

ABERDEEN CITY COUNCIL

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COMMITTEE	Finance, Policy and Resources
DATE	9 March 2017
INTERIM DIRECTOR	Richard Ellis
TITLE OF REPORT	Small Financial Assistance Grants and Gala Funding 2016/17
REPORT NUMBER	CG/17/003
CHECKLIST COMPLETED	Yes

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1. PURPOSE OF REPORT

The purpose of this report is to

- Present applications for financial assistance and/or community gala grants allowing Elected Members to make a decision on providing funding from the financial assistance/gala budget; and
- Review the financial assistance and community gala grant process used during 2016/17.

2. RECOMMENDATION(S)

It is recommended that the Committee:-

- i) Consider the applications received and agree to award 2016/17 funding based on the recommendations contained within the highlighted column in part A of table 1 below :-

Table 1 - 2016/17							
A: Grant Requests For Consideration							
Requests received :							
From	For	Requested Amount £	Recommended Amount £	Financial Assistance £	Community Gala Grants £	Total £	More Detail
Financial Assistance							
Tillydrone Community Council	M26 Road to Recovery Event	2,076	-	-	-	-	Appendix A
North East Riders Volunteers	HiVis jackets/safety gear for North East members of Blood Bikes	2,500	2,500	2,500	-	2,500	Appendix B
Community Gala Grants							
No applications received				-		-	
				-		-	
B: For Information							
2016/17 Budget				45,000	10,000	55,000	
Grants Approved to Date				27,689	21,489	49,178	
Budget Remaining						5,822	
Potential Approvals from Above				2,500	-	2,500	
Balance remaining if recommendations approved						3,322	
Approved to date + Recommended Approvals from Table				30,189	21,489	51,678	

- ii) Consider the applications received and agree to award 2017/18 funding based on the recommendations contained within the highlighted column in part A of table 2 below :-

Table 2 - 2017/18							
A: Grant Requests For Consideration							
Requests received :							
From	For	Requested Amount £	Recommended Amount £	Financial Assistance £	Community Gala Grants £	Total £	More Detail
Financial Assistance							
VSA	Sing, Sing, Sing event at Beach Ballroom	2,000	2,000	2,000	-	2,000	Appendix C
Community Gala Grants							
c/o Danestone Congregational Church	Danestone Gala	2,782	up to £2,500	-	2,500	2,500	Appendix D
Mastrick Community Centre	Family Fun Day	1,300	up to £2,500	-	1,300	1,300	Appendix E

- iii) Note the review of the grant award process; and
- iv) Agree that delegated authority be given to the Head of Finance to approve applications for up to £2,500 meeting the criteria as set out in paragraph 5.12 with applications greater than £2,500 being presented to this committee.

### 3. FINANCIAL IMPLICATIONS

- 3.1 The awarding and approval of grants and financial assistance is a significant element of council business and as such millions of pounds are paid to external organisations each year. Appropriate and suitable means of approval following the principles of 'Following the Public Pound' require to be maintained in order to ensure Best Value.
- 3.2 Part B of the above table summarises the budget available for financial assistance/community gala grants and the balance of budget remaining if the recommendations are approved.

### 4. OTHER IMPLICATIONS

There are no other implications arising from this report.

### 5. BACKGROUND/MAIN ISSUES

- 5.1 At the meeting of 19 April 2016 the Committee approved funding packs to be used for small financial assistance grants and community gala grants. These included guidance on each type of grant.

In summary:

<b>Small Financial Assistance Grants</b>	
Who Can Apply	The Committee will consider one-off requests which arise from time-to-time and do not fall within the assessment criteria of another established Council funding budget
How Much is Available	<ul style="list-style-type: none"> <li>• The fund has limited resources. Applications can only be considered whilst budget remains available</li> <li>• The maximum grant that can be awarded for any individual application is £2,500.</li> </ul>
What We Will Not Fund	<ul style="list-style-type: none"> <li>• Projects/events already being funded from another Council Budget</li> <li>• Projects/events which secured a small financial assistance grant in the previous 12 months</li> </ul>

<b>Community Gala Grants</b>	
Who Can Apply	The Committee will only consider one application per community group in each financial year for events within the City
How Much is Available	<ul style="list-style-type: none"> <li>• The fund has limited resources. Applications can only be considered whilst budget remains available</li> </ul>

	<ul style="list-style-type: none"> <li>• The maximum grant that can be awarded for any individual application is £2,500</li> </ul>
What We Will Not Fund	<ul style="list-style-type: none"> <li>• Events outwith Aberdeen City Council Boundaries</li> <li>• Alcohol</li> <li>• Personal gifts</li> </ul>

5.2 At the same meeting it was requested that a review of the revised process be reported at the end of the financial year.

5.3 The table below summarises the financial data for each type of grant.

<b>2016/17</b>	<b>Community Gala Grants</b>	<b>Small Financial Assistance Grants</b>	<b>Total</b>
Budget	£10,000	£45,000	£55,000
Value of applications submitted	£24,928	£53,437	£78,365
Value of grants awarded *	£21,489	£27,689	£49,178
Smallest Award	£360	£430	
Largest Award	£2,500	£2,500	

\* Prior to any approvals made today

5.4 As can be seen above there has been a high demand for Community Gala Grants with the total awarded being in excess of the budget transferred from the Events Team. Awards have been based on the full amount requested where the application was for less than £2,500 or the maximum recommended amount of £2,500 where the application was for greater than £2,500.

5.5 In previous years gala grant awards would have been restricted to a proportionate share of the total budget available.

5.6 Taking both grant types into account, the total awards made is within the overall budget available.

### **The Funding Packs**

5.7 The use of an application form for Small Financial Assistance Grants has helped standardise the data being presented to Committee. The inclusion of payment details at the application stage has also helped to reduce the time taken to make a grant payment.

5.8 It is not anticipated that any changes are required to the funding pack.

5.9 Application forms will be updated to highlight that customer feedback is welcome. This will be used to inform any changes required in the future.

### **The Approval Process**

- 5.10 The decision that all grant applications are considered by Committee has impacted upon the amount of time required to deal with applications. The lead in time between draft reports being issued for consultation and the deadline for final reports has meant that in most instances further applications have been received. In effect this means that the draft report has to be updated and re-circulated for consultation. As these reports are widely circulated this is time-consuming for both Officers and Councillor's.
- 5.11 In some instances the timing of the receipt of a grant application and the deadline for final committee reports has meant that the events have taken place prior to a funding decision being made. This is clearly a risk to the organisers and some concern has been expressed by applicants regarding this.
- 5.12 In order to streamline the approval process, it is recommended that the Head of Finance be provided with delegated authority to approve valid applications for up to £2,500.

The guidance previously approved and summarised at 5.1 above would also be amended to include the following criteria

<b>Small Financial Assistance Grants</b>	
Who Can Apply	<ul style="list-style-type: none"><li>• Only one application per individual/group/organisation will be considered in any financial year</li></ul>
What We Will Not Fund	<ul style="list-style-type: none"><li>• Applications which do not demonstrate a clear benefit to the City or its residents</li></ul>

<b>Community Gala Grants</b>	
Who Can Apply	<ul style="list-style-type: none"><li>• Events should be for the benefit of the community as a whole or which the inhabitants at large may share</li></ul>

- 5.13 Where, under the criteria of the scheme, the Head of Finance would be recommending refusal, such applications will be taken to this committee for consideration and final decision.
- 5.14 Details of grants approved under such delegated authority will be provided to this committee via the Information Bulletin.

## **6. IMPACT**

Improving Customer Experience – by awarding grants and funding the Council supports individuals, groups and organisations within the city and broadens the experiences available to the citizens of Aberdeen. The removal of the need for Committee approval would mean that grant applications could be considered more regularly thereby reducing the length of the process for the customer. It would also reduce the volume of correspondence around committee dates and deadlines making the process more customer friendly.

Improving Staff Experience – staff have collaborated to update the process for financial assistance grants and gala funding and therefore should be engaged and committed to the process.

Improving our use of Resources – removing the need to prepare and circulate formal reports would reduce the amount of staff time required for the process.

The Council will, within financial constraints, seek to support individuals, groups and organisations with the City. All applicants will be given equal consideration within the criteria for the award of grants and donations from Council budgets.

This report is likely to be of interest to the public as it demonstrates the use of public funds.

7. MANAGEMENT OF RISK

There is a risk that funding provided will not be used for the purpose for which it is awarded.

8. BACKGROUND PAPERS

None

9. REPORT AUTHOR DETAILS

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*An application has been received from M26 for a one day event. As this group have already received a small financial assistance grant of £1,409 within this financial year, it is recommended that this application be refused.*

### Project/Event Details

Name of Project/Event: M26 Road to Recovery

Location: Tillydrone

Date: 11 November 2016

Brief description of proposed project/event:

The project aims to provide a structured day and drop in day for males aged 26+ residents of Tillydrone. The group has a dedicated voluntary worker from Tillydrone Community Council alongside a worker on a monthly basis from ADA.

The volunteer works with and supports rehabilitation drug and alcohol users to engage in activities and other community facilities. The project aims to build relationships with members from the community who feel they have nowhere to go.

The project aims to support individuals to develop a range of life skills, including confidence building, anxiety management and assertiveness, to positively improve health and well being.

The facility aims to support and encourage participants in the plan-do review of the provision including activities, classes and sessions that promote healthy life styles.

This project also runs a food bank one a week in association with CFINE.

### Financial Information

#### Total Cost of Project/Event

Please provide details of **total** planned expenditure

Type of Expenditure	Amount
<i>Eg hire of venue; food/drinks; travel; accommodation etc</i>	£
Cooking/healthy eating	400.00
Electricity/insurance	460.00
Activities/Entrance fees	580.00
Venue at Tillydrone Arcade. Aberdeen City Council	116.00
Transport costs	340.00
Resources/Cleaning Materials	180.00
Volunteering Co-ordinator in kind	In-kind
Treasurer in kind	In-kind
Total (A)	2,076.00

**Any Other Sources of Funding**

Please provide details of any other funding already secured for the project/event

Type of Funding	From	Amount
<i>Eg grant; donation; fundraising event</i>	<i>Eg individual; other organisation (name)</i>	£
		0.00
Total Other Funding (B)		0.00

**Total Financial Assistance Requested**

Please provide a summary of the amount of funding being requested

Details	Amount
<i>Usually Total (A) less Total (B).</i>	£
	2,076.00
Total Amount Requested (C)	2,076.00



**Project/Event Details**

Name of Project/Event: Blood Bikes

Location: Waterloo Quay

Date: Launched at the Town House by the Lord Provost 2/2/17

Brief description of proposed project/event:

North East Rider Volunteers is the newest and most northerly member of the Nationwide Association of Blood Bikes. Launched by the Lord Provost the charity will be offering emergency out of hours transport for the local NHS, totally free of charge. Because motorbikes will be used, the service will be much quicker and will undoubtedly at the end of the day save lives and money for the health service. The organisation has no paid staff and is manned by volunteers. Waterloo Quay Properties have kindly provided the group with free garage space to store motorcycles and equipment.

**Financial Information****Total Cost of Project/Event**Please provide details of **total** planned expenditure

Type of Expenditure	Amount
<i>Eg hire of venue; food/drinks; travel; accommodation etc</i>	£
5 x custom motorbikes with decals and blue lights	75,000
Training	2,800
Helmets (comms fitted)	2,900
Sat navs	1,200
HiVis jackets	2,500
On duty mobile phones	1,100
Insurance	1,500
Total (A)	87,000

**Any Other Sources of Funding**

Please provide details of any other funding already secured for the project/event

Type of Funding	From	Amount
<i>Eg grant; donation; fundraising event</i>	<i>Eg individual; other organisation (name)</i>	£
Fundraising	donations	5,200
Training	Aberdeen Airport Community Fund	1,400
Total Other Funding (B)		6,600

**Total Financial Assistance Requested**

Please provide a summary of the amount of funding being requested

Details	Amount
<i>Usually Total (A) less Total (B).</i>	£
HiVis jackets/safety gear	2,500
Total Amount Requested (C)	2,500

**Project/Event Details**

Name of Project/Event:	SING, SING, SING
Location:	BEACH BALLROOM, ABERDEEN
Date:	21st MAY 2017

**Brief description of proposed project/event:**

SING, SING, SING IS USA'S AMATEUR CHOIR COMPETITION. IT IS A UNIQUE SINGING EVENT 1ST HELD IN 2016 TO HELP RAISE AWARENESS AND RAISE FUNDS THROUGH TICKETS SALES AND FUNDRAISING, TO BENEFIT LOCAL VULNERABLE PEOPLE SUPPORTED BY USA.

WE HAVE ENCOURAGED WORK COLLEAGUES, CLIENTS AND FRIENDS TO FORM A CHOIR. THERE WILL BE 10 CHOIRS PERFORMING ON THE NIGHT.

EACH CHOIR WILL HAVE 3 MONTHS TO LEARN 2 SONGS WHICH WILL BE PERFORMED ON THE 21ST MAY 2017, IN FRONT OF A PANEL OF JUDGES.

**Financial Information****Total Cost of Project/Event**

Please provide details of total planned expenditure

Type of Expenditure	Amount
<i>Eg hire of venue; food/drinks; travel; accommodation etc</i>	£
VENUE - BEACH BALLROOM	£1500.00
BEACH BALLROOM SOUND & LIGHTING TECHNICIAN	275.00
TEA & COFFEE FOR CHOIR PARTICIPANTS 150 @ £1.50 each	225.00
Total (A)	£2000.00

**Any Other Sources of Funding**

Please provide details of any other funding already secured for the project/event

Type of Funding	From	Amount
<i>Eg grant; donation; fundraising event</i>	<i>Eg individual; other organisation (name)</i>	£
N/A	PARTICIPANTS ARE ENCOURAGED TO FUND RAISE. NO FUNDS SECURED	/
Total Other Funding (B)		

**Total Financial Assistance Requested**

Please provide a summary of the amount of funding being requested

Details	Amount
<i>Usually Total (A) less Total (B).</i>	£
VENUE	1500.00
TECHNICIAN	275.00
TEA COFFEE	225.00
Total Amount Requested (C)	£2000.00

**Gala Details**

Name of Gala: Danestone Gala

Gala Location: Community Area, Fairview Street, Danestone, Aberdeen, AB22 8ZP

Gala Date: Saturday 1<sup>st</sup> July 2017

Time: 11am – 3pm

Brief description of proposed event:

Annual Community Gala

(Organising committee includes Danestone Community Centre, Danestone Congregational Church, Danestone Medical Practice, Step by Step Nursery and the local Police)

How many people will be involved in / attending your planned event?

1,500 – 2,000

A conservative estimate (given by the local Police Inspector) was that at least 2,000 people attended the 2016 Danestone Gala.

**Budget**

Please provide details of **total** planned gala expenditure

<b>Expenditure</b>		<b>Amount</b>
		£
Staging / PA		150.00
Licensing / Traffic Management		132.00
Staffing	50 volunteers	3,900.00
Stewarding / Marshals	8 volunteers	2,320.00
Catering		0.00
Marquees / Tents	Stall frame hire	1,200.00
Medical	St. Andrews First Aid Donation	100.00
Toilets	"Venue hire" including toilet facilities	637.00
Bins	Community Area bins + extra black bags	30.00
Stalls staff and Insurance	Climbing wall, Bouncy Castle including	600.00
Other (Please detail)	Entertainment	120.00
	Publicity	350.00
	Insurance	Approx. 100.00
	Sundries	250.00
<b>Total</b>		<b>9,889.00</b>

**Any Other Sources of Funding/Income**

Please provide details of any other funding already secured for the project/event

Type of Funding	From	Amount
<i>Eg grant; donation; fundraising event, entrance fee</i>	<i>Eg individual; other organisation (name)</i>	£
Inkind Donation of PA	PA being provided by Northsound Radio	150.00
Inkind donation of time – Staffing	Community Area group's volunteers	3,900.00
Inkind donation of time: Stewarding etc	Danestone Gala Committee members	2320.00
Inkind donation of venues	Danestone Community Centre and Danestone Congregational Church	637.00
Insurance coverage	Danestone Community Centre and Danestone Congregational Church	Approx. 100.00
Total Other Funding/Income (B)		7,107.00

**Any Other Sources of Funding/Income**

Please provide details of any other funding already secured for the project/event

Type of Funding	From	Amount
<i>Eg grant; donation; fundraising event, entrance fee</i>	<i>Eg individual; other organisation (name)</i>	£
Inkind Donation of PA	PA being provided by Northsound Radio	150.00
Inkind donation of time – Staffing	Community Area group's volunteers	3,900.00
Inkind donation of time: Stewarding etc	Danestone Gala Committee members	2320.00
Inkind donation of venues	Danestone Community Centre and Danestone Congregational Church	637.00
Insurance coverage	Danestone Community Centre and Danestone Congregational Church	Approx. 100.00
Total Other Funding/Income (B)		7,107.00

**Total Grant Requested**

Please provide a summary of the amount of funding being requested

Details	Amount
<i>Usually Total (A) less Total (B).</i>	£
Licensing	132.00
Marquees / Tents	Stall frame hire 1,200.00
Medical	St. Andrews First Aid Donation 100.00
Bins bags	Community Area bins + extra black 30.00
Stalls staff and Insurance	Climbing wall, Bouncy Castle including 600.00
Other	Entertainment 120.00
Other	Publicity 350.00
	Sundries 250.00
Total Amount Requested (C)	2,782.00

**Gala Details**Name of Gala: *Family Run Day*Gala Location: *MASTRICK Community Centre*Gala Date: *17<sup>th</sup> JUNE 2017* Time: *10-1pm*Brief description of proposed event: *BBQ, STALLS, FACE PAINTING,  
COFFEE BAR, GAMES,  
INFLATABLES, ETC.*

How many people will be involved in / attending your planned event?

*200-400 APPROX.***Budget**

Please provide details of total planned gala expenditure

Expenditure	Amount £
Staging / PA	
Licensing / Traffic Management	
Staffing	
Stewarding / Marshals	
Catering	<i>480.00</i>
Marquees / Tents	<i>350.00</i>
Medical	
Toilets	
Bins	<i>50.00</i>
Stalls	<i>50.00</i>
Other (Please detail)	
<i>cleaning Materials</i>	<i>100.00</i>
Total	<i>£1400.00</i>

**Any Other Sources of Funding/Income**

Please provide details of any other funding already secured for the project/event

Type of Funding Eg grant; donation; fundraising event, entrance fee	From Eg individual; other organisation (name)	Amount £
<i>FUNDRAISING</i>	<i>MASTRICK Social Committee</i>	<i>£100.00</i>
Total Other Funding/Income (B)		

**Total Grant Requested**

Please provide a summary of the amount of funding being requested

Details	Amount
Usually Total (A) less Total (B).	<i>£1400</i>
	<i>- £100</i>
Total Amount Requested (C)	<i>£1300</i>