



Somerset County Council

**Members Improving Lives Grant
Scheme**

2019-2020

May 2019

Introduction to the Scheme

This document provides detail on the running of the County Councillor Improving Lives Grant Scheme.

The scheme provides a fixed sum of £2,000 to each member to support local voluntary and community group initiatives in their division. This enables small grants to be provided at a very local level to help communities and neighbourhoods develop activities that deliver the County Council Improving Lives vision. One of the most important things we can do to improve lives is to support locally-led activity which encourages people to connect together, particularly people who find it hard to integrate into their local community.

This grant scheme has been designed to provide support for the local delivery of the Somerset County Council 2019-2020 priorities to improve the lives of Somerset residents. Applications are particularly encouraged which would improve lives of particularly vulnerable or less advantaged groups.

In line with all council expenditure, it is expected that value for money is achieved from this funding and members are responsible for ensuring that the money allocated to communities is spent for the purpose for which it was allocated.

These guidance notes set out how the scheme is to be administered, the necessary controls and governance arrangements, and clear practical advice to members on which schemes can be supported and how to access the funding.

This scheme will be open from **1st September and will close on 30th November 2019.**

David Fothergill
Leader of the Council

Improving Lives Scheme Guidance Notes 2019-20

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Section 1: What does the scheme aim to do?

- 1.1 The Improving Lives Grant Scheme enables each County Councillor to put forward grant proposals to improve the lives of local communities. The focus of the scheme is to empower communities and groups to take responsibility for local action, help people to become better integrated in their own communities and to reduce pressure on local services.
- 1.2 This funding is designed to support the delivery of the Somerset County Council 2019-20 Business Plan at a very local level. Grants should support the priorities of Somerset County Council as seen below:
- A thriving and productive county that is ambitious, confident and focused on improving people's lives
 - A county of resilient, well-connected and compassionate communities working to reduce inequalities
 - A county where all partners actively work together for the benefit of our residents, communities and businesses and the environment in which we all live
 - A county that provides you with right information, advice and guidance to help you help yourself and targets support to those who need it most
- 1.3 Appendix 1 gives a list of possible examples for use of the fund. Appendix 2 is the application form, which is to be completed and emailed to communities@somerset.gov.uk. Appendix 3 is the consent forms for photographs which would enable the council to use them in future publicity.

Section 2: How can the money be spent?

- 2.1 £2,000 is available per member and applications must be received by **30th November 2019**. Please be aware that there is a maximum of four bids per member. Any unspent funds at that date will be returned to the County Council's budget.
- 2.2 The Improving Lives Grant Scheme allows members to have a genuine impact in their local division.
- 2.3 Members are asked to be mindful of the amount of work involved in processing significant numbers of grant applications. Early applications are encouraged, and members are asked to spread their submissions over the three month period, to help with the smooth administration of the scheme. Carefully

completed applications without missing information will also help the funding to be allocated in a timely way.

- 2.4 The fundamental principle is that the Improving Lives Grant Scheme should benefit residents in a member's own division; however, two or more members may still submit a joint proposal benefiting their respective divisions or a wider area. In all cases, the grants provided must be for projects within Somerset.
- 2.5 Members are encouraged to work collaboratively (e.g. with District and Parish Council colleagues and other partners) to avoid duplication and prevent possible double-funding of projects and encourage any matched funding opportunities.
- 2.6 It is envisaged that most grants will be to Parish Councils and local voluntary sector organisations as this is most likely to benefit people at a very local level.
- 2.7 Members have no legal powers to certify expenditure; therefore, ultimate authorisation of a grant rests with the Director of Public Health.
- 2.8 A record of expenditure in each division will be maintained and made available to members on a periodic basis throughout the application period.
- 2.9 Members are asked to send in a photograph where possible of each project. These will be used to assist with the evaluation and ensure robust practices. Please ensure that permission has been obtained from the project and the individuals concerned.

You can



- Apply for up to £2,000 between 1st September and 30th November 2019
- Support a maximum of 4 projects with no minimum amount
- Support projects inside your electoral division
- Consult partners to guard against duplication and double funding
- Attract and secure matched funding or third party sponsorship
- Make combined allocations with

You can't



- Commit to a project in which you have a Disclosable Pecuniary Interest, Personal or Prejudicial Interest - unless you clearly set out the details of your interest in your application
- Support a project that is 'ultra vires' for the County or is contrary to Council policy (see below)
- Carry forward funds – unspent allocations will be returned to SCC on 1st December and late applications will not be accepted after the 30th November 2019 deadline.
- Commit to on-going funding

other Members to support larger projects

NB. Combined applications only require one application form. This will need to be signed by all contributing Members indicating allocations from each

beyond use of this grant

- Use your budget for making hospitality payments
- Seek to fund lobbying, political activity or general electoral division publicity
- Make payments to individuals in their own right or support initiatives where the final beneficiary is an identifiable individual or family other than those identified through a subsequent transparent selection process
- Payments should not be used for salaries or any project which could leave an on-going liability

2.10 Councillors are reminded of the need to observe the authority's Code of Conduct for Members. If you have any queries pending that advice please contact Scott Wooldridge for further advice.

Note: The Improving Lives Grant Scheme funding is public money and the same criteria of ensuring Value for Money and appropriate accountability will apply in the same way as all other County expenditure. All spending will be subject to County Policy, Standing Orders and Financial Regulations.

Note: Wellbeing powers

- The General Power of Competence under the Localism Act 2011 enables every local authority to do anything which an individual may generally do. Since the Act came into effect councils no longer need to demonstrate that their activities are of direct benefit to the authority, its area or persons resident or present in its area. The scheme will also contribute to delivery of the Council's responsibilities under the Health and Social Care Act 2012.
- This has direct implications on partnership working as local authorities are permitted to work with partners to deliver services promoting or improving the economic, social or environmental wellbeing of their area, even if the services are not normally provided by local authorities (provided they are not prohibited by statute).

Section 3: How is a payment made?

- 3.1 In order to make an Improving Lives Grant payment, the application form provided will need to be completed. Please complete **all** non-shaded boxes. Please ensure **all** information requested is included on the form to save time and enable your application to be processed quickly.
- 3.2 Application forms are to be completed electronically and emailed to communities@somerset.gov.uk from the member's own SCC address box (wherever possible).
- 3.3 Each application must include:
- Specific details of the proposed use of grants to avoid misunderstanding or the possibility of alternative use
 - The name and designation of an appropriate representative of the recipient body to whom the County Councillor has explained the terms under which the grant is made. The terms are that the grant will be applied in full and exclusively to the purpose specified in the application. If it is not, the full sum (or residual sum for part-use) is repayable to the Council unless a fresh application is approved
 - **The full address, post code and contact number** of the recipient organisation otherwise this will delay the payment
 - Details for electronic bank transfer including account name, sort code, account number
 - Additional useful information can accompany the application form on a separate sheet
- 3.4 Every effort will be made to ensure that **fully completed application forms** that have been approved, will be sent to the Accounts Payable Team for processing within three weeks of receipt. All payments will be made via BACS to ensure payment is banked immediately and received by the recipient faster. Cheques will NOT be available.
- 3.5 Please indicate on the application form who the payment should be allocated to. **Payments can only be made to organisations and not an individual's bank account.** Please provide the name on the bank account, sort code and bank account number.
- 3.6 Members can use Improving Lives Grant to 'lever in' match funding from other organisations. If this applies, it would be appreciated if details could be provided in the appropriate box on the application form, or additional information attached.

Section 4: When can you make a payment?

- 4.1 The scheme begins on **1st September 2019** and payments can be made from then on, once the application has been approved. The deadline for the receipt of completed application forms is **30th November 2019**. Any unspent sums at that date will be returned to SCC budgets.
- 4.2 Whilst members are free to allocate their funding at any time between the commencement and deadline dates, they are encouraged to spread the applications over the period and avoid a last minute rush as this leads to an unacceptable burden on staff processing grant applications.

Note: County Councillor changes

If a Councillor retires from office, or ceases to be a Councillor for whatever reason, then the allocation of their remaining uncommitted budget will be the responsibility of the Director of Finance and Performance in consultation with the Leaders of the Council's political groups. There will be a presumption to make the monies available to the new Councillor for the electoral division if there is sufficient time for funding applications to be made in accordance with the timescales set out above.

Section 5: What about publicity for the grant?

- 5.1 Members are asked to send in a photograph of each project where possible, by email to communities@somerset.gov.uk either at the time of presenting the payment or at a later date upon project completion. These will be used to assist with evaluation and ensure robust practices. Specimens of photography consent forms are attached (Appendices 3 and 4). Copies must be completed by each adult or parent/guardian for a child appearing in a photograph as they may be used in future publicity for the Scheme.
- 5.2 The Council's Communications and Marketing Team are unable to promote individual projects; however, a summary of projects grouped by District will be provided.
- 5.3 All expenditure from County Council funds is considered to be information that is available to the public. Details of any spending made from an individual member's improving lives grant will be provided to any internal or external enquirer upon request, and will be included as part of the Council's 'transparency' disclosures.

- 5.4 Public awareness of the availability of the Improving Lives Grant Scheme is key to its successful application and to public participation in its use. Whilst a publicity campaign will be coordinated centrally, members are encouraged to widely publicise the scheme at local level.
- 5.5 Once grants have been made, members are encouraged to obtain appropriate publicity for the projects that have been supported. Permission should be sought from the project. The publicity should make it clear that the project has received funding from the County Council's Improving Lives Grant Scheme and should refer to the proposed outcomes being supported.
- 5.6 In the event that an election or by-election is called, officers will ensure that no council facilities are used to publicise expenditure from this fund during the Purdah period, in line with normal Purdah advice that would be issued by the council to officers at this time.
- 5.7 Once grants have been made to successful applicants, it is incumbent on individual County Councillors to ensure that the grant proceeds have been used, in full, for the specified purpose. In all cases (see Section 4) when completing an application the County Councillor needs to inform an appropriately designated representative of the benefitting organisation, the terms under which the grant is made. The individual's name and designation needs to be entered on the application form.
- 5.8 Should a member discover that grants have not been used appropriately or residual funds exist, the Director of Finance should be informed immediately so that formal recovery procedures can be instigated.

Section 6: What support is there for Members?

- 6.1 The Stronger Communities Team within Public Health at Somerset County Council will oversee the coordination of the scheme. The Team will be supported by the Programme Management Office in processing grant applications, keeping records of payments made on behalf of each member and issuing reminders of key deadlines periodically during the period.

- 6.2 For queries regarding the scheme please email communities@somerset.gov.uk or speak to Chris Phillips, Service Manager Stronger Communities, email cphillips@somerset.gov.uk or phone 01823 359243.
- 6.3 Grant applications will be considered by the Leader of the Council, Cabinet Member for Public Health and Wellbeing, and the Director of Public Health.

Appendix 1

Examples of the type of spend that would be considered appropriate include:

- Projects to reduce loneliness/isolation and promote social interaction at community level
- Projects to support stronger families and parenting support
- Gardening and healthy eating projects
- Falls prevention projects
- Projects with schools and young people's groups to promote emotional health and wellbeing
- Projects supporting use of outdoor amenities and developing mental wellbeing

Addressing health inequality

The following summary which is taken from the Impact Assessment identifies the groups who have been identified as having high levels of health and wellbeing needs and experiencing inequalities. Projects may directly address these groups / issues or take steps to ensure that projects include some of these groups. It is expected projects will in some way, include between one and three groups from this list and it would be good to see the whole range covered across Somerset.

Age: Somerset has an aging demographic; maintaining the health and wellbeing of older people is therefore a very high priority for the County. At the other end of the spectrum, from a healthy futures perspective, it is vital to encourage health and wellbeing activity among children and young people. Intergenerational projects can also help connect older and younger people in communities.

Pregnancy and Maternity: Taking care of maternal health and wellbeing benefits both the future of the unborn child as well as the mother.

Disability: Disabled people experience considerably higher levels of health inequality than the general population; this is often exacerbated by low income. Enabling participation in health and wellbeing activities will help address this inequality.

Race, ethnicity, religion or belief: People from black and minority ethnic groups are at greater risk of some health conditions than the general population and this risk will be reduced by participation in health and wellbeing activities. Gypsy and Traveller communities experience extreme health inequality, with average male life expectancy being under 50 years. Where race equality is combined with other protected characteristics (for example age, low income or disability) the impact multiplies.

Sexual orientation and gender reassignment: Lesbian, Gay, Bisexual or people going through gender reassignment of all ages can experience barriers to participating in health promotion activities and in accessing health services; as well as experiencing poor health and wellbeing as a direct result of exclusion and discrimination.

Men: Men have poorer health outcomes than women; and on average die younger. Men's health is therefore a priority. Encouraging men to participate in health and wellbeing activities in non-traditional ways.

Women: It is well known globally that women are the key to changing a community; and this is also the case when we want to foster healthy futures.

Carers: Carers have known health needs and benefit enormously from being able to take time out to maintain their own health and wellbeing

Military: Somerset has a sizable population of service and ex -service personal and their families – whose particular health and well-being needs are well recognised in the Military Covenant and the military health programme.

Low income: Health outcome is closely associated with income inequality and financial exclusion. Taking positive action to support low income groups participate community activities and / or to engage in activities which might support their education or employment opportunities are all likely to have extremely positive health benefits.

**IMPROVING LIVES GRANT SCHEME
APPLICATION FORM 2019-20**



FORM TO BE COMPLETED BY COUNTY COUNCILLOR ONLY. PLEASE READ THE 'IMPROVING LIVES GRANT SCHEME GUIDANCE NOTES 2019-20' BEFORE COMPLETING THIS FORM

Electoral Division:	
Councillor:	

<p>Purpose of Application (Please be specific as this helps to ensure that any grant applied for, is for the intended purpose. If necessary, please attach a separate summary)</p>
Name of recipient organisation:
What is the need or issue the project is aiming to address?
How will the project be delivered and in what timescale?
How might the project improve lives through one of the principles highlighted in section 1.2?
What do you expect will be achieved as a result of the project?

Which Somerset priority is met?
--

- | | |
|---|--|
| <input type="checkbox"/> Thriving and productive county | <input type="checkbox"/> Resilient, well-connected communities |
| <input type="checkbox"/> Partners activity working together | <input type="checkbox"/> Information, advice and guidance |

Recipient's Certification:

All grants are made on the basis that they will be used in full and exclusively for the purpose specified in "Purpose of Application" (above). If for any reason the grant cannot be used in this way the full sum will be immediately be repaid to the County Council.

Members must make this clear to a representative of the applicant organisation when completing the application form and enter the name of the individual and their designation below.

Print name of individual:	
Position within recipient organisation:	
Contact telephone number:	
Email address:	

Financial information

Amount applied for from Improving Lives Grant Fund:	£
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If this is a joint application with another County Councillor's Improving Lives Grant Scheme then please provide details:

--

Please provide a breakdown of how money is to be spent: (or attach details)

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**Does this scheme have any supporting funding available?
Yes/No (If yes, provide details)**

--

Payment details:

Payment cannot be processed without all of these details and please note payment

by cheque is not an option

Full name of payee (as it appears on bank account):

Full address of payee:

Bank name and branch:

Sort code:

Account number:

Charity number (if applicable):

In submitting this proposal, I confirm I have complied and will continue to comply with the Members' Code of Conduct and the Scheme Guidance

(please tick box)

Contact Number:

Date submitted:

Please email completed form to: communities@somerset.gov.uk

For office use only

Date logged in:

Date approved by panel:

Appendix 3

Photography consent form for the recording and use of images of adults & children under 13



Dear:

Somerset County Council wishes to build up a bank of photographs that we can include in promotional material to highlight the Improving Lives Grant Scheme projects.

We would like to ask your consent before Somerset County Council records your image. Please complete the form and answer the questions below:

1. May we use <i>your / your child's</i> image in Somerset County Council publications?	Yes / No
2. May we use <i>your / your child's</i> image in display and exhibition material?	Yes / No
3. May we use <i>your / your child's</i> image on Somerset County Council's external website?	Yes / No
4. May we record <i>your / your child's</i> image on video or webcam?	Yes / No
5. Are you happy for <i>your / your child's</i> image to appear in the media, such as newspapers?	Yes / No
6. Are you happy for <i>your / your child's</i> name to be printed on video/photo captions?	Yes / No
7. Are you happy for <i>your / your child's</i> image to be published on social media?	Yes / No
8. Are you happy for <i>your / your child's</i> to be stored on the Apple iCloud? (if we are using an Apple product) This will be based in the USA.	Yes / No
9. May we contact you in 2 years' time to renew your consent for the purposes outlined above?	Yes / No

Please make sure you have read and understood the 'Conditions of use' below, prior to signing this form.

Consent if you are an adult or over the age of 13

Your name: _____

Signed: _____ Date: _____

Contact address: _____

Contact number: _____

Consent if you have parental responsibility and are signing for a child under 13

Your name: _____

Name of child: _____

I confirm that I have parental responsibility for the above named child

Age of child as of today's date: _____

Signed: _____ Date: _____

Contact address: _____

Contact number: _____

Conditions of use

1. This consent is valid for two years. If you change your mind about giving consent to any of the above during this period, please email: eventsandmarketing@somerset.gov.uk or phone 01823 355020
2. Images will be stored securely. Please be aware that Somerset County Council has no control over the way external photographers and the media store images.
3. The Council has no control over any information or photograph published to the internet.

