

**PROVISION OF A GRANT SCHEME TO SUPPORT THE COMMUNITY  
AND VOLUNTARY SECTOR**  
**WDA/65/08**

**Recommendation**

That:

1. Members note the details of this report and the conclusion of the consultation undertaken as required following report WDA/47/08 .
2. Members approve the inclusion of a budget allocation of £15,000 for 2009/10 financial year to support a grant scheme to provide the Community and Voluntary Sector with a pump prime fund.

and

3. An amendment to the Financial Rules Procedure be made to take account of the provision of a grant.

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**Report of the Director**

**1. Purpose of the Report**

- 1.1 To ask members to note the details from the consultation with the Waste Collection Authorities on the provision of a Grant Scheme to support the Community and Voluntary Sector (CVS).
- 1.2 To ask for members agreement for the inclusion of a budget allocation of £15,000 for the 2009/10 financial year to support a grant scheme to provide the Community and Voluntary Sector with a pump prime fund.
- 1.3 That an amendment to the Financial Rules Procedure will be made to take account of the provision of a grant.

**2. Background**

- 2.1 The updated Joint Merseyside Waste Management Strategy (JMWMS) 2008 states that the Authority will integrate a wide range of projects with associated partners in the delivery of sustainable waste management across Merseyside.
- 2.2 A report (WDA/47/08) submitted to members resolved that the Waste Collection Authorities be consulted on a Grant Scheme for the Community and Voluntary Sector, being provided by MWDA.

- 2.3 A letter was written to each Waste Collection Authority Chief Executive on Merseyside and Halton asking for their formal support to the provision of grant scheme. The results of this consultation were positive from each Chief Executive and Senior Officer and each district endorsed the provision of a grant scheme.

**12<sup>th</sup> December 2008**

**Merseyside Waste Disposal Authority**

**3. Current position.**

- 3.1 Merseyside Waste Disposal Authority are currently preparing budget submissions for 2009/10 financial year. As part of these submissions, if members agree to the recommendations of this report, an allocation of budget (£15,000) will be made which will provide support to the Community and Voluntary Sector.
- 3.2 It is noted that the provision of any budget to a Community and Voluntary Sector Group will be made in line with Best Value and delivery of the Authority's Corporate Plan and the Joint Municipal Waste Management Strategy. All applications will have to meet certain criteria for the Community and Voluntary Sector, as indicated in Appendix 1.
- 3.3 An evaluation decision making table (Appendix 2) will be utilised to evaluate between applications for the grant scheme.
- 3.4 Once an application has been accepted an offer letter (Appendix 3) will be issued which clearly states what is expected of the application and what will be required by the Authority.
- 3.5 The award of grant aid is a discretionary function and the Authority will wish to be satisfied that a proper process has been

followed in receiving and assessing applications. The Authority is also reminded that its fiduciary duty to the Council Tax payers of the Districts and consequently the Authority means that in agreeing grant aid, the Director must be certain that the amount of any grant is commensurate with the benefit to the people of Merseyside.

#### **4. Proposed Grant scheme**

- 4.1 The proposed grant scheme will focus on adding value to the Authority and will only be utilised where specific project(s) have been identified where the Authority is satisfied that they contribute to the delivery of the Authority's vision aims and objectives and specifically in the delivery against the updated JMWMS and Waste Prevention Strategy. Any application will have regard to the following key points:
  - 4.1.1 Value for money;
  - 4.1.2 Procedures that are consistent with good regulation and the need to provide effective protection and proper accountability for public money; and
  - 4.1.3 Improved sustainability and long term planning.
- 4.2 The types of projects that grants will be used for are smaller one-off projects which require some capital to act as a pump prime funding. Examples of these projects could be the purchase of services which would aid in the delivery of education awareness and training purposes or the procurement of food caddies to be given to householders as part of a project to collect food waste which will be processed into compost.
- 4.3 The proposed grant scheme will be made available via the advertisement on the

Authority and partner Authorities website(s) to all organisations that can demonstrate that they meet the criteria as set out in Appendix 1. The applications will be appraised by the Director against an evaluation decision making table (in Appendix 2) which will be used to differentiate between competing groups for the grant.

4.4 The grant scheme (if agreed by the Authority) will start to be publicised for applications during April 2009 and be applicable until the grant monies have been fully expended.

4.5 An amendment to the Financial Rules is proposed (Appendix 4) which will support the current procedure and allow the provision of financial support prior to any goods and services being received by the Authority. This amendment will reflect and support Section E within the Financial Procedural Rules with specific reference to the delivery of partnership working between the Authority and the CVS.

4.6 A report on the outcomes of the funded projects will be submitted to members on an annual basis.

## **5. Risk Implications**

5.1 The chosen organisation may not deliver the project as required despite receiving grant funding from the Authority. This risk is mitigated by the completion of an offer letter (as per Appendix 3) from the Authority, which clearly indicates what the project is, how it will be managed and what the deliverables are with an associated timescale.

## **6. HR Implications**

6.1 There are no HR implications associated with this report.

## **7. Environmental Implications**

- 7.1 Projects supported by the fund will have to ensure there will be positive environmental benefits to Merseyside through the sustainable management of waste.
- 7.2 There could also be social benefits associated with the provision of a grant scheme.

## **8. Financial Implications**

- 8.1 The proposed grant scheme would be for a maximum of £5,000 for any one project/organisation in a single financial year with a proposed budget provision of £15,000. Monitoring and evaluation of projects will assist in determining provisions in future budgets, subject to Authority agreement.
- 8.2 An amendment to the Financial Rules Procedure will be made to take account of the provision of a grant (Appendix 4).

## **9. Conclusion**

- 9.1 The Authority supports the JMWMS commitment to ensure the Community and Voluntary Sector (CVS) are integrated into the delivery of sustainable waste management across Merseyside.
- 9.2 Due to the lack of capital funding particularly associated with CVS organisations, a grant scheme will assist the Authority in engaging with the CVS to deliver elements of the JMWMS.
- 9.3 In order to ensure that the Authority can meet its requirements from its own commitment and from the implementation of the JMWMS, members are asked to agree to the inclusion

of a budgetary allocation of £15,000 for  
2009/10 and to agree an amendment to the  
Financial Procedural Rules.

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The background documents to this report are open to inspection in accordance with  
Section 100D of The Local Government Act 1972 - Nil.

Organisational criteria for grant approval and grant application:

- are classed as a Community and Voluntary Sector organisation;
- have a recognised legal and constitutional status. Compliance (by organisations that hold charitable status) with the accounting framework for charities and appropriate guidance for the Charity Commission;
- are financially viable; and
- have a clear management structure which adheres to all principles that the Authority adheres with.

## Appendix 2

Evaluation decision making table for grant funded projects

Project Title:		
Score	Potential	Score
Does project address waste issues sustainably and meet with the Authority's vision, aim and objectives	40	
Partnership involvement	5	
Sufficient detail in project plan	10	
Sufficient project management	10	
Realistic project budget	5	
Sufficient Health & Safety, Risk and Legal considerations	5	
Sufficient record keeping and evaluation	10	
Communications plan	5	
<b>TOTAL</b>	<b>100</b>	
Judges comments		

**Appendix 3**

Offer letter to third parties for grant scheme funding.

**Draft Offer Letter for Project Funding (incorporating advance payments to community/third sector)**

I am pleased to inform you that subject to the terms and conditions of this offer letter, the Director/Assistant Director of Merseyside Waste Disposal Authority (“the Director”) is prepared to pay [insert name of the organisation] (“the Organisation”) a grant of [insert sum inclusive/exclusive of VAT] to [insert details of project proposal].

Approval is given in accordance with the Authority’s Financial Procedural Rules and the proposal as outlined in your correspondence dated [insert date].

The claim for payment must be accompanied by:

- I. an itemised statement of the costs incurred by the project on labour, overheads and related expenditure and confirmation that the Organisation has defrayed expenditure against these costs; and of any income received under the project; and
- II. a report of the completed project or
- III. where funding is being provided in advance of any service or goods being received, an appropriate service level agreement is agreed between the Authority and the Organisation on spend and deliverables and timescales for the project.

Any overpayment of grant, whether disclosed by a report or otherwise, must be refunded to the Director forthwith on his first demand or upon the Organisation becoming aware that the grant has been overpaid, whichever first occurs.

The Director reserves the right to require a report from an independent accountant to be submitted.

The Director and his representatives shall be entitled to inspect the project at any time and to require such further information to be supplied as he or they see fit. Such information may include but is not limited to information concerning the financial position of the Organisation.

The Director shall be under no obligation to pay the grant, and grant already paid may become repayable, in whole or in part, at his discretion if:

- i. the Project is not completed or in the opinion of the Director or his representative there is no longer any reasonable prospect of the Project being completed by [insert date];
- ii. there has been a change in the nature or scale of the Project or in its likely total cost which in the opinion of the Director is substantial;
- iii. any information supplied by or on behalf of the Organisation to the Director or any of his representatives in the Organisation's proposal under or in connection with this letter proves to have been materially incorrect or misleading; or
- iv. the Organisation does not comply with or observe, the conditions of this letter or agreed service level agreement.

The Director shall be under no obligation to make any payment on a claim received after [insert date]. There will be a general presumption against paying claims received after this date.

No amendment to the terms of this offer letter will be effective unless and until confirmed in writing on behalf of the Director.

This offer remains open for acceptance until [insert date]. Acceptance of this offer letter constitutes agreement in full to the terms and conditions set out in this letter.

Acceptance must be shown by a Director of the Organisation signing the duplicate copy of the Offer Letter on behalf of the Organisation and returning it to [insert name of project manager] at the above address.

Yours

On behalf of [name of Organisation] I accept the offer set out above

Signed.....

Position.....

Date.....

**Appendix 4**

Amended text (in italics) for Financial Procedural Rules.

Section E: External Arrangements 1. Partnerships, 1.4.

1.4 The Director of Waste Disposal will ensure that all partnership arrangements are properly documented, do not impact adversely upon the services provided by the Authority and that a risk assessment appraisal has been undertaken, in conjunction with the treasurer to the Authority, prior to entering such agreements. *Where monies are given in advance of goods and services being received, the Director shall ensure that an appropriate service level agreement is in place between the Authority and the third party with associated caveats on spends and deliverables being achieved. Should these deliverables not be attained a mechanism to allow recompense to the Authority must be agreed prior to any monies being issued.*