

**PTC - PORTISHEAD TOWN COUNCIL GRANT AWARD PROCESS PROPOSAL**  
**COMMUNITY MATTERS COMMITTEE REPORT 10.03.2021 – Item 12**

**Background**

Portishead Town Council provides grants to groups and organisations in Portishead. In order to receive a PTC grant, groups and organisations must demonstrate how a grant will benefit the town and the residents of Portishead. To support the community projects stated in the 2021-2022 PTC budget, the PTC Grants scheme has been reviewed to ensure it is flexible, supportive and still able to meet the changing requirements of the residents and organisations of Portishead.

The review of last year's grants awards took place after the close of last year's awards on 30 November 2020. Feedback received from the Grants Awards stakeholders e.g. grant applicants, potential applicants, residents, councillors and staff, and from the information submitted in the grant applications were collated and discussed – see Section A for an overview.

The review provided the Recommendations below to update the future structure and process for the 2021 PTC Grant Award process – see section B.

**Section A - Review of 2020 Grant Awards process**

A review of the 2020 Grants Award scheme was carried out. Overall, feedback was positive and applicants felt that the new process enabled them to submit grant applications and receive feedback on applications quickly and efficiently.

Positive comments were received about the introduction of a Grants Working Party, the dedicated grants email address, the grants webpages on how to apply and grant application guidance notes, and a useful grants process timeline.

Positive feedback from grant applicants also noted the usefulness and accessibility of the Grants Awarded webpage which provides details of each group that has applied, how the PTC grant will be spent, and group contact details: <https://www.portishead.gov.uk/Grants-Awarded-20202021>

The Community Matters committee were also pleased to see that grant applications were received from community groups that had not previously applied for the Portishead Town Council grant. The grant funding received by new community groups has provided new opportunities for Portishead residents, for example:

**Window Wanderland – Grant Awarded - £500 on 9th December 2020**

Window Wanderland is an established nationwide charity and free, inclusive community event. Local residents and businesses are invited to create displays in their windows to make a walkable trail for people to follow. Portishead has successfully taken part in Window Wanderland for the last 4 years, with the next event taking place in the town 6th-7th March 2021. The grant will be used to fund design and distribution of flyers and banners.

**Portishead Lions – Grant awarded -£1,189 on 12th Aug 2020**

The Portishead Lions provide and maintain 28 defibrillators in Portishead. 7000 people have been trained to use this life saving equipment located on our streets. Portishead Town Council has recognised the impact that the covid pandemic has had on fundraising and operating costs this year. The grant awarded will help The Lions to continue to support and protect this life saving service for Portishead residents.

## Summary of grant funding provided 2020-2021

Grant Applications 2020-2021	Applied £	Awarded £	Paid £
Totals 20-21 grants	120,044	96,238	81,138

### Section B – Recommendations for 2021 PTC Grant Award process

The review of the 2020 PTC Grants Award process has highlighted potential areas for updates in the Grants Awards process for 2021. These updates are proposed as four Recommendations for decision below.

#### RECOMMENDATION 1: Revision of PTC Grant Award funding bands and associated supporting information

Grant applications to the PTC Grant Award process to be submitted and assessed in relation the funding bands below:

1. **Micro<sup>1</sup> Grants** – request for up to **£1000** funding (**New funding band for 2021**)
2. **Small Grants**– request for **£1001 to £5000** funding (**Revised funding band for 2021**)
3. **Medium Grants** – request for **£5001 to £10,000** funding
4. **Large Grants** – request for **more that £10,000** funding
  - ‘One off’ grant funding with no service level agreement required
5. **Strategic Grants<sup>2</sup>** – request for **more than £10,000** funding
  - ‘Ongoing’ strategic grant funding applications that could be multi year and have service level agreement (SLA) elements e.g. require outcome/ target monitoring.

Grant applicants are asked to provide different levels of information to support applications that align with the funding bands. The granularity of information required for the new Micro grant funding band is:

- **Micro grants:**
  - Name of group and contact details of lead group volunteer applying for grant
  - The amount and timing of grant sought
  - Number of users or other relevant information of the people likely to benefit from the grant

#### RECOMMENDATION 2: To review remit and membership of PTC Grants Working Party

A Grants Working Party reviews the grant applications received by PTC. This is to ensure that other PTC stakeholders can input to the recommendation and that grant applications align with strategic, financial and community focused objectives of PTC. The Grants Working Party review of incoming grant applications is also a useful review and monitoring process for the Community Matters Committee to be kept up to date with grants received.

Therefore, it is proposed that a GWP will be convened as required to review and prepare incoming grant applications of any amount to be ready for consideration at the CM Committee. The Grants Working Party will consider the grant applications and work with the applicants prior to a CM

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<sup>1</sup> For smaller, ‘one-off’ events or activities including e.g. non-constituted (non-formalised) groups of volunteers

<sup>2</sup> Strategic Grants – for projects requiring longer term funding that will make a ‘strategic’ difference to the town and its residents i.e. PTC would be making a ‘strategic’ investment for the town

Committee or Town Council meeting to ensure a grant application meets both the criteria and wider PTC objectives.

The CM committee will continue to consider all grant applications submitted to PTC. In line with the review of the Grants Awards proposed, it is proposed to review the membership for the Grants Working Party for 2021. Currently, the GWP comprises of:

- Chair of the CM Committee
- Chair of the Staff and Finance Committee
- Another CM Committee member
- PTC Officers as appropriate

It is suggested that other councillors will be invited to attend the GWP if a grant application requests funding for topics supported by other councillors e.g. wellbeing. This input from other councillors will provide wider context and topic based information to support the GWP in their review of grant applications.

The invited councillor will not be allowed to decide on the recommendation of the Grants Working Party when considering grant applications that relate to the specific area of interest that a councillor leads on.

### **RECOMMENDATION 3: To update the timings of grant application decisions at the Community Matters Committee**

The number and type of Grant Award applications to PTC increased in 2020. For the CM Committee to decide on grant applications in a timely and efficient process, it is recommended that the timing of the grant application decision process is updated:

- For **Micro and Small Grants** – up to £1000 and between £1001 and £5000: to **decide and approve** at a **MONTHLY** CM Committee meeting
- For **Medium grants** – between £5,001 and £10,000: to **decide and approve** at a **QUARTERLY** CM Committee meeting as a Grant Approval item, or as the GWP may recommend as required

The grant application decision process for Large and Strategic Grants to remain as:

- For **Large Grants** – more than £10,000: to **discuss and make recommendations for approval** to a full Town Council meeting at a **quarterly** CM Committee meeting as a Grant Approval item
- For **Strategic Grants** – more than £10,000 with SLA elements: to **discuss, and make recommendations for approval** to a full Town Council meeting at a **quarterly** CM Committee meeting as a Grant Approval item

However, all grant applications will continue to be reviewed a case by case basis when received.

### **RECOMMENDATION 4: To ratify the dates of the 2021 PTC Grant Awards scheme**

Subject to the decisions made again Recommendations 1,2 and 3, it is recommended that the 2021 PTC Grant Awards scheme opens for applications on 1 April 2021 and closes to applications on 30 November 2021.