

<b>MAYOR AND CABINET</b>			
<b>Report Title</b>	Voluntary and Community Sector Main Grants and Arts Grants Programme – Criteria		
<b>Key Decision</b>	Yes	<b>Item No.</b>	10
<b>Ward</b>	All Wards		
<b>Contributors</b>	Executive Director for Community Services, Head of Law, Director for Resources		
<b>Class</b>	Part 1	<b>Date:</b>	23 February 2011

### 1. Purpose of Report

The purpose of this report is to seek approval for the criteria for the Council's voluntary and community sector grant aid programme 2011/12 – 2013/14.

### 2. Summary

It is widely recognised that a healthy and vibrant voluntary sector plays a vital role in building stronger and more effective local communities. The Council has a long-standing grant aid programme which is designed to strengthen the effectiveness of the voluntary sector, and in recognition of this three year funding was agreed from April 2008. This funding programme was extended to 30<sup>th</sup> September 2011 to enable a thorough review and update of the criteria and priorities to reflect the current financial situation facing the Council.

The community and voluntary sector provide services that the statutory sector cannot easily provide and is often best placed to reach out to those residents in the community who have been traditionally excluded from mainstream services. This report seeks approval of the grant aid assessment criteria for the period 1<sup>st</sup> October 2011 – 31<sup>st</sup> March 2014, which aims to continue to provide for a secure, independent and thriving voluntary and community sector.

### 3. Policy Context

3.1 Lewisham has a long history of working with the third sector and empowering residents and communities. The Sustainable Community Strategy sets out the Local Strategic Partnership's commitment to creating a borough that is:

**‘Empowered and Responsible:** where people are actively involved in their local area and contribute to supportive communities.’

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.'

- 3.2 It has long been recognised in Lewisham that citizens themselves have the ability to transform lives and build communities that are tolerant, caring and supportive. Involving communities is fundamental to the boroughs approach to improving citizens lives and permeates all parts of local service delivery. The voluntary and community sector play a vital role in this.
- 3.3 The Council's commitment to the third sector, has been one of the factors that has created locally a strong and thriving third sector which ranges from very small community organisations with no paid staff through to local branches of national charities and Community Interest Companies . The third sector includes charities, unregistered voluntary organisations, not for profit companies limited by guarantee, faith organisations, civic amenity societies as well as Community Interest Companies and 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 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 services as well as enabling individual citizens to be able to play an active role within their local communities.
- 3.5 Central Government developed the National Compact in 1998, which for the first time laid down a set of principles on which the relationship between the state and the voluntary and community sector should operate. Lewisham was the first London Borough to develop a Compact with the third sector in 2001. It includes expectations around the management of grant aid as well as broader partnership working principles. The Lewisham Compact was further developed in 2010 with the addition of Guidelines For Commissioning With The Third Sector in recognition of the important contribution that the third sector play in identifying needs as well as potentially delivering service solutions. Although the third sectors role within the commissioning of local public services continues to grow, 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 always sit easily within commissioning frameworks.
  5. A recognition that third sector organisations have been key delivery partners 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 ready to work in partnership with us.
- 3.6 The massive changes to public service delivery that have begun and are anticipated over the next few years will inevitably have a major impact on the local third sector. The council has the ability to manage and influence how some of these changes impact such as the reduction to the council's general fund revenue budget but for others such as the cessation of specific funds from Central Government to support targeted areas of the council's work or national policy changes the council has very little control. Lewisham Council's response to this uncertain and volatile climate is to appreciate that it further deepens the need for a grant aid programme to ensure some level of stability for the third sector.
- 3.7 The significant reduction in public spending power in the borough will require the council and the third sector to adapt and evolve their relationships. There will be a need to encourage a culture of sharing resources, sharing assets and working collaboratively to be better able to meet community needs. The council will be looking to develop strategic relationships with key third sector organisations in the management of assets, in growing and supporting smaller organisations and as strategic partners in a wider sense in relation to specific areas of work.
- 3.8 One area in which significant change is anticipated is the use of council assets. In order to release substantial revenue savings and therefore safeguard frontline service delivery, the council is looking to rationalise its public buildings. In doing this the council will be looking where possible to safeguard the community benefit of these assets, opening up opportunities for alternative uses for buildings where viable business cases can be developed.
- 3.9 The Council has a well-established Compact Agreement with Lewisham's Voluntary and Community Sector (VCS). The Compact recognises the continued importance of the Council's role in investing in the VCS and in particular contributing to the core costs of voluntary and community organisations. As part of the Compact, the Council is required to provide clear information on the criteria and process for annual grant allocation and must give adequate notice of proposals to change grant allocation policy.

3.10 Section 2 of the Local Government Act 2000 enables the Council to do anything which it considers is likely:

- To promote or improve economic well-being of its area or;
- To promote or improve the social well-being of its area or;
- To improve the environmental well-being of its area.

3.11 In exercising its powers under Section 2, the Council must have regard to the borough's Sustainable Community Strategy. When drawing up the new criteria, due regard was taken to the priority areas in the Sustainable Community Strategy. Council priorities were also considered when drafting the proposed themes for funding.

#### **4. Recommendations**

4.1 Mayor and Cabinet is recommended to :

- (a) note the consultation process in drawing up the grants criteria, including the written submissions set out in Appendix B;
- (b) approve the assessment criteria for allocation set out in Appendix A ;

4.2 Mayor and Cabinet is also recommended to approve the following specific proposals :

- (a) the upper level for smaller grants within the main grant programme should be £10,000
- (b) the Faith in Social Action Fund and Small Grants programme be retained, with the four themes being used for the criteria
- (c) the small grants programme should include small one-off purchases (up to £500)

#### **5. Proposed new funding programme**

5.1 The Council's grant aid programme is part of a package of support that has been developed to assist in building a vibrant and sustained VCS. From April 2008 three year funding was introduced, for the majority of organisations, with the funding framework for advice and information starting in April 2009.

5.2 Support is offered to the sector in a number of additional ways as outlined below:-

- The Council provides specialist advice to VCS management committees to ensure individual organisational development;
- The Council is committed to ensuring that the VCS has an ongoing representational role in all major partnership boards and that the VCS has

maximum opportunity to influence the borough's strategic decision-making bodies. Partnership architecture has changed significantly over recent years and requires an even greater degree of sophistication and co-ordination to ensure that all residents and stakeholders interests are protected.

- Advocacy: The Council recognises the strategic role that it plays in ensuring that Lewisham as a borough maximises its potential to attract both national and regional sources of funding and investment that can benefit the growth of the VCS as a whole. In addition, the Council is often required to provide core funding to individual organisations in order for them to be able to lever other sources of external funding.

- 5.3 The Council and other statutory partners currently invest significant amounts in the voluntary sector with the Council alone investing approximately £17million. Of this £5.2 million is from the main grants programme. This currently goes to eighty four organisations providing services and infrastructure support. The size of grant varies from £496 for a small scout group to £488,873 to Lewisham Citizen's Advice Bureau. The current priorities for funding support the delivery of the Sustainable Communities Strategy. The priorities include building a strong infrastructure of 2nd tier organisations, funding organisations that offer key services that we do not provide, supporting a broad range of services and organisations and aiming for a fair geographical spread where possible.
- 5.4 The arts grants programme 2010/11 invested £253,700 in 6 organisations. The funding supports a range of arts services including participatory programmes, festivals and events as well as infrastructure support. The size of grant varies from £5,000 for community arts classes delivered by Montage Theatre Arts to £125,000 for Trinity Laban, funding programmes at Laban and Blackheath Halls.
- 5.5 The essential purpose of the Council's grant aid programme is to stimulate and support a far-reaching, independent and vibrant voluntary and community sector. Independence is often thought to denote an organisation that is self-financing. Very often, however, funders require a degree of funding from the local authority before they will commit any resources themselves. Independence therefore refers to a funding regime which allow organisations flexibility and muscle to be able to adapt to changing needs and find innovative solutions to deep-seated community problems. The Council's grant aid programme has historically often provided the backbone or core to an organisation's funding. This then allows the organisation to seek funding for new projects and developments.
- 5.6 The majority of organisations are in year 3 of three year funding agreements giving an opportunity to redesign the programme. The new main grants programme will aim to :
- i reduce the impact of public sector spending reductions on citizens and communities.
  - ii harness the innovation of the sector to deliver solutions in priority service areas.

- iii ensure a strong infrastructure for delivering social capital across the borough as a whole.
- iv Support those in greatest need around issues such as financial inclusion, accessing employment and legal advice.
- v Promote the value that third sector organisations provide by ensuring that organisations lever external funding, earned income and volunteering

5.7 In order to deliver this, it is proposed to invite applications under four themes with guidance about the kind of outcomes we are seeking to fund. These themes , building social capital, children and young people programme, gateway services and communities that care, are outlined in Appendix A. It is proposed that the main grants programme and the arts programme operate as one scheme with provision to support arts festivals remaining as a separate process and within the Arts Service budget.

5.8 It is proposed that the main grants programme will be offering smaller and larger grants, with a lighter touch for those organisations in receipt of amounts up to £10,000. An investment fund will also be set up for one-off funding to assist groups in developing their business model.

5.9 Given the changes in the programme it is intended that organisations will be supported to apply for funding under this new programme through a series of events covering training needs identified during the consultation process such as understanding outcomes.

5.10 The local authority has a strategic role in managing the local childcare market and under the Childcare 2006 Act is the provider of last resort. A report will be presented to the Mayor 17th February 2011 outlining a staged proposal for the local authority to exit the childcare market. If this is agreed, this will mean that the local authority will no longer provide subsidy. It is consistent, therefore, not to provide community sector grant to providers who use this to subsidise the cost of childcare.

5.11 The timetable for the main grants programme is as set out below. This will enable groups to be informed of the grants decision within the timescale set out within the Lewisham Compact.

DATE	Milestone	Committee
23 February 2011	Report on grants criteria/priorities	Mayor and Cabinet
<b>APPLICATION STAGE</b>		
25 February 2011	Applications packs available	
25 Feb – 8 April 2011 (6 weeks)	Events on application process	Info on these will be included in the application guidelines
8 April 2011	Deadline for applications	

25 May 2011	Groups informed – given opportunity to appeal ( 2 <sup>1</sup> / <sub>2</sub> + weeks)	
13 June 2011	Deadline for appeals	
6 July 2011	Final assessment report	Safer Stronger Select
15 July 2011	Final assessment report and appeals for approval	Mayor and Cabinet (Contracts)

## 6. Consultation

6.1 The draft proposals were subject to consultation with stakeholders during the summer. This has involved sending the draft proposals to organisations on the Community Sector Unit's database, publicising it on VAL's e bulletin, and discussing it at a range of arenas such as Safer Stronger Communities Select Committee, Stronger Partnership Board, Compact Group, Health and Social Care Forum, Children and Young Peoples Forum, Information and Advice Forum, Borough Deans and the Second Tier Strategy Group.

6.2 The Select Committee raised a number of areas where they felt the grants criteria could make a difference. These included:

- Making sure the youth programme is connected to building skills to enhance job prospects and employability
- Utilising established innovative groups such as Timebank
- Improving internet access for those without it (hopefully through community groups)
- Looking at community asset transfer
- Building social enterprises

The Committee also expressed a preference for 3 year funding streams in order to provide longer term stability for voluntary groups, but that there should be yearly reviews in order to ensure that the money was being spent appropriately. The Committee felt it was important to ensure that Council funding for voluntary sector groups is achieving what it set out to do, and that the Council should measure the impact of funding. Officers explained that outcomes have to be identified when organisations apply for funding and that these have become more robust. As part of support on offer the Council will identify training needs for organisations to build capacity and measure quality. At the Safer Stronger Communities Select Committee on 2 February 2011 the latest iteration of the new grants programme was considered and commended.

6.3 Feedback from the Stronger Communities Partnership Board. The Board in their discussions felt that it was important to continue giving a three year commitment for funding. The four themes suggested were supported, although it was felt that clear guidelines on what might be funded under these themes would be useful. In response to these comments and others made throughout the consultation, proposed Guidelines have been drawn up (Appendix A). The Board

also suggested that there might be provision for very small one-off grants of up to £500 (e.g. for equipment purchase) with very light touch – this was also raised by Voluntary Action Lewisham. This will be incorporated in to the small grants programmes.

- 6.4 The report was considered at the Compact Steering Group where the proposals were welcomed, and the process for consulting on the criteria were approved and being within the terms of the Compact.
- 6.5 The Borough Deans meeting welcomed the new themes, but felt that the Council's current Faith in Social Action Fund should remain as a separate fund and not subsumed into the Main Grants Programme. It is therefore proposed that the Faith in Social Action Fund and small grants fund will continue to be operated separately, although priorities for the funds will be the same as those for the main grants programme.
- 6.6 Comments from the Information and Advice Forum, and Second Tier Strategy Group were both in agreement with the draft proposals.
- 6.7 All organisations on the CSU database were sent a copy of the draft proposals and given the opportunity to comment. Many agreed with having clearer themes as welcomed the division between small and larger grants, along with having an Investment Fund. Concerns raised are:
  - Briefings on the new programme should be held to ensure groups are in a position to apply equitably. This has already been put in place,
  - With the prospect of some organisations no longer being funded under the new grants programme, there was concern that support be given to these organisations, and they are given enough notice of the ceasing of their grant. Officers are looking at ways they can be supporting these organisations.
  - Responses received from Early Years organisations have expressed their concern as to their viability if funding is no longer available, particularly in the case of community nurseries. The rationale for why this is not a priority for the new main grants programme is outlined in paragraph 5.10. These submissions are attached at Appendix B to ensure that the Mayor and Cabinet are fully apprised of concerns raised when making the decision of the grants proposal.
- 6.8 The 6 organisations currently funded through the arts grants programme were given the opportunity to comment on the draft proposals in December 2010 and January 2011. They considered that the themes outlined were reasonable.



## **7. Financial Implications**

- 7.1 The Community Sector Unit (CSU) controllable budget for Main Grants in 2010/11 currently amounts to £5,222,930, including £192,810 funded by Department of Health (DH) grant for Adults with Learning Difficulties, and £55,000 from the resources set aside for addressing the economic downturn towards the grant to North Downham Training Project.
- 7.2 On 1<sup>st</sup> December 2010, Mayor & Cabinet (Contracts) agreed to an extension of the existing Community Sector & Arts Service Main Grant programmes for a further 6 months from 01/04/11 to enable the new programme to be finalised. This committed expenditure of £2,581,154. 50 from the CSU budget, including £96,405 currently being funded by DH grant for Adults with Learning Disabilities, and £27,500 being funded separately for North Downham Training Project.
- 7.3 The Art Service controllable budget for the 6 organisations being subsumed into the Main Programme currently amounts to £253,700, and the grant extensions agreed by Mayor & Cabinet (Contracts) on 1<sup>st</sup> December committed expenditure of £134,850 from this budget, including a full year grant of £16,000 to Sydenham International Music Festival, as all their expenditure is incurred in the first half of the year.
- 7.4 The CSU budgets in 2010/11 for Faith, Small and one off Grants are £56,200, £55,780 and £165,450 respectively.
- 7.5 The budget for 2011/12 is in the process of being finalised. A report will be brought to members in July 2011 to consider grant allocation for the new programme, which will initially be for a 2.5 year programme from October 2011 to March 2014. This report will take account of the contribution of the grants budget to the Council's revised budget strategy.
- 7.6 Proposals relating to inflationary provision in the 2011/12 budget are still being finalised. However, due to the uncertainties concerning the actual level of inflation in 2011/12, and in particular the pay award for 2011/12, it is proposed to hold the provision for inflation corporately and allocate it, as required, during 2011/12.

## **8. Legal Implications**

- 8.1 The Council's discretionary power to provide financial assistance and other support to voluntary organisations are contained within Section 2 of the Local Government Act 2000 which enables the Council to do anything which it considers is likely to improve the economic, social and environmental wellbeing of its area.

- 8.2 This discretionary power must be exercised reasonably taking into account all relevant considerations and disregarding irrelevancies and having regard to the Council's Sustainable Community Strategy and Lewisham's Compact..
- 8.3 Many organisations may have a legitimate expectation of renewed grant funding therefore consultation with these groups is essential to be sure that they understand the criteria against which they will be assessed under the new draft proposals and to consider their responses. Officers have undertaken a consultation exercise as set out in paragraph 6 which summarises responses from those consulted and have also included at Appendix B written responses to the draft proposals. The Mayor should have regard to these in coming to a decision to approve the criteria in Recommendation 4. 1 (b) .
- 8.4 Guidance has been provided to assist voluntary organisations in understanding how funding will be allocated from the grants programme and what their grant application must contain and the eligibility criteria which will be applied to all organisations. It also provides details of the general criteria which will be applied showing what the organisations must be able to evidence. ( Appendix A).
- 8.5 Organisations will be given a right of appeal against the recommendations put to Mayor and Cabinet (Contracts) in accordance with the Lewisham Compact.

## **9. Crime and Disorder Implications**

- 9.1 A number of organisations supported through the main grants programme support work undertaken to ensure safer communities.

## **10. Equality Implications**

- 10.1 The Council's commitment to upholding the principles of equality and diversity is detailed in the Comprehensive Equalities Scheme. Support for the community sector is a major expression of Lewisham's commitment to making social inclusion and community cohesion a reality.
- 10.2 The proposed grant aid programme will continue to address the diverse needs of the borough's communities:
- The social capital theme will strengthen the ability of voluntary and community groups to influence the policies and plans of decision making bodies, in relation to the diverse communities of Lewisham. It will increase the involvement of diverse communities in public and civic life and strengthen support to public service providers in the fulfilment of their statutory responsibilities with regard to equalities.
  - The gateway services theme will continue to target support in relation to advice services at the priority areas (disabled people, older people and those with language needs) identified in the needs analysis undertaken in late 2008.

- The children and young people programme has been developed in response to the Children and Young Peoples Plan and particular challenges facing young people in Lewisham as identified in the Youth Task Force in 2009. In the previous funding priorities, organisations providing childcare were included. The new priorities do not include childcare, and due regard of the impact that this might have on the organisations involved, e.g. community nurseries and those accessing childcare places has been considered. This change is in line with the proposed changes to childcare subsidies as outlined in paragraph 5.10.
  - The communities that care theme has been developed in response to the borough's aging population and the need to ensure a vibrant voluntary sector is ready to accommodate the demand arising from personalised budgets. The guidance makes specific reference to vulnerable adults and to the significant proportion of older people from black and minority ethnic groups.
- 10.3 To be eligible for funding, organisations must demonstrate that they have a written Equal Opportunities policy that covers all equality strands. The proposed assessment criteria requires groups to evidence how they are promoting equality of opportunity and social inclusion. Each service specification states that the Council will take into account the diverse needs of users and how these will be addressed when assessing applications. Funded groups will be required to deliver an equalities plan as part of the conditions of funding.
- 10.4 The retention of a distinct Faith Fund will ensure that faith groups will continue to have the opportunity to access funding to support their activities.
- 10.5 An Equalities Impact Assessment will be undertaken as part of the assessment process. This will be included in the report on the recommendations for funding to be submitted in July 2011.

## **11. Environmental Implications**

- 11.1 A number of organisations supported through the main grants programme support work undertaken to improve the environment.

### **BACKGROUND PAPERS**

Report on draft proposals for grants criteria, considered by Safer Stronger Communities Select Committee, Stronger communities Partnership Board, Compact Steering Group and responses to the draft proposals circulated to the voluntary and community sector.

**If you would like more information on this report please contact Sandra Jones of Community Services Directorate's Community Sector Unit on Tel: 020 8314 6579.**

## APPENDIX A

### Lewisham voluntary and community sector grants programme 2011-2014

The voluntary and community sector is a key partner in a mixed economy of public service provision as well as having a strategic role in planning and developing services. London Borough of Lewisham is committed to working with and supporting a vibrant, innovative and effective voluntary and community sector. It recognises and values the independence of the voluntary and community sector and its unique role in enabling local people to articulate their needs and develop services to meet those needs.

The Council recognises its role in supporting the breadth of development across the VCS as well as in seeking a commitment to its own corporate priorities.

The Council's grant aid programme is akin to investment funding in the VCS, enabling it to perform its role more effectively or to enable services to be delivered that cannot readily be delivered through the statutory sector providers.

Lewisham offers support to the voluntary and community sector in a number of ways:

- Advice and support: the Council can provide specialist advice on many issues facing the community sector, or can point groups in the direction of other organisations that can help. Funded organisations receive support and advice from Council officers on organisational development. Support is also given through assisting with premises.
- Facilitating consultation: Lewisham is committed to ensuring that wide and representative consultation is undertaken on issues affecting local people
- Funding: Lewisham is a significant funder of the voluntary and community sector. The basis on which grant funding is allocated is outlined in this paper.
- Advocacy: Lewisham is committed to ensuring that organisations based in the borough receive their share of national and regional funds.

Given the current financial position that the Council finds itself in, there is a recognition that the role of the voluntary and community sector is even more crucial in assisting with delivering quality services to local people. The new funding programme takes this into account and will aim to :

- i reduce the impact of public sector spending reductions on citizens and communities;
- ii harness the innovation of the sector to deliver solutions in priority service areas;
- iii ensure a strong infrastructure for delivering social capital across the borough as a whole;
- iv support those in greatest need around issues such as financial inclusion, accessing employment and legal advice;
- v promote the value that third sector organisations provide by ensuring that organisations lever external funding, earned income and volunteering

In order to deliver this, it is proposed to invite applications under four themes with guidance about the kind of outcomes we are seeking to fund. These themes, building social capital, children and young people programme, gateway services and communities that care, are set out below.

### **How funding will be allocated from the grants programme**

The Council will support voluntary sector organisations in line with the four themes outlined below. Organisations will need to demonstrate how they fit within the appropriate funding streams outlined below, as well as fulfilling the eligibility and the general criteria.

For all of the themes there are clear guidance as to the purpose of the grant aid using an outcomes based approach similar to the current one but more robust, with a model that enables tracking of how change is affected from input and activities through to evidence or value created to the individual and communities

**It is anticipated that applications will greatly exceed the available resources and therefore not all applications that meet the funding criteria will be able to be funded. Applications will be assessed against the service specification and the general funding criteria and recommendations for funding will take into account the following factors:**

- i. Need to provide a broad range of service type**
- ii. Need to ensure geographical spread of services**
- iii. Sustainability of services**
- iv. Track record of organisation and service quality**

### **ELIGIBILITY**

Your application must:

- Benefit Lewisham residents – the proposed activity must take place within the London Borough of Lewisham and mainly benefit people who live within the Borough. The application should describe any specific target groups and how they will benefit from the proposed activity;
- be from a constituted third sector organisation with charitable aims and objectives;
- have a written Equal Opportunities policy that covers all equality strands;
- demonstrate clear financial management procedures and arrangements which allow the management committee to ensure the effective use of resources.
- evidence how they lever in external funding.
- Collaborative and partnership working is a key element and organisations will need to show how they are working with other groups and agencies.

We will not fund:

- individuals;
- worship or activities that promote the views of a religious organisation (although religious groups may apply for non-religious activities);
- activities that promote the views of a political party;
- commercial or business related activities;
- spending that has already taken place.

## **GENERAL CRITERIA**

Applicants must evidence:

- effective management to ensure high quality services are delivered including governance arrangements and the management of staff and volunteers;
- the organisation's efficiency and effectiveness in providing its services;
- its ability to effectively measure the performance and success of the project both quantitatively and qualitatively;
- financial sustainability - the application should demonstrate good value for money and the organisation must have clear financial management procedures to ensure effective use of resources;
- how the service applied for fits within the local context, including how the service relate to other similar activities and that it does not duplicate council or other Lewisham based services;
- that the organisation is working collaboratively with other agencies and organisations working in the same field;
- if volunteers are involved that they provide 'added value' in the delivery of the organisation's services;
- whether the organisation is able to attract funds from other sources and if so how successful has it been;
- if working with children and young people or vulnerable adults, a protection policy is in place which includes Criminal Record Bureau checks;
- how it ensures promotion of equality of opportunity and social inclusion:

## SERVICE OUTLINE FOR BUILDING SOCIAL CAPITAL

### Social Capital

To achieve greater social enablement and increased social capital, there is a need to work with people in different ways to promote the skills and capacity for enriching lives. This means providing effective mechanisms for increasing the capacity of communities and developing models of support for addressing their needs and aspirations.

Organisations applying under this theme will ensure that Lewisham has empowered local communities and strong third sector organisations. It is anticipated that there will be a number of key borough wide strategic organisations who are engaged in building local communities, that a network of community development and support organisations will be established as well as developing volunteering opportunities.

Within this theme, there are four strands, which need to address an the overarching outcome to increase active citizenship.

### Type of Service

The Council specifically wish to fund organisations that are able to deliver the following areas:

- 1 A strong and vibrant voluntary and community sector infrastructure
  - 2 Enable voluntary and community groups to assist the council in tackling inequality and supporting vulnerable people
  - 3 Support and develop volunteering opportunities
  - 4 Area based community development
- 1.1 **A strong and vibrant voluntary and community sector infrastructure** that can provide a wide and responsive range of high quality services. A vibrant voluntary and community sector which is capable of sustaining long-term service delivery and has a significant contribution to make towards improving the borough and engaging with its residents
  - 1.2 The Council therefore seeks to support organisations that build the capacity of the voluntary and community sector to enable it to play a full and effective role in the development and delivery of the Sustainable Community Strategy and associated Council Strategies. Infrastructure as defined by NCVO has three functions, “Develop ,Influence, and Connect”(NCVO).<sup>1</sup>
  - 1.3 ‘Develop’ includes providing information, guidance and direct support to voluntary and community organisations to build their organisational capacity and development potential, facilitating learning to enable voluntary and community organisations to access high quality and diverse learning opportunities. Under ‘influence’ is the role of facilitating the participation of voluntary and community organisations in partnership working, alongside communicating, lobbying and

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<sup>1</sup> NCVO: Infrastructure Functions Map (2010) based on PERFORM, the Outcomes Framework for Infrastructure

advocating for the common and diverse interests of the sector to partners. Also to initiate and support consultation processes that are inclusive and meaningful. the final element of 'connect' covers establishing opportunities and developing structures for networking, promoting and facilitating joint working, and brokering services and shared resources for and with the sector.

1.4 Organisations applying for funding under 'a strong and vibrant voluntary sector infrastructure' will be expected to achieve the following **outcomes**, and proposals will need to demonstrate how these will be measured:

- i. Strengthened capacity of the voluntary and community sector to work in partnership with statutory, other voluntary and private sector partners and to be a partner and influence policy and service development. This includes effective representation by the voluntary and community sector on key decision making groups;
- ii. A strengthened voluntary and community sector, able to influence the policies and plans of decision making bodies, especially in relation to the diverse communities of Lewisham;
- iii. Strengthened capacity of the voluntary and community sector to deliver citizen-led services and solutions through enhanced support services and training;
- iv. Develop the capacity of the voluntary and community sector to meet the challenges of changing local and national agendas, e.g. personalisation, community volunteering, cuts to public services;
- v. Strong networks and collaborations through increased opportunities for communication within the voluntary and community sector and statutory sector

2.1 **Enable voluntary and community groups to assist the council in tackling inequality and supporting vulnerable people.** Under the Equality Act 2010 there is a general duty which states that public bodies must have due regards to the need to: eliminate unlawful discrimination, harassment and victimisation; advance equality of opportunity between different groups; and foster good relations between different groups. The Council supports a range of initiatives and organisations that support the delivery of the equality duty and Lewisham's priorities in the area of Equalities and Human Rights.

2.2 The Council aims to support organisations that provide strategic support and assists with its duty under the Equality Act 2010. In addition, initiatives will be supported that promote understanding between communities / faith groups, supporting activities that provide a sense of community and community engagement. This includes assisting with promoting cohesive communities.



2.3 It is anticipated that the **outcomes under this strand** will be delivered by strategic, borough-wide organisations, and proposals will need to demonstrate how these will be measured:

- i. Increased involvement of communities in public and civic life from all diverse communities in the borough. Increased engagement with and involvement of those individuals and particular groups of people experiencing discrimination, disadvantage and exclusion in activities designed to secure their participation in civic facilities/ functions/events enabling their voices to be heard by all statutory agencies, public service providers and local employers;
- ii. Strengthened liaison with and increased appropriate support to the Council and all other public service providers in the borough in the fulfilment of their statutory responsibilities with regard to equalities;
- iii. Reduction of community tension, and improved integration and cohesive communities.

3.1 **Support and develop volunteering opportunities.** This includes 2<sup>nd</sup> tier support to organisations that utilise volunteering. Volunteering is a powerful force for change, both for those who volunteer and for the wider community. While it is not solely undertaken within the voluntary and community sector, it is among the largest provider of volunteering opportunities. The Council and its' partners recognise that volunteers are key in building social capital in the borough.

3.2 Organisations applying for funding under 'support and develop volunteering opportunities' will be borough-wide strategic organisations and expected to achieve the following **outcomes**, and proposals will need to demonstrate how these will be measured:

- i. Increased volunteering across the borough;
- ii. An environment where volunteering is accessible to the diverse communities of the borough;
- iii. Effective volunteering opportunities through organisations that are supported and trained in the management of volunteering;
- iv. Improving the levels of good practice in volunteer management;
- v. Increase the quality of volunteering across the borough, both for the volunteer and the host organisation.

4.1 **Area based community development.** In developing social capital, it is important to develop local communities on a neighbourhood level, and there is an important role for the voluntary and community sector in supporting this. Consultation on the grants programme has identified the need for a network of organisations operating on a sub-borough basis providing community development support that extends across the borough. These organisations will enable the sector to successfully deliver services and respond to local needs in

the challenging times ahead. The area based community development would provide a mix of services such as volunteer support, coordination and delivery of locally based community activities, community premises management, and practical support to build local communities .

- 4.2 The pressures on the Council's budget in coming years will inevitably lead to a situation in which the Council must look to third sector organisations to contribute more to the management and running costs and the sustainability of community premises. Without this contribution the provision of community facilities will not be optimised. Organisations with a current or future interest in managing Council premises will be encouraged to indicate how they intend to address this situation in their applications for Community Sector grants
- 4.3 Organisations applying for funding under this element will be expected to achieve the following **outcomes**, and proposals will need to demonstrate how these will be measured:
- i. Strengthen local area and neighbourhood partnerships between agencies and with local people
  - ii. Increased effectiveness of and engagement with local initiatives through networking
  - iii. Providing competent facilities management at key community premises
  - iv. Providing relevant community facilities that work for the areas in which they are based
  - v. Effective network of area based community development that improves the lives of local people.

### **Service coverage**

In assessing applications the council will take into account the geographical spread of services in the borough, and the diverse needs of users with regards to language, ethnicity, age, disability, geography of the borough and social disadvantage will be addressed.

### **Delivery Methods**

Organisations will be required to demonstrate that they are able to deliver services on a regular basis and in a range of appropriate ways.

### **Expected outcomes**

In addition to the outcomes identified at the end of each strand above, organisations will need to demonstrate the impact of their services and how they will contribute to making a difference to local people. As part of this, organisations will need to demonstrate the number of people supported and details of what has changed (improved) for them.

Anticipated outputs should be included in the application with details of any specific target groups. An outcomes and outputs plan will form part of any funding agreement.

### **Funding Criteria**

In addition to meeting the specification laid out in this document. Applicants to the Building Social Capital theme will need to address the general funding criteria of the main grants programme (as described elsewhere in the funding criteria document).

## **SERVICE OUTLINE FOR GATEWAY SERVICES**

There is a high demand for advice provision in the borough and requests for funding from the voluntary sector agencies far outstrip the council's capacity to fund these groups. The Council recognise the importance of advice and information services in the borough in assisting local residents, particularly those who are vulnerable such as older people, disabled people and newly arrived communities. To ascertain advice needs in the borough, a needs analysis was undertaken in late 2008. This analysis included a profile of Lewisham using local statistics and information alongside the level of service currently provided by the not-for-profit advice and information organisations. These two elements identified the need for a wider geographical spread and the need for specialist services to ensure access to services for the most vulnerable.

### **Scope of the service**

Organisations applying under this funding stream will need to demonstrate how they are supporting those in greatest need in terms of access to advice, services, employment and financial inclusion.

### **Type of Service**

The Council specifically wish to fund organisations that are able to deliver the following two areas:

- 1 Legal advice and information services
- 2 Improving economic well-being and employability

1. **The funding framework for advice and information services** was established in 2008, which ensures a distribution of services across the borough and priority areas being disabled people, older people and those with language needs. This framework will form the service outline for the new funding programme. Scope within the different areas of work are as follows.

#### **1.1 Scope of Legal Information and Advice Services**

The Council is seeking bids from voluntary sector advice organisations based within the borough for the provision of Advice Services in order to provide public access to high quality legal, advice and information services in the London Borough of Lewisham. Services provided will be at Level 2 (generalist) and Level 3 (specialist) of the Legal Services Commission Quality Mark, and organisations will need to have, or be working towards the appropriate level. Assisted Information should be provided to all users to enable active signposting to the appropriate provider

The core objectives to be met through the provision of services are:

- Ensuring that the key principles of customer-focused services and achieving value for money from the resources available are central to the provision of legal advice services in the Borough;
- Responding to the multiple and complex legal advice needs of people who live, work or study in the borough;
- Providing greater flexibility in the ways that advice services are delivered in response to client demand, in the interests of greater choice in order to increase access to advice services;
- Delivering a rationalised approach to legal advice services, ensuring geographical spread as well as services to socially excluded groups;

## 1.2 Type of Service

For generalist, specialist and client specific legal advice services, organisations will be required to deliver advice in the following priority areas of law:

- Welfare Rights;
- Debt and Money Advice – including multiple debts, arrears ;
- Housing Advice – including homelessness, repairs, possession proceedings and tenancy issues ;
- Immigration – where compliant at OISC Level 1 (Basic Advice);
- Employment where matters are not covered by LSC funding.

Within client specific services, organisations will also be required to deliver advice in the following :

- Languages

The Council recognise there is a need for some flexibility to provide some support in other areas of social welfare law including employment and education plus areas of new and emerging needs. Any agency wishing to provide generalist legal advice or specialist in another area not listed above would have to provide evidence of need for the provision and demonstrate ability to deliver.

a) Generalist social welfare advice services. Organisations seeking funding within this strand 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.

Organisations applying with in this category will need to demonstrate that:

- Staff have the relevant skills, knowledge and competency to deliver advice at General Help and General Help with Casework level and recognise

when a matter is appropriate for referral and make the necessary arrangements.

- Appropriate case file records are maintained so there is a clear audit trail of the advice and support given to clients.
- Able to meet the language needs of clients through the use of bi-lingual staff, volunteers or use of translation service.

Geographical Coverage - ranked amongst the 20% most deprived local authority areas in England, pockets of deprivation is increased to being amongst the 10% most deprived wards in England. These wards are Bellingham, Downham, Evelyn and New Cross. It is important that there is a good geographical spread of services across the borough, however services within these 4 most deprived wards will be prioritised – where a generalist agency is bidding to provide a borough wide service will have to show how they can do this effectively across the various wards. Generalist providers wishing to offer borough wide services will need to demonstrate how they are able to ensure effective delivery of services in across all the areas of the borough, particularly in areas where there are a poor level of voluntary/community sector services.

Preference may be given to a Provider(s) able to demonstrate they can offer more than the minimum number of hours per week. In regard to the delivery of outreach services a Provider must demonstrate how they will implement arrangements for alternative ways to provide access to services for people unable to make use of open door access. This should include

- Showing how need for a home visit or vulnerable/referred clients will be assessed, provided for or referred on.
- Indicate ability to assess and meet need for outreach services for excluded communities within the areas bid for, where there is evidence of open door services not being accessed by a particular community.
- Outreach needs assessment and delivery plan for locations to be covered in areas where open door access is not provided or easily accessible by public transport.

b) Client Specific Advice Services. Organisations applying within this strand 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.

Organisations applying with in this category will need to demonstrate that:

- Staff have the relevant skills, knowledge and competency to deliver advice at Assisted Information and General Help level and recognise when a matter is appropriate for referral and make the necessary arrangements
- 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 act as an effective gateway agency supporting clients to access mainstream services

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

- Older people,
- disabled people,
- people whose first language is not English.

Geographical Coverage – 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, statutory agencies, etc

Applicants will be required to demonstrate how they will implement arrangements for alternative ways to access services in order to address social exclusion issues – including assessment of need for home visits and providing assistance in case of emergency.

- c) Specialist Advice Services. Organisations applying within this strand 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 ranging from writing a letter/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

Organisations seeking to deliver specialist services will be expected to comply with the following definition of the level of work to be undertaken:

- 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

- Able to meet the language needs of clients through the use of bi-lingual staff, volunteers or use of translation service

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

Geographical Coverage – 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. They will also be expected to take referrals from other advice agencies, community groups, statutory agencies, etc

Applicants will be required to demonstrate how they will implement arrangements for alternative ways to access services in order to address social exclusion issues – including assessment of need for home visits and providing assistance in case of emergency

2. **Improving economic well-being and employability.** This seeks to improve economic well-being and employability to those residents most in need. This would include young people, incapacity benefit claimants, the long-term out of work, lone parents, BMER communities and social housing tenants. Within this strand the Council is looking for new approaches to assisting people, with a clear demonstration of how the activity adds value, and how it impacts on the barriers to economic activity and supporting pathways to employment or more formal training. Collaboration amongst the providers is essential; therefore the organisations will need to demonstrate partnership working with other providers in the borough.

Service coverage - In assessing applications the council will take into account the geographical spread of services in the borough, as well as the diverse needs of users with regards to language, ethnicity, age, disability, geography of the borough and social disadvantage will be addressed.

**Outcomes within this strand** will include:

- An increase in the number of people that are able to access employment, further training or education;
- An increase in the number of people receiving accredited or non-accredited training or advice and guidance support.

### **Delivery Methods**

Organisations will be required to demonstrate that they are able to deliver services on a regular basis and in a range of appropriate ways.

### **Expected outcomes**



As well as the outcomes identified at the end of the two strands above, organisations will need to demonstrate the impact of their service and how it will contribute to making a difference to local people. As part of this, organisations will need to demonstrate the number of people supported and details of what has changed (improved) for them.

Anticipated outputs should be included in the application with details of any specific target groups. An outcomes and outputs plan will form part of any funding agreement.

### **Funding Criteria**

In addition to meeting the specification laid out in this document. Applicants to the Gateway Services theme will need to address the general funding criteria of the main grants programme (as described elsewhere in the funding criteria document).

## SERVICE OUTLINE FOR CHILDREN AND YOUNG PEOPLE PROGRAMME

### Scope of the service

Organisations applying under this funding stream will need to demonstrate that they contribute towards the vision of Lewisham's Children and Young Peoples Plan which is *"together with families, we will improve the lives and life chances of the children and young people of Lewisham by ensuring that they are healthy, stay safe, enjoy and achieve, make a positive contribution and achieve economic well-being"*.

In October 2009 the Mayor established the Youth Task Force to investigate the challenges facing young people in the recession and to explore the opportunities, ideas and innovative practices which might inspire Lewisham's young generation. A report of findings has been produced, and the recommendations were adopted at Mayor and Cabinet in January 2011. The report identified five key areas that impact on the lives of young people and need to be developed. These are :

- Youth Led Approach – Securing Wider Engagement of Young People: the perception of young people and their role within the community.
- Volunteering – an Opportunity to Build Self-Confidence and Skills: the role of volunteering in young people's development and the importance of community work in building stronger communities.
- Apprenticeships – Creating Opportunities for Young People: the career opportunities presented by apprenticeships, and the possibility of extending apprenticeships across public contracts in Lewisham.
- Social Enterprise – Developing New Prospects: the role of the social enterprise sector as a pathway for young entrepreneurs.
- Wellbeing – Constructing Resilience: the importance of safety, security and a sense of well-being for young people.

The services sought will be developing children and young people as active citizens, engaged in positive activities. There will be a good geographical spread with an emphasis on empowering children and young people in communities to play an active role, including at neighbourhood level. **All applicants under this theme will need to demonstrate clearly that young people have identified the need for the service and are involved in the development of activities.**

### Type of Service

The Council specifically wish to fund organisations that are able to deliver the following areas:

1. Developing children and young people to become active citizens through volunteering opportunities and training opportunities with the aim of getting children and young people more involved in leading and developing activities. Within this section we will be looking for activities that engage children and young people in volunteering, particularly those who would not normally be involved positively with

their local communities. Evidence of the sustainable impact that the activity has on the life of the young people, as well as the wider community will be required

2. Improve well being through the provision of universal youth activities. The pattern of provision within this strand will need to ensure a distribution of neighbourhood working across the borough, alongside work with children and young people who are less likely to access services, including disabled children and young people, young carers and young women. Activities that support children and young people, which in turn enables them to engage fully in leisure and education will be supported within this strand. Universal youth provision will need to show how they are building resilience - this includes attainment, friendship, basic skills, engagement, aspirations and well-being.
3. Support children and young people to engage with decision making within different the communities that they are part of and to strengthen the ambassadorial role of children and young people who contribute to their local community. This will include developing environments where children and young people can contribute to wider discussions around community issues and develop and take part in positive activities. Activities in this strand would need to demonstrate how they work alongside established engagement arenas, and do not duplicate these arenas.

### **Service coverage**

In assessing applications the council will take into account the geographical spread of services in the borough, as well as the diverse needs of users with regards to language, ethnicity, age, disability, geography of the borough and social disadvantage will be addressed.

### **Delivery Methods**

Organisations will be required to demonstrate that they are able to deliver services on a regular basis and in a range of appropriate ways.

### **Expected outcomes**

Organisations will need to demonstrate the impact of their services will contribute to making a difference to local people. As part of this, organisations will need to demonstrate the number of people supported and details of what has changed (improved) for them.

Anticipated outputs should be included in the application with details of any specific target groups. An outcomes and outputs plan will form part of any funding agreement.

### **Funding Criteria**

In addition to meeting the specification laid out in this document. Applicants to the young People theme will need to address the general funding criteria of the main grants programme (as described elsewhere in the funding criteria document).

## **SERVICE OUTLINE FOR COMMUNITIES THAT CARE**

### **Communities that Care**

The demographic forecasts for the next 50 years indicate that the proportion of the population aged over 50 will grow significantly. Around 3,500 adults over 85 and approximately 25,000 over 65 reside within Lewisham. This includes a significant number of older people from black and minority ethnic groups creating a more diverse community and a greater diversity of needs.

Many older people will maintain their health and wellbeing into their later years. Others may face challenges such as social isolation, increasing frailty, declining mental health and the ability to access services and programmes. While life expectancy is increasing, healthy life expectancy is not increasing at the same rate. People are spending a longer time living with conditions that can seriously reduce their quality of life, such as dementia, arthritis or the effects of a stroke.

The adult social care transformation agenda seeks to respond to this changing demographic as well as ensuring that adults with a learning disability, mental health condition, physical or sensory impairment are helped to live their lives as they wish. Central to the transformation agenda has been the introduction of personal budgets where every person eligible for publicly-funded adult social care will have a personal budget – a clear, upfront allocation of funding to enable them to make informed choices about how best to meet their needs. However, for this to work properly people need a range of services and supports to choose from that reflect the full diversity of their lives, needs and aspirations.

### **Scope of the service**

Keeping adults active, healthy and engaged to prevent or delay them from needing to access adult social care services in the future, encouraging neighbourliness where individuals provide support to one another within a community and supporting the development of personalised services for individuals funding their own care and those with adult social care personal budgets.

### **Type of Service**

The council specifically wishes to fund organisations that are able to deliver the following areas:

- 1.1 **Keeping adults active, healthy and engaged** to prevent or delay them from needing to access adult social care services in the future. The council is looking to fund a range of early intervention and preventative services, including those for older people and all vulnerable adult client groups that could include any of the following
  - Community gardens

- Befriending
- Social groups and activities
- Cultural activities
- Physical activities
- Advocacy

Applicants will need to demonstrate that they have considered a range of funding sources including earned income to strengthen the sustainability of services. Applications for small scale community based services are particularly welcome.

1.2 **Encouraging neighbourliness** where individuals provide support to one another within a community. The council is looking to fund services that connect people within local communities to provide support. This could include informal networks, formal volunteering and timebanking. Applications under this strand should specifically seek to meet the needs of vulnerable adults within the community whilst they may bring a broader added community benefit. Services could be based around a geographical neighbourhood or community of interest. Applicants will need to demonstrate that they have considered how their service will complement and link to other existing borough wide or neighbourhood based services.

1.3 **Development of personalised services** for individuals funding their own care and those in receipt of a direct payment from adult social care as part of a personal budget. Applications are welcomed for start up funding from organisations wishing to develop services that could be purchased by adult social care clients with direct budgets or individuals who are self funding. These services could include

- **Personal services** such as cleaning, shopping, gardening, hairdressing etc that are designed specifically to respond to the needs of vulnerable adults. *These services should complement rather than duplicate services already commissioned through supporting people.*
- **Day services** to provide alternatives to day centres offering a range of activities within the community. Services could include enterprise and employment projects, cultural activities, lunch clubs and other community activities.
- **Community Transport** to enable vulnerable adults to attend appointments and access services. These services should complement other regional and national services such as the taxi card scheme, blue badge and dial-a-ride.

Applications should include a business case demonstrating how the service would seek to become self financing within three years. Services for individuals that are eligible to receive a personal budget from adult social care would only be eligible for start up funding and would need to demonstrate that the service could be maintained through charges to users. Applicants would need to demonstrate how the service would support the personalisation agenda providing services that are designed to meet the needs of the individuals purchasing the service.

1.3 **Counselling, mediation & support groups** for individuals. The council is looking to fund organisations that provide counselling, mediation services and support groups for individuals with particular needs such as carers, victims of crime and those unable to access these services through other means.

Those applicants applying to provide services for victims of crime will need to demonstrate

- how they intend to develop referral pathways, particularly for hard to reach communities and victims of 'hidden' crime, such as domestic and sexual violence;
- the specialist knowledge and qualifications held by the organisation. Links with other agencies working to support vulnerable adults should also be outlined, with processes and procedures for onward referral as appropriate and a particular focus on safety planning;
- their ability to provide a variety of support options to ensure vulnerable adults are supported in a client centred way;
- how they intend to build capacity to their funded service through the use of trainees or volunteers and the ability to generate funding from alternative sources.

### **Service Coverage**

It is anticipated that applications to this strand will exceed the available resources. In making recommendations for funding officers will be seeking to ensure a good geographical spread across the borough.

Organisations will need to demonstrate that they are able to provide the service in such a way that it is open and accessible to all sections of the community eligible for the service, recognising the potential diversity of the client group receiving the service, including the needs of those with learning disabilities, mental health conditions and people with physical and sensory impairments. In making recommendations for funding officers will be seeking to ensure that a range of services that meet the needs of all sections of the community are funded.

### **Safeguarding**

Organisations will need to demonstrate that they have considered safeguarding of vulnerable adults within their service design and that they have the necessary policies and procedures in place.

### **Expected Outcomes**

Specific outcomes will under this theme are:

- Better connections between vulnerable adults and the communities in which they live
- People supported to continue to live active and healthy lives

- People supported to maintain their long-term independence, choice and quality of life
- People supported to live at home safely

Anticipated outputs should be included in the application with details of any specific target groups. This will include details of the number of people supported and details of what has changed (improved) for them

An outcomes and outputs plan will form part of any funding agreement.

Organisations will need to demonstrate the impact of their services will contribute to making a difference to local people. As part of this, organisations will need to demonstrate the number of people supported and details of what has changed (improved) for them.

Anticipated outputs should be included in the application with details of any specific target groups. An outcomes and outputs plan will form part of any funding agreement.

### **Funding Criteria**

In addition to meeting the specification laid out in this document. Applicants to the Communities that Care theme will need to address the general funding criteria of the main grants programme (as described elsewhere in the funding criteria document).



## **APPENDIX B**

### **Comments from Early Years Providers**

## **Comments on the Draft Proposals for Grants Programme 2011-12 From Playhouse Community Nursery**

In the above document under **4 Impact of the changes on the sector** “some parts of the local third sector that had previously been a priority such as Early Years providers are not specifically included within the scope of the new programme and are unlikely to receive funding” This section it is believed refers to the community nurseries.

Within this document it states: **2 Analysis of Local Market 2.3** “There are a number of areas where the third sector are key partners in service delivery and assisting in delivering the local agendas and these include children young people, social care and building local community infrastructure”.

We are very aware that Lewisham has supported the voluntary sector and the community nurseries over many years. As stated in the document there have been many changes within early years and the community nurseries have worked hard to adjust to the changes especially with the loss of block funding. Tax credits are paid directly to parents and although there is a need for parent/carers to access childcare, the nurseries are not always at the top of the list when parent/carers have to choose to pay their rent or the childcare fees. Supporting and working within the community and coming down hard on a parent/carer who could lose their employment if the childcare is taken away puts pressure on the community nurseries and means that the cash flow of the community nursery is always put under strain. In the past block funding always supported and cushioned these situations until the parent/carer’s financial arrangements were cleared.

We would ask that the role of the community nurseries is taken into consideration when assessing the funding budget. Community nurseries have built up trust within the local communities over many years and community nurseries directly or indirectly support and contribute to the **Youth Programme** the children are the youth of tomorrow; **Communities that Care** - working within local areas of high social need means that the community nurseries are in day to day contact with adults who need support; **Building Social Capital** part of the ethos of a community nursery is to build a community spirit; **Gateway Services** supporting parent/carers getting back to work is high on the agenda of the community nurseries, providing affordable and flexible childcare enables parent/carers the opportunity to look, gain and train for work and especially there is a need to support parent/carers entering training as the local college based nurseries have closed.

Community nurseries are aware of the financial climate and the need to work together to support our local community to become proactive and for our families not to rely on statutory services while supporting the families to become self reliant. Childcare is expensive to provide and for parents to access. Community nurseries are based in areas of high social needs and families from a wide range of diverse cultures, where parent/carers need to work, to train and to establish themselves within their community. The majority of parent/carers now opt for part-time childcare as full time care is not affordable to them even with tax credits. Although it could be said the nurseries are

offering flexible care to parent/carers the community nurseries lose out in respect of the childcare place not being covered for five days, at present Playhouse Nursery has four Fridays vacant. This puts extra pressure on the community nurseries to provide an affordable quality service. Staff costs are high due to the high ratio of children to staff although salaries are low in comparisons to other professions.

The decision for community nurseries not to be seen as a priority, in respect of funding that has always been monitored and used effectively and efficiently, will have a drastic effect on the community nurseries and could close a community nursery. This in turn will be a loss to the families and the community that the nurseries have provided many years of support to and to the local authority who will then have to provide the in depth support that community nurseries have built up over many years of working with the families of Lewisham.

# Lewisham Opportunity Pre-School

Longbridge Way, Lewisham, London SE13 6PW  
Telephone: 020 8852 4746 Fax: 020 8297 1232 email: [lops@care4free.net](mailto:lops@care4free.net)  
Registered Charity No. 286691

23 September 2010

Sandra Jones  
Community Sector Unit  
Community Services Directorate  
2<sup>nd</sup> Floor  
Laurence House  
Catford  
London SE6 4RU

Dear Ms Jones,

We write with reference to your letter of 10th August 2010 setting out the Draft Proposals for the Grants Programme for 2011/12-2013/14.

We are extremely grateful for the financial support we have received from the Community Sector grant over the last three years. However we are deeply disappointed that under the draft proposal, Early Years providers are not specifically included within the scope of the new draft programme and are unlikely to receive funding (see paragraph 4.1 of the proposal). We understand that to mean that LOPS as an Early Years provider would be ineligible to even apply for a future Community Sector Grant and/or would be most unlikely to obtain one. If we are wrong in our interpretation then we would be grateful for confirmation of the position. In any event we would be grateful to know what the Community Sector's vision is for the Voluntary Sector.

Assuming we are right that an organisation such as ours would no longer be a priority then we consider this to be short-sighted and detrimental to the local community. As you know LOPS is not an ordinary pre-school. It is a special pre-school set up as a charity in 1981 by parents of children with special needs so that they could have a pre-school where children with special needs could integrate with children without special needs.

Today we are an "outstanding" rated pre-school by OFSTED according to their most recent report in 2007 and the emphasis on integrating children with special needs continues. This can only be done by having a high staff to child ratio. In order to offer this service LOPS relies on the Community Sector Grant and other such smaller grants.

Over the past three years the Community Sector Grant has represented a substantial percentage of the pre-school's funding, amounting to approximately 60% of total income. Without a grant of a similar amount LOPS will simply be unsustainable and it is likely it will have to close in July 2011 or possibly even earlier.

In addition to the pre-school, LOPS operates a Friday morning drop-in session for families of children with special needs. The aim of the drop-in is twofold. It provides such parents with help and support – particularly at a time when they may be coming to terms with a diagnosis of their child's special needs. Secondly it helps these children acclimatise to the setting and the staff before they one day attend pre-school on their own. In the absence of the pre-school the vital support of the drop-in would also cease to exist.

Although we recognise there is a large choice of pre-schools there is very little choice in terms of finding a pre-school which can adequately cater for the requirements of special needs children. Without grants such as the Community Sector one LOPS cannot cover the costs of running an inclusive pre-school.

We consider the proposal will be deeply unpopular with local parents and carers and have a detrimental effect on their lives particularly for those who are parents or carers of children with special needs. We believe investing in children at such a young age is vital in helping them develop in the future and again we are dismayed that Early Years Providers such as ourselves might no longer be a specific priority. Children with special needs have not gone away and the vulnerable in society need more or as much protection in times of an economic crisis rather than less.

We hope that the Community Sector Unit will revise its draft proposals for the Grants Programme and re-consider its decision not to consider Early Years and or special needs within the scope of the programme. Failing that we ask the Mayor and Cabinet to reject the narrow themes upon which the draft proposals for the Grants Programme for 2011/12-2013/14 are based and to recognise that Early Years providers such as ourselves need the financial support of services such as the Community Sector Grant.

We hope this reply will be put before the Mayor and Cabinet on 6<sup>th</sup> October 2010.

Yours sincerely,  
For and on behalf of  
Lewisham Opportunity Pre-School

Rachael Ahmed  
Vice-Chair  
Management Committee.

Dear Sandra

I am concerned to read in the Draft Proposals for the CS Grants Programme for 2011-13 that Early Years Services are 'unlikely to receive funding' through CSU from April 2011 onwards.

In the Pre-school Learning Alliance we completely understand the financial and political context we all find ourselves in, and recognise that cuts are inevitable for everyone. We also recognise that it is timely and appropriate for CSU to review the Grants Programme to ensure that money is targeted in the most effective way.

Having said that, we want to raise 2 key points:

- that before making such a decision the CSU understand the effects of it on front line services for young children and their families, *specifically to each service that is likely to no longer receive funding*
- the different funding streams within the Council are aware of each other's plans for a Service and understand the *cumulative effect of cuts across the board*

For example, at Limelight Family Learning Centre in the Whitefoot Ward we face the loss of our CSU funding of £35000 if it is not funded because it provides early years services, and we have also been told we face a 30% (at minimum) cut to the Children's Centre funding for the Centre

**- this is currently equivalent to an overall 45% cut to Limelight funding.**

This will inevitably mean not only significant staffing redundancies but a radical cut to the services available through Limelight for children and families.

We have tried to take proactive steps within the Pre-school Learning Alliance in Lewisham to recognise the current financial climate and our responsibility to act. We have already put our charges for pre-school services up to £4.00 minimum per hour this September, this is now more than many private nurseries charge. We charge even more for children under 3. It will be difficult to raise fees significantly again in April 2011 without completely removing accessibility for the most disadvantaged families across the borough.

Charges for family learning and support services at Limelight can possibly rise a little, but if they rise too much then parents will simply choose not to attend, as they themselves face financial restrictions because of benefits adjustments, VAT rises and other measures and prioritise food and rent over other things. Children will almost certainly suffer as a result.

We are also trying to bid for funds from external trusts and generate income by delivery of training and other services. However, you are already aware that most Trusts will not 'pick up' funding lost from a local authority, particularly for core costs of an organisation.

I am sure that you agree that it is important that before making such a funding decision the CSU understand the effects of it on front line services for young children and their families.

There would have been an opportunity at the recent Monitoring Visits (ours took place on 11th August) for the question to be asked 'how would you survive if CSU funding was to be cut significantly or removed altogether?' Such a question was not asked or even touched upon. When I asked a question about potential cuts to funding, I was told that nothing was being looked at till after the Spending Review in October.

Although Commissioners attending our Monitoring Visit were extremely thorough in their questioning and extensive evidence was produced by us for them to see, it would be impossible for them to appreciate the full impact of such a funding decision without asking specific questions in relation to this, particularly for a borough-wide strategic organisation such as ours which not only supports smaller organisations in the delivery of services for young children and families but also provides them directly as well.

Before drawing up such a Grants Proposal I would have hoped that some meaningful consultation would have taken place not only with the voluntary sector working with children and families in Lewisham as a whole, but also with individual services. This would have meant that when drawing up such a Proposal, it would be from a basis of up to date and specific information.

There are no explanations within the Proposal document as to why Early Years Services are unlikely to be funded, or why they are not now 'within the scope' of CSU funding proposals for 2011 onwards. The Lewisham Compact states that the Council and voluntary sector will *'engage in dialogue about the principles and criteria used to make decisions about funding'*. This does not seem to have happened here, which is particularly distressing given the scale and the potential impact of such funding decisions.

It is obviously extremely difficult for Council Officers to make 'fair' recommendations about cuts when faced with such large savings to be made across the Council.

Having said that, it is surely very important that those making such recommendations understand fully the effect within each provision or service of such cuts, particularly the impact on children and families; and specifically that they understand the cumulative effect of other cuts that may be planned from other Council departments for the same service. This can only take place through meaningful open consultation with services, in the spirit of the Lewisham Compact.

**Regards**  
**Val**

**Val Pope**  
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