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## **APPENDIX 1: Grant Aid Review Overview**

In 2014 the VCF sector was consulted with to gather ideas for how grant aid could be best used and ideas for change.

In 2016 further investigation was completed with existing grant recipients to examine the impact of their work in relation to the 2015 Corporate Plan and priorities.

Also in 2016 existing grant recipients and the wider sector were consulted about priorities for and methods for collecting evidence to demonstrate impact.

The review has tried to balance a desire to open up opportunities to new organisations as well as being clear about where numerous links and dependencies exist with certain groups and therefore an invitation to put 3-year proposals is to be offered.

## **APPENDIX 2: Consultation Information Note** **Information Note of Grant Aid proposals 2017-2020 for consultation**

### **Purpose of Corporate Grant Aid**

Grant Aid is the funding that Sheffield City Council allocates for grants for the Sheffield VCF (Voluntary, Community and Faith) sector for city-wide work. The proposed and current structure of Grant Aid are set out in appendices 1 and 2. This fund is for substantial, city-wide activity as there are other pots of money for local activities, for example, Ward Pots.

Grant funding is a way of the council supporting the work VCF organisations are doing, or identify a need for, in their communities. It is distinct from commissioning, where the Council determines what needs to be done and tenders for this, through open market procurement processes.

The Council recognises that the voluntary sector makes a highly valued and unique contribution to life in Sheffield and that we have a shared vision and aspirations. The Council's financial support for the voluntary sector can enable organisations to secure even more resources for the benefit of people in Sheffield.

The current grant aid regime has been running since 2012 and the context for the council and sector has been constantly changing in that time. The government's unprecedented funding cuts mean that the Council is unable to provide the voluntary sector with as much money as we would like. However, the Council is still committed to providing grant funding to the voluntary sector by providing dedicated corporate grant aid and is committing to longer agreements than previously to mitigate against less financial resource. Central to the proposed changes to grant aid is the introduction of multi-year funding agreements with the majority of grants awarded for 3 years. This will give successful organisations the ability to plan beyond the existing 1-year cycle and achieve even greater impact for people in Sheffield. It is unlikely that all currently funded groups will continue to be funded.

There are also proposed changes to the funds within the grant aid budget, principally the introduction of Core Service Grants to organisations with an evidenced record for delivering key services, Tackling Inequalities and Better Health & Wellbeing Fund and the incorporation of Fairness & Equality Grants alongside the Infrastructure grants.

Budget amounts are indicative at this stage and are estimates based on information known at the moment. Financial information is subject to Cabinet approval and may have to be adjusted depending on other budget pressures. However, the proposal to cabinet is that as part of the 3-year agreement deal the council will guarantee 80% of the year 1 amount in year 2 and 75% of the year 1 amount in year 3. When possible the council will fund 100% of the amounts.

## The Funds

### Core Service Grants

**Purpose:** SCC currently funds a number of organisations via grant aid which provide key services in the city. They are of high quality, great value to the city, support the council's objectives but with limited opportunities for other funding for core costs.

The proposed new structure for grant aid provides the Council the opportunity to award a small number of *invitation only* grants which would prioritise a limited number of existing grant funded organisations, providing them with a stable funding source for 3 years. The Council will invite the organisation directly to apply for a grant.

**Indicative Amount:** c.£1.1M per year

**Who Can Apply & Exclusions:** These grants will be by invitation only. We are not consulting on which organisations will be invited as this will be considered by officers and Councillors and approved by Cabinet.

**Assessment & Approvals Process:** Prioritised organisations will be asked to submit a 3-year service plan, budget and outcome measures. These will be assessed by officers and a grant award figure will be agreed by the Cabinet Member Community Services.

**Timescale:** Organisations that Cabinet approve for these grants will be invited to apply after Cabinet in September and Officers will negotiate funding agreements with organisations from January 2017. Grant awards will commence from 1<sup>st</sup> April 2017.

### **Infrastructure Grants**

**Purpose:** This would be open to organisations that support the development of the voluntary sector to thrive and deliver by building capacity and capability in organisations and communities.

Infrastructure support is vital to a strong, well-managed voluntary sector that can adapt to a changing world. The Council's support for infrastructure organisations enables capacity building across the sector as a whole.

We are looking for the consultation to help set the priorities / outcomes of this Fund.

Applicants will need to demonstrate a commitment to develop and market a joint customer pathway with other successful infrastructure grant recipients, so that VCF organisations are clear how to access services and their needs can be met.

Partnership applications are particularly welcome.

Running in parallel with the Infrastructure Fund will be the Fairness & Equality Grants to support the delivery and development of the Equality Hub Network.<sup>1</sup>

**Indicative Amount:** c.£190,000 Infrastructure and £75,000 Fairness & Equality, both per year

**Length of Award:** 3-years for both Infrastructure and Fairness & Equality

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<sup>1</sup> The Equality Hub Network aims to strengthen the voice and influence of under-represented communities in the City. There are 7 Hubs: age, carers, disability, LGBT, BME, religion/belief, women.

**Who Can Apply & Exclusions:** These grants are only open to infrastructure organisations and organisations that wish to support the delivery and development of the Equality Hubs.

**Assessment & Approvals Process:** Assessment by officers and consideration by a Grants Advisory Panel with recommendations made for authorisation by the Cabinet Member for Community Services.

**Timescale:** This fund will be advertised after Cabinet in September with a likely application deadline of end of November. Successful applicants will be notified in February for grants to commence in April 2017.

### **Lunch Clubs Fund**

**Purpose:** To support the delivery and development of lunch clubs for older people to reduce loneliness and isolation and increase connections to friends and community. Whilst retaining the same name, this Fund sees the small grant funding for individual clubs brought together with the funding for lunch club development.

**Indicative amount:** c.£189,000 per year split between the grants to individual lunch clubs and the VAS lunch club development service.

**Length of Award:** Grants to individual clubs will be extended and offered on a 2-years basis and then reviewed. This is to see how the People Keeping Well in their Community Partnerships develop and then see how this fund might further support those outcomes in the future. The VAS lunch club development service will also be invited to put forward a two-year proposal.

**Who Can Apply & Exclusions:** It is anticipated that approximately 55-60 existing clubs will be funded with some scope to fund new lunch clubs where further need is identified and funds available.

**Assessment & Approvals Process:** Applications from individual clubs will be Assessed by officers and approved by the Executive Director of Communities.

**Timescale:** As in previous years, existing lunch clubs will be invited to submit applications in January 2017 for grants to commence in April 2017.

### **BME Older People's Fund**

**Purpose:** Running alongside the Lunch Club Fund will be the BME Older People's Fund. This fund is for existing or new projects that help to deliver the People Keeping Well outcomes for BME Older People. The People Keeping Well in their Community outcomes can be found at appendix 3.

**Indicative amount:** £30,000 per year

**Length of Award:** 3-years

**Who Can Apply & Exclusions:** Any organisation that has an evidenced proposal for how their idea will reach isolated BME older people and help build community assets to support and engage BME Older People.

**Assessment & Approvals Process:** Assessment by officers and consideration by a Grants Advisory Panel with recommendations made for authorisation by the Cabinet Member for Community Services.

**Timescale:** This fund will be advertised after Cabinet in September with a likely application deadline of end of November. Successful applicants will be notified in February for grants to commence in April 2017.

### **Tackling Inequalities Fund**

**Purpose:** To support a small number of VCF organisations with existing service delivery where there is a proven track record and clear evidence of impact or to support new ideas where there is evidence to support need.

We are looking for the consultation to help set the priorities/ outcomes of this Fund. The priorities / outcomes must link to the Sheffield City Council Corporate Plan<sup>2</sup> outcomes of Tackling Inequalities and Better Health & Wellbeing which can be found at appendix 4.

**Indicative Amount:** c. £120,000 per year (dependent on final amounts in the other funds)

**Size of award:** c.£15,000-£50,000 per annum for up to 3-years depending on the application proposal

**Who Can Apply & Exclusions:** Organisations that can meet the basic criteria and demonstrate a contribution to the principles of tackling inequality and keeping people well may apply. We are consulting on whether organisations currently in receipt of a Voluntary Sector Grants Fund grant should be excluded from applying.

**Assessment & Approvals Process:** Assessment by officers and consideration by a Grants Advisory Panel with recommendations made for authorisation by the Cabinet Member for Community Services.

**Timescale:** It is intended that this fund will be advertised once the other grant aid funds have been finalised, so that a final fund budget can be set. This is likely to be in the first quarter of 2017-18.

**INFO NOTE: Corporate Plan Outcomes of Tackling Inequalities and Better Health & Wellbeing**

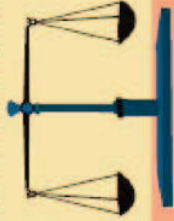
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<sup>2</sup> <https://www.sheffield.gov.uk/your-city-council/policy--performance/what-we-want-to-achieve/corporate-plan.html>



## Tackling inequalities

To make it easier to overcome obstacles by investing in the most deprived communities and supporting individuals to help themselves and achieve their full potential



### Working with others we will:

- Work towards Sheffield being a Living Wage city, promoting the benefits to employers, including our contractors and persuading the city's public sector organisations to sign up by 2018
- Work with communities to strengthen our approach to cohesion and tackling stigmatisation
- Support Sheffield Money to provide 5,000 local people with affordable loans
- Support up to 2,000 teenagers and young adults to access education, employment and training
- Help those who face obstacles to find lasting work, including young people, disabled people and those with mental health conditions
- Proactively work with others to deliver our Tackling Poverty Strategy and break the link between being poor as a child and growing up to live in poverty as an adult

## Better health and wellbeing

To promote good health, prevent and tackle ill-health by providing early help, earlier in life; particularly for those at risk of illness or dying early

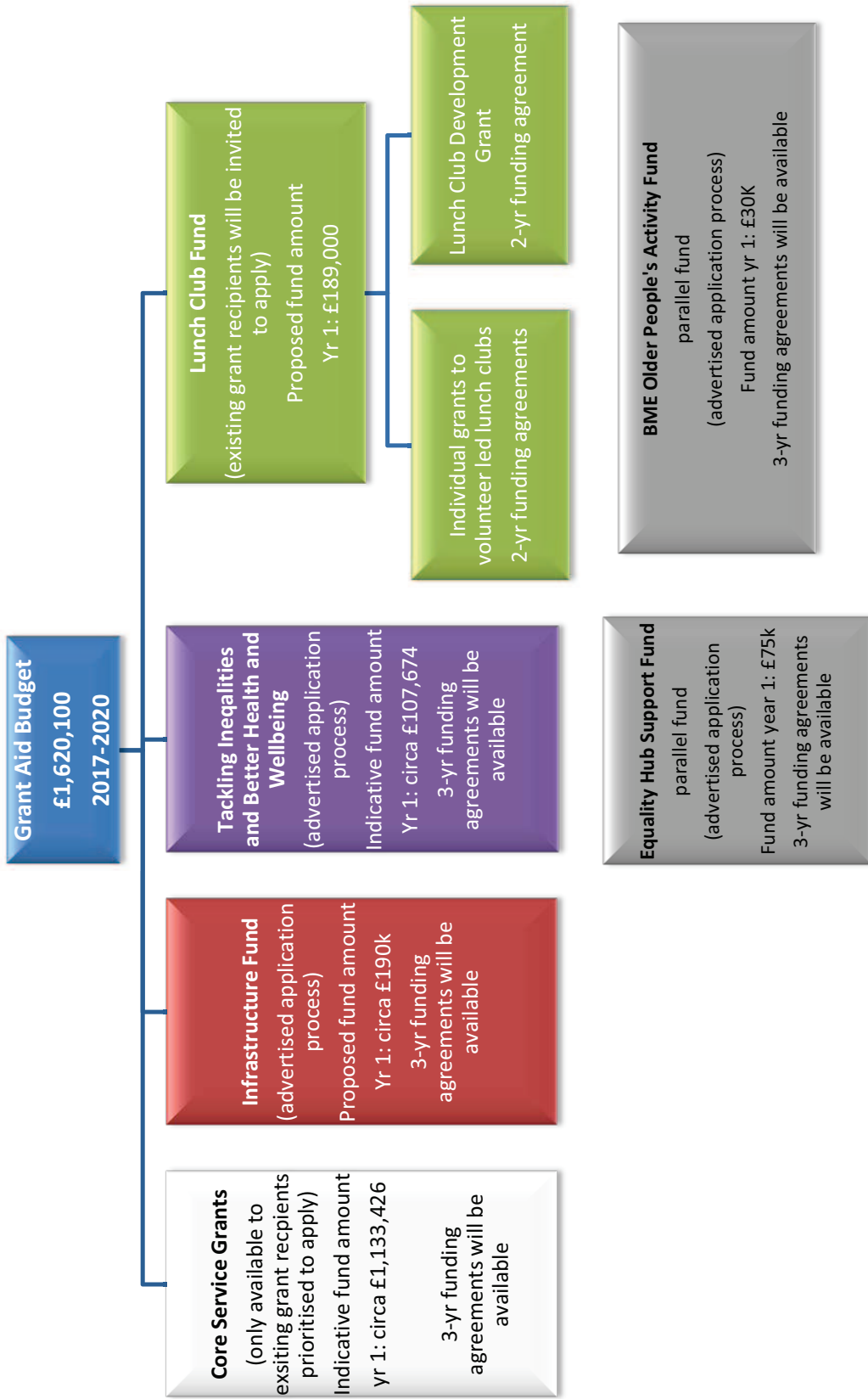


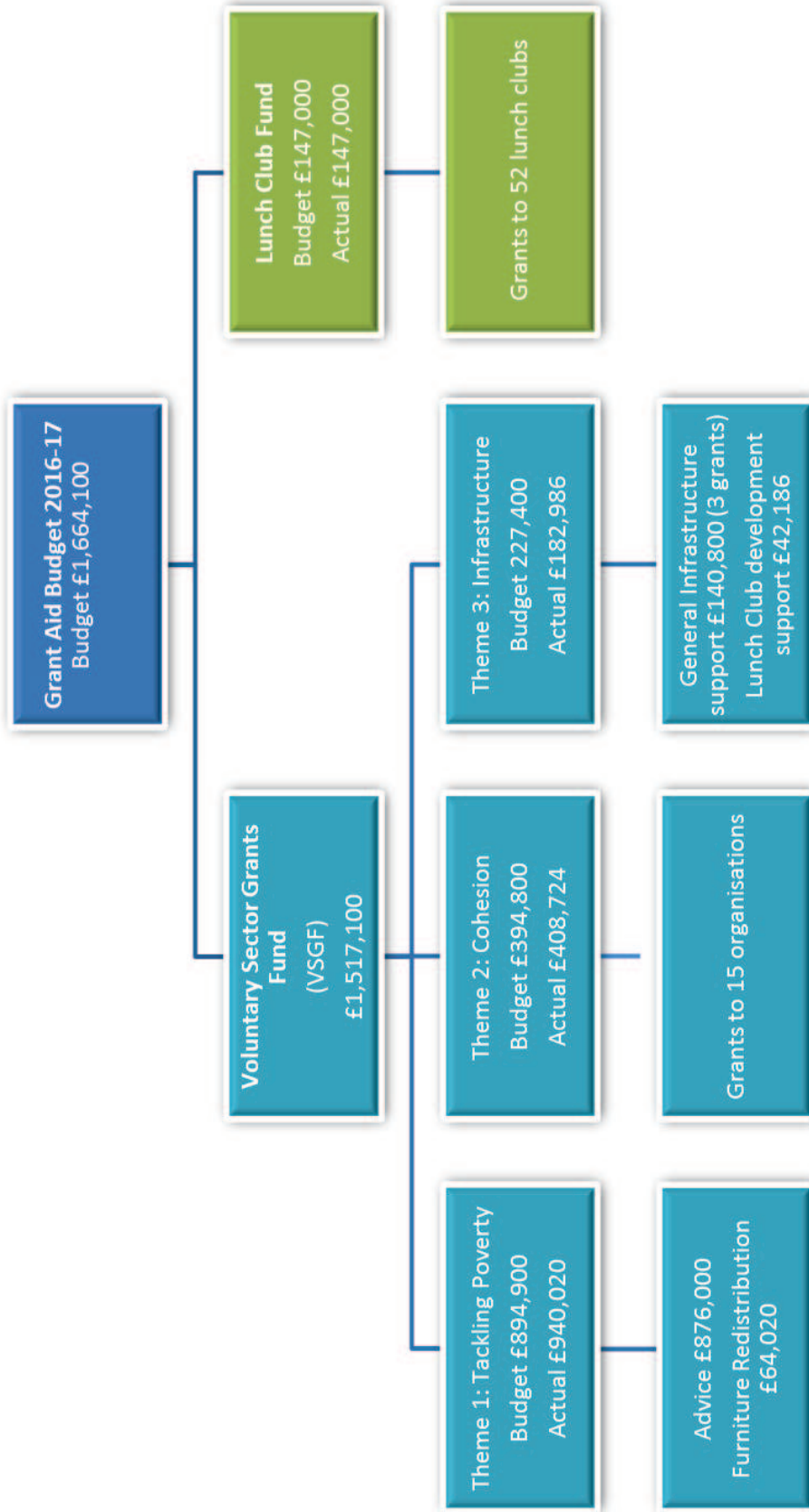
### Working with Sheffield's Joint Health and Wellbeing Board we will:

- Help thousands of people achieve a greater level of wellbeing
- Stand by our commitment to keep all children safe
- Work with others to keep adults at risk of abuse and neglect safe
- Help hundreds more children in Sheffield have a great start and be ready for learning and life
- Support children and young people with special educational needs and disabilities to live happy, healthy, fulfilling lives
- Help thousands of people to get early help and access services to remain independent, reducing hospital admissions
- Make sure people can access the care and support they need to live fulfilling lives
- Introduce 'Five Ways to Wellbeing' to help people improve their mental and emotional wellbeing and reduce loneliness and isolation
- Provide direct support to more carers than ever before

Full plan is available at: <https://www.sheffield.gov.uk/your-city-council/policy--performance/what-we-want-to-achieve/corporate-plan.html>

**APPENDIX 3: Structure Charts**  
Proposed and current





**APPENDIX 4: Core Service Grant Organisations**

Name	
Ben's Centre	Charitable limited company founded in 1996. Managed by a Committee of 6. Provides a service for street drinkers offering a safe accessible environment where users can get food, clean clothes and information and advice about access to other services. Also provides activities and support to enable users to develop skills and become rehabilitated into the community.
City of Sanctuary	Charitable limited company founded in 2005 and based in Victoria Hall on Norfolk Street. Managed by a Committee of 7. Co-ordinates a weekly city centre drop-in service, bringing together a comprehensive range of multi-agency services for asylum seekers and new arrivals. Also provides awareness raising and cross cultural activities with the help of refugee and asylum seeker volunteers to encourage a culture of welcome, hospitality and mutual understanding.
Roshni	Registered charity founded in 1992 and based in own shop front premises on London Road. Managed by a committee of 7. Provides a resource centre for Asian women across the city where women of all ages can access a varied programme of services and activities, including a mentoring service, information, advice and support sessions, advocacy, training, youth provision, cultural events and health and well-being activities.
Sheffield Citizens Advice & Legal Centre	Charitable limited company founded in 2013 from the merger of 12 independent advice centres. Managed by a committee of 15. Provides a citywide advice service including drop-in services at outlets across the city, an appointment and home visiting service and an advice assessment phone line operating Monday – Friday 9-5pm.

<p>Sheffield Association for the Voluntary Teaching of English</p>	<p>Charitable limited company founded in 1999 and based at the Circle building on Rockingham Lane. Managed by a Committee of 6. Recruits and trains volunteers to teach English as a second language. Provides individual tuition for people unable to access mainstream provision and supports learners to progress from one-to-one tuition to group based learning.</p>
<p>St Vincent de Paul</p>	<p>Local branch of international charity founded in 1986 located in diocese owned premises on Queens Road. Managed by a Committee of 10. Provides free furniture to families in need across the city. Referrals are accepted from registered statutory and voluntary sector organisations, including the Council, advice centres and NHS. The council is currently reviewing the Local Assistance Fund which has links to the type of work St Vincent's does. Therefore, the agreement will be reviewed after a year to ensure that there is still a strategic fit.</p>
<p>Voluntary Action Sheffield (New Beginnings)</p>	<p>Charitable limited company founded in 1925 and based in its own premises at The Circle, Rockingham Lane. Managed by a committee of 10. Provides a range of infrastructure support services for voluntary, community and faith sector groups and organisations across the city. New Beginnings is a project developed by the VAS Volunteer Centre to assist the integration of refugees and support them to contribute to the life of the city by engaging in volunteering opportunities with local community organisations.</p>
<p>St Wilfred's Centre</p>	<p>Registered charity administered by the Diocese of Hallam Trust and based in its own premises on Queen's Road. Managed by a committee of 11. Provides welfare support and a wide range of activities for homeless and vulnerable people the majority of whom have mental health problems. The award will be initially for 1 year and then reviewed following new management arrangements at the charity.</p>

## **APPENDIX 5: Eligibility Criteria**

### **Eligibility Criteria: Tackling Inequalities and Better Health & Wellbeing and Infrastructure Funds**

Applications for Tackling Inequalities and Infrastructure grants can only be considered from organisations that meet the eligibility criteria below and are not excluded.

Organisations **must be**

- either a
  - o Registered charity or,
  - o Charitable Incorporated Organisation (CIO) or,
  - o Limited company with charitable status or
  - o Industrial and provident society

- based in Sheffield or accountable at a local level within Sheffield to users, stakeholders or residents. Organisations with a registered base outside Sheffield must demonstrate how they are locally accountable in both service delivery and governance.
- in full compliance with the document filing requirements of the Charity Commission or Companies

### **Types of organisation not eligible for funding**

- Other City Council departments.
- Public bodies such as Parish or Town Councils, hospitals or health bodies.
- Educational establishments including schools, universities and colleges.
- Registered social landlords.
- Businesses other than not for profit enterprises with charitable status
- Consultants.
- Arts organisations.
- Animal charities.
- Organisations whose core function is to provide training.
- Organisations whose annual turnover is under £10,000.

### **Types of activity or costs that will not be covered by a grant**

Certain activities or costs cannot be met by a Tackling Inequality grant or an Infrastructure grant. If proposals are submitted that include ineligible costs or ineligible activity, either the application will be rejected or the ineligible costs will not be considered when considering a grant award

- Activity not in Sheffield
- Activities or services restricted to a particular geographical area of Sheffield rather than offered on a city wide basis or as part of a citywide offer.



- Activity not consistent with an organisation's stated charitable purposes
- Set up costs for new organisations
- Economic development and employment training activities.
- Activities aimed at promoting religious or political beliefs.
- Youth-work activities for children and young people.
- Activities that are a statutory obligation or replace statutory funding.
- Applications to support activity already being delivered by another organisation unless there is a clear need for additional capacity.
- Capital or equipment costs including works or repairs to buildings, community minibuses, etc.
- Festivals and any one off events.
- Costs already covered by another funder or income stream.
- Costs that appear to be unreasonably high.
- Costs which have already been incurred.
- Loans, debts or endowments.

Other reasons applications are unlikely to be successful

- Applicants with current unrestricted reserves equal to or more than 12 months running costs.
- Applications for less than £10,000
- Applications that are incomplete (i.e. with questions unanswered, requested documents not included, or with vague budgets) –
- Applications that do not demonstrate existing effective measuring of client outcomes.

## **APPENDIX 6: Lunch Club Fund Criteria and Application Process**

The purpose of this fund is to promote the Council's strategy to support the independence, health and wellbeing of older people by making available a fund offering grants to lunch clubs. Evidence shows that an active and positive old age reduces the likelihood of reliance on statutory services. The majority of lunch clubs are self-help groups run by and for older people and provide a forum to socialise, share a meal and undertake group activities. Membership comprises mainly people aged over 70 and increasing numbers of people in their 80s and 90s including a few aged over 100. The clubs take self-referrals and referrals from relatives and health and social care professionals. In 2015-16 almost 2,000 older people attended a lunch club and the clubs delivered nearly 70,000 hot meals.

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Applications to the Lunch Clubs Fund are invited from clubs on a year on year basis in advance of each financial year. All awards are under £10,000 and decisions are delegated to the Executive Director of Communities, in consultation with the Cabinet Member for Community Services.

Authority is delegated to:

- Determine how the grants are calculated and to vary awards from this Fund during the year because of a change in a lunch club's circumstances.
- Make additional awards to lunch clubs in year to run activities for members from any unallocated spend within the budget
- Make new awards from any unallocated spend within the budget to clubs setting up.

A full report of the awards made from this Fund is produced after the end of each financial year. This is published on the Council's website.

The support for lunch clubs to thrive and develop is also to be on an invitation basis to Voluntary Action Sheffield

All lunch club related awards will be for two years and then reviewed

**APPENDIX 7: Equality Impact Assessment**

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