
NOTICE OF MEETING

CABINET MEMBER FOR RESOURCES

MONDAY, 31 MARCH 2014 AT 1.00 PM

THE EXECUTIVE MEETING ROOM - THIRD FLOOR, THE GUILDHALL

Telephone enquiries to Vicki Plytas 023 9283 4058

Email: Vicki.plytas@portsmouthcc.gov.uk

CABINET MEMBER FOR RESOURCES

Councillor Hugh Mason (Liberal Democrat)

Group Spokespersons

Councillor David Horne, Labour

Councillor Simon Boshier, Conservative

(NB This Agenda should be retained for future reference with the minutes of this meeting.)

Please note that the agenda, minutes and non-exempt reports are available to view online on the Portsmouth City Council website: www.portsmouth.gov.uk

Deputations by members of the public may be made on any item where a decision is going to be taken. The request should be made in writing to the contact officer (above) by 12 noon of the working day before the meeting, and must include the purpose of the deputation (for example, for or against the recommendations). Email requests are accepted.

AGENDA

- 1 Apologies for Absence**
- 2 Declaration of Members' Interests**
- 3 Portsmouth City Council Capacity and Transition Fund (Pages 1 - 28)**

The purpose of the report is to make recommendations on the allocation of funding from the Portsmouth City Council Capacity and Transition Fund 2014-15.

RECOMMENDED that the Resources Portfolio Holder agrees the allocation of funding in Appendix 1 of the report.

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Agenda Item 3



Portsmouth
CITY COUNCIL

Agenda item:

Title of meeting: Resources Portfolio Decision Making Meeting

Date of meeting: 31st March 2014

Subject: Portsmouth City Council Capacity and Transition Fund

Report by: Preeti Sheth, Head of Integrated Commissioning Unit

Wards affected: All

Key decision: No

Full Council decision: No

1. Purpose of report

The purpose of the report is to make recommendations on the allocation of funding from the Portsmouth City Council Capacity and Transition Fund 2014-15

2. Recommendations

It is recommended that the Resources Portfolio Holder agrees the allocation of funding in Appendix 1.

3. Background

- 3.1 At its meeting on 12th November Portsmouth City Council set aside a one off fund of £200,000 to create a Capacity and Transition Fund to enable the voluntary and community sector to reconfigure their service or enhance their capacity/infrastructure in order to support/provide council services.
- 3.2 Following discussion with the Leader and Portfolio Holder criteria were agreed and an application process was designed and the fund opened for application on 6th January 2014. The closing date for applications was 28th February 2014.
- 3.3 The fund was publicised and promoted through the Portsmouth City Council Voluntary and Community Sector Information Update, through Intend, and in Community Action in Portsmouth's monthly Action News.

100 organisations expressed an interest in the fund and were sent application packs.

3.4 Two briefing events were held, on 3rd February and 6th February. Following the briefings all organisations who had expressed an interest in the fund were sent copies of the presentation given at the event and additional information which was produced in response to questions at the event.

3.5 The Fund criteria are contained in Appendix 2.

3.6 51 applications, totalling £838,631.42 were submitted to the fund. A grants panel, led by Cllr Mason (Resources Portfolio Lead) met on 6th March to consider the applications. Applicants were required to clearly demonstrate that their projects would meet the aims and objectives of the fund. A scoring matrix was developed to ensure that all applications were considered by the panel against the criteria.

13 organisations were recommended for an award of funding by the panel, totalling £200,000.00.

Appendix 1 lists all the organisations who applied to the fund and whether or not their application was successful.

3.7 This report, together with the accompanying appendices, will be available on the Portsmouth City Council Website. We will continue to provide information about alternative sources of funding, including signposting to Community Action in Portsmouth who are able to provide funding advice through various means including Funding Factory Workshops, the Grantfinder database and one-to-one support. Feedback will be made available.

4. Reasons for recommendations

Recommendations are supported by the Portfolio Holder who consulted with a grants panel of senior PCC officers.

5. Equality impact assessment (EIA)

An equality impact assessment is not required as the recommendations do not have a negative impact on any of the protected characteristics as described in the Equality Act 2010.

6. Legal Implications

The Council should be ready to provide detailed feedback to all organisations that submitted requests. This should include written information on how the unsuccessful organisations failed to meet the criteria to receive a grant. This will

allow it to deal with any claims that a decision was met properly made should such a claim be made.

7. Head of finance’s comments

The total value of grants recommended for approval in this report is £200,000. These will be funded from the Capacity and Transition Fund approved by the City Council at its meeting of 12th November 2013.

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Signed by:

Appendices:

- Appendix 1 Capacity and Transition Fund: Bids Received and Grant Awards
- Appendix 2 Fund criteria and application form

Background list of documents: Section 100D of the Local Government Act 1972

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by on

.....
Signed by:

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Appendix1

Capacity and Transition Fund: Bids Received and Grant Awards made.

Recommended for Support

Organisation	PARCS
Project	Establishing and developing an ETS (specialist emotional telephone counselling service) to supplement the existing service offer utilising additional volunteers which once trained can be mainstreamed into the main service. This will reduce waiting times and decrease some of the pressures on statutory services including health and social care.
Sum Requested: £9,100.00	
Sum Awarded: £9,100.00	

Organisation	Southern Domestic Abuse Service FGM CDF
Project	Southern Domestic Abuse Service (SDAS) is currently working with Portsmouth University and African Women's Forum (AWF) on a research project to ascertain if girls from identified diaspora groups in Portsmouth are vulnerable to Female Genital Mutilation (FGM) and to explore the impact of FGM on the lives of women who underwent the procedure prior to or post migration. The final data will be available at the end of March 2014. The organisation plan to use this data to generate policy and intervention recommendations for stakeholders, to help shape the direction of and develop training on FGM for key professionals in Portsmouth including the police, education, midwifery service, other statutory services and the voluntary sector and develop and deliver the interventions identified to meet the needs of women and girls affected by or at risk of FGM.
Sum Requested: £19,703.00	
Sum Awarded: £19,700.00	

Organisation	Education Business Partnership Cities of Service
Project	This project aims to contribute to the work of the Team Portsmouth – City of Service programme challenge A by ensuring that through the EBP, there is a strong vehicle in place to support the programme of coaching and mentoring in schools, harnessing the significant contribution of volunteers from across businesses and the local community.
Sum Requested: £19,242.00	
Sum Awarded: £19,240.00	

Organisation	Community Action Hampshire
Project	The aim of the project is to provide a training and support programme that develops the capacity of voluntary and community organisations working in the city of Portsmouth to be better able and prepared to apply for funding and collaborate to develop funding opportunities. The project will provide dedicated and intensive support to help organisations improve their chances of submitting successful bids and generate independent income.
Sum Requested: £20,000.00	
Sum Awarded: £20,000.00	

Organisation	EC Roberts Centre
Project	Adept Project: Will work with Parents who have had a child taken into care for neglect or are going through the final court process. Adept Keyworkers will work with Mothers/Fathers/Parents supporting them to begin to make the life changes and learn skills and improve abilities that were the subject of neglect concerns. This service will act as a protection for future children as well as current vulnerable adults and children.
Sum Requested: £ 20,000.00	
Sum Awarded: £20,000.00	

Organisation	Portsmouth Mind
Project	To reconfigure the current services to a new approach that embraces true user leadership and involvement and progresses the organisation's work to a new model of peer led support. The project is about changing from the current structures to become peer led and move into the community away from building based services.
Sum Requested: £20,000.00 Sum Awarded: £20,000.00	

Organisation	Learning Links "Families our Future"
Project	Through the Families Moving Forward [FMF] Project [Supported by the Big Lottery Fund] Learning Links has been supporting families before they become troubled. They will use this experience to advance the case for helping families across the City earlier on and will conduct research into the effectiveness of the current FMF model and innovative approaches from outside the Portsmouth UA area. This research will be used to pilot new models of delivery
Sum Requested: £19,943.00 Sum Awarded: £19,940.00	

Organisation	Motiv8
Project	The specific focus of the project is on Compliance, Evaluation, and Quality Assurance for continuous improvement, and adopting business models to ensure maximum Financial Effectiveness. Whilst these are areas where Motiv8 has historically had some resources there is a need to adapt due to very significant changes in income streams over the past 2-3 years. The funding will be invested in infrastructure to improve compliance and evaluation and increase financial understanding within retail and trading environment as historically the organisations strength has been charity accounting.
Sum Requested: £18,000.00 Sum Awarded: £18,000.00	

Organisation	Education Business Partnership
Project	This project aims to build on EBP's track record of engaging business with education, and to facilitate much greater investment in the process amongst businesses of all sizes including small and medium sized enterprises. This funding will help them to build on the changes they have already implemented and to further engage with businesses to help develop a sustainable model for longer term income generation. This will ensure that EBP can expand and develop these important Career Insight programmes for several years ahead.
Sum Requested: £8,668.00 Sum Awarded: £8,660.00	

Organisation	Parity Trust
Project	In order to provide a timely and cost effective service, the organisations will used the funding to enable them to develop a bespoke interactive content management system for storing their loan data. The system would allow clients to access their own records, thereby improving their financial management. Access to the system including payment records and balances will increase financial awareness for clients as they will be able to budget and plan accordingly.
Sum Requested: £10,000.00 Sum Awarded: £10,000.00	

Organisation	Bivol Trust
Project	The organisation provides opportunities to young people with disabilities. To increase staff time in financial marketing and income generation to enable a transition from a grant based approach to funding to income generation through a retail outlet in the city. Retail employment opportunities will be developed for the young people.
Sum Requested: £12,870.00 Sum Awarded: £12,870.00	

Organisation	Portsmouth Counselling Service
Project	To develop specialist counselling knowledge, skills and expertise in trauma. The project will provide a trauma training programme and clinical support to a team of qualified experienced counsellors enhancing the existing offer. This will up skill, expand and develop existing expertise and equip the organisation to bid for future funding tenders
Sum Requested: £11,570.00 Sum Awarded: £11,570.00	

Organisation	Portsmouth Citizens Advice Bureau
Project	The project will help mitigate the effects of welfare reform by increasing capacity to meet increased demand. Funding will be used to train advisors to meet the demand for advice by expanding the volunteer workforce to open more sessions at the city centre location
Sum Requested: £18,976.32 Sum Awarded: £10,920.00	

Nil Recommendations

Organisation	Portsmouth Family Welfare
Project	Funding is requested for continuation of services - to provide stability and for the base funding to run the charity for the next two years
Sum Requested: £20,000.00 Sum Awarded: NIL	

Organisation	Southern Domestic Abuse Service It's a RAPP project
Project	The organisation wants to provide better early interventions with young survivors of domestic violence in order to break the cycle of abuse as a victim, perpetrator or general offender to children and young people in Portsmouth.
Sum Requested: £18,969.00 Sum Awarded: NIL	

Organisation	Southern Domestic Abuse Service Boys to Men
Project	Boys To Men: Male Mentoring Project. Pilot Project to deliver interventions with young survivors/potential victims/potential perpetrators of domestic violence & sexual exploitation to break the cycle of abuse as victim, perpetrator or general offender.
Sum Requested: £13,256.00 Sum Awarded: NIL	

Organisation	Be Your Best Foundation
Project	Funding is requested to provide continuation of the day to day activities of the organisation (Hire of Portsmouth Guildhall for Rock Challenge) PCC funded this up to 2010/11; it was then proposed that Schools should decide on this funding.
Sum Requested: £5,000.00 Sum Awarded: NIL	

Organisation	Express FM
Project	The 'radio for change,' project aims to provide a platform for young people to openly debate what their needs are, what issues directly affect them and also what development and what support is needed. The audio can then be podcasted on social media, where people can view their opinions on issues raised. The funding will provide a full-time project worker in order to successfully manage the courses. The direct benefit will go to the young people who will receive life and employability skills.
Sum Requested: £20,000.00 Sum Awarded: NIL	

Organisation	Wymering Manor Trust
Project	The funding requested is to enable the Trust to remove the asbestos from the central portion of the Victorian wing of the house, which will allow free access to both principal rooms. Also requested funding for the fold down platform wheelchair lift to allow the Trust to provide suitable access for those with impaired mobility to all of the facilities within the Victorian wing.
Sum Requested: £16,790.40 Sum Awarded: NIL	

Organisation	Kings Theatre
Project	The organisation wants to develop a 12-month Arts Participation Programme consisting of accessible arts participation opportunities for children in Portsmouth. This project will help establish the new space in the Kings Theatre as a community asset that will contribute to the support to increase achievement of children and young people in the city.
Sum Requested: £14,150.00 Sum Awarded: NIL	

Organisation	Portsmouth Sail Training Trust
Project	To provide opportunities for learning to sail, free of charge, for young people up to the age of 21 who could not otherwise afford such an opportunity. PSTT will be working in partnership with the Boleh Trust which has received a grant from the Heritage Lottery Fund for this purpose, and the organisation is asking for a contribution to PSTT's running costs for the first year of operation.
Sum Requested: £20,000.00 Sum Awarded: NIL	

Organisation	Portsmouth Citizens Advice Bureau
Project	To help mitigate the effect of welfare reforms: CAB wish to deliver 1:1 budgeting sessions to individuals affected by welfare reforms and others. In addition they will deliver structured and tailored sessions to front line workers. They want to employ a part time Financial Capability Co-ordinator to support a team of trained volunteers.
Sum Requested: £16,431.00 Sum Awarded: NIL	

Organisation	Portsmouth Counselling Service
Project	To provide counselling and outreach work for members of Portsmouth's BAME community. The funding would pay for counsellor fees and interpreter costs together with other costs.
Sum Requested: £13,770 Sum Awarded: NIL	

Organisation	Positive Action
Project	The project is to support individuals and families' living with HIV by extending the drop-in service in Portsmouth. To remain in line with the services provided to residents in Hampshire and Southampton the organisation would like to propose to increase accessibility to specialist support services in Portsmouth.
Sum Requested: £9,544 Sum Awarded: NIL	

Organisation	Music Fusion
Project	To engage young people most considered "at risk" within the city in tailored music and media projects. This will be delivered in partnership with other local charities in the city. They hope to be able to draw in additional funding
Sum Requested:£19,940 Sum Awarded: NIL	

Organisation	SEAP
Project	SEAP Advocacy Navigator project, supporting vulnerable adults leaving Police custody. The project provides a 'no wrong door' approach, guiding and supporting clients with planned referrals, and preventing introductions to other services which cannot help.
Sum Requested: £18,593 Sum Awarded: NIL	

Organisation	SEAP
Project	The project aims to ensure that people with mental health problems, neurological conditions, acquired brain injury and learning disabilities that are being assessed for access employment and support allowance (ESA); and personal independence payment (PIP); receive appropriate decisions on their claims. The context for the project is the on-going process of welfare reform affecting disabled people. The funding will pay for a part time advocate (20 hours/week). The advocate's work will be focused on mitigating the effects of welfare reform on the benefit entitlements of disabled Portsmouth residents
Sum Requested: £19,562.00 Sum Awarded: NIL	

Organisation	SEAP
Project	The project aim is that vulnerable military veterans in Portsmouth will gain confidence, self-reliance and empowerment to deal with their life issues, gain better access to the services they need, and integrate into the local community.
Sum Requested:£ 19,400.00 Sum Awarded: NIL	

Organisation	Wessex Cancer Care Trust
Project	The funding will enable the organisation to establish a new Survivorship Programme, which includes counselling and complementary therapies, in Portsmouth, which will help the organisation to achieve its outcomes.
Sum Requested: £20,000 Sum Awarded: NIL	

Organisation	Bohle Project
Project	Mentoring and support for 4 apprentices who are currently funded by Big Lottery Funding. This stops in September 2014.
Sum Requested: £6,600 Sum Awarded: NIL	

Organisation	Peak Performance Sports
Project	This application is applying to fund an inner City Holiday Camp for primary aged children working with local schools.
Sum Requested: £19,886.55 Sum Awarded: NIL	

Organisation	Portsmouth Voices
Project	Continuation funding for the "Beating the Blues" project, together with funding for expansion to set up an outreach group and training and research into partnership building.
Sum Requested: £6,790 Sum Awarded: NIL	

Organisation	Learning Links New Stages
Project	Learning Links will work with the New Theatre Royal (NTR) to evidence how the arts and voluntary sector can prevent older people from being socially isolated in order to make council service savings. They will create 'New Stages' a new and inclusive ensemble of Portsmouth people aged 61-85 who will work with a professional choreographer and community specialist. They will lead a model of engagement to evidence how the effectiveness of arts-related projects can reduce social isolation.
Sum Requested: £19,965.00 Sum Awarded: NIL	

Organisation	Pompey in the Community
Project	PITC will deliver a new school holiday and Saturday activity programme of physical activity, healthy living workshops and education for young children aged 5-12 years old from highly deprived areas within the Heart of Portsmouth, Paulsgrove and Leigh Park.
Sum Requested: £19,950.00 Sum Awarded: NIL	

Organisation	United Saving & Loans
Project	Through mentoring and the provision of budget accounts to support people taking control of their finances. Providing effective budgeting skills in one to one sessions via a Money Mentor (MM) to give recipients the tools to manage a budget effectively.
Sum Requested: £19,950 Sum Awarded: NIL	

Organisation	Leonard Cheshire Disability
Project	The project aims to help disabled people in Portsmouth to lead more independent and active lives. This will be a "volunteer powered" project, managed by a Community Events Co-ordinator.
Sum Requested: £19,522.00 Sum Awarded: NIL	

Organisation	Southsea Greenhouse
Project	The organisation wishes to will recruit a dedicated part-time Garden/Volunteer supervisor, based in the Community Garden in Southsea, so that Southsea Greenhouse can provide meaningful and tailored volunteering placements to long-term unemployed individuals to help them to back to work more quickly.
Sum Requested: £17,825.00 Sum Awarded: NIL	

Organisation	Community Languages Trust
Project	Following withdrawal of funding for language classes the organisations is seeking funding to commission and supervise a feasibility study which will research how the Trust can deliver its aims and objectives in a different but sustainable manner and be flexible to changing needs in the next 5-10 years. The Trust aims to develop a significantly enhanced service with greater range and quality, increased cost effectiveness, value for money and added value and reduced costs to local authorities.
Sum Requested: £9,000.00 Sum Awarded: NIL	

Organisation	Richmond Fellowship
Project	To recruit and train new peer trainers for Solent Recovery College. These peer trainers will meet gaps in the current provision enabling support to be offered to a wider range of groups, including veterans, people from BME communities, people from the LGBT Community and people with Psychosis and Schizophrenia.
Sum Requested: £20,000.00 Sum Awarded: NIL	

Organisation	HOPE Portsmouth (Kings Church)
Project	Funding is requested towards the total cost of a number of initiatives to build the capacity of the organisation. They are looking to employ a person to launch a Social Enterprise creating investment in the charity and also to work with other Voluntary Organisations in the city.
Sum Requested: £19,850.00 Sum Awarded: NIL	

Organisation	SOS Polonia Trust
Project	The Charity assists the integration of EU European migrant workers and members of any other BME community. The 'BELONG' project has been designed to increase sense of social inclusion for 7 (or possibly more) different BME communities in Portsmouth by creating a unique net of diverse community groups working together for benefit of all, achieving better quality of life in these 4 major areas: Employment, Health, Safety and Raising a bilingual Family
Sum Requested: £20,000.00 Sum Awarded: NIL	

Organisation	Community Empowerment Ltd
Project	The organisation wish to set up a social enterprise hub for people that want to start their own business meet and exchange ideas and provide potential partners.
Sum Requested: £20,000.00 Sum Awarded: NIL	

Organisation	Age UK Portsmouth
Project	AUKP is requesting funding to recruit an Activities Planner to support developing and delivering revamped and updated Day Care and activities provision. The post would help the organisation develop and sustain its growth across the city.
Sum Requested: £19,450.00 Sum Awarded: NIL	

Organisation	Portsmouth Mediation Service
Project	The organisation is seeking to expand the service to Private Tenants and Landlords throughout Portsmouth this year. In order to provide a dedicated Assessment Service to Private Residents in Portsmouth it is anticipated that PAS will need to train and employ two/three more AO over the next 18 months. Furthermore PAS will need to promote the Service directly to private residents and landlords.
Sum Requested: £20,000.00 Sum Awarded: NIL	

Organisation	Relate Portsmouth & District
Project	Relate wish to re-design their service model to bring the service to the North of Portsmouth via a sustainable delivery hub, linking in with CCG Funding. . Relate wishes to decentralise delivery to provide long-term sustainability
Sum Requested: £14,428.00 Sum Awarded: NIL	

Organisation	Headway
Project	An integrated intervention project to assist service users to access up to one year of supported activity. The project will reinforce a pathway to support adults with acquired/traumatic brain injury who do not meet the current criteria for Personal Budgets or Direct Payments and are unable to access support services.
Sum Requested: £13,279.15. Sum Awarded: NIL	

Organisation	Hilsea Lido Pool for the People Trust
Project	To engage a sports development officer who will work for 9 months to help establish the most appropriate activities at the Lido going forward. The officer will consult widely and the report will be also be used to identify grant funding and other potential income streams to meet identified need.
Sum Requested: £20,000.00 Sum Awarded: NIL	

Organisation	Parity Trust
Project	One of the areas we are looking to grow our work is to provide financial and consultancy support services to social enterprises, charities and other not-for profit organisations in the City. We plan to offer our services to both those starting out and those looking to expand. We will also be looking to lend to other SME companies within the city. We would like to be able to use transition fund monies to be able to purchase legal document templates which mean we can provide legal agreements at the time we lend monies to these organisations for no cost.
Sum Requested: £10,000.00 Sum Awarded: NIL	

Organisation	Off the Record
Project	The aim of the project is to break down barriers to accessing help by using an informal group work approach to work with groups of young people in schools, looking at the transition from childhood to adulthood. The Next Step project aims to give pupils an opportunity to spend 6 weeks looking at where they go from here, exploring reasonable goal setting and how to move forward one step at a time by focusing their thoughts on finding positive solutions for themselves.
Sum Requested: £18,808.00 Sum Awarded: NIL	

Organisation	John Pounds Centre
Project	The Trust intends to use Treadgolds site to develop and support its work that is already taking place in the Portsea Community and will look to continue successful work under its four core objectives of supporting healthy lifestyles, lifelong learning and training, employability and entrepreneurship and community cohesion. The Transition funding will aid the research into the longer term opportunities for the Treadgolds project.
Sum Requested: £20,000.00 Sum Awarded: NIL	

Organisation	John Pounds Centre
Project	To establish an effective and structured volunteering programme from the John Pounds Centre, to help the up-skilling and employability of volunteers for work-readiness, and providing opportunities for older individuals to meaningfully contribute back into the city's community/economy.
Sum Requested: £9,850.00 Sum Awarded: NIL	

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INFORMATION PACK FOR CAPACITY & TRANSITION FUND

The information in this pack will help you to complete your application.

Please read the **Grant Agreement** document. If you are successful in your application to the programme a version of this document will be tailored to your individual project and sent to you for your signature. It details the conditions for grants being paid, and is a legally binding document. The areas highlighted in yellow in this document can be negotiated, depending on the size of your organisation, project being delivered and sum of the grant agreed. **You do not need to complete this document at this stage**, it is being provided to you for information only.

The **Monitoring Form** is also for your information only. If you are successful in obtaining a grant you will need to complete a form at the end of the grant year, but **you do not need to complete the form at this stage.**

The **Checklist** tells you which documents you will need to send with your application. Please can you send these documents with your application form. We won't be able to process your application if you don't send them.

The completed Application Form and documents **MUST** be returned to Portsmouth City Council by **28th February 2014**. We will send you an acknowledgement to confirm that we've received your application.

If you have any queries about completing your application please contact **Delyth Horsley** on **023 9284 1451**

INFORMATION FOR APPLICANTS SEEKING A GRANT

The city council has a responsibility to ensure that its grants are properly accounted for and used as effectively as possible. You will be expected to demonstrate the proper conduct of your affairs, both general and financial. You must keep proper books of accounts together with full written records indicating how any grant monies are used.

You will be expected to demonstrate that your organisation is structured so as to represent all relevant interests and that it is clearly accountable to its users, beneficiaries and members (e.g. evidence of constitution or Annual General Meeting). You will be expected to show that it meets equalities legislation and that it does not discriminate on grounds of race, religion or belief, gender including transgender, age, sexual orientation or disability, except when it would be incompatible with the organisation's aims and objectives (e.g. women's organisations, ethnic minority groups).

APPENDIX 2

At its meeting on 12th November Portsmouth City Council set aside a one off fund of £200,000 to create a Capacity and Transition Fund to enable the voluntary and community sector to reconfigure their service or enhance their capacity/infrastructure in order to support/provide council services.

It is well recognised that the Voluntary Sector is an important part of delivering services to the community and that, where appropriate, this will become an increasingly used delivery model for council services however, it is also recognised that to do this there may need to be some investment into building the capacity or to improving their infrastructure and support.

For more information see Agenda item 6 at [this link](#)

Who can apply?

Organisations should be:

- a Voluntary and Community unincorporated charitable association
- **or** a Registered Charity and or a company limited by guarantee
- **or** a Social Enterprise (with a clearly identifiable social purpose stated in Articles of Association)

All applicants will need to:

Provide a copy of approved/audited annual accounts that are not older than 12 months with their application that demonstrates they have free reserves that are equal to, or less than, the cost of running the organisation for six months.

Organisations are not eligible to apply if they:

1. cannot send approved annual accounts that are no more than 12 months old
2. are statutory organisations such as a school or local authority including statutory organisations that have charitable status
3. are private 'for profit' organisations

What activities will this programme support?

All grant applicants must be able to demonstrate how the funding will assist the organisation to meet one or more of PCC's corporate priorities, for example:

- Support to reduce social isolation and promote early intervention
- Improve the health and wellbeing of residents
- Respond effectively to mitigate the effects of welfare reform
- Support achievement of children and young people

and could include:

- developing and redesigning existing and new services in the public service areas, or areas currently delivered by public service
- restructuring or moving to a different business model, excluding redundancy costs
- the costs associated with moving services to or from other organisations but not TUPE costs

APPENDIX 2

- costs of developing new partnerships, alliances, mergers and or/shared services (including legal costs)
- staff training in a new area of service delivery
- getting expert advice and support to develop a sustainable plan to reduce the organisation's dependency upon statutory resources
- the fund may be used to pump prime longer term opportunities (e.g. feasibility studies, research) including support to help develop a pre-feasibility application to the My Community Rights - Community Asset and Services grant programme (but there needs to be a clear plan of how the results of such studies will be taken forward and funded).

Grants cannot pay for:

1. costs that have already been incurred
2. costs of either redundancy of staff or TUPE
3. costs that are likely to arise as a result of management, misjudgement or financial miscalculation
4. items that only benefit an individual
5. items that are not directly needed to deliver the proposed work
6. funds to build up a reserve or surplus, whether distributable or not
7. loan repayments
8. contributions to general appeals
9. capital costs

Limit for individual application

Up to a maximum of £20,000

What evidence do organisations need to send?

1. how the application supports the councils priorities (see below)
2. demonstrate through a business case good value for money and future sustainability

All projects will be assessed by the Voluntary Sector Unit to ensure a match to criteria and eligibility before being presented to the panel for approval.

Timetable

- Application packs available from 6/01/2014
- Closing date 28/02/2014
- Applicants will told whether they have been successful by 1st April 2014
- Payments will be made 1st July 2014; however if organisations can start their projects before this date the funding can be made available earlier on request.

Meeting Priorities

In your application form you will need to show how the grant you are applying for will meet one or more of the Council's aspirations within the goal of "*working together to shape the great waterfront city*".

We are working together to shape a great waterfront city that:

- Has a sustainable economy that delivers regeneration and inward investment, creates opportunities and drives prosperity for our residents
- Has high quality homes
- Is a great place to live that makes best use of our natural assets and supports a vibrant and diverse culture
- Offers excellent education and training so all our residents can achieve their full potential and businesses have the skills to grow
- Protects and supports vulnerable residents, encourages independence and enables them to achieve their full potential
- Keeps residents healthy and the city safe

Grant Application

Capacity & Transition Fund 2014/2015



Portsmouth
CITY COUNCIL

Closing date **28/02/2014**

Application No. _____

Please read enclosed guidance notes before completing the form.

Note: The Applicant must be an Authorised Representative of the organisation.

INFORMATION ABOUT YOUR ORGANISATION

1. **Name of Organisation** _____
Address of Organisation _____
 _____ **Postcode** _____
Tel _____ **Email** _____
Mobile _____
Applicant's name _____ **Position in Organisation** _____
Address for correspondence (if different from above) _____
 _____ **Postcode** _____
2. **How would you describe your organisation? (Please tick appropriate boxes)**

Voluntary Organisation	<input type="checkbox"/>	Company Limited by Guarantee	<input type="checkbox"/>
Community Group	<input type="checkbox"/>	Number _____	
Registered Charity	<input type="checkbox"/>	Self-Help Group	<input type="checkbox"/>
Number _____			
Social Enterprise		Other (please describe)	<input type="checkbox"/>

3. **When did your group start?** **Date of last AGM**
 Month _____ Year _____ _____
4. **Date of latest approved annual accounts:** _____
Please enclose a copy of your organisation's latest accounts
5. **Free reserves at date of application:** _____
6. **Briefly describe the purpose of your organisation/group**

7. Describe the overall outcome of your project/activity and why it is needed

8. Which of the aspirations in *working together to shape the great waterfront city* does the project support and how? (see the information pack for more details)

9. How will the funding for your project/activity assist you in meeting the priority/ies and who will benefit?

TARGETS AND ACHIEVEMENTS**9. Summarise the main targets for the project.**

<u>Target</u>	<u>Criteria for success</u>
1.	
2.	
3.	
4.	
5.	

10. Please demonstrate through a business case how your project provides good value for money and future sustainability.

11. Please explain record keeping and evaluation methods used to assess the effectiveness of the project/activity.

12. Has your organisation achieved a quality standard

If Yes, which one and state level

Is your organisation working towards a quality standard

FINANCE AND MANAGEMENT

Please give a breakdown of the estimated costs of the project for which you are seeking funding

Item or activity	A	B
	Amount from PCC	Total Cost
Staff Costs	£	£
	£	£
Premises	£	£
	£	£
Admin/General Expenses	£	£
	£	£
	£	£
Equipment	£	£
	£	£
Other (<i>please describe</i>)	£	£
	£	£
Total Cost of Project	£	£

If the total cost in column B is higher than the total cost in column A please state where the rest of the funding will come from?

Source	Amount	Approved	Awaiting Decision

Please state name of bank account to which the grant can be made payable, if successful.

Please give name and positions of two signatories to the bank account.

1.
2.

Is/has your organisation been subject to an enquiry by the Charity Commission

(If Yes please give details or contact the Voluntary Sector Unit)

14. How did you hear about the Capacity & Transition Fund?

Voluntary & Community Sector Information Update InTend PCC Website
 Other

DECLARATION

SECTIONS REQUIRING SIGNATURES MUST BE COMPLETED BY A MEMBER OF MANAGEMENT COMMITTEE.

I confirm that the information supplied above is correct and has been approved by the Management Committee. If the organisation of which I am a representative is awarded a grant, all monies will be used strictly in accordance with this application. I also confirm that the organisation will abide by the enclosed 'Grant Agreement'.

Name

Signature of Applicant

Position

On behalf of

Date

PLEASE DELETE AS APPROPRIATE

A) I confirm that to the best of my knowledge and belief I/we have no links with PCC that may give rise to conflict when this application is determined.

B) If you cannot confirm the above please give details here.

.....
.....

Name Signature

Position Organisation

Date

DATA PROTECTION STATEMENT

The information supplied on this form will be stored on a database for use **ONLY** by Portsmouth City Council and used for internal and external monitoring purposes.

We must protect the public funds we handle and we may use the information you have provided on the form to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations who allocate public funds.

Any personal details kept here will ONLY be used in conjunction with the organisation in a contact capacity and will not be forwarded to any other organisation except as a contact for the said organisation.

I accept the above statement

Name Signature Date

Position Organisation

Please return to:
Voluntary Sector Team
Integrated Commissioning Unit
Great Western House, Floor 2,
Civic Offices, Guildhall Square
Portsmouth, PO1 2AL

Voluntary.sector@portsmouthcc.gov.uk

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