

Committee Finance Grants Oversight and Performance Sub-Committee	Dated: 15/11//2016
Subject Central Grants Programme	Public
Report of: Chief Grants Officer	For Information
Report author: Scott Nixon, Project Manager	

Summary

Members are requested to note the outcomes of a report submitted to the Policy and Resources Committee in September 2016. The Sub-Committee agreed the approach of seconding from City Bridge Trust (CBT) to manage the CGP for a 6 month period; that a follow up report will be submitted in March 2017 to approve resources for 2017/2018 and agreed that the Central Grants Unit (CGU) can recharge up to £41,000 to manage the CGU over a 6 month period.

An update on the Central Grants Programme (CGP) has been provided within this report for Members of this Sub-Committee to note.

Recommendations:

- To note the interim staffing and management fee proposal agreed by the Policy and Resources Committee in October 2016.
- To note the update on the Central Grants Programme.

Main Report

Background

CGP Staffing and management fee

1. In September 2016, Members of the Policy and Resources Committee agreed to endorse an approach which allowed CBT to second staff in to manage the CGP until 31st March 2017 and an interim resource of up to £41,000 to support the CGU during this time (equivalent to 10% of the CGP's total budget allocation).
2. During this six month period a time recording system has been implemented by the CGU so that each individual grant programme can be recharged for the actual time and resource spent by Officers.
3. By taking this approach, the CGU will benefit not only from the expertise of CBT in its first six months of operation, but also allow the actual time and resource required to manage one full grant round (which includes all four agreed funding themes) to be better understood. This evidence will form the basis for a further report to be submitted to the Policy and Resources Committee in March 2017.

CGP Progress update

4. The secondment of an existing CBT Officer (Jack Joslin) to the CGU Senior Grants Officer (SGO) role began on 1st October 2016. The SGO will be working an average of 2 days a week on the CGP. Since starting the secondment, the SGO has been meeting with Officers from each grant-giving department to ensure that he is fully up to speed with both the background and their individual requirements. The SGO is now the main point of contact for the CGP.
5. The SGO is currently developing all back office grant application assessment processes for all four themes, so as to ensure the required robust, proportionate and standardised approach.
6. The grants@cityoflondon.gov.uk inbox is receiving daily enquiries from prospective applicants. Enquiries to date have primarily focused on whether projects align with the eligibility criteria and whether their organisational structure and constitution are valid.
7. Workshops for prospective grantees have now been set for Wednesday 9 November 2016 and Friday 13 January 2017 in the Guildhall. These workshops will allow prospective grantees to discuss an application with our SGO and have the eligibility criteria explained in greater depth. These workshops will be delivered on a regular basis by the SGO and as and when requested by external community groups or organisations. The dates for these workshops have been made available online and tweeted through the corporate Twitter account.
8. The closing dates for all four CGP funding themes have now been established and the dates for all Officer Panels or Committees to make a decision on the grant requests received have been set.

Funding theme	Closing dates	Decision-making process	Date of meeting
Stronger communities	31/01/2017	Community and Children's Services Officers in consultation with the Chairman and Deputy Chairman of the Grand Committee.	21 March 2017
Enjoying green spaces and the natural environment	31/01/2017	Open Spaces Officers, in consultation with the Chairman and Deputy Chairman of the Open Spaces and City Gardens.	3 March 2017
Inspiring London through culture	31/12/2016 31/07/2017 31/12/2017	Culture, Heritage and Libraries (CHL) Officer/Member panel which will make recommendations to the Culture, Heritage	13 January 2017 (Officer Panel) 06 February 2017 CHL Committee meeting.

Funding theme	Closing dates	Decision-making process	Date of meeting
		and Libraries Committee.	
Education and employment support (Combined Education Charity and City Educational Trust Fund)	15/11/2016	Education Charity Sub-Committee	12 December 2016

9. All grant giving committees have been requested to convene before end March 2016 in order to ensure that available funds have been allocated to projects before the end of the financial year. Should any City's cash remain unallocated, it will be subject to the standard City's Cash carry forward process.
10. Note: Community and Children's Services Committee have agreed that any unspent City's cash is paid into the endowment of the Combined Relief of Poverty Charity.

Publicity for the CGP

11. City of London Corporation Officers have been provided an update on the CGP through the Staff CoLnet Intranet page and several departments have been provided additional information to raise the profile of the Grants programme through internal departmental newsletters e.g. Community and Children's Services.
12. In conjunction with the Communications team, a regular tweet schedule has been established via the Corporate Twitter account. Interest generated to date has been steadily increasing as the Twitter presence increases. Each of the four grant-giving departments has also been working to tweet and raise the profile of the CGP through their own networks.
13. A new Communications Officer that will work across CBT, giving projects and the CGP has now been recruited and started in post on 1st November 2016. This will further increase the capacity to further communicate about the CGP.

Background Papers:

- Policy and Resources Committee, October 2016, 'Central Grants Programme Resourcing and Management Fee'

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