

<b>Committee</b> Finance Grants Oversight and Performance Sub-Committee	<b>Dated:</b> 13/11/2018
<b>Subject</b> Central Grants Programme (CGP) – Update and Next Steps	<b>Public</b>
<b>Report of:</b> Chief Grants Officer	<b>For Decision</b>
<b>Report author:</b> Jack Joslin, Head of Central Grants Programme, Central Grants Unit (CGU)	

## Summary

This report provides an update on the Central Grants Programme (CGP). The report includes the outcomes of the four CGP grant rounds delivered in 2018/19; an update on the monitoring and evaluation of the CGP and an outline of the next steps for 2018/19.

## Recommendations:

- a) To note the Central Grants Programme (CGP) progress update report.
- b) To approve the management cost budget for the CGU in 2019/20 (**Appendix 3**).

## Main Report

### Background

1. In March 2016, the Resource Allocation Sub-Committee and the Policy and Resources Committee received a report outlining the work that had been undertaken to date to implement the recommendations of the Effectiveness of Grants Service Based Review (SBR). The aim of the review was to increase the strategic impact of grant-making, ensure that the grants are managed more efficiently and effectively, improve the consistency and quality of the customer experience and so bring consequential reputational benefits. The report recommended a consolidated CGP be implemented.
2. In order to manage the CGP effectively a new Central Grants Unit (CGU) was proposed to administer the programme. The CGU would be responsible for the management of all grant applications, monitoring and evaluation processes and committee reporting procedures.
3. It was agreed that the CGU would be co-located with the City Bridge Trust team (CBT) in order to facilitate consistency of approach and harmonise service standards. The Chief Grants Officer, responsible for the grant-making

activities of CBT would maintain an overview of the CGU, with relevant input from the Head of Charity and Social Investment Finance (Chamberlain's Department), with the work being delivered by the Head of Central Grants Programme (HCGP).

4. In March 2018 the Resource Allocation Sub-Committee and Policy and Resources Committee met and both agreed to support the implementation of the CGP on a permanent basis from the 1<sup>st</sup> April 2018. Members agreed an uplift to the City's Cash Grants element of the CGP Budget to enable this to equal £250,000 annually, being approximately 20% of the City's Cash budget, an uplift of £91,000 for 2018/19. Members also noted the uplift of £10,000 applied to the operating costs of the CGU, included within the approved CBT budget for 2018/19. This amount is supplemented by contributions from City of London (COL) Charities that the CGU supports.
5. The four CGP funding themes were agreed in March 2016 by the Policy and Resources Committee, and the eligibility criteria subsequently agreed by each respective grant-giving committee.

### CGP Update

6. A breakdown outlining the number of successful applications and amounts awarded for each programme across the 7 Month Period from 1<sup>st</sup> April 2018 are in the table below:

7 Month Grant Period April 2018 – October 2018		
CoL Programme	Number of Grants	Amount Awarded
Education & Employment	12	£211,200
Inspiring London through Culture	9	£42,200
Enjoying Green Spaces and the Natural Environment	1	£14,852
Stronger Communities	4	£26,885
Total	25	£295,137

7. An update in more detail on the progress of the four CGP grant rounds for 2018/19 is provided in **Appendix 1**. Members will note that there is still £462,000 funding available across all of the programmes. 4 grant rounds are scheduled before the end of the financial year and the HCGP has worked closely with officers to ensure they are well publicised to ensure the budget is met.
8. Detail of all applications approved, withdrawn and rejected under the CGP in 2018/19 is shown at **Appendix 2**.
9. A breakdown of the Management costs for the CGU in 2018/19 is shown at **Appendix 3**. Members will note a forecast underspend in the management costs for the programme in 2018/19. This is due to delays in staff recruitment.

## Overview of CGP

### Staffing Update

10. In March 2018 the Policy and Resources Committee agreed an uplift to the operating costs of the CGU. The increased budget was to include the permanent recruitment of the HCGP for 3 days a week and to recruit a Funding Officer 2.5 days a week to support the work of the CGU. As there was a delay in recruitment the HCGP has been working 4 days a week since June 2018 and will continue these hours until 31<sup>st</sup> January 2019.
11. In September 2018 Jack Joslin was appointed as the HCGP after being seconded as the Senior Grants Officer overseeing the programme since October 2016. Subsequently a Funding Officer Central Grants Programme has been appointed and will start in post on 1<sup>st</sup> December 2018.

### Education and Employment

12. The principal challenges of this theme relate to it being funded from two registered charities and therefore the need to comply with the governing documents for each charity in setting grants criteria and in otherwise administering the funds. The eligibility criteria for the Education and Employment theme of the CGU were revised and approved by the Education Board which has delegated authority for the City Corporation as Trustee to administer these charities. Elected members retain responsibility for taking grants decisions through a dedicated sub-committee of the Education Board.
13. Revised criteria were approved by the Education Board on 8 March 2018 and two grant rounds have taken place in 2018/19 with deadlines in June and September. Decisions for the September Grant round will be made at the Education Charity Sub-Committee on 12 November 2018. A verbal update of this round will be provided at the meeting. Your Officer worked with the Education Team and Media Team to publicise the programme widely which resulted in two successful funding rounds.

### Inspiring London through Culture

14. Remains a very popular programme. The HCGP worked closely with officers to ensure that the rounds were well advertised across a range of channels. Two funding rounds are planned again for the period. In July 2018 the Culture, Heritage and Libraries Committee agreed to delegate decision making to the Town Clerk in consultation with the Chairman and Deputy Chairman for all grants of £10,000 or less. This has allowed for applicants to receive a decision on their applications quicker and improved efficiency.

### Stronger Communities

15. The Department of Children and Community Services (DCCS) has, up until now, run a small grant programme from City Fund in the exercise of the City Corporation's local authority functions alongside the Stronger Communities Programme funded from both City's Cash and the City of London Combined

Relief of Poverty Charity (Charity No: 1073660). In line with the outcomes of the Grants SBR where it was agreed to streamline the administration of the City Corporation's various grants programmes, CCS Committee agreed in February 2018 that the activities of the small grants programme would be combined with those of the City's Cash element of the Stronger Communities Programme in 2018/19 to provide opportunities for both smaller and larger projects. The eligibility criteria and grant application processes were accordingly amended to accommodate smaller grant applications. No City Fund funding has been allocated to the CGP theme and the additional activities will therefore need to be met from the existing budgets subject to compliance with the relevant eligibility criteria and grant application process.

16. The first small grant applications were received in June 2018 and applications were made through the online process. The CGU received feedback that the process was prohibitive to small organisations. A small grant application form has now been produced with a lighter touch due diligence process. All applications will still be required to produce financial records when requested and ensure that they can produce a Safeguarding Policy.
17. At the February 2018 DCCS Committee, Members resolved that £30,000 of the Stronger Communities budget (City's Cash) under the CGP could be committed to support grants to organisations applying through a new 'crowd funding' platform run by Spacehive. Spacehive are a company that facilitate and maintain an online crowdfunding platform with significant experience of working within local authority structures. The HSGP has been working with officers in DCCS and Spacehive to ensure that any funding follows the agreed process of the CGP and fits with the eligibility criteria of the Stronger Communities Programme. The CGU continues to manage the Spacehive grants programme and a number of projects have been supported delivering work in the Aldgate Square area. The cost of the Spacehive budget are met by Departmental Budgets.

#### Enjoying Green Spaces and the Natural Environment

18. Enjoying Green Spaces and the Natural Environment held one round in November 2017 and received only two applications. The HCGP has worked with officers in the Open Spaces Department to develop a marketing strategy for the October 2018 grant round. The HCGP has carried out funding presentations in Epping Forest and Parliament Hill and provided one to one support on applications from Burnham Beaches and City Commons. The deadline for the Enjoying Green Spaces programme passed on the 16<sup>th</sup> October 2018 and 16 applications have been received.

#### General

19. The CGU still monitors organisations that are perceived to have fallen through the cracks as they may have previously benefited from funding from the City Corporation's previous arrangements for grant-making but are ineligible under the current CGP criteria. Further information on these grants can be provided at Members' request or verbally at the meeting.

20. The HCGP set up and delivered two workshops for prospective grantees in 2018/19 at the Guildhall and did further programme specific workshops for the Stronger Communities and Enjoying Green Spaces Programmes.

## Monitoring

21. The HCGP has set up and implemented the online monitoring and evaluation system in line with best practice from the CBT. Monitoring is generally of a good standard with grantees reporting on the success and impact of their funded schemes, the enhanced reach of the funding provided and how the funding has helped to leverage additional or match-funding for projects.
22. The CGU currently oversees and manages 79 active grants. The HCGP has agreed to provide an annual report for all of the programmes each April starting in 2019: this will provide monitoring information to the Grant giving committees.

## Next steps 2018/19

23. The Comptroller and City Solicitor's Department and the CGU will continue to explore the consolidation and rationalisation of charities associated with the City Corporation. A verbal update on this will be provided at the meeting.
24. The HCGP will work with the Philanthropy Director to support implementation and delivery of the Philanthropy Strategy.
25. Discussions are happening between the CGU and other departments around taking on additional programmes of work. A verbal update will be provided to members on this at the meeting.
26. The table below outlines the shows the application deadlines for the CGP in 2018/19.

<b>Funding Theme</b>	<b>Application Deadlines</b>
Education and Employment	June 2018 September 2018
Inspiring London through Culture	July 2018 January 2018
Stronger Communities	June 2018 November 2018
Enjoying Green Spaces and the Natural Environment	October 2018

27. The HCGP will work with departments to establish grant-making good practice across the City Corporation and to provide advice and assistance to

implement best practice in the delivery of other City Corporation funding programmes which are not part of the CGP. An example, the CGU liaises with the Education Team in DCCS to avoid duplicative funding under the control of the Education Board and to ensure the City Corporation provides a cohesive offer of educational support. There will also be ongoing work with CCS on the rolling out of the Spacehive crowdfunding pilot with the HCGP providing other support around grant making to the department. The HCGP has now joined the Borough Grants Officer network hosted by London Funders, an infrastructure body that brings together charitable funders and decision makers from across London.

**Appendix 1 – CGP Grants Overview 2018/19**

**Appendix 2 – Overview of Approved, Rejected and Withdrawn Grants 2018/19**

**Appendix 3 – Breakdown of CGU Management Costs**

**Background Papers:**

- Policy and Resources Committee, January 2017, 'Review and Reclassification of Former Finance Grants Sub-Committee Grants'.
- Policy and Resources Committee, March 2018, 'Central Grants Programme Review'

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