

**Name of meeting:** Cabinet

**Date:**

**Title of report:** Safe and Inclusive Community Fund

**Purpose of report:** This report seeks Cabinet approval for the Safe and Inclusive Community Fund, a grant scheme which invests in community activities delivered by individuals and community organisations in the Kirklees Voluntary, Community, and Social Enterprise (VCSE), education and faith sectors to meet the council and its partners' shared outcomes within the Kirklees Communities Partnership Plan 2022 - 2027.

<b>Key Decision - Is it likely to result in spending or saving £250k or more, or to have a significant effect on two or more electoral wards?</b>	<b>Yes</b> The scheme is in excess of £250,000 over a financial year and covers all Kirklees Wards
<b>Key Decision - Is it in the <u>council's Forward Plan (key decisions and private reports)</u>?</b>	<b>Key Decision – Yes</b> <b>Private Report/Private Appendix – No</b>
<b>The Decision - Is it eligible for call in by Scrutiny?</b>	Yes
<b>Date signed off by <u>Strategic Director</u> &amp; name.</b>	Mel Meggs, Director of Children's Services (SLT), 15 <sup>th</sup> February 2023  Executive Team (ET), 28 <sup>th</sup> February 2023
<b>Is it also signed off by the Service Director for Finance?</b>	Eamonn Croston, Finance Service Director, 24 <sup>th</sup> February 2023
<b>Is it also signed off by the Service Director for Legal Governance and Commissioning?</b>	Julie Muscroft, Service Director for Legal, Governance & Commissioning, 7 <sup>th</sup> March 2023
<b>Cabinet member <u>portfolio</u></b>	Councillor Carole Pattison – Learning, Aspiration and Communities

**Electoral wards affected:** All.

**Ward councillors consulted:** N/A

**Public or private:** Public

**Has GDPR been considered?** Yes, there are no GDPR implications - please see Privacy notice - [Appendix VI](#)

## 1. Summary

This paper seeks cabinet approval to establish a grant scheme (to be known as the Safe and Inclusive Community Fund) to support the annual distribution of grant funding of up to £1,000,000. In general, this will be made up of external funding received throughout the year and may be less than this amount, depending on resources received by the council. There are no additional resources required in relation to this proposal.

Grants between £200 and £50,000 will be made available to individuals and community organisations in the Kirklees VCSE sector who are working to meet the shared outcomes and, in particular, priorities within the Kirklees Communities Partnership Plan 2022 - 2027 (more detail can be found in [Appendix I](#)).

This grants programme does not replace our commissioning processes and, whilst its primary purpose is to disseminate external funding more effectively and efficiently, it may include core budget on occasion where other providers may be better placed to deliver (for example specialist sexual violence services) or where match funding is required. Any core budget decisions will be agreed with the relevant Service Director.

We frequently receive funding from external bodies to disseminate against defined outcomes, for example to address a particular locality, or for violence or domestic abuse. In the last two years this has included funds from the Combined Authority, Mayor's Office and Violence Reduction Unit, and we anticipate receiving a portion of UKSPF funding specifically for violence against women and girls.

We will ensure financial regulations and proportionate governance are in place and that they do not have a negative impact on a groups/individuals' ability to apply for funding by being too onerous.

We have also collaborated with the Community Investment Manager, Early Support, External Funding Officer and Third Sector team to establish procedures to avoid duplication of VCSE funding by different services within the council. We will also work alongside colleagues and partners to inform and align in the future to the ongoing strategic VCSE investment programme of work.

The scheme builds on the Community Plus fund including the approach to elected member engagement, where elected member comment is built into the process pre-panel decision making and also in evaluation.

### 1.1 Our proposed grant making model

We propose to:

- Establish a Safe and Inclusive Community Fund and criteria for a broad range of community services and projects centred around the Kirklees Communities Partnership Plan 2022-2027 priorities, this will be opened and promoted in response to key issues where funding becomes available.

- Establish a grant scheme that provides a council financial procedure rule compliant and coordinated vehicle to fund the development and delivery of local community facilities, activities and services under the Safe and Inclusive Community Fund framework.

The Safe and Inclusive Community Fund will set out how we will work alongside communities to meet our ambition and address priorities, underpinning the commitment to the Shaped by People outcome and in alignment with the Inclusive Communities Framework.

Prevention and early help will remain at the heart of the partnership approach and where issues do occur, intervening and working with victims and communities at the earliest opportunity remains at the heart.

Below is a summary of the key points set out in the Safe and Inclusive Community Fund Policy and Procedure document ([Appendix I](#)).

Whilst we will align with the Community Plus Fund where relevant, this Fund is required to ensure we can disseminate external funding that has very specific funding outcomes, target audiences or places, and allow us to adjust the fund to meet a wide variety of funding streams we may have access to.

## **2. Information required to take a decision**

### **2.1 Background**

Money is often given at short notice for specific outcomes and directed priorities. External funding has already been received this year (2022/23) from the Home Office, Safer Streets, and the Violence Reduction Unit. We expect similar programmes in the future to also include violence against women and girls. The intention would be that where appropriate, these additional funds are used in accordance with the grants scheme set out in this report rather than setting up a new scheme each time we receive funds, which is inefficient and time consuming.

The Communities Service are committed to developing quality services that support the council's Safe and Cohesive outcome. Working with partners, individuals, education, faith and community organisations in the VCSE sector, our aim is to ensure that Kirklees is a place where people live in safe and cohesive communities and to strengthen our capacity to meet our outcomes in the future.

The Kirklees Communities Partnership Plan 2022-2027, overseen by the Communities Partnership Board, sets out our ambitions and priorities for the next five years, to reduce crime and tackle issues that matter to local people and impact on the quality of life in Kirklees.

The Kirklees Communities Partnership Plan 2022-2027 has established priorities, each with a set of clear objectives, to help achieve great outcomes for all communities: Tackling Violence, Abuse and Exploitation, Reduce Anti-Social Behaviour (ASB) and Neighbourhood Crime, Building Resilient Communities and Reducing Risk.

We want to strengthen our network of provision and invest in communities to build capacity and resilience; enable innovation and ensure we reach a wider range of people and places. The grant fund will enable this by being clear, transparent and targeted to the priorities of the Kirklees Communities Partnership Plan 2022-2027.

We expect applicants to be willing to engage in ongoing collaboration with the council and partner organisations to help achieve the best outcomes for individuals and communities and to build collaboration, partnership and relationships.

As we move forward, we will ensure that our work aligns to the VCSE Investment Strategy and our collective ambitions to maximise resources. We will work in alignment with the Inclusive Communities Framework to test approaches and make sure the grants are accessible and inclusive.

## **2.2 Purpose of the scheme**

The establishment of a Safe and Inclusive Community Fund grant fund will ensure that our scheme is part of a joined-up approach to support our VCSE partners, avoiding where possible short-term approaches that are disjointed and resource intensive.

This is not intended to be an open rolling grant programme, as there will be limits set based on external funding given/resources available. Partners and potential applicants will be notified accordingly as specific grants open, and where possible will align with the Community Plus Fund.

The Safe and Inclusive Community Fund is an investment in the VCSE sector which builds trust and transparency, creating an environment for partners to work alongside each other. It will invest in those best-placed to provide services or support, recognising and valuing each other's strengths.

In line with the strategy, the Safe and Inclusive Community Fund will aim to increase VCSE resilience and sustainability.

It will welcome, capture and maximise VCSE capacity to be innovative, accessible and agile in response to the changing needs of the communities we serve.

Work is currently taking place to streamline and consolidate the council's current funding arrangements to ensure that our approach to funding is:

- Joined up
- Co-ordinated
- Transparent
- Aligned with our shared values
- Balanced between due diligence, consistency and proportionality
- Supported across the system to ensure resources and capacity align with need

It is proposed that the scheme will have a needs led, data and intelligence informed decision-making process:

- Grants will be offered to individuals or, more usually, organisations delivering

services within Kirklees' boundaries.

- All grants will be awarded in accordance with the council's Financial Procedure Rules (particularly FPR22.11a).
- Detailed grant eligibility criteria and procedures will be designed in consultation with the VCSE sector in accordance with the broad scheme as set out in [Appendix III](#), drawing on established good practice.
- The Service Director for Communities and Access Services (CAS) will agree detailed grant criteria (in line with the funding made available) which may be varied if appropriate, with the portfolio holder.
- Grants will be between £200 and £50,000 (Subject to grant conditions, funding available and criteria, so amounts available to apply for may vary).
- Grants to any one organisation under this scheme will not exceed £50,000 in any year.
- Standard grant terms and conditions and performance objectives will be established for all grants, with specific additional criteria for those over £5,000, that also respond to any directed objectives from external funders.
- The fund will comprise of two Grant Panels which will make decisions on awards of grants. They will make recommendations, in accordance with the broad scheme for approval by the Chair of the Grant Panel (usually the Head of Service for Communities or, in their absence, their nominated representative).
- Where funding is from an external source, the funding will be directed to specific priorities and grant amounts which meet that funder's requirement and ensure we comply with any relevant terms and conditions, including any requirement to return unspent funds.
- Where appropriate and acceptable within the terms of the grant, a contribution to support the council's costs associated with the distribution of the grant will be charged, as currently.

In order to aid the grant allocation process, Members are requested to delegate authority, to the Service Director for CAS to manage the allocation of grants, to enter into any necessary contractual arrangements and to authorise any grant payments within the respective agreed grant budget and Financial Procedure Rules.

The grant may constitute match funding to support obtaining other grants from sources external to the council or may be a contribution to an investment funded from other resources of the group e.g., their own funds. Note that other council funds cannot be used as match funding, however third-party funding can be used unless otherwise forbidden by the other funder's terms.

The grant scheme criteria will be based on the priorities set out in the Kirklees Communities Partnership Plan 2022-2027 to help achieve great outcomes for all communities:

- **Tackling violence, abuse and exploitation** – domestic abuse, exploitation including slavery, violence
- **Reduce ASB and neighbourhood crime.**
- **Building resilient communities** – hate crime, Prevent, migration and asylum dispersal, inclusive communities
- **Reducing risk** – road safety, drugs and alcohol, reducing re-offending, water safety
- **Other** – meeting local need as directed by the funder, for example the Violence Reduction Unit or the Home Office

Often external funding received is required to be directed for specific purposes or to specific localities. In other cases, we will target grants at specific localities or communities where we identify that the need is most appropriate based on the evidence available.

For example:

- Areas with the highest levels of violence
- A specific community of interest such as women, where the issue is violence against women and girls
- Refugees to support integration

This will be needs led and data and intelligence informed, and it does mean that not all areas will be eligible all of the time.

A review of the grant scheme criteria will be conducted every two years. All aspects of the grant scheme review will be conducted in full compliance with the council's Contract Procedure Rules and Financial Procedure Rules and will be compliant with all UK laws, including but not limited to:

1. Equality legislation
2. Health and safety legislation
3. Anti-slavery and human trafficking legislation
4. Anti-bribery and anti-corruption legislation
5. Data protection legislation

### **2.3 Cost breakdown**

The total grant awards will not total more than £1,000,000 in any financial year, the actual amount may be lower dependent on the availability of external sources.

The one million annual sum can be exceeded under certain circumstances. These are where the scheme can be used as a method of distributing external funding only, where the external funding criteria is in line with the objectives of the scheme.

The amount available may differ each round according to the source of the funding. For example, if we are asked to distribute £50,000 by a specific partner or funder, we may focus one grant round on this and a larger or smaller pot for the next round according to the available budget.

The grant administration will be sourced from within CAS, no additional resource is required.

### **2.4 Timescales**

Subject to Cabinet approval, the grant scheme will be available to come into use from April 2023, subject to funding.

There will be an annual evaluation of the impact of grants awarded, with a twice-yearly review of the grant scheme function and processes.

## **2.5 Expected impact/outcomes, benefits, and risks (how they will be managed)**

### Impact, outcomes and benefits

- Greater contribution by voluntary, community, education, faith and other partners to shared outcomes
- Greater accountability and transparency in awarding grants
- More effective use of resources
- Improved delivery of the Kirklees Communities Partnership Plan 2022-2027 priorities
- Support voluntary, community, education, faith and other partners capacity and ability to support partnership outcomes

### Wider community benefits

- Assists with tackling inequalities
- Supports wider shared outcomes
- Underpins the adoption of the Inclusive Communities Framework

### Risks and mitigation

- Managing expectations of available funding – clear guidance and explanation of the purpose of the fund, co-produced process
- Grants are not well managed – expertise within CAS and the wider council, building on good practice
- Groups funded do not deliver – use of Grants Access Point, shared knowledge across grant making panels, shared resources/systems, and repayment mechanisms in the event of non-delivery of agreed outcomes
- Fraud – follow best practice set by existing grants schemes in place to minimise risk
- Safeguarding – ensure all providers awarded a grant understand and are compliant with the council's safeguarding procedures

## **2.6 Evaluation**

The difference the grant funding has made will be built into the grant quality assurance framework.

Individual case studies will be requested from the successful providers to highlight the difference the funding has made and to fulfil requirements of external funders who will want evidence of delivery and impact.

A formal review of the Safe and Inclusive Community Fund will be conducted on a twice-yearly cycle.

An annual evaluation report will be provided to the Communities Partnership Board.

## **2.7 Sustainability**

The grant scheme is not a time limited opportunity, it is an ongoing and responsive investment programme, albeit dependent upon external funding sources.

## **2.8 Services and agencies involved**

The Communities Partnership Board brings together a wide range of organisations from across Kirklees to work together in partnership to collectively make a difference. The Board approves the Partnership Plan and reviews the priorities for funding and delivery on an annual basis. The Portfolio Holder chairs these meetings.

## **3. Implications for the council**

### **3.1 Working with people**

The Safe and Inclusive Community Fund will play a significant role in assisting the early intervention and prevention (EIP) agenda, by helping grow the capacity and reach of community activities, connecting people at local level to encourage communities to be inclusive, for people to feel they belong, feel safe and are safe. Co-producing local solutions and addressing systemic inequalities with local people is key to success and to safe communities.

Communities services are working with a cross section of community-based groups who contribute to the safety of people across Kirklees. Communities' projects assist with reducing pressure on statutory services, preventing, and delaying people needing intervention. Increased involvement in community life assists people with levels of confidence, which for some will lead to increased employability as they seek to enhance their skills once they gain confidence, deal with life challenges, and feel better about their opportunities.

### **3.2 Working with partners**

The Safe and Inclusive Community Fund helps support individuals, third sector, education, faith, and community-based organisations, and contributes to the local economy, strengthening the sector through investment and developing enterprise and innovation.

We are provided with funding from partners such as the Violence Reduction Unit, this fund will enable us to better deliver shared priorities.

### **3.3 Place based working.**

The Safe and Inclusive Community Fund is designed to support local third sector, faith, and community-based organisations to deliver local self-help and community-based solutions that will be more accessible. These are informed by the needs of local people identified in the Strategic Intelligence Assessment in the places that they live and complement the Place-Based operating model.

### **3.4 Climate change and air quality**

While there aren't specific expectations around green projects / climate emergency, some projects will contribute positively to the climate change agenda and consideration will be given to ensure proposals do not have any potential detrimental impact upon climate change and air quality.

### **3.5 Improving outcomes for children**

The scheme will be open to projects that benefit people throughout the whole life course, but it is anticipated that a proportion of projects and interventions that receive investment will benefit children and young people, including those with disabilities, as well as supporting family and community life. Our work to address violence and domestic abuse identifies children and young people as key beneficiaries.

### **3.6 Financial Implications for the people living or working in Kirklees Council**

The scheme will help support third sector, community-based organisations, and contribute to the local economy, strengthening the sector through investment and developing enterprise. Supporting capacity within the sector supports a stable community infrastructure that will support local people through the current cost of living challenges and beyond.

This grant will be managed using existing available resources, alongside any income available from grant distribution. More efficient use of staff time should release capacity for broader duties that meet the council and Communities Board priorities.

### **3.7 Other (e.g., Integrated Impact Assessment/Legal/Financial or Human Resources)**

There are mechanisms in place to ensure that funding received from external providers that can be given as grant funding for specific purposes will only be given for that purpose.

The mechanisms include but are not limited to:

- Individual cost code for each funding stream
- Lead officer for each grant allocated
- SAP
- Audit reviews

Grants given by the council under this fund will be subject to a grant agreement with protections to ensure the funding can be reclaimed should delivery be unsatisfactory or funds unspent, for example, payments will be made to successful applicants in instalments over agreed periods of times with monitoring processes in place that must be satisfied before additional funds are released.

An Integrated Impact Assessment (IIA) has been carried out and is attached at [Appendix V](#). This IIA indicates that there should be a positive impact on communities including people identified as having a protected characteristic under the Equality Act 2010 and satisfies the public sector equality duty imposed on the council.

The impact on the environment is assessed as neutral.

## **4. Consultees and their opinions**

Consulted with:

- Cllr Carole Pattison – Portfolio Holder Learning, Aspiration and Communities – 10<sup>th</sup> March 2023

Engaged with:

- Potential Grant Applicants – January 2023
- Voluntary, Community and Social Enterprise sector (VCSE) – February 2023
- Contract Managers – February 2023
- External Funding Manager – February 2023
- Communities Board via the Strategic Delivery Group – March 2023

There was general support for the scheme from those consulted, with a further two comments received that we could consider sub-contracting grant giving to an independent body in the future. This will be considered in the first review of this grant scheme and external funders further consulted.

## **5. Next steps and timelines**

Subject to Cabinet approval, next steps will be to implement the Safe and Inclusive Community Fund as per the timescale outlined in 2.4.

## **6. Officer recommendations and reasons**

It is recommended that Cabinet approve the establishment of the Safe and Inclusive Community Fund to ensure we can make effective use of resources in a transparent and accountable way, that supports the delivery of the Kirklees Communities Partnership Plan 2022-2027 priorities and the shared outcomes.

It is recommended that Cabinet approve the delegation of the authority to the CAS Service Director, in consultation with the relevant Portfolio Holder, to:

- Award grants in accordance with the process set out in this report via the approved Panel mechanism
- Delegate authority to council officers not lower than service manager grades to make decisions in relation to the fund on their behalf
- Amend the fund rules as appropriate to ensure effective administration, review and monitoring in accordance with the relevant council procedure rules and external fund criteria and guidelines

## **7. Cabinet portfolio holder's recommendations**

Cllr Carole Pattison – Portfolio Holder Learning, Aspiration and Communities

Grant funding of up to £1,000,000 a year is a significant amount of money being provided to support both the work of voluntary services and council services in the community. It is important that this money is used efficiently and effectively and that it best meets the needs identified and prioritised in our Community Partnership Plan.

I am particularly pleased that Community Services will also work alongside colleagues and partners in the future to ensure alignment to the ongoing strategic VCSE investment programme of work.

Also, I am pleased that elected member comment is built into the pre-panel decision making and evaluation.

I am happy to support the officer recommendations contained in this report.

## **8. Contact officer**

Jo Richmond, Head of Communities  
Email: [jo.richmond@kirklees.gov.uk](mailto:jo.richmond@kirklees.gov.uk)  
Tel: 07580719213

## **9. Background papers and history of decisions**

- VCSE Investment Strategy, approved at Cabinet Tuesday 11<sup>th</sup> October 2022 [Kirklees Voluntary Community and Social Enterprise Investment Strategy](#)
- Kirklees Communities Partnership Plan 2022-2027, approved at Full Council Wednesday 12<sup>th</sup> October 2022 [Communities Partnership Plan 2022-2027](#)
- Inclusive Communities Framework, approved at Full Council Wednesday 13<sup>th</sup> July 2022 [Inclusive Communities Framework](#)

## **10. Service Director responsible**

Jill Greenfield, Service Director for Communities and Access Services  
Email: [jill.greenfield@kirklees.gov.uk](mailto:jill.greenfield@kirklees.gov.uk)

# **Safe and Inclusive Community Fund**

## **Policy & Procedure**

**DRAFT**

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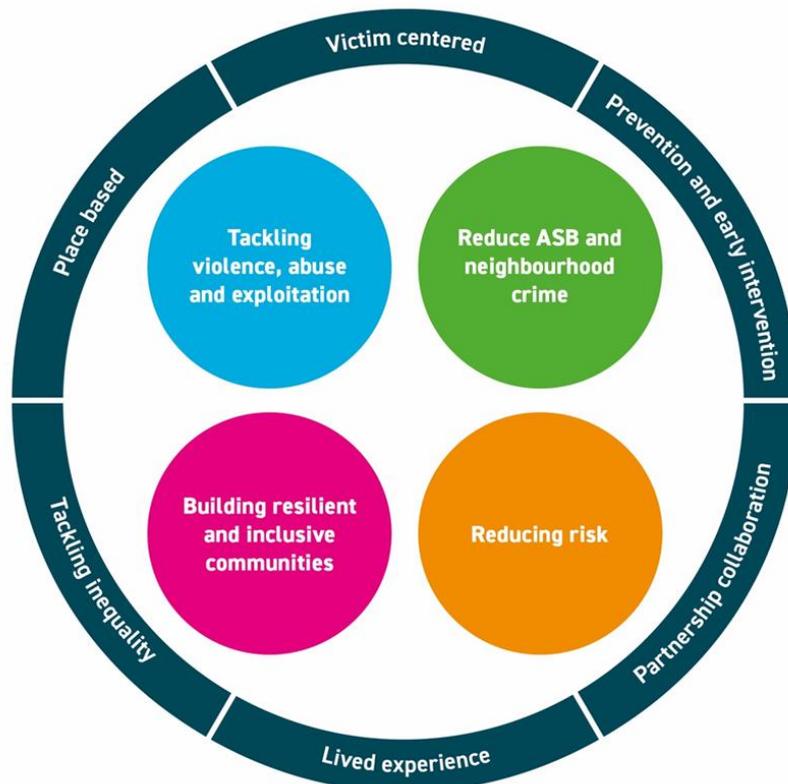
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## 1. About this policy

- 1.1. This policy applies to the Safe and Inclusive Community Fund.
- 1.2. The ambitions of the Fund are to support the distribution of grant funding for individuals and community organisations in the Kirklees' Voluntary, Community and Social Enterprise (VCSE), education and faith sectors who are working to meet the shared outcomes and in particular, priorities within the Kirklees Communities Partnership Plan 2022-2027.
- 1.3. The purpose of this policy is to set out the principles and procedures that guide the Safe and Inclusive Community Fund Trustees when they are making grants to further the objectives. It also provides information about the grant making process to anyone who would like to apply to the fund, for a grant.
- 1.4. The service director will approve appropriate documentation setting out the way in which the grants will be applied for, processed, approved, controlled, and paid for in accordance with the principles set out in this procedure.
- 1.5. This is not an open rolling grant programme, as there will be limits set based on external funding given / resources available. Partners will be notified accordingly as specific grants open.

## 2. Our funding priorities

The Kirklees Communities Partnership Plan 2022-2027 sets out our ambitions for the next few years, to reduce crime and tackle issues that matter to local people and impact on quality of life in Kirklees.



The Kirklees Communities Partnership Plan 2022-2027 has identified the following priorities to help achieve great outcomes for all communities:

- **Tackling violence, abuse and exploitation** – domestic abuse, exploitation including slavery, violence
- **Reduce anti-social behaviour (ASB) and neighbourhood crime.**
- **Building resilient communities** – hate crime, Prevent, migrations and asylum dispersal, inclusive communities.
- **Reducing risk** – road safety, drugs, and alcohol, reducing re-offending, water safety
- **Other** – meeting local need as directed by the funder, for example the Violence Reduction Unit or the Home Office

The Safe and Inclusive Community Fund sets out how we will work alongside communities to meet our ambition and address the priorities, underpinning the commitment to the Shaped by People outcome.

Prevention remains at the heart of the partnership approach and where issues do occur, intervening and collaborating with victims and communities at the earliest opportunity.

The need to add in external funding requirements may differ and some priorities may change per round.

### **The Safe and Inclusive Community Fund**

For communities to be inclusive and for people to feel that they belong, they must feel safe and be safe. Co-producing local solutions and addressing systemic inequalities with local people is key to success and to safe communities.

We want to develop inclusive, safe communities where people want to live, work, study, and visit.

### **Tackling violence, abuse and exploitation**

What this includes:

- Tackling domestic abuse
- Reducing violence
  - Youth violence
  - Serious violence
  - Violence against women and girls
  - Organised crime
  - Safer town centres
- Tackling exploitation
  - County lines and youth exploitation
  - Modern slavery

The causes and factors associated with serious violence, abuse and exploitation are wide and far reaching. We will work collaboratively across multiple agencies and geographical boundaries to effect change and tackle the root causes.

We will work alongside communities who are disproportionately affected ensuring we have a clear approach to prevention, disruption and enforcement.

We want to have a focus on keeping people safe, tackling violence, abuse, and exploitation, and disrupting organised crime groups.

### **Reducing anti-social behaviour and neighbourhood crime**

What this includes:

- Reducing ASB
  - Personal i.e., neighbour disputes, threats, intimidation
  - Environmental i.e., graffiti, litter, fly tipping.
  - Nuisance i.e., speeding vehicles, rowdy behaviour.
  - Arson
- Tackling Neighbourhood Crime
  - Vehicle crime
  - Theft
  - Criminal damage
  - Domestic burglary

We know that incidents of ASB and crime in our neighbourhoods adversely affects communities and can have a significant impact on people's lives and wellbeing.

All partners have a role to play, alongside the Police and the criminal justice system, in ensuring our local towns and villages feel safe.

We want to develop locally based solutions with our communities. Our 'victims first' approach will remain at the forefront of our delivery, whilst developing a trauma informed approach to community safety.

### **Building resilient and inclusive communities**

What this includes:

- Tackling hate crime
- Prevent - safeguarding against radicalisation.
- Supporting integration and new communities, including asylum seekers and migrants
- Building inclusive communities, strengthening a sense of belonging

We know that factors such as inequality and hate crime undermine community confidence and that national and international issues can undermine our sense of belonging and of fairness.

We want to collaborate with local communities to ensure people feel they have a voice and are listened to; that people have confidence they will be treated fairly and that all communities feel engaged and supported to build communities that they want to be a part of, in places they feel safe.

## **Reducing risk**

What this includes:

- Reducing reoffending
- Reducing the impact of substance misuse
- Reducing water related fatalities.
- Addressing road safety

We know that reducing risk at an early stage will help us to reduce the likelihood of critical incidents occurring that have significant impacts on communities, such as water safety.

Whilst the number of people killed and seriously injured on our roads continues to reduce it remains a priority and concern for local communities.

Each of these areas of work has a focus on prevention alongside enforcement.

Drugs and alcohol are often a driver behind many types of crime, by focusing on supporting people away from offending behaviour we will reduce the numbers of people who become victims of crime.

## **Broader inter-dependencies**

The Safe and Inclusive Community Fund will also link in with other broader council wide workstreams via the Communities Partnership, such as the Kirklees Welcome partnership and VCSE Investment Strategy. Where applications are unsuccessful applicants will be directed to other appropriate schemes where available.

## **Purpose of grant scheme**

The Safe and Inclusive Community Fund criteria will offer assurance that the delivery offer made as a result of the process is high quality, inclusive and safe.

The fund will be for providers to resource the development and expansion of local community facilities, activities and services across the whole of Kirklees.

### **3. Who can apply for a grant?**

Each grant offered will be subject to its own grant criteria.

The Safe and Inclusive Community Fund welcomes applications that support delivery of the funding priorities from individuals or groups, large or small:

- Individuals can apply for up to £200.
- Small grant up to £4,999
- Large grants will not exceed £50,000.

To enable broader distribution of the funding pot and give groups the opportunity to be developed over a longer period, where criteria allow, we will support projects lasting up to 24 months (12 months for bids under £5,000).

To encourage self-sustainability for groups and funded projects, we want to encourage and provide support to develop sustainable models for all the projects we fund. This will ultimately have a more positive and enduring impact on our communities and prevent them from returning year-on-year for the same funding. Therefore, any applicant awarded a small or large grant cannot bid again within 12 months of the end date of their funded project.

Funding will support both existing and new initiatives on the proviso that an existing initiative is already being successfully delivered and, as a result of this success, has plans to extend and upscale its offering and improve its reach and inclusivity for potential beneficiaries.

The ethos of the Safe and Inclusive Community Fund is to support innovative ideas however it is also about encouraging and promoting inclusivity and supports our ethos for sustained community provision.

Grants can only be awarded for one project, per organisation, per application form.

#### **4. What we will fund**

We will fund any reasonable costs associated with a project, subject to the scheme rules below and subject to external funders' objectives/criteria.

Volunteer expenses can be claimed, but receipts must be produced where possible and mileage expenses must not be in excess of the current Kirklees Council staff mileage rate, currently 45p / mile.

Funding for a salary can be claimed, as long as the impact of the role, the numbers of beneficiaries and the effect it will have on people's lives can be easily identified and that future sustainability, without any grant funding, can clearly be demonstrated. We will not fund the currently contracted hours for an existing employee.

Any underspend must be returned to the council. By exception, we may consider an underspend being used for other purposes depending on the purpose and amount. We will not claw back an underspend of less than £100 if the group has submitted satisfactory end-of-project monitoring subject to agreement by the funder, where this is an external fund.

Funding through the Safe and Inclusive Community Fund cannot be applied for if a project is already being funded by the council or its partners, unless the applicant can sufficiently prove that the project improves sustainability or outcomes, for example by extending the hours of operation, or at an additional location.

Funding cannot be used to:

- Maintain an existing service or project, unless improvements or enhancements are offered.
- Deliver the same project in the same area which is already provided by others.
- Repay loans, pay interest repayments, shore up deficits or support gambling.
- Deliver religious or political activities, however, faith organisations can apply to support projects for the common good.

Additional money for contingencies or extra things needed cannot be added on to the bid.

## **Direct costs**

We will fund all direct costs for a project lasting up to 12 months (24 months for bids over £5,000).

Direct project costs are costs of a project which are clearly and directly incurred as a result of the project. For example, volunteer expenses, venue, vehicle, or equipment hire, project materials, the salaries of specific project staff, and all other costs easily identifiable as part of the project. The scheme will not pay for vehicle or building repairs.

## **Indirect costs**

Indirect project costs are overheads or support costs which are necessary for the organisation to operate, but do not relate specifically to one project, such as management, administration, stationery, and premises costs such as rent, heat, lighting, phone and broadband, servicing of plant. Overheads cannot be claimed for if you are receiving other funding that covers this.

We will make a reasonable & fair contribution towards indirect costs for the project duration. In total, this contribution cannot exceed 20% of your total bid and must be justified as reasonable.

## **Capital costs.**

This scheme is not intended to meet costs of capital investment (unless stipulated by an external funder) - such as premises extensions or new vehicles. In specific circumstances we may be willing to fund small value items of a capital nature like minor disabled access improvements, an oven or IT equipment for the direct benefit of users (e.g. an iPad for client use, but not for office use).

## **5. How to apply for a grant**

The Application Form and Financial Breakdown must be completed and submitted prior to the grants set deadline date.

Support will be provided through-out the project's life span by the Communities Services as and when requested. Further support can be accessed by contacting your [Ward Councillor](#), [TSL](#) and find other funding [here](#).

## **Grants Access Point (GAP)**

[GAP](#) is the council's due diligence mechanism for voluntary and community groups. Registration is carried out by the Third Sector team and lasts three years. The team reviews key documents provided by the group and gives feedback on governance, management, financial arrangements and policy, H&S, and safeguarding.

Groups must be GAP registered for bids of £1,000+ prior to an application proceeding to Panel (please note registration may take several weeks). Individuals or small groups bidding for up to £1,000 do not need GAP registration, however, they will be asked to show evidence of public liability insurance if they are carrying out any activity that may give rise to a liability and may be asked to show evidence of any relevant safeguarding policy or risk assessment if the service manager thinks this is necessary. For example, if the project involves vulnerable people or has elements which are deemed to be of high risk. This will ensure that groups which do not require GAP registration are evidencing their responsibility for implementing safeguarding and H&S practices etc.

We will work alongside the Third Sector team to support groups to improve their GAP score. If the GAP scoring system is amended at any point, we will maintain the tiering system in line with the above levels with consultation and authorisation from Head of Communities and Senior Finance Officer

## DBS

All paid staff and/or volunteers taking part in the project delivery must have appropriate DBS checks completed. Enhanced DBS checks must be completed for anyone who could come into contact with anyone under 18 or a vulnerable adult.

## 6. How we make decisions about grants

Bids are considered at a regular meeting by a Panel. Bids up to £4,999 go to Small Panel and bids over £5,000 go to Large Panel. Please see Terms of reference for panel meetings – [Appendix VII](#) and Terms of reference agreement – [Appendix VIII](#)

Each panel must be held with a minimum of five members present, including at least one VCSE representative. Maximum attendance will be five Kirklees member representatives plus five voluntary care sector representatives plus Chair. If a vote is evenly split, the Chair will have the casting vote.

Applications will be shared with panel members (Following GDPR Compliance).

Small Panel	Large Panel
<p><b>Chaired by a Communities Service Manager</b>            Communities Team Manager/s            Senior Finance Officer            Third Sector team representative            VCSE Representative            External Partner – pool of partners</p>	<p><b>Chaired by Head of Communities</b>            Communities Service Manager/s            Communities Team Manager/s            Senior Finance Officer            VCSE Representative            Third Sector team representative            West Yorkshire Combined Authority            West Yorkshire Police            Commissioning &amp; Partnerships representative            Children &amp; Young People service representative            Adult Social Care representative</p>

Feedback from the Panel will be provided as soon as possible after the meeting, usually within ten working days via email. On occasion, Panel will want to know more about a bid before they are able to make a decision and may adjourn an application request until the next meeting to give the applicant the opportunity to respond to their questions.

Grants under £5,000 will be paid into the applicant’s bank account up to 15 working days after the signed grant agreement is received. Grants over £5,000 will be paid in instalments; the first instalment will be paid up to 15 working days after the signed grant agreement is received. Further instalment/s will be paid after completion and successful sign off of the monitoring review process.

Grant payments can overlap financial years. As long as the grant body approve, and the grant criteria allows it, additional instalments will still be paid out in these circumstances. Committed funds will be rolled over at year-end to ensure funds are available for additional instalments once we are satisfied with the monitoring.

If a bid is rejected, applicants will be given feedback as to why it was not granted.

Applicants may present an appeal in writing, which will be shared with the Panel at the next available meeting. The appeal must show either a significant change to the application or have a valid reason the application was unjustly rejected based on the feedback present from Panel.

### **Councillor engagement**

Ten working days before Panel, applications will be emailed to the relevant ward Councillor/s (Cllr/s) (following GDPR compliance) with an invitation to respond with comments by a set date - minimum five working days before Panel so feedback can be added to agendas for Panel consideration.

Post-Panel, a decision summary will be forwarded to Cllrs after minutes have been prepared and groups have been notified of decisions.

It will be made clear on Fund guidance and process documentation that Cllr comments will be shared with the Panel and taken into consideration by Panel members in their decision-making process.

This process and the timeframes stated will be continually monitored and adjusted if required and dialogue between Communities and the Active Citizens and Place team will continue to ensure we effectively meet the requirement for Cllrs to be informed of upcoming bids.

## **7. Reporting requirements and monitoring**

Monitoring is due within six weeks of the half-way and end dates of the project (included in the grant agreement). A monitoring form will need to be completed and storyboards supplied. The forms will be given at the start of the project so expectations are clear from the beginning and applicants can be well prepared for the monitoring stages. Applicants are expected to supply clear evidence of information which provides comparison of the projected and actual benefits, outcomes, outputs and costs in a format agreed by the senior finance officer or Head of Communities.

Monitoring will be verified by the Service Manager in consultation, where required, with an internal audit representative, communities service manager and / or senior finance officer, as required.

To provide due diligence on the adequacy of project monitoring and financial information submitted, final sign-off of compliance will be a shared responsibility of the fund managers. Any individual or group failing to provide required monitoring information within an established deadline may be subject to payments of the grant being withheld, some or all of the monies being repaid to us and / or ineligibility to receive council funding in the future.

We will continually support groups with their monitoring throughout the timescale of a project and will make it clear at the outset of the funding process what those requirements will be. Individual case studies will be requested from the successful providers to highlight the difference the funding has made and to fulfil requirements of external funders who will want evidence of delivery and impact.

## **8. Compliance with law**

The council will reserve the right to withhold any grant payment and/or require repayment of the whole or part of a grant if it is found that an applicant has breached any UK law.

## **9. Reviewing and amending this policy**

This policy will be reviewed annually.

## Appendix II - Guidance and FAQs to accompany briefing document, Application Form and Financial Breakdown

### The Safe and Inclusive Community Fund Grant Criteria

The Communities Service underpins delivery to support the council's Safe and Cohesive outcome. The teams are a combination of direct delivery and commissioned services, with services commissioned externally as well as from other parts of the council. The team functions are heavily partnership focused including supporting the Communities Partnership Board and its subgroups.

#### **Our grants support community-led Kirklees projects which are about:**

- **Tackling violence, abuse and exploitation** – domestic abuse, exploitation including slavery, violence
- **Reduce anti-social behaviour (ASB) and neighbourhood crime.**
- **Building resilient communities** – hate crime, Prevent, migrations and asylum dispersal, inclusive communities.
- **Reducing risk** – road safety, drugs, and alcohol, reducing re-offending, water safety
- **Other** – meeting local need as directed by the funder, for example the Violence Reduction Unit or the Home Office

#### **Are you eligible to apply for the Safe and Inclusive Community Funding?**

#### **Eligibility Criteria - If your answer is YES to all of these questions, you can apply!**

The Safe and Inclusive Community Funding is for individuals or Third Sector organisations such as a charity, not-for-profit organisation, voluntary or community group to deliver community-led projects in Kirklees.

It is for activity which will improve the safety of Kirklees' residents of any age by delivering intervention to respond, reduce and prevent local issues to support people in Kirklees to live in cohesive communities, feel safe and protected from harm.

Applicants must be willing to engage in ongoing collaboration with Communities Services and other partner organisations to help achieve the best outcomes for individuals and communities in Kirklees and adhere to the council's [Standard Conditions of Grant](#).

Before you can apply for over £1,000, you must be registered with the council's [Grant Access Point](#) (GAP).

Access to a bank account with two unrelated signatories for transactions and withdrawals? We can support individuals or smaller groups to link with a constituted organisation which can hold funds on your behalf while you set up your own bank account. Individual grants under £200 can be paid into an individual's bank account.

You must be willing to sign a grant agreement to agree that all funding will only be used for the purposes set out in the Application Form and Financial Breakdown spreadsheet and that any unauthorised underspend, misspend or unsubstantiated spend will be returned to the council.

All successful applicants need to supply spend evidence (receipts / accounts / bank records / pay slips) and project monitoring at half-way and end-of-project stages. This will be verified and signed-off by Head of Communities in consultation, where required, with an Internal Audit representative, Communities Service Managers and / or Senior Finance Officer, as required.

We are introducing three key golden threads to our delivery:

- Improved processes for reaching and listening to communities
- Tackling inequality
- Increased work at a place level

Over the coming year we will explore how we better report at a place level and improve our measures of success.

Our three guiding principles are the pillars that underpin our approaches to building an inclusive community:

1. **Belief** that communities hold solutions, with skills and knowledge that is valuable and will help us achieve our shared goals
2. **Build belonging and trust** with and between our diverse communities on shared interests and challenges, celebrating what is good in local places
3. **Care** about what matters to local communities and own our shared actions that give us a collective purpose to make a change

### **Frequently Asked Questions:**

**Q. We are looking for funding and support, who can help us?** We can help you promote your project, signpost you to specialist support and connect you with partners and council services. We also recommend you speak with your [Ward Councillors](#) and [TSL](#) for additional support and advice. Other funding sources are [here](#).

**Q. How much Safe and Inclusive Community Funding can we apply for?** Each grant offered through the Safe and Inclusive Community Fund will be subject to grant criteria so amounts available to apply for may vary. However, individuals can apply for up to £200, small grants will be up to £4,999 and large grants will not exceed £50,000.

**Q. What is the first thing we need to do if we are thinking about applying?** You **must** be registered with the council's [Grants Access Point](#) and registration may take several weeks. Individuals or small groups bidding for up to £1,000 do not need GAP registration, however, you will be asked to show evidence of public liability insurance if they are carrying out any activity that may give rise to a liability and may be asked to show evidence of any relevant safeguarding policy or risk assessment if the service manager thinks this is necessary. For example, if the project involves vulnerable people or has elements which are deemed to be of high risk. You must accept full responsibility for all your funded activities and the safety and well-being of the participants, staff, volunteers, equipment, premises, or project location.

**Q. How do we apply?** We will help you! The Application Form and Financial Breakdown must be completed and submitted prior to the grant's set deadline date.

**Q. Can we use the funding to maintain an existing service or project?** No. However, if you offer improvements and enhancements, or extend or upscale the offering, reach or inclusiveness, funding may be available to support the costs of these enhancements. For example, if you already offer an activity at location A one afternoon per week, as long as you maintain this, you could be supported to offer a service on a different day, time, or location if this would improve the reach, offer and availability of your service.

**Q. Do people taking part in our project delivery (paid staff or volunteers) need DBS checks?** Yes. You need to be able to show us proof of valid and appropriate DBS checks for anyone involved in your project, paid or voluntary. It will need to be an Enhanced DBS check for anyone who could come into contact with under 18s or vulnerable adults as part of the funded project.

**Q. Can we use the Safe and Inclusive Community Fund money for other activities or another project?** No, funding only covers costs directly associated with the project detailed in your bid. If your project aims or outcomes change significantly, you must return to Panel with a new bid.

**Q. Can we include multiple projects in our bid?** No, however you can include more than one activity if you can suitably demonstrate the overall bid has a cohesive theme and financial structure and it will be managed as a single project.

**Q. Who decides if we get the money or not?** Eligible bids are considered by two Panels of council managers, VCSE representatives and other partners. Bids up to £5,000 will go to Small Panel and bids over £5,000 go to Large Panel. Small Panel is chaired by a Communities Services Service Manager and attended by VCSE representatives and team managers. Large Panel is chaired by the Head of Communities and attended by VCSE representatives and service managers. After Panel, we contact you, usually within a few working days, to let you know if you have been successful or not.

**Q. Is the decision of the Panel final, or can we appeal if our bid is rejected?** If your bid is rejected, you will be given feedback as to why it was not granted. You can present an appeal in writing which will be delivered to the next available Panel. Your appeal must show either a significant change to your application or have a valid reason you feel your application was unjustly rejected based on the feedback we present to you from Panel. If following this stage, you still do not feel that your application has been correctly considered you can make a second stage appeal. Appeals against a decision made will be restricted to a material error in the process. Additional supporting evidence to the original application will not be considered. An independent person at the council's head of service level, not involved in the panel process, will undertake this role.

**Q. When do we find out if we get the money or not?** We will be in touch with feedback from Panel via email as soon as possible after the meeting, usually within ten working days. Sometimes, Panel wants to know more about your bid and may adjourn an application until the next Panel to give you the opportunity to respond to their questions. You will be asked to sign a grant agreement which will set out important elements of your grant proposal, any specific criteria, the sum of grant offered and any crucial monitor or completion dates.

**Q. *When will we get the money?*** Grants under £5,000 will be paid into your bank account up to 15 working days after we receive your signed grant agreement. Grants over £5,000 will be paid in instalments; the first instalment will be paid up to 15 working days after the signed grant agreement is received. Further instalment/s will be paid after completion and successful sign off of the monitoring review process.

**Q. *Will we still receive our instalment/s even if it falls into the next financial year?*** Yes, we are aware that grant payments sometimes overlap financial years. Committed funds are rolled over at year-end to ensure funds are available for your additional instalment/s once we are satisfied with your monitoring.

**Q. *Can we include expenses for Volunteers?*** Yes, you must include a breakdown in your bid and if funded, produce receipts where possible. The mileage limit is the HMRC no profit rate, currently no more than 45p / mile (correct on 11.10.22).

**Q. *Can we include expenses specifically for Market Research?*** No, this is not allowed.

**Q. *Can we include funding for a salary?*** Yes, as part of a project. You must demonstrate future sustainability of the role and its impact, such as the number of beneficiaries and the effect it will have on people's lives.

**Q. *What happens if we do not meet the monitoring requirements?*** Monitoring is due within the lifespan and end dates of your project. Failure to comply with the deadline or the requirements may result in payments of the grant being withheld, some or all of the monies needing to be repaid to us and / or ineligibility to receive council funding in the future. You will be given the monitoring forms at the beginning of your project so there are no surprises along the way, and you can be well-prepared. If you do not meet the objectives set out in your approved grant agreement you need to explain why as a part of your monitoring, and the Head of Communities will determine if it is appropriate to change the criteria or funding on offer. This may involve a requirement to return part or all of a grant already paid.

**Q. *Will we be left to get on with the project?*** Our Communities teams are here to support you along the way and will visit your project at various times.

**Q. *Will our local Councillor be made aware that we are applying for funding?*** Yes, Councillors are invited to submit comments / feedback which are presented at Panel with your application.

**Q. *Can we apply for another Safe and Inclusive Community Fund grant in the same period as part of another organisation?*** No.

**Q. *Can we use the funding to keep us going, i.e. core running costs?*** We will consider up to 20% of your full bid as a contribution towards your core running costs for the duration of the specified project only, provided that this is not funded using other council grant funds.

**Q. *What happens if we produce a public report as part of the funding?*** This will need ratification from Communities and Access Services Service Director prior to publication or distribution.

**Q. *Can we add extra money on to our bid for contingencies or extra things that we may need as we go along?*** No.

**Q. What do we do with any unspent money left over at the end of the project?** Any underspend must be returned to the council.

**Q. Can we use the funding to deliver the same project in the same area which is already provided by others?** No.

**Q. Can we have funding for activities, or a project already being funded by the council?** No. However you can apply for funding for a different project or activities if you can demonstrate there is no risk of funding being duplicated.

**Q. Can we use the funding to repay loans, pay interest repayments, shore up deficits or support gambling?** No.

**Q. Can we use the funding for capital costs, ongoing maintenance or refurbishment works?** No. However, some small capital costs may be considered, an example may be to improve physical access (competitive quotes will be required) subject to an appraisal of the proposal and its outcomes.

**Q. Can we use the funding for religious or political activities?** No. However, faith organisations can apply to support projects for the common good.

**Q. When do we tell you how the project has been going?** Half-way through your project and at the end of your project, you will need to fill in a monitoring form and supply storyboards. You will be given these forms at the start of your project so there are no surprises along the way, and you can be well prepared for the monitoring stages.

**Q. Can a school, nursery, or any private business or public organisation apply for a grant under this scheme?** No.

**Q. Does the Fund have a GDPR Privacy Notice?** Yes, click on the link ([see appendix VI](#)).

# Here is your Safe and Inclusive Community Fund Application Form

When completing this form, it is vital that you refer to our Guidance and FAQs document AND complete the accompanying Financial Breakdown spreadsheet.

Email this completed form AND the Financial Breakdown to: [communities@kirklees.gov.uk](mailto:communities@kirklees.gov.uk)  
Please return the forms in their original format as Word and Excel documents – NOT PDFs, JPEG's etc.

Our question	Your answer
Today's date	PLEASE ADD DATE
Name and address of your organisation or group and project title	Organisation / group Name:  Address:  Website / social media links:  Project Title:
How much funding are you applying for?  <i>Tell us the total amount to the nearest pound. Up to £50,000, smaller amounts are welcomed</i>	£
WHEN will your project start and finish?	START DATE: FINISH DATE:
Two key contacts in your organisation or group (must not be related to each other)	Name / Position: Email: Mobile:  Name / Position: Email: Mobile:
Are you registered with our Grants Access Point?  <i>Registration is <u>essential</u> for bids over £1,000</i>	YES / NO (delete as appropriate)  If YES, <ul style="list-style-type: none"> <li>• What is your GAP score?</li> <li>• What was the date of registration?</li> <li>• What is the GAP registration number?</li> </ul> If NO, click <a href="#">here</a> to register

<b>Have you received support from a ward councilor?</b>	YES / NO (delete as appropriate)
<b>Are you willing to complete DBS checks for all project staff?</b> <i>Enhanced DBS is essential if under 18s/vulnerable adults are involved in the project. More info, click <a href="#">here</a>.</i>	YES / NO (delete as appropriate)  <i>Please note: You may be asked to produce relevant valid DBS reference numbers and expiry date for paid staff and volunteers if your bid is successful.</i>
<b>Is a similar project delivered in Kirklees?</b> <i>Please state how you will connect with other partners or projects?</i>	YES / NO (delete as appropriate)
<b>Do you receive other support or funding from Kirklees Council?</b> <i>If YES, please specify what support or funding you receive.</i>	YES / NO (delete as appropriate)
<b>Are you receiving other support or funding from other sources?</b> <i>If YES, please specify what support or funding you receive. If NO, you can find other sources of funding <a href="#">here</a></i>	YES / NO (delete as appropriate)

## YOUR PROJECT

This is your opportunity to tell us about your project and why you think we should give you funding! Please fill in EVERY box so we have all the information we need to present to the funding Panel. **MAXIMUM 300 WORDS FOR EACH BOX (anything over this limit will be deleted from your application)**

**WHAT** is your project and how will you deliver it?

*Tell us what you want to do!*

*(Tell us a little bit about who you are as well)*

**WHERE** will you deliver your project?

*Please tick the wards which your project will cover. Open the document in desktop for this to work.*

All wards	<input type="checkbox"/>
Almondbury - Electoral ward profile	<input type="checkbox"/>
Ashbrow - Electoral ward profile	<input type="checkbox"/>
Batley East - Electoral ward profile	<input type="checkbox"/>
Batley West - Electoral ward profile	<input type="checkbox"/>
Birstall and Birkenshaw - Electoral ward profile	<input type="checkbox"/>
Cleckheaton - Electoral ward profile	<input type="checkbox"/>
Colne Valley - Electoral ward profile	<input type="checkbox"/>
Crosland Moor and Netherton - Electoral ward profile	<input type="checkbox"/>
Dalton - Electoral ward profile	<input type="checkbox"/>
Denby Dale - Electoral ward profile	<input type="checkbox"/>
Dewsbury East - Electoral ward profile	<input type="checkbox"/>

Dewsbury South - Electoral ward profile	
Dewsbury West - Electoral ward profile	<input type="checkbox"/>
Golcar - Electoral ward profile	<input type="checkbox"/>
Greenhead - Electoral ward profile	<input type="checkbox"/>
Heckmondwike - Electoral ward profile	<input type="checkbox"/>
Holme Valley North - Electoral ward profile	<input type="checkbox"/>
Holme Valley South - Electoral ward profile	<input type="checkbox"/>
Kirkburton - Electoral ward profile	<input type="checkbox"/>
Lindley	<input type="checkbox"/>
Liversedge and Gomersal - Electoral ward profile	<input type="checkbox"/>
Mirfield - Electoral ward profile	<input type="checkbox"/>
Newsome - Electoral ward profile	<input type="checkbox"/>

**WHY is there a need for your project?**

*What is the problem you are trying to solve? Why do you want to do this?  
Who are you trying to reach?*

**WHO will benefit from your project?**

*Think about the number of people, that you anticipate participating, or having their lives improved by your project include age ranges if applicable / any specific groups of people you want to engage with*

**WHAT will the Communities and Access Services learn from your project?**

How will what we learn help us shape our approach to working with communities?  
Are you trying a new approach?

**WHO will be involved in your project?**

*Think about how many staff / volunteers you hope to involve.*

**Which of the Safe and Inclusive Community Fund priorities does your project most relate to and how?**

**HOW will your project make a difference in the community?**

*Think about, for example, what positive change will it make to people's lives.*

**HOW will you promote the project / attract participants?**

*Think about your target audience and also consider both online and traditional ways (flyers / posters) to tell people about your project.*

**WHAT challenges might you face?**

*Be realistic and honest!*

**How will you measure and evaluate success?**

*Think about what success will look like for those delivering your project and for those taking part and benefitting from it. Also, how you will record success?*

*This is important as you will need this information for your Monitoring forms halfway through your project and at the end.*

**What is your plan for sustainability at the end of your project?**

*How will you fund your project when the SIC money runs out?*

**We want to improve how we work alongside communities - how would you like to work with the council in the future?**

**Add link to ICF**

**TO BE ELIGIBLE - YOU MUST INCLUDE A FULL BREAKDOWN OF HOW ANY FUNDING WILL BE SPENT ON THE SUPPORTING FINANCIAL BREAKDOWN SPREADSHEET**

**Consent**

*I agree that the information supplied in this document can be shared with Kirklees Council staff and external parties such as other VCSE organisations, other funders and members of the funding Panel.*

**Sign and date**

**PLEASE LEAVE BLANK (this is for us to add any supporting information to present to Panel)**

# Safe and Inclusive Community Fund - Financial Breakdown

At the monitoring stage/s and at the end of your project, you must supply evidence of all expenditure detailed below including pay slips, invoices, receipts, ledger print outs, bank statements etc.

\* If you wish to change any of your spending proposal at any stage you must request this via the Community Partnership Manager, or a Community Coordination Manager and this may need Panel approval.

1. All direct costs need to be itemised individually e.g., if including equipment, please list all equipment individually, if staff please ensure that staff costs include salary and on cost etc.
2. Please consider.
  - a) What it is you are paying for,
  - b) How much it is.
  - c) How long you need it for

<b>NAME OF ORGANISATION:</b>	<b>COST</b>
<b><u>DIRECT COSTS:</u></b> Project costs which are clearly and directly incurred as a result of the project. For example, the salaries of specific project staff, volunteer expenses, venue, vehicle or equipment hire, project materials, and all other costs easily identifiable as part of the project.	<b>COST</b>
<b><u>Total Direct Cost:</u></b>	£
<b><u>INDIRECT COSTS:</u></b> We will make a reasonable & fair contribution towards indirect costs for the project duration. In total, this contribution cannot exceed 20% of your total bid and must be justified as reasonable. Indirect costs are overheads which are necessary for the organisation to operate. For example, management, administration, stationery, rent, heat, lights, phone & broadband	
<b><u>Total Indirect Cost:</u></b>	£
<b><u>CAPITAL COSTS:</u></b> This scheme is not intended to meet costs of capital investment- such as premises extensions, or new vehicles. In specific circumstances we may be willing to fund small value items of a capital nature like minor disabled access improvements or IT equipment for the direct benefit of users. (e.g., an iPad for client use, but not for office use) <b>You should check the conditions of the grant before completing this section as capital may not be available from some funding streams.</b>	
<b><u>Total Capital Cost:</u></b>	£
<b>TOTAL PROJECT COST</b>	£

## Appendix IV - The Grant Scheme

The Service Director for Communities and Access Services will prepare a detailed grant scheme subject to the following criteria:

1. Grants awarded will not exceed £50,000 to any organisation. The grant cannot support any other council funding.
2. The grant (including VAT if not recoverable) may meet the full costs of a project, or it may be a contribution or match funding to another source of funding, internal or external to the supported organisation. An organisation must not be double funded for any council payment.
3. The grant may only be used for expenditure within the definition of purposes and may not be used for any items on a list of exclusions, even if they would pass the definition of expenditure.
4. Any supported organisation must demonstrate compliance with all council rules as regards equality of opportunity, no discrimination, insurance, child protection and safeguarding etc.
5. Any supported organisation must provide full financial accounts information on their current and previous years.
6. The applicant will produce and promptly submit to the council the required evidenced documentation supporting all payments at the end of the project. They must answer all reasonable question by the council as a part of this process.
7. The applicant will produce evidence of the extent achievement of any targets, performance indicators or goal or objectives.
8. This funding will not support any of the following:
  - a) repairs to premises, vehicles, plant, or equipment
  - b) replacement of any existing premises, vehicles, plant, or equipment
  - c) the acquisition or lease of any new or second-hand vehicles, or premises (other than day or very short-term hires for the purposes of the project)
9. The funding may support small alterations to premises that are appropriate to meet the needs identified by the grant application. For example, to enable access for disabled persons to a toilet. Any supported organisation will be required to use a competitive quotation process for building works of any value, and an independent architect or surveyor to assist the design, competition, and construction process - the costs of which are eligible for grant support.
10. All applications will be made in writing, and approval will be given in writing. The applicant will be asked to agree compliance with the applicable rules.

## Appendix V

### EIA STAGE 1 – SCREENING ASSESSMENT

### PROJECT DETAILS

<b>NAME OF POLICY:</b>	
SAFE AND INCLUSIVE COMMUNITY FUND	
<b>Directorate:</b>	<b>Senior Officer responsible for policy/service:</b>
ADULTS AND HEALTH	JILL GREENFIELD
<b>Service:</b>	<b>Lead Officer responsible for EIA:</b>
COMMUNITIES AND ACCESS SERVICE	JO RICHMOND
<b>Specific Service Area/Policy:</b>	<b>Date of EIA (Stage 1):</b>
SAFE AND INCLUSIVE COMMUNITY FUND	12.11.2022
<b>Brief outline of proposal and the overall aims/purpose of making this change:</b>	
A grants scheme to support the distribution of grant funding totaling up to £1,000,000 in any given year. For individuals and community organisations in the Kirklees' Voluntary, Community and Social Enterprise (VCSE), education and faith sectors who are working to meet the shared outcomes and in particular, priorities within the Communities Partnership Plan.	

### ASSESSMENT SUMMARY

Theme	Calculated Scores						Stage 2 Assessment Required
	Proposal	Impact	P + I	Mitigation	Evidence	M + E	
Equalities	6	2.4	8.4	0	0	0	No
Environment		4.1	4.1	0	6	6	No

### NATURE OF CHANGE

WHAT IS YOUR PROPOSAL?	Please select YES or NO
To introduce a service, activity or policy (i.e. start doing something)	Yes
To remove a service, activity or policy (i.e. stop doing something)	No
To reduce a service or activity (i.e. do less of something)	No
To increase a service or activity (i.e. do more of something)	Yes
To change a service, activity or policy (i.e. redesign it)	No
To start charging for (or increase the charge for) a service or activity (i.e. ask people to pay for or to pay more for something)	No

WHAT LEVEL OF IMPACT DO YOU THINK YOUR PROPOSAL WILL HAVE ON...	Level of Impact Please select from drop down
Kirklees employees within this service/directorate? (overall)	Positive
Kirklees residents living in a specific ward/local area?	Very Positive
Please tell us which area/ward will be affected:	All wards
Residents across Kirklees? (i.e. most/all local people)	Very Positive
Existing service users?	Very Positive

<b>Each of the following groups?</b> <i>(Think about how your proposal might affect, either positively or negatively, any individuals/communities. Please consider the impact for both employees and residents - within these protected characteristic groups).</i>		<b>Please select from drop down</b>
<b>...age</b>	What impact is there on Kirklees employees/internal working practices?	<b>Neutral</b>
	What impact is there on Kirklees residents/external service delivery?	<b>Very Positive</b>
<b>...disability</b>	What impact is there on Kirklees employees/internal working practices?	<b>Very Positive</b>
	What impact is there on Kirklees residents/external service delivery?	<b>Very Positive</b>
<b>...gender reassignment</b>	What impact is there on Kirklees employees/internal working practices?	<b>Neutral</b>
	What impact is there on Kirklees residents/external service delivery?	<b>Very Positive</b>
<b>...marriage/ civil partnership</b>	What impact is there on Kirklees employees/internal working practices?	<b>Neutral</b>
	What impact is there on Kirklees residents/external service delivery?	<b>Neutral</b>
<b>...pregnancy &amp; maternity</b>	What impact is there on Kirklees employees/internal working practices?	<b>Neutral</b>
	What impact is there on Kirklees residents/external service delivery?	<b>Neutral</b>
<b>...race</b>	What impact is there on Kirklees employees/internal working practices?	<b>Neutral</b>
	What impact is there on Kirklees residents/external service delivery?	<b>Very Positive</b>
<b>...religion &amp; belief</b>	What impact is there on Kirklees employees/internal working practices?	<b>Neutral</b>
	What impact is there on Kirklees residents/external service delivery?	<b>Very Positive</b>
<b>...sex</b>	What impact is there on Kirklees employees/internal working practices?	<b>Neutral</b>
	What impact is there on Kirklees residents/external service delivery?	<b>Very Positive</b>
<b>...sexual orientation</b>	What impact is there on Kirklees employees/internal working practices?	<b>Neutral</b>
	What impact is there on Kirklees residents/external service delivery?	<b>Very Positive</b>
<b>...those in poverty or low income</b>	What impact is there on Kirklees employees/internal working practices?	<b>Neutral</b>
	What impact is there on Kirklees residents/external service delivery?	<b>Very Positive</b>
<b>unpaid carers</b>	What impact is there on Kirklees employees/internal working practices?	<b>Neutral</b>
	What impact is there on Kirklees residents/external service delivery?	<b>Neutral</b>

WHAT LEVEL OF IMPACT DO YOU THINK YOUR PROPOSAL WILL HAVE ON...	Level of Impact Please select from drop down
Kirklees Council's internal practices?	Very Positive
Lifestyles of those who live and work in Kirklees?	Very Positive
Practices of suppliers to Kirklees Council?	Neutral
Practices of other partners of Kirklees Council?	Very Positive

Each of the following environmental themes? (Please select from the drop-down list)			
	People	Partners	Places
...clean air (including Climate Changing Gases)	Neutral	Neutral	Neutral
	Score: 2	Score: 2	Score: 2
...Clean and plentiful water	Neutral	Neutral	Neutral
	Score: 2	Score: 2	Score: 2
...Wildlife and habitats	Neutral	Neutral	Neutral
	Score: 2	Score: 2	Score: 2
...Resilience to harm from environmental hazards	Neutral	Neutral	Neutral
	Score: 2	Score: 2	Score: 2
...Sustainability and efficiency of use of resources from nature	Neutral	Neutral	Neutral
	Score: 2	Score: 2	Score: 2
...Beauty, heritage and engagement with the natural environment	Neutral	Neutral	Neutral
	Score: 2	Score: 2	Score: 2
...Resilience to the effects of climate change	Neutral	Neutral	Neutral
	Score: 2	Score: 2	Score: 2
...Production, recycling or disposal of waste	Positive	Neutral	Positive
	Score: 1	Score: 2	Score: 1
... Exposure to chemicals	Neutral	Neutral	Neutral
	Score: 2	Score: 2	Score: 2

<b>HOW ARE YOU USING ADVICE AND EVIDENCE/INTELLIGENCE TO HELP YOU?</b>	<b>Please select YES or No</b>
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<b>Equality Themes</b>	
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Have you taken any <b>specialist advice</b> linked to your proposal? (Legal, HR etc.)?		Yes
Do you have any <b>evidence/intelligence</b> to support your assessment (in section 2) of the impact of your proposal on...	...employees?	Yes
	...Kirklees residents?	Yes
	...service users?	Yes
	...any protected characteristic groups?	Yes
Please list your <b>equalities</b> evidence/intelligence here [you can include hyperlinks to files/research/websites]: legal advice sought:		

	Please select from drop down
To what extent do you feel you are able to mitigate any potential negative impact of your proposal outlined on the different groups of people?	FULLY
To what extent do you feel you have considered your Public Sector Equality Duty?	FULLY

<b>Environmental Themes</b>	
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Have you taken any <b>specialist advice</b> linked to your proposal?		No
Do you have any <b>evidence/intelligence</b> to support your assessment (in section 2) of the impact of your proposal on...	...Kirklees Council practices?	No
	...resident and worker lifestyles?	Yes
	...Practices of Supplier to Kirklees Council?	No
	...Practices of other Kirklees Council partners?	Yes
Please list your environmental evidence/intelligence here [you can include hyperlinks to files/research/websites]:		

	Please select from drop down
To what extent do you feel you are able to mitigate any potential negative impact of your proposal on the environmental issues identified?	FULLY

## Privacy Notice (How we use your information)

### Safe and Inclusive Community Fund

The Safe and Inclusive Community Fund is available to help partners, individuals, education, faith, and community organisations in the voluntary sector, support their communities by delivering a range of projects throughout Kirklees. Individuals can apply for up to £200 and groups can apply for up to £50,000 to help them run not-for-profit projects which, in turn, will offer support for the population of Kirklees.

#### The categories of information that we collect, process, hold and share include:

- Information you supply to us as part of your Fund application form and Grant Award Agreement:
  - Name
  - Email and postal address
  - Phone numbers
  - Bank details

#### Why we collect and hold this information

We use this personal data in order to:

- Run a grant funding scheme
- Keep you informed of updates to our grant fund and availability
- Liaise with you about your application for funding
- Support you through the application process
- Liaise with you about funding payments and project monitoring
- Evaluate and improve the performance of our Fund
- Derive statistics which inform decisions about future delivery of our Fund
- Make payments to you via your bank account
- Maintain a record of important council transactions or decisions

#### The lawful basis on which we use this information

Under Article 6 of the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

**6(1)(b) We have a contractual obligation**

**6(1)(c) We have a legal obligation**

**6(1)(e) We need it to perform a public task**

These legal bases are underpinned by acts of legislation that dictate what actions can and should be taken by local authorities. This includes, but may not be limited to:

- Taxes Management Act (1970), Section 12 B, records to be kept for purpose of returns

Although we do not ask you to provide any special category data, it may be inferred depending on the nature of the organisation applying for funds and their project description. Special category data is personal data that needs more protection because it is sensitive such as information about a person's health, ethnicity, political opinion, religious or philosophical beliefs. If this information is inadvertently collected, under Article 9 of the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information is:

### **9(2)(g) Reasons of substantial public interest (with a basis in law)**

## **How we store your personal information**

Your information is safely stored on Kirklees Council's secure network drives.

We keep all records and information related to applications for a period of current year + six years in accordance with relevant legislative / statutory requirements: Taxes Management Act (1970), Section 12 B, records to be kept for purpose of returns.

We will then dispose of your information by manual electronic file deletion or automatic file deletion (where this is in operation).

## **How we store your personal information**

Your information (original copies only) is safely stored on Kirklees Council's secure network drives including Communities drive and Accountancy drives (in case of financial payment records).

All financial records information relating to applications and funding will be retained for current year plus six years in accordance with relevant legislative / statutory requirements: Taxes Management Act (1970), Section 12 B, records to be kept for purpose of returns.

After this time period we will then dispose of your information by manual electronic file deletion or automatic file deletion (where this is in operation).

## **Who we may share your information with**

We may sometimes share the information we have collected about you where it is necessary, lawful and fair to do so. In each case we will only share the minimum amount of information, only when required, for the following reasons:

- To facilitate payment of approved funding or to seek repayment of unspent or incorrectly spent funding
- To identify and encourage good practice

We may share this information with:

- Other services within Kirklees Council
- Council partners from the Third Sector who perform duties on the Funding Panel representing their organisation on behalf of Kirklees Council. These individuals sign a Terms of Reference which includes a non-disclosure clause in relation to information they are provided in order to make decisions on applications
- To external funders where this may be required by their funding criteria

We do not share personal information about you with anyone else without consent unless the law and our policies allow us to do so.

Your bank details are not shared outside the council. Your bank details are only shared internally, as required, to process payments to you and to verify your details with our internal payment systems.

## Your data protection rights

Under data protection law, you have a number of rights, including the right to have your records rectified and the right to ask for access to all the information the council holds about you. These rights are listed in more detail on [Kirklees Council's data protection rights page](#).

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [data.protection@kirklees.gov.uk](mailto:data.protection@kirklees.gov.uk) if you wish to make a request.

## Further information

If you would like further information about how we manage your data, please see the [Kirklees Council privacy notice](#)

If you would like further information about this privacy notice, please contact: [communities@kirklees.gov.uk](mailto:communities@kirklees.gov.uk)

If you have any worries or questions about how your personal data is handled, please contact the Data Protection Officer at [DPO@kirklees.gov.uk](mailto:DPO@kirklees.gov.uk) or by ringing 01484 221000.

You can also complain to the ICO if you are unhappy with how we have used your data. You can contact the ICO via the ['Contact us' page on their website](#), or by ringing 0303 123 1113.

## Safe and Inclusive Community Panel Meeting Terms of Reference

### Purpose and Objectives

The purpose of the Safe and Inclusive Community Fund Grant Panel is to consider grant applications received, assess them against the relevant terms and conditions in accordance with the criteria set in the grant service specifications and ensure applications are assessed fairly, equitably, and transparently.

Bids are considered at a regular meeting by a Panel:

- Bids up to £4,999 will go to Small Panel
- Bids over £5,000 will go to Large Panel

This is a decision-making panel.

### Core members, attendance and key responsibility

Each panel must be held with a minimum of five members present, including at least one Voluntary Care Sector (VCSE) representative. The maximum attendance will be capped at five Kirklees member representatives, plus Chair, and five VCSE representatives - not including non-voting attendees such as minute-take and other presenting managers.

Small Panel	Large Panel
<p><b>Chaired by a Communities Service Manager</b>                      Communities Team Manager/s                      Senior Finance Officer                      Third Sector team representative                      VCSE Representative                      External Partner – pool of partners</p>	<p><b>Chaired by Head of Communities</b>                      Communities Service Manager/s                      Communities Team Manager/s                      Senior Finance Officer                      VCSE Representative                      Third Sector team representative                      West Yorkshire Combined Authority (Where appropriate)                      West Yorkshire Police                      Commissioning &amp; Partnerships representative                      Children &amp; Young People service representative                      Adult Social Care representative</p>

Grant panel members will:

- Read and review grant applications
- Help decide as a panel which applications:
  - Comply with grant criteria
  - Qualify for a grant
- Keep within the allocated budget
- Attend all panel meetings required where possible

Panel members must:

- Be non-judgmental and respect diversity
- Put aside any personal opinions in order to remain impartial
- Adhere to the grant guidelines on applicant eligibility criteria
- Respect confidentiality
- Be able to uphold our principles of transparency, consistency and fairness
- Be accountable

The decision of the Chair is final, the Chair will have the casting vote in the event of a tied vote.

### **Expert advisors**

Where there is specific knowledge and expertise required for the decision-making process, we will ensure that representation is made available for the panel, but the advisor will not form part of the decision-making process.

### **Councillor engagement**

Ten working days before Panel, all applications will be emailed to the relevant ward Councillor/s (Cllr) (Following GDPR Compliance) with an invitation to respond with comments and recommendations by a set date - minimum five working days before Panel so feedback can be added to agendas for Panel consideration).

Post-Panel, a decision summary will be forwarded to Cllrs after minutes have been prepared and groups have been notified of decisions.

It will be made clear on Fund guidance and process documentation that Cllr comments will be shared with the Panel and taken into consideration by Panel members in their decision-making process.

This process and the timeframes stated will be continually monitored and adjusted if required, and dialogue between Communities and the Active Citizens and Place team will continue to ensure we effectively meet the requirement for Cllrs to be informed of upcoming bids.

### **Frequency**

- Meetings will be held as required – subject to each grant's criteria. There will be a structured agenda for each meeting.
- Meetings will be scheduled for 150mins – this could be subject to change dependent on number of applicants to be discussed.

- The business support team will arrange the minutes, type agendas, and circulate in a timely fashion to members.

### **Core agenda items**

- Tracking of any outstanding actions from previous meeting
- Short summary of each application presented
- Councillor engagement summary presented
- Discussions
- Decisions

### **Record keeping, sharing information and accountability**

- The business support team will:
  - Arrange the meetings
  - Take and distributes notes
  - Share relevant documents
  - Store with version control all draft and final documents
- The agenda and documents will be distributed via email at least five working days in advance of each meeting.
- An attempt will be made to contact applicants to ascertain responses to pre-Panel questions from Panel members – responses will be presented at the Panel meeting.
- Storage of information will be on a limited access Teams channel.

### **Delays in decision making**

Only in exceptional circumstances, where there are perceived to be fundamental gaps in an application, will a decision be adjourned. In such a case, further information will be gathered from the applicant which will be emailed to Panel members as soon as possible.

### **Appeals or complaints**

Any appeals or complaints about Panel decisions or the operation of the Fund, will be dealt with by the Communities Head of Service who may delegate actions to Managers. Panel members will be updated as and when required and appropriate. In the event of a conflict of interest this will be delegate to an appropriate officer within the council

There is no expectation for Panel members to become involved in appeals or complaints procedures. However, Panel members must agree to their presence at the meeting being made public if a group officially requests details of Panel composition.

### **Confidentiality**

Members will be asked to sign a confidentiality agreement at the beginning of their term – usually at the start of a grant contract year – and receive a copy of the role description and the Terms of Reference as noted in [Appendix VIII](#).

All panel members will receive a copy of the Safe and Inclusive Community Fund Privacy Notice that details how information is stored, what we do with it, who it is shared with and how long we keep it.

### **Declaration of interest\***

To ensure all decisions and recommendations are fair and objective, panel members are given the opportunity to abstain from commenting or voting on a bid, or not attending a meeting, if they feel there is a conflict of interest.

All declarations of interest will be minuted including whether the panel member remained present and silent, or left the meeting.

In the case of representatives from anchors or commissioned organisations, it will be minuted if that representative contributed to discussions but abstained from the vote.

\*A declaration of interest is where a panel member has direct involvement with or interest in any potential applicant group or organisation, either as a staff member or service beneficiary, and so it would be considered to be in the panel member's interest to approve the application.

### **Review**

These Terms of Reference will be reviewed in July 2023.

Membership will be reviewed annually.

### **Comments or concerns**

If any panel member would like to raise any comments or concerns about the panel meetings or how applications are assessed, they can do so confidentially by contacting the grant manager, as follows:

Jo Richmond  
[jo.richmond@kirklees.gov.uk](mailto:jo.richmond@kirklees.gov.uk)  
01484 221000

## Appendix VIII

### Safe and Inclusive Community Fund

Large and Small Panel | Terms of Reference Agreement  
For Kirklees Council employees and VCS representatives

**Note:** This is not an exhaustive list, we reserve the right to amend and re-distribute these at any time.

	<u><b>Our</b></u> commitment to you	<u><b>Your</b></u> commitment to us
<b>Your role</b>	We will provide you with all the information required.	You will use your understanding of local and strategic issues which affect individuals and communities in Kirklees to support fellow Panel members with informed input and commentary. You will join the collective decision-making experience and represent your service or organisation in a respectful and professional manner.
<b>Meetings</b>	Our business support team will email the Teams meeting invitations ahead of panel meeting.	<b><u>IMPORTANT:</u></b> ACCEPT or DECLINE each Teams invitation so we can track attendance and ensure we will be quorate and that the meeting and decisions will be valid.
<b>Documents</b>	The <i>Application Form</i> and <i>Guidance &amp; FAQs</i> for applicants are attached with this document.	Familiarise yourself with these documents and be well-informed of the Eligibility Criteria for the fund. Panel members do not have the power to set additional criteria or guidelines.
<b>Agenda</b>	We will distribute the agenda and supporting documents for each bid in one email at least five working days prior to the meeting. We will attempt to contact the group to ascertain responses to pre-Panel questions from Panel members – responses will be presented at the Panel meeting.	You must read all the supplied information <b><u>PRIOR</u></b> to the meeting and ensure you are well-prepared to make an informed decision on each application. If you have any queries, outside the questions on the Application Form, you must email us at least two working days ahead of the meeting to enable time for further research.
<b>Chair</b>	Large Panel will be chaired by Head of Communities or an appointed representative from Kirklees Council (KMC).	You will agree that the decision of the Chair is final and delegate decision-making to the Chair who will have the casting vote in the event of a tied vote.

	<p>Small Panel will be chaired by a Communities Service Manager or an appointed representative from KMC. The Chair will summarise points made and bring the panel to a decision. They are responsible for managing the meeting pace to ensure time is evenly apportioned to each bid.</p>	
<b>Panel structure</b>	<p>To be quorate, Panel must consist of at least three members of KMC staff, Chair (KMC) and one representative of the VCSE although we will aim for two+ at all meetings. The maximum attendance will be capped at five KMC staff, plus Chair, and five VCS representatives (not including non-voting attendees such as minute-taker, CPM and other presenting managers).</p>	<p>Send apologies to <a href="mailto:communities@kirklees.gov.uk">communities@kirklees.gov.uk</a> at least ten working days prior to the meeting so we can ensure quoracy.</p>
<b>Meeting format</b>	<p>One of our managers will present a short summary of each application. We will answer your questions to the best of our ability. Although our application form is robust and we support groups to complete it, you may have queries we cannot answer.</p>	<p><b>To ensure the meetings run to schedule, familiarise yourself with each application prior to the meeting.</b> After each summary presentation, you will be invited to discuss the bid with your fellow Panel members. You are invited to ask the presenting manager any questions. However, avoid asking for extraneous information which is not covered on the application form so groups can be assured each bid is considered in a fair and consistent manner.</p>
<b>Adjournment</b>	<p>Only in <u>exceptional</u> circumstances, where there are perceived to be <u>fundamental</u> gaps in an application, can a decision be adjourned. In such a case, we will gather further information from the applicant and email this information to Panel members as soon as possible.</p>	<p>On receipt of the additional information from us, you will be asked to respond, within a fixed timescale, and these responses will form the decision to accept or reject the application as normal. This decision will be ratified by the Chair.</p>
<b>Applicants</b>	<p>Applicants will be informed of the decision by Communities Service,</p>	<p>Do not make any Panel decision, or details of discussions, known to any of the applicants. We are aware that</p>

	<p>with relevant feedback, within ten working days following Panel. They are permitted to request a list of Panel attendees.</p>	<p>Kirklees and its VCSE is a '<i>small world</i>' so you must abide by the confidentiality requirements detailed above.</p>
<b>Declaration of Interest</b>	<p>To ensure all decisions and recommendations are fair and objective, we give you the opportunity to abstain from commenting or voting on a bid or not attending a meeting if you feel there is a conflict of interest.</p> <p>We will minute any declaration of interest and whether you remained present and silent or left the meeting.</p> <p>In the case of representatives from anchors or commissioned organisations, we will minute if you contributed to discussions but abstained from the vote.</p>	<p>Inform us in writing prior to a Panel meeting if you have an involvement in a particular group or project and need to declare an interest. Such 'interest' is defined as a significant and / or personal connection to an individual, group or project which may influence your approach to an application. In such cases, you cannot participate in decision-making and will normally be expected to leave the meeting. However, Panel members may agree you can remain and be silent. If you represent an anchor or commissioned organisation and your professional work has involved supporting or advising an applicant, you may contribute to discussion but not participate in the decision-making.</p>
<b>Minutes</b>	<p>A member of our business support team will attend and take minutes of the meeting, these will be ratified by Head of Communities (Large) or Service Manager (Small) and issued by email to all Panel members within ten working days after the meeting.</p>	<p>Read the minutes thoroughly and if you have any queries or concerns, contact us at your earliest convenience. Even if you did not attend the meeting, you must read the minutes to ensure consistency of decision-making throughout the year.</p>
<b>After Panel</b>	<p>As soon as possible after a Panel Meeting, usually within a few working days, we will email each applicant with the Panel outcome and any recommendations. We will continue to support applicants, whether they are successful or not.</p>	<p>There is no commitment from Panel to take further action unless, in a rare case, a decision is adjourned. However, you should champion any successful projects and where relevant, offer support to groups who are not successful.</p>
<b>Appeals &amp; complaints.</b>	<p>Any appeals or complaints about Panel decisions or the operation of the Fund will be dealt with by the Communities Head of Service who may delegate actions to Managers. We will update Panel members as and when required and appropriate.</p>	<p>There is no expectation for Panel members to become involved in appeals or complaints procedures. You must agree to your presence at the meeting being made public if a group officially requests details of Panel composition.</p>

**A.O.B.**

**Applicable  
to us all**

### **Respectful**

We will present all applications and information in a non-discriminatory and inclusive manner and you will participate in the process in a non-discriminatory and inclusive manner.

### **Supportive**

We must all remember that applicants are our citizens and may have put a great deal of effort into their application with little experience of bidding or running a project. We support them to present their bid in the best possible way but be aware there may be errors or omissions. We will all approach each bid in a non-judgemental manner.

### **Confidential**

All information contained in applications and discussions at meetings are completely confidential, barring a summary of the Panel's decision for each application which the Manager will communicate directly with the applicant. Decisions to accept or reject an application will be in the public domain and sent to Elected Members (Councillors). Respect this confidentiality obligation by not sharing any materials or relaying any aspects of the Panel discussion with anyone other than fellow Panel members and council officers. Avoid printing any Panel materials but if you do, shred after use. Ensure any communications and electronically stored information is on a password-protected device. See privacy notice.

### **Consistent**

Both within a Panel meeting and throughout the year of meetings, be consistent in your decision-making. To ensure this can happen, if you are unable to attend a meeting, ensure you read the minutes, so you are aware of decisions made by your fellow Panel members.

### **Consensus**

Remember you are part of a collective decision-making process, and you may not always agree with your fellow Panel members.

### **Impartial**

Do not let any biases affect your judgement or unfairly influence your decision-making process.

<b>Panel member agreement</b>	<b>Print name, title and organisation</b>	<b>Sign and date</b>
<i>I agree to abide by the commitments listed above:</i>	NAME:  TITLE:  ORGANISATION:	SIGN:   DATE:
<b>Communities Service Manager agreement (On behalf of Kirklees Council)</b>	<b>Print name, title and organisation</b>	<b>Sign and date</b>
<i>I agree to abide by the commitments listed above:</i>	NAME:  TITLE:  ORGANISATION:	SIGN:   DATE: