is greater than ever. Our intention is to fund a group of organisations that are committed to working with each other and us to ensure the best possible outcomes for Lewisham's residents with our shared resources. We intend to take a dynamic approach to grant aid that allows for flexibility over the period of funding to ensure that we are able to respond together to changing needs and priorities. We are not just looking to fund organisations but to enlist active partners who are as passionate about Lewisham as we are and have the drive and capacity to make a difference to people's lives.

3. Partner Profile

In assessing applications to the grants programme we will be looking at organisation's readiness to work with us as active partners and what they can bring to such a partnership. We will be considering:

- Local Intelligence; the level of understanding you have of local need. Who are your users? Do you serve a geographical area or a community of interest? How do you recognise and record need? What do you know about people who may need your services but are not yet users?
- Transformation; your ability to transform the way you work to better meet needs. How have you adapted your working practices over the last 3 years? What opportunities do you see for further transformation?
- Collaboration; your track record of working in partnership. How well connected are you to other organisations delivering similar services? What opportunities do you see for increased partnership work and what benefit could this bring to your users?
- Resources; your track record of attracting resources both financial and volunteer time. What resources does your organisation bring to the borough? What are your plans for resourcing your work over the next 3 years?
- Shared Values (London Living Wage, Equality, Environmental Sustainability); your commitment to London Living Wage, equalities and environmental sustainability. How can you demonstrate your commitment in these areas? What plans do you have to improve on this?

4. Programme Themes

In establishing the priority themes for the grants programme we have considered:

- The level of need locally
- The contribution the third sector can make to meeting the priority
- The availability of other sources of funding locally

The programme themes are:

1. Strong and Cohesive Communities
2. Communities that Care
3. Access to Advice
4. Widening access to Arts and Sports

Details of what we are seeking to fund in each theme are provided below with advice on what you will need to cover in your application.

SECTION B – THEME CRITERIA

Theme 1: Strong and Cohesive Communities

This theme is around developing and maintaining strong communities and building a more inclusive and cohesive borough. The theme is split into two strands:

- a. Borough wide infrastructure and equalities support
- b. Neighbourhood community development and youth work support

1a. Borough Wide

We wish to fund a group of organisations that will adopt a strong collaborative approach, sharing resources and minimising duplication to achieve the following:

- I. Provide support around the development of policies and procedures to ensure that all communities and individuals have fair and equal access to services.
- II. Identify and work in partnership to address issues that lead to particular communities experiencing difficulties accessing services.
- III. Identify inappropriate over representation of particular communities within services and work with partners to address this.
- IV. Build a more inclusive and cohesive borough, promoting understanding across different communities and reducing marginalisation.
- V. Develop and coordinate networks and collaborations and provide effective representation at appropriate levels for the voluntary and community sector
- VI. Assist existing organisations in building their capacity and capability through advising on best practice and supporting the introduction of effective operational and developmental systems in order to provide a responsive range of high quality services, including promotion of the exchange of skills between the VCS and private sector
- VII. Promote and broker partnerships to maximise access to and cost-effective use of both statutory and non-statutory funding
- VIII. Promote volunteering and provide a brokerage service for community organisations to access volunteers
- IX. Provide advice on volunteer recruitment and supervision and advise organisations on effective volunteer management systems

In your application you will need to specify which of the above objectives you intend to address. Describe your intended users and beneficiaries. Outline your programme of activity in Year 1 with milestones, outcomes and outputs. Describe how you will work with the other organisations funded through this strand and what opportunities you see for collaboration over the course of the 3 year programme. Detail the additional resources you will be leveraging in and provide an income and expenditure budget for Year 1.

1b. Neighbourhood

We wish to fund a network of organisations that will work in designated ward(s) alongside the Local Assembly to deliver:

Community Development (indicative allocation of £24,000 per ward)

- I. Practical support to build strong and cohesive communities
- II. Strengthen local area partnerships by bringing organisations in an area together to work collectively for and with residents in that neighbourhood, a local level infrastructure provider
- III. Coordination and delivery of locally based community activities
- IV. Harnessing skills and volunteer time to develop strong and resilient communities
- V. Facilitating involvement of residents in the issues which affect their lives; and supporting collective action to deliver change
- VI. Identify gaps in youth and community provision in ward
- VII. Deliver activities to meet gaps where possible and raise additional resources through volunteers and fundraising to extend provision

In your application you will need to identify which ward or wards you would like to work in. Please also indicate whether there is a minimum level of funding that you can operate at i.e. if you apply to cover 3 wards could you still deliver a service if your application was only successful for 1 ward. You will need to provide details of how you would work with the local assembly and other ward based organisations to develop and deliver your work programme for Year 1, giving indicative milestones. The assessment will be largely based on the skills and experience you bring as a local partner as the detail of your work programme will need to be developed with residents and other stakeholders.

Theme 2: Communities that Care

The overall intention of the Communities that Care theme is to fund a range of organisations that together provide support to vulnerable adults to assist them in accessing services, prevent their needs from escalating, reduce the burden on statutory services and provide links between statutory services, VCS and communities in relation to working together to support vulnerable adults. The theme will also offer support to organisations providing services for families with disabled children and young carers. The theme is split into 5 strands:

- a) connecting and supporting
- b) transport
- c) advocacy
- d) provision for vulnerable adults
- e) support for families with disabled children and young carers

2a) Connecting and supporting

We wish to fund a consortium of organisations that will work together to:

- I. Deliver community development support to organisations working with vulnerable adults across the four integrated health and social care neighbourhoods.
- II. Identify gaps in provision for vulnerable adults at neighbourhood level and work in partnership to address these gaps.
- III. Take referrals from health and social care professionals for vulnerable adults who would benefit from being connected to community activity in their area.
- IV. Deliver a volunteer befriending service for vulnerable adults who are experiencing social isolation.
- V. Deliver a network of timebanks across the four integrated health and social care neighbourhoods.

In your application you will need to specify which of the above objectives you intend to address. Describe your intended users and beneficiaries. Outline your programme of activity in Year 1 with milestones, outcomes and outputs. Describe how you will work with the other organisations funded through this strand and what opportunities you see for collaboration over the course of the 3 year programme. Detail the additional resources you will be leveraging in and provide an income and expenditure budget for Year 1.

2b) Transport

We wish to fund an organisation or consortium of organisations that will deliver an integrated community transport service that complements existing provision such as taxi card, dial a ride etc and incorporating group transport, individual journeys and support to access other mainstream transport in order to reduce social isolation and increase access to services for vulnerable adults. The service will need to work closely with referring agencies to ensure provision is targeted at people for whom there is no other feasible transport option. Services such as travel training should form part of the integrated offer to enable those individuals who need to build confidence in using public transport to be able to access mainstream provision rather than become dependent on a specialist service. The service will need to work with other

organisations funded through the Communities that Care theme to encourage them to consider transport at the early stages of planning activities and inform them of the wide range of transport options available to their users.

In your application you will need to describe your intended users and beneficiaries. Outline your programme of activity in Year 1 with milestones, outcomes and outputs. Describe how you will work with the other organisations funded through this strand and what opportunities you see for collaboration over the course of the 3 year programme. Detail the additional resources you will be leveraging in and provide an income and expenditure budget for Year 1.

2c) Advocacy

We wish to fund an organisation or consortium of organisations to provide advocacy support for people with learning disabilities to ensure that they can:

- Gain access to services improving their quality of life and social well being
- Be better connected and less excluded
- Improve their confidence and be able to assert their rights and views including influencing local policy and practice

In your application you will need to detail how you intend to achieve the above outcomes. How many people you intend to support. How you will use volunteer advocates to further develop the reach of your services. How you will ensure you are well connected with services that PWLD want to access and your approach to building strong partnerships with both statutory and non statutory services in order to deliver positive outcomes for PWLD.

2d) Provision for vulnerable adults

We wish to fund a network of organisations to provide activities for vulnerable adults that reduce isolation and provide an alternative to mainstream day services. We are looking for activities that can accommodate adults with both moderate and substantial needs and your application should demonstrate your approach to charging and how you are able to accommodate individuals with direct payments where appropriate. Organisations funded through this strand would be expected to work collaboratively with each other and us to adapt services to meet changing needs over the period of the grant. This may mean changing the time or location of activities, improving referral processes, accommodating more or different types of users etc.

We are looking to support activities for the following users:

- Older Adults – to combat isolation, increase independence, reduce or delay the need for statutory services and offer an alternative to day centres. Services for older adults should consider how they are able to accommodate adults with dementia and identify what steps they would need to take in order to achieve this.
- Adults with learning disabilities – to extend the range of available day activities, provide access to social activities in a safe environment.

- Mental Health service users – to offer cost effective activity programmes that support mental health service users and reduce their dependence on statutory services.
- Adults with complex social needs – to provide positive activities for adults with complex social needs that support them to build their self esteem and be actively engaged with their local community.

2e) Support for families with disabled children and young carers

We wish to fund organisations who can provide support to families with disabled children and young carers in order to deliver the following outcomes:

- Reduce isolation/social exclusion of parent carers of disabled children and young carers.
- Improve access to services and take up of entitlements by parent carers of disabled children and young carers
- Parent carers of disabled children and young carers are able to influence local policy and service design
- Young carers have improved educational attainment and well being.

In your application you will need to detail which of the above outcomes you intend to achieve and how. How you will ensure that you are working effectively with other CYP services so as to complement rather than duplicate service provision. How you will go about prioritising your resources to ensure that your services reach those with greatest need. What other resources you will lever in to extend the reach of your services.

Theme 3. Access to Advice Services

i. Introduction

The Council is seeking bids from Lewisham-based voluntary sector advice organisations for the provision of Advice and Information Services under the Access to Advice Services theme. This theme promotes the delivery of social welfare advice and information services in the borough which are of a high quality, are flexible to changing need and are responsive to ongoing welfare and legal aid reforms.

In particular, the theme is aimed at organisations which deliver effective advice and information services to vulnerable residents, such as older people, disabled people and newly arrived communities, to ensure that all individuals, regardless of their barriers, access services and are supported to live fulfilled and independent lives.

The Council welcomes bids from organisations working in partnership or as part of a consortium and from those who have experience in utilising digital technology innovatively to support local people to address their own advice needs.

ii. Overview of requirement

Services will need to meet the following core objectives:

- The provision of advice services in the borough meets the key borough-wide principles of being fully customer-focused and achieving value for money from the resources available
- Services respond flexibly to the multiple and complex advice needs of people who live, work or study in the borough
- Delivery of services is flexible to ensure increased choice in the way in which clients access services
- Clients are empowered to address their own advice needs through utilising digital technologies
- Services are delivered comprehensively and innovatively across the borough, using outreach as required, so that all geographies and groups are served (see section iii below)

The Council wishes to fund a mixture of generalist, specialist and client specific advice services. Organisations offering basic advice and casework will require or need to be working towards the appropriate Advice Quality Standard (AQS) Advice or Advice & Casework accreditation. Organisations offering more specialist advice, casework and representation will need to employ supervisors and caseworkers who are appropriately qualified and who individually meet the Specialist Quality Mark (SQM) for their area of competence. Where appropriate, organisations may also require the Lexcel quality mark or be registered with the Financial Conduct Authority (FCA).

Organisations will be required to deliver advice in the following priority areas:

- Welfare rights
- Debt and money advice (including multiple debts and arrears)
- Housing advice (including homelessness, repairs, possession proceedings and tenancy issues)
- Immigration, compliant at OISC Level 1 (Basic Advice);
- Employment advice

In all cases, Assisted Information should be provided to all users to enable active signposting to the appropriate provider.

iii. Geographical Coverage and organisational characteristics

The Council wishes to fund a broad geographical spread of support. However, given their ranking within the 10% most deprived wards in England, services operating within Bellingham, Downham, Evelyn and New Cross wards will be prioritised.

Where a generalist agency is bidding to provide a borough wide service, they will need to demonstrate how they are able to ensure effective delivery of the proposed service across all parts of the borough, particularly in areas where there is a current lack of voluntary/community sector activity.

Organisations offering specialist advice services will be expected to demonstrate effective partnership working with other advice agencies to ensure that the specialist service is accessible on a borough-wide basis. Specialist organisations will also be expected to take referrals from other advice agencies, community groups and statutory agencies.

Providers should demonstrate innovative approaches, using outreach and other techniques to show how they will deliver alternative ways of providing access to services for people unable to make use of open door access. Such techniques may include but are not limited to:

- Empowering and encouraging customers to utilise digital technology to address their own needs
- Showing how need for a home visit or vulnerable/referred clients will be assessed, provided for or referred on
- Provision of targeted outreach or other access routes where there is evidence that particular groups or communities are not accessing open door services
- Plans based on comprehensive needs assessment for the provision of outreach in locations where open door access is not provided or easily accessible by public transport.

Organisations will be expected to comply with the following:

- Staff have the relevant skills, knowledge and competency to deliver advice at specialist level
- Appropriate case file records are maintained so there is a clear audit trail of the advice and support given to clients

- The organisation is able to meet the language needs of clients through the use of bi-lingual staff, volunteers or use of translation service

iv. Level of work

Generalist social welfare and client specific advice services

Organisations seeking funding for generalist social welfare and client specific advice services will be expected to comply with the following definition of the level of work to be undertaken:

- General Help – estimated to take an average of 20 minutes and ranging from initial diagnosis of client's problem to general advice (no follow up action required)
- General Help with Casework – estimated to take an average of 60 minutes and ranging from writing a letter/phone call on behalf of clients, form filling and general advocacy.

For client specific advice services, in order to meet the diverse language needs of the various smaller communities and new residents in the borough applicants will also have to show that they are able to provide services to meet the needs of one or all of the following community groups:

- People whose first language is not English
- Older people
- People with disabilities

Organisations providing language based advice services will be expected to demonstrate effective partnership working with other agencies to ensure that the provision is accessible on a borough-wide basis and will also be expected to take referrals from other advice agencies, community groups and statutory agencies.

Specialist Advice Services

Organisations applying for specialist advice services will be expected to comply with the following definition of the level of work to be undertaken:

- General Help & Support – estimated to take an average of 60 minutes and including activities such as writing a letter/making a phone call on behalf of clients, form filling and general advocacy
- Casework – estimated to take an average of 3 hours – assumes a degree of complexity and ongoing negotiation with third party, preparation of matters up to appeal level
- Representation – advocating on a client's behalf at tribunals, appeals, or court hearings

Applicants will also be required to provide second-tier advice and support to generalist advice providers through providing access to training, information sharing and technical supervision support.

Theme 4. Widening Access to Arts and Sports

The intention of this theme is to fund organisations or consortiums of organisations that will take a strategic approach to increasing the number of people who participate in the arts and sport in Lewisham. This will particularly involve addressing barriers and providing opportunities for those who are less able to engage. Applications will be expected to demonstrate how they will:

- a. Increase participation, particularly including people who are less able to participate due to disability, economic disadvantage and age (young people and older people).
- b. Nurture talent and provide progression pathways, including developing outreach links into other settings such as schools.

The theme is split into two strands

4a Widening Access to Arts

Lewisham has a rich and diverse arts sector and is recognised as a borough in which creativity can thrive. It is also home to some of the capital's most exciting and innovative organisations. We recognise the huge impact that the arts and creative industries have had on issues such as health and wellbeing, education and the economy but also value the way in which they have helped to make Lewisham the dynamic place that it is. We want to continue to encourage innovation and the ongoing development of an atmosphere in which new things can emerge. Whilst recognising the importance of access to the arts for all ages we also want to ensure that we are building for the future by responding to the current climate in which opportunities for young people to access the arts and develop creative skills in settings other than school is becoming increasingly important.

Through this theme we expect to fund a network of organisations that will deliver activities that:

- Provide opportunities for people of all ages to engage with the arts as active participants and members of an audience.
- Provide opportunities for people of all ages to explore and develop their creativity and acquire new skills.
- Increase awareness and enhance the reputation of Lewisham as a place to spend leisure time.
- Capitalise on funding and other support opportunities from regional and national bodies.

4b Widening Access to Sports

Lewisham has a strong sporting tradition and recognises the vital role that sport and physical activity can play in improving the quality of life of the borough's residents. We want Lewisham to continue to be a place where talent is nurtured and encouraged and where sporting participants fulfil their potential. We also want to make sure that opportunities are available to all of the boroughs residents to regularly participate in sport and physical activity as a means of maintaining and improving their health.

In recent years Lewisham Council has invested significantly in developing high quality sport and leisure facilities and continues to fund Fusion and 1Life to manage these facilities and deliver a programme of associated activities.

To complement these facilities we want to work with a range of voluntary sports clubs and organisations to develop a more coordinated and partnership driven approach to sports provision in the borough in order to make the best possible sporting offer available to the residents of Lewisham. In this context we expect to fund partnerships or single organisations that will take a lead in facilitating partnerships to develop & deliver borough wide, development plans for specific sports. Applications will be expected to show how they will meet the general criteria for this fund (a and b above) and also respond to the following questions:

- Can you demonstrate high levels of demand or growing demand for your sport within Lewisham?
- How will you make the best use of the borough's current and emerging facilities?
- How will you capitalise on funding and/or other support opportunities from regional and national bodies?
- How will you provide activities that encourage people to participate in recreational sport and physical activity?

SECTION C – APPLICATION PROCESS

In order to apply to Lewisham Council Main grants programme you must complete the main grants application form and submit it by 4th February 2015

By email: community.enterprise@lewisham.gov.uk

By post: Grants and Information Team, Culture and Community Development Service, Lewisham Council, 2nd Floor, Laurence House, Catford, SE6 4RU

You should read the criteria and guidance contained in the previous sections of this document before completing your application. Additional guidance on each section of the form is contained below.

Section A – Contact Details

This section is to ensure that we have the correct contact details that we can use to correspond with you about your application.

Section B – Eligibility

The questions in this section will enable us to check that you are eligible to apply for funding under this programme.

Section C – Partner Profile

This section will be used to assess how well your organisation meets the partner profile described in section A, paragraph 3 of this document. This is an important part of the assessment and it is essential that you complete this section fully and address all aspects of the criteria.

Section D – Your Proposed Programme

If you wish to apply to more than one theme you will need to complete this section for each theme you are applying for. We ask you to choose a primary theme that is the main theme you wish to be considered under. You can then choose additional themes as appropriate. This section will allow us to assess how well you meet the theme criteria and it is therefore important that you complete it fully.

Section E – Budget

We are looking for a picture of your organisations total income and expenditure budget for 2015/16. However as funding under this programme will not commence until July 2015 we have asked you to separate out your expenditure for April to June 2015. There is no need to provide a breakdown of this it is purely to give the full picture of your turnover.

We have asked you to breakdown your proposed expenditure for each theme you are applying to. Please feel free to add additional lines as required.

There is also a section for you to include any expenditure that doesn't relate to this application but will be part of your organisation's turnover in 2015/16.

Section F – Your organisation

If you are currently in receipt of main grant funding from Lewisham Council then you do not need to complete this section. All organisations new to this programme will need to complete this section in full and provide the additional documentation requested.

Section G – Further Information and Declaration

It is essential that your application is signed by the chair of your organisations or other member of the management committee with appropriate authority.

Additional Guidance

There will be a series of application workshops in December 2015. Details of these will be available later in the year.

Main Grants Programme 2015 - 2018 Funding Application

Section A

Contact Details

1.	Name of your organisation		
2.	Address and ward where your organisation is based and where activities are carried out. Please list wards your activities cover. If all Lewisham, please put borough-wide		
Address:		Ward based:	
Ward(s) served:			
3.	Name of KEY contact person(s)		
4.	Daytime Tel:		Mobile Tel:
	Website:		Email address:
5.	Address where official correspondence should be sent if different from address above		

Section B

Eligibility

6.	What is the legal status of your organisation? Please tick all relevant box(es)		
<input type="checkbox"/>	Registered charity (quote charity number)		
<input type="checkbox"/>	Company Limited by Guarantee (quote company number)		
<input type="checkbox"/>	Community Interest Company		
<input type="checkbox"/>	Unregistered community organisation		
<input type="checkbox"/>	Other (please specify and quote relevant number)		

7.	Does your intended programme benefit mainly	<input type="checkbox"/>	<input type="checkbox"/>
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	Lewisham residents (85%+ of your recipients live in Lewisham)	Yes	No		
8.	Does your organisation currently receive main grant funding from Lewisham Council.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
8a.	If you answered yes, and your circumstances have changed recently (e.g. you have made changes to your constitution) please state these here.				

If you have answered no to question 8 above please complete Section F below.

Section C	Partner profile
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Main grants recipients will be expected to work with the council as active partners; and applications will be assessed on what they can bring to such a partnership. Please refer to the guidance for further information on what areas you need to address in each of the following questions.

9.	Local intelligence: your understanding of local need

10.	Transformation: Your ability to transform the way you work to better meet needs.

11.	Collaboration: your track record of working in partnership

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12.	Resources: your track record of attracting resources both financial and human.
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12b.	What is your reserve policy and current reserves status? Please explain how your organisation is financially viable.
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13.	Shared values: demonstrating your commitment to these (London Living Wage, equalities, and sustainability) and plans to improve on this.
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Section D

Your proposed programme

We ask you to indicate a theme strand below that is the primary theme you are applying to. You may choose to apply to additional themes and will need to complete Section D for each theme you apply to.

14. Please mark (with an 1) which main grant theme you are applying for as your primary theme. Please mark with 2, 3 etc each additional theme you wish to apply to. You will need to complete Section D separately for each theme you are applying to.

1 Strong and cohesive communities

1a Borough wide

1b Neighbourhood

2 Communities that care

2a Connecting and supporting

2b Transport

2c Advocacy

2d Provision for vulnerable adults

2e Support for families with disabled children and young carers

3 Access to advice

3a Generalist social welfare advice services

3b Client specific advice services

3c Specialist advice services

4 Widening access to arts and sports

4a Widening access to arts

4b Widening access to sports

15. Please outline (in detail) the programme of activity that you propose to deliver, ensuring it meets the criteria of the theme(s) you have indicated above. Please refer to the guidance to ensure you answer all the relevant requirements for each individual theme.

16.	How many people do you expect to benefit from your activities in 2015/16?	Existing users	<input type="text"/>	New users	<input type="text"/>
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17.	Outline the key risks associated with the programme you are proposing and how you will minimise their impact.
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18. User profile. The Council must adhere to the Equality Act 2010 in its provision of funding. Any organisation that is grant funded by the Council must strive to ensure their services are accessible and available to everyone. The impact that the grants programme has will be assessed across all the protected characteristics in the Equality Act 2010. In order to enable us to make this assessment please tell us more about who your proposed programme will benefit:

PROTECTED CHARACTERISTIC	PLEASE TICK ✓	FURTHER DETAIL
Age		
Disability		
Gender		
Gender reassignment		
Marriage & civil partnership		
Pregnancy & maternity		
Race		
Religion & belief		
Sexual orientation		

18b. If your proposed programme will be aimed exclusively at one specific community please explain the reasons for this.

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19. Key milestones in delivery of programme in Year 1 from July 15 to March 16.

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20.	Detail your outputs and outcomes and explain how you propose to measure your performance against outcomes. Please remember your outcomes must be linked to the theme priorities. Outcomes are the impact or change you hope to achieve as a result of the project. Outputs are the specific steps you will take to achieve the outcomes.		
	Outcomes	Outputs	
<p><i>e.g. Children and young people increase their fitness levels to improve their health and well-being.</i></p>	<p><i>e.g. An after school programme of weekly dance classes for 100 children and young people aged 8 – 16 will be delivered. 250 sessions (each 60 minutes long) will take place in 2 locations (Sydenham and New Cross).</i></p>	<p><i>e.g.</i></p> <ul style="list-style-type: none"> • <i>Registers of all attendance at activities</i> • <i>Questionnaires / interviews will be used to assess impact on participants.</i> • <i>An external health professional will also evaluate health, fitness and well-being impact.</i> • <i>Comments and observations from teaching and support staff, artists, facilitators, school teachers and parents</i> 	

Section E**Budget**

21. One year funding profile: Please provide details of the estimated income and expenditure for the organisation for 2015/16. Please add additional lines as needed.

21a.	Income	Forecast April 2015 – March 2016
	Main Grant Programme	
	Current main grant award if applicable April to June 2015	
	Amount requested under your primary theme for July 15 to March 16	
	Amount requested under your secondary theme if applicable	
	Amount requested under your third theme if applicable	
	Other Lewisham Council Grants (please specify):	
	Other funding (please specify):	
	Earned Income (e.g. sales, fees):	
	Private income (eg donors, sponsorship):	
	Total Income (£)	

21b. Expenditure

Forecast
April 2015 – March 2016

Expenditure for the period April 2015 to June 2015. There is no need to provide a breakdown of this.	
EXPENDITURE FOR PRIMARY THEME	July 2015 – March 2016
Staff costs (please specify)	
Activity costs (please specify)	
Running costs (please specify)	
Other costs (please specify)	
SUB TOTAL OF EXPENDITURE RELATED TO PRIMARY THEME	
ADDITIONAL COSTS FOR ADDITIONAL THEMES please include a breakdown of expenditure for each additional theme you are applying for.	
ANY OTHER EXPENDITURE please include here any expenditure that is not specifically related to this application.	
Total Expenditure (£)	

Total income	
Total expenditure	
Surplus / deficit	

22.	If the summary above shows a surplus or deficit please explain why this is the case and what you intend to do about this.

23.	What other non-financial support does your organisation receive?			
	Item	Value	Item	Value
	<input type="checkbox"/> Rent	£ _____	<input type="checkbox"/> Rate Relief	£ _____
	<input type="checkbox"/> Repairs & Maintenance	£ _____	<input type="checkbox"/> Utilities	£ _____
	<input type="checkbox"/> Other (specify)	£ _____		

24.	Banking arrangements. Successful grant recipients will have their grant paid directly into the organisation's bank account. Please give details of the bank or building society that grant should be paid into.	
	Account number	
	Branch sort code	
	Account name	
	Bank name and full address	
	Organisation name and/or address (if different from Section A)	
	Email address for remittance (if different from Section A)	

Section F

About your organisation

If you answered NO to question 8 (i.e. you are not currently main grant funded by Lewisham) please complete this section. If you answered YES to question 8 please proceed to section G.

25. Please give a brief description of your organisation, including stating your organisation's aims and objectives and when the organisation was formed.

26. Is the organisation currently compliant with filing requirements? Please state when annual details were last filed with the Charity Commission/Companies House. If returns are outstanding please state why.

27. How many people are involved in your organisation?

Committee members	<input style="width: 50px; height: 25px;" type="text"/>	Other members	<input style="width: 50px; height: 25px;" type="text"/>
Paid staff	<input style="width: 50px; height: 25px;" type="text"/>	Volunteers	<input style="width: 50px; height: 25px;" type="text"/>

28. Please give details of the members of your management committee

Full name	Position Held	Date elected	Term of office
	Chairperson		
	Secretary		
	Treasurer		

29. When was your committee last elected?

/ /

30. Are any staff or committee members related to each other? If yes please detail.

31.	Please outline what quality assurance system your organisation has in place, level attained (if relevant) and how long this is valid for?

32.	Has your organisation been funded by Lewisham Council within the last 3 years? Please tick as appropriate.
Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please tick which fund(s) and specify date(s) received:	
<input type="checkbox"/> Local Assembly Funding	<input type="text"/>
<input type="checkbox"/> Small and Faith Fund	<input type="text"/>
<input type="checkbox"/> Sports Small Grant	<input type="text"/>
<input type="checkbox"/> Arts / Festival Fund	<input type="text"/>
<input type="checkbox"/> Public Health grants	<input type="text"/>
<input type="checkbox"/> Youth commissioning	<input type="text"/>
<input type="checkbox"/> Supporting People grant	<input type="text"/>
<input type="checkbox"/> Other (please specify)	<input type="text"/>

33.	Please describe the financial management controls within your organisation, including how many people are required to sign cheques and / or make online transactions.

34.	Please describe the opportunities and threats (risks) face your organisation over the next three years and what plans you have in place to deal with them.

35.	Your application must be accompanied by the following documents. Please note your application may not be considered if these are not provided.	
Item	Enclosed with application (√)	
Organisation's constitution or governing document	<input type="checkbox"/>	
Audited accounts for 2013/14	<input type="checkbox"/>	
Equalities and Diversity policy and procedures	<input type="checkbox"/>	

Health & safety policy	
Volunteers' policy (if applicable)	
Child protection and vulnerable adults safeguarding policy (if applicable)	
Evidence of CRB / DBS checks and disclosures – reference number and date (if applicable)	
Public liability insurance (if applicable)	

Section G

Further information and declaration

36. In the space below write any points you want to bring to the attention of the Council.

Declaration

This application must be signed by the **Chair** or by a member of the **management committee**. Scanned copy of signature will be accepted.

The information given in this application is correct. The organisation was neither established for profit nor is conducted for profit. We will inform the relevant officer at Lewisham Council of any changes in the organisation's circumstances that would affect this application or the use of any grant funding relating to it. We agree to abide by the requirements of the Equalities Act.

Name in block capitals: _____

Signature: _____ Date: _____

Position Held in Organisation: _____

Name of organisation: _____

The information you have provided us with will be used in accordance with the Data Protection Act 1998 and other relevant legislation. We have a duty to make sure you know what we intend to do with your information and who it will be shared with or disclosed to.

The council may share the information you have provided us with amongst its own departments, this is to improve working practices and the delivery of services. We may also use it to contact you from time to time.

We may pass your information to other agencies or organisations as allowed or required by law, for example to enable them to carry out their statutory duties or where it is necessary to prevent harm to yourself or other individuals.

Please tick here if you do **not** wish to be contacted by the Council.

Please check that you have answered all questions on this form as only fully completed applications can be assessed.

Closing dates for applications: 4th February 2015. Forms returned after this deadline date may not be assessed.

Please return the form to:

By email: community.enterprise@lewisham.gov.uk

By post: Grants and Information Team, Culture and Community Development Service, Lewisham Council, 2nd Floor, Laurence House, Catford, SE6 4RU

Appendix B

LB Lewisham Main Grants Consultation July 2014 - October 2014

Feedback and comments from individual consultation responses and opinions obtained at a range of consultation meetings have been grouped against consultation questions. Full copies of individual organisation's responses are provided at the end of the document.

Summary of comments received during the consultation and responses

Question A – The Council wishes to retain its commitment to grant aid for the voluntary and community sector. Our rationale for this is laid out in the full consultation document (paragraph 8). Do you agree that grant aid is important? Is there anything missing from the rationale?

Comments

There was widespread acceptance that grant aid provided a vital component of an effective third sector, including the following points:

Grants cover salaries and, without that, it would not be possible to apply to 99% of charitable trusts;

Flexibility is key. Grants for core costs allow organisations to be flexible;

Grants are important for creative partnerships and enabling collaboration.

The commissioning model is inflexible and leaves organisations without the capacity to apply for extra funding. The 3 year security is important;

We should thank the council for what they have done so far to allow us to bring more money in.

One respondent suggested an addition to the rationale to further highlight the resources that the VCS bring into Lewisham.

A number of respondents mentioned the need for funding to enable the proper recruitment and management of volunteers which in turn provides an additional resource to the borough.

Council Response

The overall endorsement of retaining a grant aid programme is noted and the important role grant aid plays in strengthening and resourcing the local third sector. and its ability to address community need.

The Council recognises that grant aid in the past has provided opportunities for organisations to lever in funding from other sources. It will continue to work with organisations exploring alternative funding sources.

Question B - The Council needs to save £95m over the next four years. This equates to approximately 30% of the controllable budget. The Council has been able to protect the Main Grants budget during previous savings rounds but the scale of reductions still to be found means that it is unlikely that the grants budget can continue to be protected. A saving of 25% is proposed. Do you feel that this is fair proportionate? Please give reasons

Comments

A wide range of comments regarding the proposed 25% reduction in the Main Grants budget were made. These included comments on the following areas:

There were a number of comments that felt the main grants programme funds organisations that primarily work with the borough's most vulnerable residents and that any reduction to the budget would have a negative impact on these service users.

One respondent queried whether the consultation was genuine and felt that a decision had already been made regarding future grants. This respondent also felt that there was a move to pit third sector organisations against each other. A further respondent expressed concern that the changes were aimed at squeezing out smaller organisations and allowing the private sector to move in to fill the gaps.

There was a further query concerning the purpose of the consultation, in which the point was made that, as well as seeking innovation and new ways of doing things, the Council should also acknowledge a need to continue doing work that was going well.

There was a request that organisations funded by other Council departments be informed of the proposed changes.

Points were made in relation to the need for further collaboration between the Council and third sector organisations to achieve an effective approach to necessary cuts. Ideas included giving the third sector the opportunity to work with decision makers to advocate for an approach which would ensure the quality of provision and Council-run workshops to support organisations through the consultation process and workshops with organisations that have already experienced cuts.

A number of respondents pointed out that with the cuts already made to public services and more that are proposed, more service users are being directed to voluntary sector services. This means that the proposed 25% reduction will have a greater impact on these users.

Points were made in relation to reducing the grant aid budget would also proportionately reduce the amount of resources the VCS bring into the borough both in cash and in kind.

Questions on whether the Council had truly identified all other areas in which cuts could be made. Respondents confirmed that they had identified some wastage around Council publicity and communication materials.

A view that the cuts were much too deep and would have a negative impact on vulnerable people was expressed, but countered by a further comment that the 25% saving was a sensible approach and suggestions that organisations could potentially make further savings through sharing back office functions. In general, the consensus was that the third sector was providing a vital service and must be adequately resourced, particularly in a time of austerity, when service user numbers were increasing. It could not be expected to do "more for less".

A number of respondents stated that organisations needed time to adjust to a reduction of 25% in budgets. It was also stated that some organisations are already subsidising other organisations that have suffered cuts to budgets, for example by sharing staff time. It was felt that those organisations would not be able to sustain a cut to their grant aid.

There was a concern about smaller, specialist organisations not being able to survive cuts without an impact on minority groups.

The potential for European Funding was raised as an option, with potential for match from the Big Lottery.

A request was made that the Council should desist from consideration of funding bigger organisations to help fund smaller organisations on the basis that this has not worked in the past.

Another respondent called for more support to be provided to help organisations diversify their funding base and innovate.

A number of specific questions were raised, including:

Do organisations need to build the 25% reduction into proposals?

Is it true that Councillors have previously stated that they would rather "cut whole projects than nibble away at some"?

Can the Council give anything back to the sector in kind, e.g. use of Council buildings at peppercorn rents, and can the Council please provide further information on the "Disposal of Assets " programme?

Council Response

The Council values and appreciates the quality of the work being undertaken by a range of voluntary and community sector organisations and recognises that there are many examples of good practice within the borough that should be built on through the new grant aid programme.

The programme will be open to organisations of any size to apply.

The council recognises that main grants may not be suitable for all organisations and has therefore continued its commitment to a small grants programme.

The Council is undertaking a comprehensive budget consultation exercise through the Big Budget Challenge. This exercise covers all aspects of the Council's budget and includes discussion on possible savings and revenue generation. The proposed reduction to the grant aid budget is one of many savings proposals being considered by the council in order to meet the £85m savings target.

The council recognises the impact that changes to grant aid can have on individual organisations which is why consultation on the change commenced in July 2014 11 months in advance of the final implementation date of June 2015 when the new grants will commence.

The Council provides support for the Voluntary and Community Sector through access to council owned assets. The council recognises being able to access property at affordable rates is very important to the continued success of VCS organisations. This needs to be balanced with the need to fully optimise assets and

ensure an open and transparent allocation of resources. It is proposed to develop clear criteria for the allocation of any subsidised space.

Question C - If the proposed saving to the grants budget is agreed which of the following approaches to implementing the reduction do you feel would provide the best outcomes for Lewisham's residents?

- i) Spreading the funding across more organisations with each getting less
OR
ii) Funding fewer organisations better.**

Comments

The overall response was that if a 25% reduction had to be achieved it would be more effective to fund fewer organisations better. Only one respondent suggested reducing equally across the board.

Many organisations were concerned about the impact a 25% reduction would have on their ability to continue to operate and deliver services. One organisation stated that, with a 25% reduction, it would have to make one of its senior staff redundant. The same organisation stated that it would support initiatives based on funding fewer organisations rather than spreading resources too thinly, and that track record and quality of service should be determining factors in funding award. The organisation further stated that a proposed reduction in grants would have an adverse impact on vulnerable and marginalised groups.

Several points were made about ensuring resources were targeted at those most in need.

It was felt that some organisations particularly larger ones would be better equipped to manage a significant reduction and that thought would need to be given to the impact on each organisation's overall viability.

A number of respondents felt it would be important to take into account an organisation's track record in deciding level of funding.

One respondent felt that there was a risk of penalising organisations that had previously successfully managed their finances and that were therefore more able to deal with the impact of a reduction.

There was a request that a short paper on lessons learnt from the current Grants programme be produced by VAL or the Council.

It was suggested that the third sector should consider partnerships with the private sector and become involved in mixed funding.

One respondent stated that organisations should be rewarded by actual achievements and that there should be scope to increase payments based on results.

Would monitoring arrangements remain the same under the new funding regime and would organisations be required to continue to quantify output and targets as per the current traffic light system?

A number of questions regarding collaboration were raised, as follows:

In a collaboration, who would be responsible for providing monitoring information?

What are the requirements in relation to reserves?

There were a number of points made regarding the need for clarification of the commitment involved in becoming an "active partner".

Council Response

The Council is acutely aware of the potential impact of the cuts and will work to minimise this where possible. One of the purposes of the partnership approach is to reduce organisations' overheads, thus enabling maximum resources to be focused on service delivery.

The Council welcomes suggestions which will enable the voluntary and community sector to access a wider range of funds.

The Council believes that its approach to partnership working will enable organisations to maximise their achievements in a targeted way. Payment by results is not appropriate to the grants programme.

The Council is reviewing the existing monitoring arrangements and any new system will need to fully reflect the new partnership framework. It will be important to measure the impact that organisations are making alongside the activities they are undertaking.

The Council will always seek to identify a lead organisation in any collaboration, and responsibility for providing monitoring reports would sit with this lead organisation.

The Council works with organisations to ensure that their reserves are at sufficient levels to meet their legal and other commitments.

The council wishes to ensure that it funds financially sustainable organisations and it is therefore not proposed to automatically apply a 25% reduction across the board but to look at each application on its own merits. Organisations' proposals will be assessed on their quality, commitment to core values and value for money using the published criteria.

<p>Question D - Do you feel the areas covered in the partners profile in Appendix A are the right ones? What's missing? What would you do differently?</p>

Comments

A number of points were made in relation to the suggestion of increased partnership working. These included:

Some organisations stated that they already worked collaboratively and did not see the need for this new emphasis, with a further view expressed that partnerships were not the automatic solution and the work required to maintain them often used up scarce time and resources.

There was a view that smaller organisations might be disadvantaged in the search for partners because of a lack of time and resources for partnership working. This was countered by a view that smaller organisations might be encouraged to form appropriate consortia.

Ideas to encourage partnership collaboration were mooted, including organisational "speed dating" and "fair trade" meetings where resources could be bartered, swapped and shared. Some organisations in receipt of Investment Funding stated that their projects had enabled them to work more collaboratively with partner organisations on a range of issues including referrals, sharing resources and project planning. The question was raised as to whether VAL can play a larger role in supporting the sector through the application process so that smaller, under resourced organisations are not disadvantaged by potentially inadequate funding applications.

It was suggested that the timescale for forming partnerships for the new round of funding was tight.

In relation to the partnership profile, one organisation stated that resources should be judged over three years rather than just on the previous financial year.

Organisations raised the point that information about 'Quality', 'Best Practice', 'Track Record', 'Local Sector Intelligence' and 'commitment to the borough' and how these will be judged is missing.

The importance of consistency of staff undertaking monitoring roles was emphasised.

Finally, in relation to premises, a request was made for the Council to provide an overview of organisations and the premises they occupy so that there is transparency about what potential partner organisations have to offer each other in terms of space. A concern was also flagged up about the need to define organisational responsibilities when sharing buildings.

Council Response

The Council respects the right of independent organisations to choose the way in which they work. However, the Council is committed to a partnership approach to its work which will not be prescriptive but will require organisations to collaborate with others delivering similar services and to plan the services for which they seek Council support in close partnership with the Council. The Council will seek to work in partnership with VAL to assist collaborative working arrangements and other partnership building.

The Council respects the fact that timescales are tight. However, it encourages organisations to start the partnership building process as early as possible and it is anticipated that partnerships will continue to be strengthened over the course of the three year funding.

A three stage assessment process will be used with an initial officer assessment of how well an application meets the partner profile. These assessments will be quality assured by a manager leading on each of the four themes. The manager as well as ensuring consistency across assessments will prepare recommendations that provide for a spread of resources across the different aspects of their theme. These recommendations will then be taken to a senior officer panel which will provide a challenge function and again check for consistency and quality of assessment. In assessing applications, the sustainability of organisations will be looked at. The application form allows organisations to demonstrate their financial sustainability.

The Council accepts that the need for quality and track record was too implicit in the draft criteria and has made some changes to address this.

The Council recognises that sharing premises can be a challenging prospect and will be looking to the borough infrastructure strand to provide support to the sector alongside other ways of supporting transformation.

Question E - Do you feel the priority themes are the right ones? What's missing? What would you do differently?

General Comments

Most comments recognised that the themes covered the important areas of activity. However, some comments were made regarding the absence of children and young people, education, employment and skills and poverty and deprivation.

There was also a view that the reasons behind the identification of a theme and expectations in relation to addressing it should be made clearer. Some organisations expressed a concern that it was currently difficult to establish which theme applied to them and that sometimes themes appeared to overlap. Queries were also raised about potential collaboration difficulties where proposed partners had the potential to apply under different themes.

Council Response

In establishing the priority themes for the grants programme the council considered:

- **The level of current and emerging need locally**
- **The contribution the third sector can make to meeting the priority**
- **The availability of other sources of funding locally**

In relation to employment and skills, the level of funding from the existing main grants programme has been minimal in comparison to other funders. It is felt that this work is better funded through locally held Job Centre Plus budgets.

In relation to children and young people although there is not a dedicated theme there are opportunities to apply for funding to support work with children and young people across other strands. However, the grants programme will not fund activity that should be funded through schools budgets. In relation to youth activity the focus within the main grants programme is on cultural provision through Theme 4 as it is felt that the Youth Service through both its direct and commissioned services provides for generic youth work. The importance of very grass roots responses to youth activity is recognised through the inclusion of youth activity within the Neighbourhood Community Development Strand.

Theme 1 - Strong and Cohesive Communities

1a Borough-wide Infrastructure - Comments

One organisation asked whether Lewisham would prefer a consortium approach (all equalities organisations officially come in under one proposal) or individual proposals with one proposer and a co-ordination function. They stated that they recognise the advantages of the second option as this would enable the organisation to operate a separate co-ordinating function and it would maintain contractual independence.

A number of comments were made in general discussions about how the council and VCS make better use of assets and the role borough-wide infrastructure organisations might play in this.

Discussion took place at the Neighbourhood Community Development Strand consultation event about the need for the borough wide infrastructure organisations to work effectively with the neighbourhoods.

Council Response

The Council recognises the advantages of a co-ordinated approach to equalities and believes that a co-ordinating role could increase the availability of equalities-based support across the borough. The theme criteria have been amended to reflect this.

The Council recognises the need to ensure the best use of premises and the culture change that is required to achieve this. It agrees that there could be a role for an infrastructure organisation in delivering this change and has amended the criteria to reflect this.

The Council recognises that the Borough wide organisations will need to work with the neighbourhoods and the criteria has been amended to reflect this.

1b Neighbourhood Community Development - Comments

A very productive discussion took place at the specific consultation event to discuss this strand. Organisations and individuals attending broadly endorsed the approach. The discussion focussed mainly on how to best deliver the aspirations within the sub-theme building on and working within existing structures such as the Local Assemblies and the Community Connections health neighbourhoods.

There was a call for further clarification of this sub-theme, including definitions of "designated ward" and "neighbourhood", i.e. can it extend into more than one ward?

Comments made included the following:

Neighbourhood plans should include a survey of residents.

Partners should undertake a mapping exercise to avoid duplication of assets.

Objectives could include increasing the number of residents attending Assembly meetings and other events.

Important to ensure support from borough wide organisations particularly around volunteering.

Local Assemblies already provide the basis for this work and will be essential to work closely with them.

Some concern expressed about the level of available funding and the amount of impact you could make with this.

Specific questions included:

Will there be more than one opportunity for neighbourhood funding per ward?

Has the Council considered quadrants as a way forward for neighbourhood funding?

Council Response

A neighbourhood is defined as a ward. It is possible for organisations to apply under this strand to work across more than one ward.

The council welcomes the feedback on how the neighbourhood development strand might work in practice and recognises the need for a variety of approaches to meet local circumstances.

The council believes that building on and working with the health neighbourhoods would be productive and has amended the criteria to reflect this.

The council recognises the need for borough wide infrastructure organisations to work with the neighbourhoods and amended the criteria to reflect this.

Theme 2 - Communities that Care - Comments

Overall the Communities that Care theme criteria were well received. Organisations endorsed the need for funding to support the most vulnerable.

Organisations recognise the challenge that Health and Social Care integration brings and are keen to work with statutory partners in delivering integration.

Organisations stressed the importance of funding preventative services to stop users needing to access more expensive statutory provision.

Some comments were received about how carers fitted into this strand and the impact that changes through the Care Act would have.

Attention was also drawn to the significant changes that would be taking place as a result of the Children's and Families Act 2014 and the impact this would have on organisations providing support to families with disabled children.

A comment was made about where safeguarding training and support for VCS was included.

Some specific feedback was received on the transport strand

- General agreement that the description around this theme, represents the correct approach.
- Recognition that use of resources should be more focussed and needs to be maximised to increase capacity.
- Services should include:
 - Independent travel training
 - Prioritisation of clients to serve people who cannot access other forms of transport

Council Response

Funding for carers services is currently provided for through joint commissioning funds. The joint commissioning team will continue to work with providers on how the new requirements under the Care Act will impact on any commissioned services.

Provision for work with young carers is made within the Communities that Care Strand as this is currently only funded through main grants. The Council will continue to work with VCS organisations on understanding the impact of the Children's and Families Act 2014.

Theme 3 - Access to Advice Services - Comments

The advice sector stressed the importance of main grant funding to enabling them to continue to provide advice to Lewisham's most vulnerable residents. They made the case that their work brings additional revenues to individual residents but also to the council through ensuring people are claiming the benefits they are entitled to and that the levels of deprivation in the borough are therefore correctly reflected within central government allocations.

The need for both large organisations able to provide the full range of advice services and smaller specialist organisations was stressed.

The sector highlighted the work that they had already done to increase efficiency and collaborate including the £300k Big Lottery funded project led by Advice Lewisham. The point was made that it was not clear in the criteria whether the council wanted to continue to fund the kind of coordinating role that Advice Lewisham had performed.

The CAB expressed concern about the loss of other funding such as the Public Health support for advice work within GP surgeries. They also highlighted the cuts to Legal Aid and the continued changes to the benefits system that were putting additional strain on the advice sector.

The Advice Sector made a combined request via Advice Lewisham that funding reduction within the advice theme be no greater than 10% to reflect the critical nature of their services and the high levels of demand.

There was a request to consider including financial inclusion and digital inclusion within the criteria.

Council Response

The Council recognises the invaluable work that the advice sector does in supporting the borough's most vulnerable residents and notes the pressure on resources.

The Council feels that the new duty within the Care Act to provide access to advice and information will give the opportunity for a more comprehensive joined up approach to providing low level self service advice and information and that the priority for main grants will be for the higher level and specialist advice work.

The Council welcomes comments regarding the need for advice organisations to work closely together and believes that work being undertaken by Advice Lewisham can be broadened to facilitate a more consistent offer of services across the borough whilst retaining the specialist function currently undertaken by a range of organisations. The criteria have been amended to reflect the continued need for a coordinating function.

Theme 4 - Widening Access to Arts and Sports - comments

Organisations welcomed a specific theme for Arts and Sports.

Organisations sought to emphasise the fact that they work with small numbers of vulnerable young people in an intensive way. They were concerned that their work with relatively lower numbers might disadvantage them should funding focus on high volumes. These organisations also highlighted the need to increase and develop opportunities for engagement.

Clarification was sought on the requirement that schools should meet certain needs through their own resources. The Council was also asked to note that some schools are dropping some Art opportunities out of the curriculum.

Concern that some aspects of the criteria might be hard to measure.

One organisation stated that, given their work with schools, they felt that future funding was being denied to them.

The Council was asked to take account of the Children's Cultural Curriculum that was being developed at the Southbank Centre.

Clarification was sought as to whether it was acceptable to apply for funding where an organisation was extending the curriculum rather than delivering the curriculum?

General enthusiasm that sport has been included in the main grants programme

Lots of discussion about how clubs could collaborate to develop a more strategic approach to increasing access to their sport.

Discussion about the involvement of national governing bodies and how partnerships with them could enhance applications

Discussion about the fact that sports organisations could apply under other themes too – particularly Communities that Care

Concern raised about difficulties for volunteer led organisations in completing section D of the application form for each theme

Question about how much money will be available within this theme

General agreement that the theme description provides a helpful approach

Council Response

The Council welcomes feedback from a number of organisations on the benefits of collaboration and their welcoming of this theme as a possible way to address the specific needs of Sports and the Arts.

Question F - We are undertaking an equalities assessment of the proposed changes. Do you feel that the proposed changes would have a negative or positive impact on Lewisham residents on the basis of their race, gender, faith/religious belief, disability, age, sexual orientation, gender assignment or marital status? Please provide comments on the impact you feel the proposed changes could have, which groups you feel may be affected and any action you feel we could take to mitigate any potentially negative impact.

Comments

A number of organisations feared that overall the cuts would bring about a negative impact on all Lewisham residents who relied on services delivered by the third sector, in particular BME residents, women and people with disabilities as these groups were often served by the smaller, more specialist organisations who were likely to suffer more from the cuts.

One organisation stated that the needs of ethnic minorities and disadvantaged groups should be safeguarded due to the vulnerability of many groups, including the Council's legal obligation to continue to fund groups that are deemed to be protected under the 2010 equalities legislation.

Two representations were received about the importance of culturally specific services i.e. Refuge Vietnamese Outreach Project and the Indo Chinese Community Association.

Council Response

All organisations will be asked to demonstrate their commitment to equalities as part of their applications as well as providing information about the proposed impact of their work on different equalities strands.

The Council recognises that within reduced resources and with an increasingly diverse community it will be extremely hard to fund dedicated services for all the different communities within the borough. It will be important for the Council to demonstrate fairness in the allocation of resources not favouring any one specific community. The Council however recognises that many people face disadvantage and have difficulty accessing services and will continue to seek to fund organisations that can work with a range of disadvantaged communities to address this.

The Council is aware of its obligations under the 2010 equalities act and will be working within this legislation. The Council will undertake an Equalities Analysis Assessment of the grant recommendations.

Additional General Comments

Additional areas raised during consultation discussions are as follows:

There was a concern raised regarding reliance on volunteers to deliver services where these might replace paid jobs.

Organisations also emphasised that, although volunteering is essentially unpaid work, there is no such thing as a 'free volunteer' as they need to be trained, managed, supervised and some will have expenses paid.

There was further concern regarding the pool of volunteers getting smaller as more and more organisations. relied on them. The sharing of a pool of volunteers, like a 'volunteer bank' was mooted.

Concern was expressed that there would be potential gaps for match funding due to not having the results of funding until April '15 as other funders might need to know before that point.

Statistics (used for evidence) can vary, i.e. GLA and national census. Please can the Council look at this and provide guidance.

A request was made to include statutory organisations and commercial providers in future discussions, e.g. health or CCG.

Please can we have further information on how applications will be assessed and please can the Council ensure a transparent scoring system?

Council Response

The range of other comments from various organisations is welcome and the Council notes the points regarding the relative shortness of the timescale but will work with organisations to ensure that strong bids are submitted through organising information events. Workshops on completion of applications and clarification of themes will take place.

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